



# City of Galveston

## REQUEST FOR QUALIFICATIONS

**Proposal Reference Number:** RFQ 26-02

**Project Title:** Bond Underwriting Services

**Proposal Closing Date:** 10:00 A.M.(CST), July 14, 2026

***Proposals submitted after the above deadline will not be accepted.***

## KEY EVENTS SCHEDULE

<b>PROJECT NAME:</b>	<b>Bond Underwriting Services</b>
<b>ISSUANCE OF RFQ</b>	<b>June 16, 2026</b>
<b>PRE-BID: CONFERENCE</b>	<b>N/A</b>
<b>DEADLINE FOR QUESTIONS:</b>	<b>10:00 A.M., (CST); Thursday, June 25, 2026</b>  All questions will be answered in the form of an addendum. All questions related to this RFQ are to be directed to the following link:  <a href="#">UPLOAD YOUR QUESTION(S) HERE</a>
<b>ADDENDA CHECKLIST: (IF APPLICABLE)</b>	<a href="#">CHECK HERE FOR ADDENDUMS</a>
<b>SUBMITTAL DEADLINE:</b>	<b>10:00 A.M., (CST); Tuesday, July 14, 2026</b>
<b>SUBMITAL REQUIREMENT:</b>	<b>Electronic submittals required.</b>  <a href="#">UPLOAD YOUR SUBMITTAL HERE</a>  <b><u>*The file size limit for upload is 250 mb per document. If the proposal size exceeds the size limit, Proposers are permitted to breakup the proposal into several documents for upload.</u></b>
<b>CITY OF GALVESTON COUNCIL AWARD:</b>	A final determination will be made at a future City of Galveston Council meeting. City of Galveston reserves the right to reject any and all Request for Proposals and waive any and all formalities and conditions.
<b>TERM OF SERVICE/PROJECT:</b>	Qualifying a pool of Bond Underwriting Firms for a 5-year period.

# REQUEST FOR QUALIFICATIONS

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## SECTION 1

### INTRODUCTION

#### 1.1 Description of City of Galveston

The City of Galveston (“COG”) is an island community with 32-miles of coastline and historic architecture that more than 50,000 residents call home. We are home to a port, a major medical complex, and two universities. The City of Galveston employs more than 800 people to provide essential services to our residents.

The City of Galveston located in Texas is a home rule city, and is governed through a council-manager form of government.

City of Galveston’s web page is located at <https://www.galvestontx.gov>

#### 1.2 Objective of this Request for Proposal

The City of Galveston (“COG”) is soliciting proposals in response to this Request for Qualifications, RFQ 26-02 (this “RFQ”), from qualified vendors to provide Bond Underwriting Services (the “Services”). The Services are more specifically described in **Section 3** (Scope of Work) of this RFQ.

**COG reserves the right to award multiple Agreements as a result of this RFQ if deemed in the best interest of COG. COG makes no representations of any kind that an award will be made as a result of this RFQ.**

COG is soliciting competitive sealed submissions from vendors having suitable qualifications and experience providing services in accordance with the terms, conditions and requirements set forth in this RFQ. This RFQ provides sufficient information for interested parties to prepare and provide submissions for consideration by COG.

#### 1.3 Public Information

Proposer is hereby notified that COG strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney General with respect to disclosure of public information.

COG strictly adheres to the Texas Public Information Act (Texas Government Code Chapter 552.001, et seq.) and all other governing statutes, regulations, and laws regarding the disclosure of RFQ information. Proposal Documents are not available for public inspection until after the Agreement award. If the Proposer has notified COG, in writing, that the Proposal Document contains trade secrets or confidential information, COG will generally take reasonable steps to prevent disclosure of such information, in accordance with the Public Information Act. This is a statement of general policy only, and in no event shall COG be liable for disclosure of such information by COG in response to a request, regardless of COG’s failure to take any such reasonable steps, even if COG is negligent in failing to do so.

The requirements of Subchapter J, Chapter 552, Government Code, may apply to this solicitation and the company or vendor agrees that the agreement can be terminated if the company or vendor knowingly or intentionally fails to comply with a requirement of that

chapter. Vendor or company acknowledges that the solicitation is part of any resulting agreement of the solicitation.

#### **1.4 Type of Agreement**

All Proposers are hereby put on notice that if the Proposer is awarded an agreement for procurement of goods or services, COG enters into that agreement in its governmental capacity, and not a proprietary capacity.

An award of an agreement to a vendor(s) does not guarantee the vendor(s) that COG shall issue any Purchase Order(s) for the Proposer's goods or services, or guarantee any particular volume use, number, or sales.

Proposers should be aware that the contents of the successful proposal will become a part of the subsequent contractual documents. Failure of the Proposer to accept this obligation may result in the cancellation of any award.

By submitting a proposal, Proposer further warrants and represents that he/she has become fully acquainted with the conditions, facts, and circumstances relating to providing the services/products required under this RFQ. The failure or omission of Proposer to acquaint himself/herself with existing conditions, facts, and circumstances, shall in no way relieve him/her of any obligation with respect to his/her proposal and any ensuing agreement.

Each Proposer acknowledges that COG has made a reasonable attempt to provide the Proposer with relevant data. The Proposer, therefore, waives any right of avoidance of the agreement based upon any expressed or implied warranty or representation that the pricing or activity data provided discloses all requirements, risks or exposures known to exist in the provision of the services being requested.

#### **1.5 Clarifications and Interpretations**

Proposers shall promptly notify the COG of any omissions, ambiguity, inconsistency or error that they may discover upon examination of this RFQ. COG shall not be responsible or liable for any errors and/or misrepresentation that result from the solicitations which are inadvertently incomplete, ambiguous, inconsistent or obviously erroneous.

COG may, in its sole discretion, respond in writing to written inquiries concerning this RFQ. Only COG's responses that are made by formal written Addenda will be binding on COG. Any verbal responses, written interpretations or clarifications other than Addenda to this RFQ will be without legal effect. All Addenda issued by COG prior to the Submittal Deadline will be and are hereby incorporated as a part of this RFQ for all purposes.

Proposers are required to acknowledge receipt of each Addendum as specified in this Section. The Proposer must acknowledge all Addenda by completing, signing and returning the Addenda Checklist. The Addenda Checklist must accompany the Proposer's proposal.

Responses to inquiries which directly affect an interpretation or effect a change to this RFQ will be issued in writing by addendum and posted to COG website. All such addenda issued by COG prior to the submittal deadline shall be considered part of the RFQ. COG shall not be bound by any reply to an inquiry unless such reply is made by such formal written addendum.

## 1.6 Proposal Evaluation Process

The evaluation of the Proposals shall be based on the requirements and percentages described in **Section 2.2** of this RFQ. All properly submitted Proposals will be reviewed, evaluated, and ranked by COG.

An award of a contract to provide the goods or services specified herein will be made using competitive sealed qualifications, in accordance with Chapter 252 of the Texas Local Government Code, Chapter 2254 of the Texas Government Code, and with the City's purchasing policy. All proposals submitted by the Submittal Deadline, accompanied by the number of completed and signed originals that are required by this RFQ, will be opened publicly to identify the name of each Proposer submitting a proposal. Any proposals that are not submitted by the Submittal Date, or that are not accompanied by the number of completed and signed originals by this RFQ, will be rejected by COG as non-responsive due to material failure to comply with advertised specifications.

If the Proposal Document is incomplete or otherwise fails to conform to the requirements of the RFQ, COG alone will determine whether the variance is so significant as to render the proposal non-responsive. After the opening of the proposals and upon completion of the initial review and evaluation of the proposals, COG may invite one or more selected Proposers to participate in oral presentations. COG will use commercially reasonable efforts to avoid public disclosure of the contents of a proposal prior to selection of Vendor.

**Discussions may not be initiated by proposers. These discussions will be limited to issues and topics brought forth by the COG. Any attempt by proposer or vendor at deviating from the issues and topics to discuss other issues and topics concerning the Proposal brought forth by the COG shall be grounds for disqualification. Vendors shall not contact any COG personnel during the proposal process without the express permission from the COG's Purchasing Manager.**

COG may make the selection of Vendor on the basis of the proposals initially submitted, without discussion, clarification or modification. In the alternative, COG may make the selection of Vendor on the basis of negotiation with any of the Proposers. In conducting such negotiations, COG will use commercially reasonable efforts to avoid disclosing the contents of competing proposals.

At COG's sole option and discretion, COG may discuss and negotiate all elements of the proposals submitted by selected Proposers within a specified competitive range. For purposes of negotiation, COG may establish, after an initial review of the proposals, a competitive range of acceptable, or potentially acceptable, proposals composed of the highest rated proposal(s). In that event, COG will defer further action on proposals not included within the competitive range pending the selection of Vendor; provided, however, COG reserves the right to include additional proposals in the competitive range, if deemed to be in the best interests of COG.

All correspondence relating to this proposal, from advertisement to award, shall be sent to the COG's Purchasing Division. All presentations and/or meetings between COG and the vendor relating to this proposal shall be coordinated by COG Purchasing Division. COG reserves the right to determine which proposal provides COG with the best value and which will be in the COG's best interest.

COG reserves the right to (a) enter into an agreement for all or any portion of the requirements and specifications set forth in this RFQ with one or more Proposers, (b)

reject any and all proposals and re-solicit proposals, or (c) reject any and all proposals and temporarily or permanently abandon this selection process, if deemed to be in the best interests of COG. Proposer is hereby notified that COG will maintain in its files concerning this RFQ a written record of the basis upon which a selection, if any, is made by COG.

### **1.7 COG's Reservation of Rights**

COG may evaluate the Proposals based on the anticipated completion of all or any portion of the Project. COG reserves the right to divide the Project into multiple parts, to reject any and all Proposals and re-solicit for new Proposals, or to reject any and all Proposals and temporarily or permanently abandon the Project. COG makes no representations, written or oral, that it will enter into any form of agreement with any respondent to this RFQ for any project and no such representation is intended or should be construed by the issuance of this RFQ. Acceptance of a Proposal for consideration does not waive this reservation of rights, nor does it imply any obligation by COG.

COG reserves the right to award one agreement for some or all the requirements proposed or award multiple agreements for various portions of the requirements to different Proposers.

If the best proposer's Proposal is significantly unbalanced either in excess of or below reasonable cost analysis values normally associated with the work, the Proposal will be considered as non-responsive and will not be considered for award. COG reserves the right to evaluate and determine the next qualified Proposal for consideration of Award.

### **1.8 System for Award Management (SAM.GOV)**

All vendors contracting with COG may be required to register, or have an active registration with the System for Award Management (SAM.gov). Registration is free. The System for Award Management (SAM) is the official registration required prior to bidding on a contract with any federal government agency, including local governments who receive federal funds. Registration must be completed prior to contract award by COG Council. Registering online is accomplished on the SAM website here: <https://sam.gov/content/home>

### **1.9 No Reimbursement for Costs**

Proposer acknowledges and accepts that any costs incurred from the Proposer's participation in this RFQ shall be at the sole risk and responsibility of the Proposer. Proposer understands and agrees that (1) this RFQ is a solicitation for proposals and COG has made no representation written or oral that one or more agreements with COG will be awarded under this RFQ; (2) COG issues this RFQ predicated on COG's anticipated requirements for the Services, and COG has made no representation, written or oral, that any particular scope of services will actually be required by COG; and (3) Proposer will bear, as its sole risk and responsibility, any cost that arises from Proposer's preparation of a proposal in response to this RFQ.

