

RFP-21-41-PA-WEBDESIGN



REQUEST FOR PROPOSAL

WEBSITE MANAGEMENT & REDESIGN

RFP Release Date	Wednesday, May 5, 2021 - 12:00 PM
Bidder Conference Date	RFP-21-41-PA-WEBDESIGN Mon, May 10, 2021 2:00 PM - 3:00 PM (CDT) https://global.gotomeeting.com/join/666713037 United States: tel:+18773092073.,666713037# United States: tel:+15713173129.,666713037# Access Code: 666-713-037
Deadline to Submit Questions	Monday, May 10, 2021 - 5:00 PM
RFP Question Responses	
Due Date	Friday, May 14, 2021
Deadline to Submit RFP	Friday, June 4, 2021 - 4:00 PM
Proposal Evaluation Date	Week of June 7, 2021
Award Date	Week of June 14, 2021

Submission Address	Contracts and Procurement Manager Alamo Area Council of Governments Procurement Department 2700 NE Loop 410, Ste. 101 San Antonio, Texas 78217 Voice: 210-362-5228 dogura@aacog.com
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RFP ACKNOWLEDGEMENT FORM AND BIDDER CONFERENCE INVITATION

(Complete & submit upon receipt to receive details on Bidder Conference May 10, 2021)

Request for Proposal: AACOG Website Management and Redesign RFP

Please fill out and email this page to: dogura@aacog.com upon receipt of this Request for Proposals (RFP) document; or return by mail to: AACOG, Attn: David Ogura, Procurement Dept., 2700 NE Loop 410, Suite 101, San Antonio, TX 78217.

Please check one:

☐ Yes, I will be able to send a response based on the RFP packet received by email

☐ Yes, I will be able to send a response based on the RFP packet obtained from AACOG website.

☐ No, I will not be able to send a response to the RFP for the following reason:

☐ However, please keep me active to receive future opportunities.

PROPOSER INFORMATION:

Date: _____

Company: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

1. GENERAL INFORMATION

INTRODUCTION

Alamo Area Council of Governments (AACOG) was organized under state law for the purpose of orderly planning and development of the Alamo Region. