# FORM B ADMINISTRATIVE ENTITY INFORMATION

**Legal Business Name of Respondent:** _____

Please address each of the assessment questions listed below. **Please indicate each of the corresponding question number(s) on the submitted narrative response.**

A maximum of five (5) additional pages may be attached if needed (excluding the company ownership structure graphic and the organization chart requested under **Company Profile**).

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## 1. Company Narrative

Provide a detailed narrative description explaining why the Respondent is qualified to provide the services detailed in **Article II** of the Request For Applications (**RFA**). The narrative description should focus on its company's key strengths and competitive advantages. The Respondent must describe their experience for each proposed Priority Project.

## 2. Company Profile

Provide a company profile that includes the following information:

a) The company ownership structure (corporation, partnership, LLC, or sole proprietorship), including any wholly-owned subsidiaries, affiliated companies, or joint ventures. **Please provide this information in a narrative response and as a graphical representation.**

b) If the Respondent is an affiliate of, or has a joint venture or strategic alliance with, another company, the Respondent must identify the percentage of ownership and the percentage of the parent's ownership. The entity providing most of the services defined by **Article II** of the RFA hereof and pursuant to a contract, throughout the duration of the contract, must be the primary bidder.

c) The Respondent's proposed operating structure for the services requested under this RFA and which entities (i.e. parent company, affiliate, joint venture, subcontractor) will be performing them.

d) The year the Respondent's company was founded and/or incorporated. If incorporated, please indicate the state where the company is incorporated and the date of incorporation.

e) The location of the Respondent's company headquarters and any field office(s) that may provide services for any resulting contract under this RFA.

f) The number of employees in the Respondent's company, both locally and nationally, and the location(s) from which employees may be assigned.

g) The Respondent company's organization chart.

h) The name, address, and telephone number of the Respondent's point of contact for any resulting contract under this RFA.

i) Indicate whether the Respondent's company has ever been engaged under a contract by any Texas state agency. If "Yes," specify when, for what duties, and for which agency.

j) If the Respondent is an out-of-state company, a Certificate of Authority from the Secretary of State to do business in Texas must be provided as well.

**3. Major Subcontractor Information**

The Respondent must identify any major subcontractors whom the Respondent intends to utilize in performing 15% or more of any contract. The Respondent must also describe the proposed subcontracted services. The Respondent must indicate whether or not the Respondent holds any financial interest in any major subcontractor. It may be required as a condition of award that an authorized officer or agent of each proposed major subcontractor sign a statement to the effect that the subcontractor has read, and will agree to abide by, the Respondent's obligations under any contract awarded pursuant to this RFA.

**4. Litigation and Contract History**

Respondent must include in its RFA Response a complete disclosure of any alleged or significant contractual failures.

In addition, Respondent must disclose any civil or criminal litigation or investigation pending over the last five (5) years that involves Respondent or in which Respondent has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Respondent.

The RFA Response may be rejected based upon Respondent's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual or grant obligations.

☐ Please check this box if the Respondent does not have any civil or criminal litigation or investigation pending over the last five (5) years that involves Respondent or in which Respondent has been judged guilty or liable.

## 5. Conflicts

Respondent must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting contract. Additionally, if applicable, the Respondent must disclose all potential conflicts of interest. The Respondent must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. HHSC will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the grant. Failure to identify actual and potential conflicts of interest may result in disqualification of a RFA Response or termination of a contract.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this contract, if any.

Additionally, pursuant to Section 2252.908 of the Texas Government Code, a successful Respondent awarded a contract greater than $1 million dollars, or that requires an action or vote of the governing body, must submit a disclosure of interested parties to the state agency at the time the business entity submits the signed grant. Rules and filing instructions may be found on the Texas Ethics Commissions public website and additional instructions will be given by HHSC to successful Respondents

☐ Please check this box if the Respondent certifies it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting contract.

**ALL RESPONSES TO <u>FORM B, ADMINISTRATIVE ENTITY INFORMATION</u> SHOULD BE INSERTED AFTER THIS PAGE.**

# FORM B, ADMINISTRATIVE ENTITY INFORMATION

**Legal Business Name of** _____

Please see page 1 of this form, **Form B, Administrative Entity Information**, for the required elements that must be included in the narrative response. A maximum of **five** (5) additional pages may be attached for responses.