### **1.10 RFQ Withdrawals and/or Amendments**

COG reserves the right to withdraw this RFQ for any reason. COG reserves the right to amend any aspect of this RFQ by formal written Addendum prior to the Proposal submittal deadline.

### **1.11 Tax Exempt Status**

COG purchases are exempt from State Sales Tax and Federal Excise Tax. Do not include tax in the proposal. COG will furnish Excise Tax Exemption Certificate upon request.

### **1.12 Compliance with House Bills 13, 19, 89 and Texas Government Code Chapter 2252, Section 2252.152 and Section 2252.152.**

COG Requires Proposer to verify that they are in-compliance with House Bills and Texas Government Codes. Refer to **Section 4** for these documents

### **1.13 Proposal Validity Period**

Once the submittal deadline has passed, any proposal Document shall constitute an irrevocable proposal to provide the commodities and/or services set forth in the Scope of Services. Such proposal shall be irrevocable until the earlier of the expiration of ninety (90) days from the submittal deadline, or until an agreement has been awarded by the COG.

### **1.14 Equal Opportunity Employer**

COG is an equal opportunity employer and does not discriminate in awarding agreements or employment of persons because of their race, sex, age, religion, national origin, veteran, disabled or handicap status or any other characteristic protected by law. COG requires companies with which it conducts business to be equal opportunity employers and comply with all applicable federal, state and municipal laws and regulations regarding contracting and employment practices.

### **1.15 Conflict of Interest Questionnaire (Form CIQ)**

A person or business, and their agents, who seek to contract or enter into an agreement with COG, are required by Texas Local Government Code, Chapter 176, to file a conflict of interest questionnaire (FORM CIQ) which is found in **Section 4**. The form must be filed with the City Secretary no later than seven (7) days after the date the person or business begins agreement discussions or negotiations with COG, or submits an application, response to a request for proposals or proposals, correspondence, or other writing related to any potential agreement with COG. If no conflict exists the proposer must mark the form Not Applicable or NA and return with the proposal packet.

### **1.16 Disclosure of Interested Parties Form 1295**

A person or business, who enters into an agreement with COG, meeting the conditions according to Texas Local Government Code Sec. 2252.908, is required to file Form 1295 with Texas Ethics Commission. **This form is not required unless there is an agreement between the vendor and the COG. Do not submit this form unless you receive an award letter from COG.**

[https://www.ethics.state.tx.us/whatsnew/elf\\_info\\_form1295.htm](https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

### **1.17 Protest Procedure**

Any actual or prospective proposer who is allegedly connected with the solicitation or award of an offer may protest. The protest will be submitted in writing to the COG's Purchasing Division within three working days after such aggrieved person knows of, or should have known of the facts giving rise thereto. If the protest is not resolved by mutual

agreement, the Purchasing Division will promptly issue a decision in writing, via electronic mail, to the protesting person.

- i. All protest lodged by potential or actual bidders, contractors or proposers must be made in writing, via electronic mail, and contain the following information:
  - a. Name, address and telephone number of the protestor.
  - b. Identification of the solicitation or agreement number and time.
  - c. A detailed statement of the protest's legal and factual grounds, including copies of relevant documents.
  - d. Identification of the issue(s) to be resolved and statement of what relief is requested.
  - e. Arguments and authorities in support of the protest.
  - f. A statement that copies of the protest have been delivered, via electronic mail, to all interested parties in the invitation to bid or request for proposals process.
- ii. In the case of request for proposals, the COG Purchasing Manager shall ask the protester deliver, via electronic mail, the protest to relevant parties.

### **1.18 Pursuant to Sec. 2-341 of the COG Code – Declaration of Policy**

- A. It is the policy of COG to stimulate growth of local minority and women-owned business enterprise (M/WBE) by encouraging their participation in all phases of its contract and procurement activity and by affording them the opportunity to compete for all COG contracts. The purpose and objectives of this article are to:
  - i. Increase the capacity of local M/WBE's to provide products and services.
  - ii. Increase the opportunities for local M/WBE's to expand their business with COG and other public and private sector business entities.
- B. Provided, however, nothing herein shall require COG to award contracts for services or procurements to a M/WBE which is not also the lowest responsive and responsible Proposer and otherwise qualified unless COG may otherwise lawfully award the contract to someone other than the lowest responsive, responsible Proposer.
- C. Additionally, COG has a Disadvantaged Business Enterprise, (DBE) program mandated by the US Department of Transportation, which is part of its M/WBE program.

### **1.19 Insurance Requirements**

Insurance: The Proposer, consistent with its status as an independent contractor, shall carry, and shall require any of its subcontractors to carry, at least the following insurance in such form, with such companies, and in such amounts (unless otherwise specified in the Scope of Services, Appendix J) as City may require, naming the City of Galveston as the additional insured:

- i. Worker's Compensation and Employer's Liability insurance, including All States Endorsement, to the extent required by federal law and complying with the laws of the State of Texas;
- ii. Commercial General Liability insurance for at least One Million Dollars (\$1,000,000) on a per occurrence basis, with a Two Million (\$2,000,000) aggregate. Blanket Contractual Liability, Broad Form Property Damage,

Personal Injury, Completed Operations/Products Liability, Premises Liability, Medical Payments, and Broad Form General Liability Endorsements;

- iii. Comprehensive Automobile Liability insurance covering all owned, non-owned or hired automobiles to be used by the Contractor, with coverage at the minimum State of Texas requirements;
- iv. Professional Liability, Errors and Omissions in an amount to be determined in the Scope of Services.

## SECTION 2

### NOTICE TO PROPOSER

#### 2.1 Submittal Deadline

Refer to Key Event Schedule

#### 2.2 Criteria for Selection

Proposer is encouraged to propose terms and conditions offering the maximum benefit to COG in terms of:

An evaluation team from COG will evaluate proposals. The evaluation of proposals and the selection of Vendor will be based on the information provided by Proposer in his proposal. COG may give consideration to additional information, if COG deems such information relevant.

Emphasis	Factor
35%	Quality of proposal and responses to specific questions included in the RFQ
20%	Demonstrated ability in providing similar services to municipalities and/or other public entities. <ul style="list-style-type: none"><li>• Distribution capabilities for the City's debt obligations.</li><li>• Firm's demonstrated commitment to Texas issuers.</li><li>• Capital commitment to City's bond sales.</li><li>• Financial position of firm.</li></ul>
25%	Professional Qualifications and Experience: <ul style="list-style-type: none"><li>• Financial Experience</li><li>• Financing experience of banking/underwriting professionals assigned to the City.</li></ul>
20%	Experience as a Senior Manager and Co-Manager
100%	

## SECTION 3

### Scope of Work

#### 3.1 Project Title: Bond Underwriting Services

#### 3.2 Scope of Work – Requirements

The City of Galveston (the “COG”) is requesting information from qualified firms to provide bond underwriting services for any negotiated bond underwriting deemed necessary by COG during the next 5 years.

COG intends to form a pool of underwriters to market COG’s future negotiated bond sales. The pool will be formed by COG, in consultation with other applicable parties it deems appropriate. COG anticipates its underwriting pool will consist of up to 12 firms. COG will have the sole authority to appoint the members of the underwriting pool at such times and for such bond sales as deemed to be in the best interest of COG.

Should your firm be selected for the underwriting pool, COG does not guarantee your firm will be included as a part of the underwriting team for any particular any negotiated bond sale of COG.

#### Questions

Your firm’s response should reply to the following questions. Failure to specifically address the question posed will be considered non-responsive and potentially negatively impact the evaluation of your response. Preceding the response to each question, please restate the wording of the question.

#### City Finance Capabilities

1. Provide a brief resume of the professionals assigned to COG’s underwriting engagement. Please focus on the financing experience of both the lead professional assigned to COG and the bond underwriting professional assigned to the engagement. Please include their office locations and reference the location of the underwriting desk that will be responsible for COG bond sales.
2. Provide a brief history of the firm and its municipal practice with an emphasis on public finance offices in Texas. Please include the location of your firm’s public finance headquarters and its other offices within the United States.
3. Discuss your firm’s National and Texas experience for negotiated municipal bond transactions. Within an appendix (which will not count against the 25-page response limitation), please summarize the underwritings your firm has completed as an underwriter from January 1, 2023 – March 31, 2026 – Separated by Senior Manager and Co-Manager (Sale Date, Issuer, Issue Description and Dollar Amount). Please also include a summary table of the number and dollar amount completed for each role (in the format shown below) in your response to this question.

Underwriting Experience (including Texas) – Negotiated Sales January 1, 2023 through May 31, 2026		
	Number of	Par Amount of Transactions
Senior Manager		
Co-Manager		
Total		

Underwriting Experience (Texas Only) – Negotiated Sales January 1, 2023 through May 31, 2026		
	Number of	Par Amount of Transactions
Senior Manager		
Co-Manager		
Total		

4. For a Texas Issuer bond underwriting in the approximate amount of \$25 to \$50 million your firm has participated within the last two (2) years, please provide one (1) example of your firm’s underwriting performance (i.e. orders submitted, allotments received, etc.) as the Senior Managing Underwriter and one (1) example of your firm’s underwriting performance as a Co- Managing Underwriter. Please include the designation policy for each example provided.
5. Please list the financing ideas or other materials provided to the City over the last 3 years.
6. Please provide a statement of the actions your firm would take to ensure the City’s bond sales are completed in a transparent manner.

**II. Financial**

7. Please provide your firm’s current total and net capital for the most recent period available. Please also provide a statement of how much of the firm’s capital is typically utilized to support municipal sales, trading and underwriting engagements.
8. Please describe any ownership changes within your firm (mergers, reorganizations, major ownership changes, etc.) or any agreements entered into regarding your firm’s capital position during the last 3-years.
9. Based upon an assumed \$35 million negotiated bond sale of the City, please indicate the capital your firm is directly willing to commit to purchase any unsold balances at the end of an underwriting period. Please provide such commitment on the assumption of your firm being Senior Manager with a 50% underwriting liability and as a Co-Manager with a 25% underwriting liability. Please note, the response to this question will be considered should your firm be selected to serve as an underwriter for a negotiated bond sale of the City.

**III. Marketing and Underwriting**

10. Describe in general, your firm’s municipal sales, trading, and underwriting capabilities for municipal debt offerings. Feel free to elaborate on your firm’s national and/or regional presence/coverage. In a table, please show the number of sales professionals that exclusively market and sale municipal bonds to institutional

investors. The table can also include the number of retail sales professionals. Please note: the City is not looking for the total number of registered representatives your firm employs, only the number of sales professionals that specialize in the marketing and selling of municipal bonds to investors.

11. Since January 1, 2023, provide examples of Texas Issuer bond underwritings in which your firm underwrote balances at the end of an underwriting period. Please only include the balances your firm underwrote and not the entire syndicate.

#### **IV. Other Considerations**

12. Describe any conflicts of interest or potential conflicts of interest that you believe potentially exist should your firm and its representatives be selected as a bond underwriter. Please Appendix B Form CIQ on pages 17 and 18.
13. Please disclose any settlements, disciplinary actions (fines, sanctions, etc.) imposed by federal or state regulatory authorities, including but not limited to the Municipal Securities Rulemaking Board (MSRB), Financial Industry Regulatory Authority (FINRA) Securities and Exchange Commission (SEC) relating to your firm during the last five (5) years. Please also describe if your firm has been named in any lawsuit with a municipal issuer during this time. Be specific. A response that is boiler plate will be grounds for elimination from consideration.

