

REQUEST FOR PROPOSALS

CITY OF PARIS, TEXAS

CORONAVIRUS RELIEF FUND (CRF) PROGRAM FUNDING

July 15, 2020

Introduction

The City of Paris is requesting proposals from qualified management and/or consulting firms to assist in the Administration of the City's recently awarded CARES Act Coronavirus Relief Fund (CRF) Program Funding from the Texas Department of Emergency Management (TDEM).

The enclosed **REQUEST FOR PROPOSALS** (RFP) and accompanying specifications are for your convenience. Respondents are cautioned that the Paris Finance Director *is the sole point of contact* for the City of Paris (the City) during this process. Any oral statement by any representative of the City, modifying or changing any conditions of this RFP, is an expression of opinion only and confers no right upon the respondent. If additional information is needed to interpret the specifications, **written** questions will be accepted by:

Gene Anderson
Finance Director
PO Box 9037
Paris, TX 75461
(903) 784-9241
ganderson@paristexas.gov

Submittal Instructions

1. Method of Submittal: Sealed Hardcopy in Envelope
No electronic and/or facsimile copies will be accepted.
2. RFP Deadline: No later than 10:00 A.M., Thursday, August 6, 2020
3. If Hand Delivery:

Destination:	135 SE 1 st Street Paris, TX 75460
Mark Envelope:	RFP: CRF Program Administration City of Paris Finance Director's Office
4. If Mailing:

City of Paris PO Box 9037 Paris, TX 75461 ATTENTION: Finance Director RFP: CRF Program Administration

5. Number of Copies: One (1) Original and Five (5) Hard Copies

General Information

1. The City of Paris appreciates your time and effort in preparing a submittal.
2. Firms interested in this project are advised to carefully review the information outlined in this RFP and respond accordingly and succinctly, attaching only relevant information.
3. All submissions must be received in accordance with the Submittal Instructions listed above. Any submittal received after this deadline will be rejected. The City of Paris is not responsible for lateness or non-delivery of mail, carrier, etc., and the date & time recorded by the Finance Director's Office will be the

official time of receipt.

4. Opening is scheduled in the City Hall City Council Chamber at 10:10 am, Thursday, August 6, 2020. All are invited to attend.
5. Submittals are to be signed by an official authorized to bind the firm in a contract.
6. The City of Paris reserves the right to reject any and all submittals or waive any irregularities or technicalities in the submittals which at the City's discretion are determined to be in the best interests of the City. The City further reserves the right to make awards to the responsible entity whose submittal is determined to be the most advantageous to the City of Paris. The City further reserves the right to reject any and all submittals responding to this invitation without indicating any reasons for such rejection(s). The City further reserves the right to postpone due dates for its own convenience and to withdraw this solicitation at any time without prior notice. This invitation does not commit the City to pay any costs incurred in preparation of this submittal, or to procure or contract for any services.
7. Careful consideration should be given before confidential information is submitted to the City of Paris as part of your submittal. Review should include whether it is critical for evaluating your submittal, and whether general, non-confidential information may be adequate for review purposes. Information submitted to the City of Paris that the respondent wishes to have treated as proprietary and confidential trade secret information should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to except it from disclosure, including a written statement of the reasons why the information should be excluded from record requests. However, the City of Paris is bound to open records laws and therefore cannot guarantee the confidentiality of any information submitted.
8. A response may not be withdrawn or canceled by the respondent without the permission of the city for a period of ninety (90) days following the date designated for the receipt of responses.
9. Any interpretations, corrections or changes to this specification will be made by addenda. Sole issuing authority of addenda shall be vested in City of Paris Finance Director. The Request for Proposals and any addenda can be found at <https://www.paristexas.gov/CoronaReliefFund> . Addenda can also be obtained by calling City of Paris Finance Director's office at 903-784-9241. It is the responsibility of the respondent to obtain a copy of all addenda pertaining to this RFP.
10. Minimum Standards for Responsible Entity: A prospective respondent must, if requested, affirmatively demonstrate responsibility and ability to meet the following requirements:
 - a. Be licensed in the State of Texas;
 - b. Have adequate financial resources, or the ability to obtain resources required;
 - c. Be able to comply with the required or proposed delivery schedule;
 - d. Have a satisfactory record of performance;
 - e. Have a satisfactory record of integrity and ethics;
 - f. Be otherwise qualified and eligible to receive an award.

City of Paris may request clarification or other information sufficient to determine entity's ability to meet these minimum standards listed above. Failure to respond to such requests shall be cause for removal from consideration.

11. Certificate of Interested Parties (Form 1295): In 2015, the Texas Legislature adopted House Bill 1295, which added Section 2252.908 of the Government Code. The law states that a governmental entity may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity. The disclosure of interested parties will be submitted online via Form 1295 and must be submitted to the governmental entity prior to any signed contract and/or vote by the governing authority.
 - a. The Filing Process:
 - i. Prior to award by City Council, your firm will be required to log in to the Texas Ethics Commission, https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and fill out

- the Electronic Filing Application.
- ii. Once submitted, the system will generate an electronic Form 1295 displaying a “Certificate Number.” Your firm must print, sign and notarize Form 1295.
 - iii. Within seven (7) business days from notification of pending award by the City of Paris, the completed Form 1295 must be submitted to City of Paris.
 - iv. Your firm will need to repeat this process and obtain a separate Form 1295 each time you enter into a new contract, renew a contract or make modification and/or amendments to a City of Paris contract.
- b. Instructions and information are available at <https://www.ethics.state.tx.us/tec/1295-Info.htm> or you may call the Texas Ethics Commission at (512) 463-5800.

BY SUBMITTING A RESPONSE YOUR FIRM AGREES TO ADHERE TO HB 1295 REFERENCED ABOVE.

Please Note: No action required until notification of potential award by the City of Paris.

Background

In response to the Coronavirus (CoVid-19) impacting the United States in 2020, the United States Congress approved the Coronavirus Aid, Relief, and Economic Security (CARES) Act to help governments, businesses and individuals who are responding to the CoVid-19 pandemic. As part of the CARES Act, through the State of Texas via the Texas Department of Emergency Management (TDEM), the City of Paris has been allocated a maximum of \$55.00 per capita (\$1,393,150.00) to assist in reimbursing the City for eligible CoVid-19 related expenditures. Via Resolution 2020-023, approved and signed by the City Council on Monday, June 8, 2020, the City has agreed to comply with the terms and conditions required by the TDEM in order to access these funds.

As part of the Terms and Conditions, the City must fulfill basic federal funding requirements such as record keeping, grant assurances, reporting compliance, etc., and therefore, as allowed under Section 2.2 of the Terms and Conditions, is seeking the assistance of a third-party administrator to oversee these aspects and further advise the City towards compliance with the terms and conditions of this program.

Project Scope Overview

It is the intention of the City of Paris to procure a qualified management and/or consulting firm to assist in the Administration of the City’s recently awarded CARES Act Coronavirus Relief Fund (CRF) Program Funding from the Texas Department of Emergency Management (TDEM).

Said work shall consist of, but not be limited to, the following:

1. Program Administration
2. Financial Administration
3. Record Keeping
4. Completion of Special Conditions
5. Compliance with Terms and Conditions of Program
6. Compliance with Federal and State Assurances, Laws, Acts, Regulations, and Executive Orders
7. Contract Close-out Assistance

Overall, the selected entity will assist the City in fulfilling, administering, remaining in compliance with, and advising any and all requirements as laid out in the CRF Program Funding Terms and Conditions, available for your viewing at <https://www.paristexas.gov/CoronaReliefFund>. By way of highlighting specific sections of interest, the firm will assist the City with Administration of, but not limited to, Sections 1.5, 1.6, 1.8, 1.17, 1.18, 1.26, 1.27, 1.28, 1.29, 1.30, 2.1, 2.2, 2.3, 2.4, 3.1, 3.3, 3.4, 4.1, 4.2, 5.2, 5.3, and 5.8. City Staff will work directly with the entity to fulfill these duties; including the Finance Department, Human Resource Department, Emergency Service Departments, and City Management.

It must be noted that pursuant to Section 2.2 of the Terms and Conditions, reimbursement to the entity will be limited to no more than 5% of the allocated amount to the City of Paris, at this time estimated to be \$69,657.50. The City will not reimburse the entity for any expense beyond this amount.

It must be further noted that pursuant to the conditions of this pandemic, and as allowed in the CRF Program Terms and Conditions, the City has already expended funds for CoVid-19 as this Program has a retroactive date to March 1, 2020. Therefore, the firm will assist the City in fulfilling its requirements not only for those expenses that occur after signing an agreement with the City, but also dating back to March 1, 2020.

The firm selected for this assignment will work closely with City staff. The Finance Director, or his designee, will serve as the primary point of contact and will be responsible for coordinating and implementing the subsequent work.

Deliverables

The awarded firm will provide administration services as needed for the City of Paris to remain in full compliance with the Terms and Conditions of the CRF Program Funding. This will include, but not be limited to, those items given in the above stated Project Scope Overview.

All documents, graphics, maps, and/or exhibits produced by the firm as part of this project shall be provided to the City, become the property of the City, and are to be available for use by the City in any manner the City deems appropriate.

Submittal Format

All submittals must follow the same format. To be accepted for evaluation, the submittal format must address all required components in order.

The aim of the required format is to simplify the submittal preparation and evaluation process and to ensure that all submittals receive the same orderly review.

All submittals must include the following components:

- A. Cover Letter
- B. Firm Profile
- C. Project Services
- D. Project Team
- E. Related Experience and References
- F. Project Approach
- G. Additional Information
- H. Cost of Service
- I. Signature Affidavit
- J. Attachment I – Conflict of Interest Questionnaire

Submittal Components

- A. **Cover Letter:** Provide a one or two page cover letter. Include the original signed cover letter with the original submittal and a copy of the cover letter with each copy of the submittal.

The cover letter should provide the following:

- A brief statement of the firm's understanding of the project
- The name, title, phone number, fax number, e-mail address and street address of the person in the firm's organization who will respond to questions about the submittal
- Highlights of the firm's qualifications and ability to perform the project services

- B. **Firm Profile:** Provide the following information about your firm:

- The firm's name, e-mail address, business address, phone number and fax number
- Types of services and products offered
- Number of years in business
- Number of employees
- The location of the offices that would provide the project services

- A brief statement of the firm’s background, demonstrating longevity and financial stability
 - Current workload
 - Demonstrate the ability of your firm to complete deadlines.
- C. **Project Services:** In this section, describe the respondent’s expertise with the methods necessary to perform the project services.
- D. **Project Team:** Start the section by introducing the designated project manager followed by each key person, including project experience, education and professional registration. Only submit resumes for individuals that will actually be assigned to the project. Include what percentage of time each person will spend on the project. When a firm has been selected, the City will expect those individuals to be assigned to the project.
- E. **Related Experiences and References:** For at least three (3) relevant projects (Municipal) within the past five (5) years, include a one or two page project description that demonstrates capabilities in the project services, experience with similar cities, and/or local project experience. Include the name of the organization and the name and phone number of the person to contact for a reference.
- F. **Project Approach:** Describe the project approach to fulfill the project scope overview listed within this RFP. The following minimum should be addressed:
- Describe your firm’s understanding of the project
 - Describe how your firm will organize to perform the services
 - Provide procedures for coordination with consultants, quality and cost control and approach to communication with the city.
 - Provide a schedule for the completion of the project. Describe your resources available to complete the project.
- G. **Additional Information:** At your discretion, include additional information that supports your submittal. However, the additional information section should be used carefully; this section of the submittal should not constitute the bulk of your submission.
- H. **Cost of Service:** Include a proposed cost to perform the services identified in this RFP. Please note that the City of Paris will not base selection on lowest bid as the sole basis for entering into this contract.
- I. **Signature Affidavit**
- J. **Attachment I – Conflict of Interest Questionnaire**

Evaluation of Submittals and Selection Criteria

The City of Paris intends to select a firm that demonstrates, in the City’s opinion, the highest degree of technical merit, expertise, RFP response and lowest yet most responsible bid. With that firm, the City of Paris will negotiate the technical aspects of the scope of work, deliverables and schedule.

However, if a negotiated agreement cannot be reached, the City of Paris may open negotiations with the firm that scores the next highest based on these criteria.

Response to this RFP will be evaluated in accordance with:

- A. **Compliance with Instructions:** The submittal will be evaluated for general compliance with instruction issued in the RFP. (5 Points)
- B. **Understanding of Project:** The submittal will be evaluated on the firm’s understanding of the project. (20 Points)
- C. **Staff Qualifications:** The submittal will be evaluated on the basis of the firm’s demonstration of staff qualifications. (30 Points)
- D. **Experience with Similar Projects:** The submittal will be evaluated on the basis of project experience that

is similar in nature and complexity. (30 Points)

- E. **Schedule and Availability:** The submittal will be evaluated on the firm’s schedule and availability to complete the project. (10 Points)
- F. **Cost of Services:** Total cost to perform the services identified in this RFP. (5 Points)

Total Points: 100

Depending on the number of submissions and based on its review of submittals, the City may invite a number of respondents to make a presentation. If the City chooses to hear presentations, the City will notify those respondents selected of the date and time of the presentation. All costs incurred by the respondent in the presentations will be the responsibility of the respondent. After any such presentations or demonstrations, submittals may be evaluated again.

Following a review of submittals and any presentations that may be held, it is the intent of the City that a firm will be selected. The City and selected firm will work collectively to further define the specific scope of services to be provided and negotiate a contract for the services. If a contract cannot be successfully negotiated with the selected firm, discussions will be terminated and a contract will be negotiated with another firm. Subject to a successful negotiation of Scope of Service and Contract, City Staff will make a recommendation to the TDEM pursuant to Section 2.2 of the Terms and Conditions seeking authorization to approve the agreement. Assuming authorization from TDEM is received, the Contract will be presented to the City Council at the next available City Council meeting. All participating firms will be notified by the City of its final decision at a time determined to be most convenient by the City. The City is not obligated to provide status updates to firms of its progress or process.

It must be noted that pursuant to Section 2.2 of the Terms and Conditions, the City must submit the final negotiated Agreement to the TDEM for approval. If TDEM denies approval, then negotiation with the selected firm will cease and negotiations with the next firm will begin.

Contract

The selected firm will be expected to use the attached Professional Services Contract for completion of this project. If there are any perceived issues with the attached contract, please note those in writing and submit them with your submittal. The City reserves the right to edit and/or amend the attached Contract prior to and/or during negotiations with a selected firm.

Minimum Insurance

Please see the attached Professional Services Contract for details on minimum insurance requirements.

We thank you for your time and interest in preparing a submittal for the City of Paris Coronavirus Relief Fund (CRF) Program Funding Administration.

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SIGNATURE AFFIDAVIT

Please include this signature affidavit with your submittal.

The undersigned, submitting this response, hereby agrees with all the terms, conditions, and specifications required by the City in this Request for Proposals, and thereby declares that the attached submittal is in conformity therewith. The submittal shall provide the complete information requested above.

Include the legal name of the firm and signature of the person legally authorized to bind the firm to a contract.

Firm

Signature

Title

Date

Telephone

Email

ATTACHMENT I

NOTICE TO ALL CITY VENDORS AND ALL POTENTIAL CITY VENDORS:

On May 23, 2005, the Texas Senate passed House Bill 914, adding Chapter 176 to the Local Government Code, and imposing new disclosure and reporting obligations on vendors and potential vendors to local governmental entities beginning on January 1, 2006. Failure to abide by these new statutory requirements can result in possible criminal penalties. The City of Paris is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 914.

The City of Paris will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at <http://www.ethics.state.tx.us/> or at 1-512-463-5800.

Please remit the CIQ form below with your response.

Thank you.

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

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

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

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.