## SECTION 4

### Appendices

- Appendix A – Proposal Document
- Appendix B – Conflict of Interest
- Appendix C – House Bills 13, 19, 89
- Appendix D – Property Tax Statement
- Appendix E – Nepotism Statement
- Appendix F – Non-Collusion Statement
- Appendix G – Certification Regarding Debarment
- Appendix H – ACH Form

# Appendix A – Proposal Document

Submittal Checklist: (To determine validity of Proposal)

Appendix A must be included in the submittal.

Appendix B – G all forms must be complete and included in the submittal.

By checking the below box(es), you are acknowledging the contents of the document(s) relating to the listed appendices, and agreeing to their terms:

- |  |  |
|--|--|
| <input type="checkbox"/> Appendix B – Conflict of Interest<br><input type="checkbox"/> Appendix C – House Bill 13, 19, 89 Verification<br><input type="checkbox"/> Appendix D – Property Tax Statement | <input type="checkbox"/> Appendix E – Nepotism Statement<br><input type="checkbox"/> Appendix F – Non-Collusion Statement<br><input type="checkbox"/> Appendix G – Certification Regarding Debarment |
|--|--|

<b>All Proposals delivered to the City of Galveston shall include this page with the submittal.</b>			
<b>RFQ Number:</b>	<b>26-02</b>		
<b>Project Title:</b>	<b>Bond Underwriting Services</b>		
<b>Submittal Deadline:</b>	<b>Refer to Key Event Schedule</b>		
<b><u>Proposer Information:</u></b>			
<b>Proposer's Legal Name:</b>			
<b>Address:</b>			
<b>City, State &amp; Zip</b>			
<b>Federal Employers Identification Number #</b>			
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>E-Mail Address:</b>			
<b><u>Proposer Authorization</u></b>			
<p>I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into an agreement on behalf of the Proposer.</p> <p>Printed Name and Position of Authorized Representative: _____</p> <p>Signature of Authorized Representative: _____</p> <p>Signed this _____ (day) of _____ (month), _____ (year)</p>			

## Appendix B – Form CIQ

### INFORMATION REGARDING VENDOR CONFLICT OF INTEREST QUESTIONNAIRE

**WHO:** The following persons must file a Conflict of Interest Questionnaire with the City if the person has an employment or business relationship with an officer of the City that results in taxable income exceeding \$2,500 during the preceding twelve – month period, or an officer or a member of the officer’s family has accepted gifts with an aggregate value of more than \$250 during the previous twelve – month period and the person engages

in any of the following actions:

1. contracts or seeks to contract for the sale or purchase of property, goods or services with the City, including any of the following:
  - a. written and implied contracts, utility purchases, purchase orders, credit card purchases and any purchase of goods and services by the City;
  - b. contracts for the purchase or sale of real property, personal property including an auction of property;
  - c. tax abatement and economic development agreements;
2. submits a Proposal to sell goods or services, or responds to a request for proposal for services;
3. enters into negotiations with the City for a contract; or
4. applies for a tax abatement and/or economic development incentive that will result in a contract with the City

#### **THE FOLLOWING ARE CONSIDERED OFFICERS OF THE CITY:**

1. Mayor and City Council Members;
2. City Manager;
3. Board and Commission members and appointed members by the Mayor and City Council;
4. Directors of 4A and 4B development corporations;
5. The executive directors or managers of 4A and 4B development corporations; and
6. Directors of the City of Galveston who have authority to sign contracts on behalf of the City.

**EXCLUSIONS:** A questionnaire statement need not be filed if the money paid to a local government official was a political contribution, a gift to a member of the officer’s family from a family member; a contract or purchase of less than \$2,500 or a transaction at a price and subject to terms available to the public; a payment for food, lodging, transportation or entertainment; or a transaction subject to rate or fee regulation by a governmental entity or agency.

**WHAT:** A person or business that contracts with the City or who seeks to contract with the City must file a “Conflict of Interest Questionnaire” (FORM CIQ) which is available online at [www.ethics.state.tx.us](http://www.ethics.state.tx.us) and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding “employment or business relationships” with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.

**WHEN:** The person or business must file:

1. the questionnaire – no later than seven days after the date the person or business begins contract discussions or negotiations with the municipality, or submits an application, responds to a request for proposals or Proposals, correspondence, or other writing related to a potential contract or agreement with the City; and
2. an updated questionnaire – within seven days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

It does not matter if the submittal of a Proposal or proposal results in a contract. The statute requires a vendor to file a FORM CIQ at the time a proposal is submitted or negotiations commence.

**WHERE:** The vendor or potential vendor must mail or deliver a completed questionnaire to the Finance Department. ***The Finance Department is required by law to post the statements on the City’s website.***

**ENFORCEMENT:** Failure to file a questionnaire is a Class C misdemeanor punishable by a fine not to exceed \$500. It is an exception to prosecution that the person files a FORM CIQ not later than seven business days after the person received notice of a violation.

**NOTE:** The City does not have a duty to ensure that a person files a Conflict of Interest Questionnaire.

**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.

**OFFICE  
 USE  
 ONLY**

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).

Date  
 Received

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.

**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 7<sup>th</sup> 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

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF  
 THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 7 OF THE  
 PROPOSAL.**

## Appendix C - House Bills 13, 19 & 89 Verification

### ***Pursuant to Senate Bill 13 of the 87th regular Texas Legislature session:***

Verification Regarding Boycotting Energy Companies – Pursuant to Chapter 2274, Texas Government Code, Contractor verifies (1) it does not boycott energy companies, and (2) it will not boycott energy companies during the term of this Agreement. Contractor acknowledges this Agreement may be terminated and payment withheld if this verification is inaccurate. (Note: This provision only applies in a contract that (1) has a value of \$100,000 or more that is to be paid wholly or partly from public funds and (2) is with a for-profit entity, not including a sole proprietorship, that has ten (10) or more full-time employees.)

### ***Pursuant to Senate Bill 19 of the 87th regular Texas Legislature session:***

Discrimination Against Firearm Entities – In accordance with Texas Government Code Chapter 2274, Contractor verifies that it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association; and will not discriminate during the term of the contract against a firearm entity or firearm trade association. This section only applies if: (i) Contractor has ten (10) or more full-time employees and (ii) this Agreement has a value of \$100,000 or more to be paid under the terms of this Agreement; and does not apply: (i) if Contractor is a sole proprietor, a non-profit entity, or a governmental entity; (ii) to a contract with a sole-source provider; or (iii) to a contract for which none of the bids from a company were able to provide the required certification.

### ***Pursuant to Sections 2270.001, 2270.002, 808.001, Texas Government Code:***

1. *“Boycott Israel” means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *“Company” has the meaning assigned by Section 808.001, except that the term does not include a sole proprietorship.*
3. *Section only applies to a contract that is between a governmental entity and a company with 10 or more full-time employees; and has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.*

I, \_\_\_\_\_ (Person name), the undersigned representative of  
(Company or

Business Name) \_\_\_\_\_ (hereinafter  
referred to as Company)

**being an adult over the age of eighteen (18) years of age, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270; depose and verify under oath that the Company, under the provisions of Subtitle A, Title 8, Government Code, is amended by adding Chapter 809; do hereby depose and verify under oath that the Company, under the provisions of Subtitle F, Title 10, Government Code, is amended by adding Chapter 2274 will not discriminate and/or boycott any of these provisions outlined and defined in House Bills 13, 19 and 89.**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF COMPANY REPRESENTATIVE

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 7 OF THE PROPOSAL.**

## Appendix D – Property Tax Statement

**FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING SUPERVISOR DEEMING YOUR BID OR PROPOSAL “NON-RESPONSIVE.”**

The City of Galveston, Texas has adopted the following policy:

The City of Galveston will not do business with any person or business that owes delinquent property taxes to the City.

Please indicate whether you or your company, owe delinquent property taxes to the City whether an assumed name, partnership, corporation, or any other legal form.

\_\_\_\_\_ I do not owe the City property taxes that are delinquent.

\_\_\_\_\_ I owe City property taxes that are delinquent on property located at

---

---

---

Proposer's Printed or Typed Name

---

Proposer's Signature

---

Date

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 7 OF THE PROPOSAL.**

# Appendix E – Nepotism Statement

## FAILURE TO COMPLETE THIS ATTACHMENT SHALL RESULT IN THE PURCHASING SUPERVISOR DEEMING YOUR BID OR PROPOSAL “NON-RESPONSIVE.”

The Bidder or Proposer or any officer, if the Bidder or Proposer is other than an individual, shall state whether Bidder or Proposer has a relationship, either by blood or marriage, with any official or employee of the City of Galveston by completing the following:

If the Proposer or Bidder is an individual:

\_\_\_\_\_ I am not related by blood or marriage to any official or employee of the City of Galveston

\_\_\_\_\_ I am related by blood or marriage to the following official(s) or employee(s) of the City of Galveston

Name and title of City Official

Or employee: \_\_\_\_\_

Relationship: \_\_\_\_\_

If the Bidder or Proposer is **NOT** an individual:

\_\_\_\_\_ The officers of the company submitting this bid or proposal are not related by blood or marriage to any official or employee of the City of Galveston.

\_\_\_\_\_ The officers of the company submitting this Proposal are related by blood or marriage to the following official(s) or employee(s) of the City of Galveston.

Name and title of officer: \_\_\_\_\_

Employee and title of City Official or Employee: \_\_\_\_\_

Relationship: \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 7 OF THE PROPOSAL.**

# Appendix F – Non-Collusion Statement

THE UNDERSIGNED AFFIRM THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT, THAT THIS COMPANY, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS PROPOSAL IN COLLUSION WITH ANY OTHER PROPOSER, AND THAT THE CONTENTS OF THIS PROPOSAL AS TO PRICES, TERMS OR CONDITIONS OF SAID PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS PROPOSAL.

PROPOSER \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

FAX \_\_\_\_\_

PROPOSER (SIGNATURE) \_\_\_\_\_

PROPOSER (PRINTED NAME) \_\_\_\_\_

POSITION WITH COMPANY \_\_\_\_\_

SIGNATURE OF COMPANY OFFICIAL  
AUTHORIZING THIS PROPOSAL \_\_\_\_\_

COMPANY OFFICIAL  
(PRINTED NAME) \_\_\_\_\_

OFFICIAL POSITION \_\_\_\_\_

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 7 OF THE PROPOSAL.**

**Appendix G – Document 00435  
The City of Galveston, Texas**

**PROPOSER’S CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY  
AND VOLUNTARY EXCLUSION (49 CFR PART 29)**

The undersigned certifies, by submission of this proposal or acceptance of this contract, that neither Contractor nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. Proposer agrees that by submitting this proposal that Proposer will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer or any lower tier participant is unable to certify to this statement, that participant shall attach an explanation to this document.

Certification-the above information is true and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Printed or typed Name of Signatory)

\_\_\_\_\_  
(Signature)

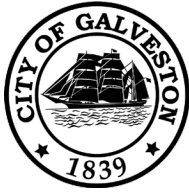
\_\_\_\_\_  
(Date)

**NOTE:** The penalty for making false statements in offers is prescribed in **18 U.S.C. 1001**

**END OF DOCUMENT 00435-FAA**

**THIS DOCUMENT MUST BE COMPLETED, SIGNED, AND SUBMITTED AS IT IS A  
PART OF THE SOLICITATION PACKAGE AS MENTIONED IN SECTION 7 OF THE  
PROPOSAL.**

## Appendix H – ACH Form



The City of Galveston would like to thank you for the services you and your company have provided for us in the past, present, and in the future. For those services provided you have more than likely received payments via a paper check in the mail. As we all know, that process is slow, inefficient, and costly for us and for you as the recipient.

Mail can be delayed, lost, or even stolen causing payments to be late and we may then face penalties and late fees. The City of Galveston would like to streamline our payment process with electronic payments. These payments will be transferred electronically from our financial institute to your financial institute. The process will get your payments to you in a quicker, more reliable, and more efficient manner.

If you would like to sign up to start receiving all of your payments via ACH / Wire Transfers, please fill out the authorization forms and return to the City of Galveston Finance Department.

Please email to:

[accountspayable@galvestontx.gov](mailto:accountspayable@galvestontx.gov)

Or mail to:

City of Galveston  
Finance Department  
P.O. Box 779  
Galveston, TX 77553

If you have any questions or concerns, please do not hesitate to call Accounts Payable at 409.797.3569. Please put the Purchase Order Number on your invoices to ensure prompt payment. Again, we appreciate you and the services your business provide for the City of Galveston.

Sincerely,

A handwritten signature in black ink that reads "Csilla Ludanyi". The signature is written in a cursive, flowing style.

Csilla Ludanyi  
Finance Director



## ACH Payment Agreement Form

### Authorization Agreement

I hereby authorize the City of Galveston to initiate ACH deposits to my account at the financial institution named below.

Further, I agree not to hold the City of Galveston responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution, or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until the City of Galveston receives a written notice of cancellation from me or my financial institution, or until I submit a new ACH Payment Agreement Form to the City of Galveston Finance Department.

#### Account Information

Name of Financial Institution: \_\_\_\_\_

Financial Institute Address: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Account Number: \_\_\_\_\_

SWIFT Code: (if applicable) \_\_\_\_\_

Executed agreement must include a confirmation of the banking information from an Authorized Bank Official on bank letterhead with the Authorized Bank Official's business card.

#### Signature

Company Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Date: \_\_\_\_\_

ACH Remittance Email: \_\_\_\_\_

#### **FOR CITY USE ONLY:**

Verified by: _____	Date Verified: _____
--------------------	----------------------

**RETURN THIS FORM ONLY UPON AWARD.**

## SECTION 5

### PROPOSER'S QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer's General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply, or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

#### 5.1 Proposer Profile

5.1.1 Legal name of Proposer Company:

\_\_\_\_\_

Centralized Master Bidders List registration number: \_\_\_\_\_

Prime contractor HUB / MWBE registration number: \_\_\_\_\_

An individual Proposer acting as a sole proprietor must also enter the Proposer's Social Security Number: # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.

Universal Entity Identifier (UEI) number \_\_\_\_\_.

Number of years in Business: \_\_\_\_\_

State of incorporation: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

Annual Revenues Volume: \_\_\_\_\_

Name of Parent Corporation, if any \_\_\_\_\_

**NOTE: If Proposer is a subsidiary, COG prefers to enter into an agreement or agreement with the Parent Corporation or to receive assurances of performance from the Parent Corporation.**

- 5.1.2 Proposer will provide a copy of its financial statements for the past two (2) years.
- 5.1.3 Proposer will provide a financial rating of the Proposer's entity and any related documentation that indicates the financial stability of Proposer.
- 5.1.4 Proposer will state whether or not Proposer is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If yes, Proposer will explain the expected impact, both in organizational and directional terms.
- 5.1.5 Proposer shall describe any contracts for services awarded to your firm that have been canceled or terminated for unsatisfactory performance in any respect and a phone number and contact person for that organization. Please also provide a description of any legal proceedings involving your firm related any municipal client or municipal projects that were unresolved or active January 1, 2010, to present.

- 5.1.6 Proposer will state whether or not Proposer is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.
- 5.1.7 Proposer will state whether or not Proposer is currently in default of any money owed to COG.

## **5.2 Approach to Project Services**

- 5.2.1 Proposer will provide a statement of the Proposer's service approach and will describe any unique benefits to COG from doing business with Proposer. Proposer will briefly describe its approach for the required services identified in **Section 3** Scope of Work of this RFQ.
- 5.2.3 Proposer will describe the types of reports or other written documents Proposer will provide (if any) and the frequency of reporting, if more frequent than required in the RFQ. Proposer will include samples of reports and documents, if appropriate.

## **5.3 General Requirements**

- 5.3.1 Proposer will describe any difficulties it anticipates in performing its duties under the Agreement with COG and how Proposer plans to manage these difficulties. Proposer will describe the assistance it will require from COG.
- 5.3.2 Proposer will describe its approach in providing staffing continuity to customer.
- 5.3.3 Proposer will describe its ability to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.
- 5.3.4 A statement indicating how the Proposer envisions being able to provide services to COG and a demonstrated understanding of the high expectations of COG and its residents.
- 5.3.5 Proposer will describe any additional costs that may be associated with service work and the invoicing of such.
- 5.3.6 Proposer will describe their knowledge and experience in the particular types of projects described in Section 3 – Scope of Work.
- 5.3.7 Describe your firm's workload and current capacity to accomplish the work in the required time.
- 5.3.8 Proposer will provide a list of current and relevant projects similar to this project.
- 5.3.9 Proposer will provide a list of current municipal and related clients.
- 5.3.10 Proposer will provide a description of the candidate firm/team, including brief history, number of employees and their disciplines, philosophy regarding client and customer service, location, years in business, biographies of principals,

biography of the individual who will be assigned as primary representative to the City, etc.

5.3.11 Proposer will provide an organizational chart identifying team members and their areas of responsibility.

5.3.12 Proposer will identify the location of office(s) at which work will be performed.

5.3.13 Proposer will draft a Table of Contents - clearly identify what part of the RFQ is being addressed in each section of the submittal.

5.3.14 Proposer will draft a letter of Statement of Project Understanding.

## **5.5 Service Support**

5.5.1 Proposer will describe its service support philosophy, how the philosophy is implemented, and how Proposer measures its success in maintaining this philosophy.

## **5.6 Additional Services**

5.6.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFQ that Proposer would propose to provide to COG. Additional services or benefits must be directly related to the goods and services solicited under this RFQ.

5.6.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by COG from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFQ.

## **5.7 Artificial Intelligence Software**

5.7.1 Proposer shall provide a list all of the Artificial Intelligence Software they intend to use in the course of their service time with COG

## SECTION 6

### REFERENCES

**References – This section is required.**

Proposer shall provide four (4) references where Proposer has performed similar to or the same types of services as described herein. Proposer shall provide references not affiliated with the City of Galveston, or any of its employees.

**Reference #1:**

Client / Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Services Provided:	

**Reference #2:**

Client / Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Services Provided:	

**Reference #3:**

Client / Company Name:	
Contact Name:	Contact Title:
Phone:	Email:
Date and Scope of Services Provided:	

**Reference #4:**

Client / Company Name:	
Contact Name:	Contact Title:

Phone:	Email:
Date and Scope of Services Provided:	

## SECTION 7

### SUBMISSION OF PROPOSAL

- A. Submittal Packet – How to submit: All Proposals must be submitted electronically. No Proposal will be accepted by mail or hand delivery. Proposals submitted by mail or hand delivery will be marked non-responsive.
- B. Submittal Packet – Required Contents: All items in this Proposal are considered part of the Proposal package. Submittals must include the package in its entirety; signed in the appropriate places by an authorized representative of the company with an original signature. Proposals not including all of the above will be considered non-responsive. Proposers must submit their Proposals on the forms provided herein, otherwise, it will be marked non-responsive.
- C. Submittal Deadline: The deadline for submittal of Proposals shall be as identified on the **Key Events Schedule**. It is the Proposer’s responsibility to have the Proposal Documents, including Addenda, correctly submitted by the submittal deadline. No extensions will be granted and no late Proposals will be accepted.
- D. Proposals Received Late: Proposers are encouraged to submit their Proposals as soon as possible. The time and date of receipt as recorded in the Purchasing Office, by COG online submittal portal, shall be the official time of receipt. COG is not responsible for late submission regardless of the reason. Late Proposals will not be considered under any circumstances.
- E. Alterations or Withdrawals of Proposal Document: Any submitted Proposal may be withdrawn or a revised Proposal substituted prior to the submittal deadline. Proposal Documents cannot be altered, amended or withdrawn by the Proposer after the submittal deadline.
- F. Proposal Document Format: All proposal documents must be prepared in single-space type, on standard 8-1/2” x 11” vertically oriented pages, numbered at the bottom, with the exception of plans or drawings, those may be submitted landscape on 8-1/2” x 11” pages. **The package must be in the order required in Section 7.1.** The submittal must be written in pen or typed, signatures must be signed in pen, or a digital signature via the electronic submittal process, and anything written in pencil will not be accepted. Mistakes can be crossed out and corrections inserted and initialed by the individual signing the proposal. COG only accepts proposals that are submitted through the online portal. The link is provided on the **Key Events Schedule**. No hand delivered or mailed submittals will be considered and will be marked “Non-responsive”.
- G. Questions and Responses: Responses will be answered after the question deadline in the form of an Addendum. No responses will be given to questions submitted after

the deadline. Questions submitted outside of the Purchasing Division will not be answered and any communication with a User Department prior to award by COG Council will disqualify a vendor from being considered for award.

H. Pre-Proposal Conferences: The date and time of a pre-proposal conference, if necessary, will be found in the **Key Events Schedule**.

## 7.1 Proposal Submittal Order

Proposer is instructed to complete, sign, and return the following documents in the following order as a part of its proposal. If Proposer fails to return each of the following items with its proposal, then COG may consider this as Non-Responsive and reject the proposal:

- 7.1.1 Signed and Completed Appendix A – Proposal Document (**Section 4**)
- 7.1.2 Signed and Completed Appendix B – Form CIQ (**Section 4**)
- 7.1.3 Signed and Completed Appendix C – House Bills 13, 19, 89 Verifications (**Section 4**)
- 7.1.4 Signed and Completed Appendix D – Property Tax Statement (**Section 4**)
- 7.1.5 Signed and Completed Appendix E – Nepotism Statement (**Section 4**)
- 7.1.6 Signed and Completed Appendix F – Non-Collusion Statement (**Section 4**)
- 7.1.7 Signed and Completed Appendix G – Certification Regarding Debarment (**Section 4**)
- 7.1.8 Signed and Completed Addenda Checklist (if applicable)  
**Note: It is the Proposer’s responsibility to make sure they have obtained all addenda(s).**
- 7.1.9 Completed References (**Section 6**)
- 7.1.10 Responses to Proposer’s Questionnaire (**Section 5**)
- 7.1.11 Proposer’s Cover Letter (**Refer to Section 5.3.14**)
- 7.1.12 Proposer’s Table of Contents (**Refer to Section 5.3.15**)
- 7.1.13 Proposer’s Statement of Project Understanding (**Refer to Section 5.3.16**)
- 7.1.14 Proposer’s Resumes (**Refer to Section 5.3.18**)
- 7.1.15 Any other supporting documentation by proposer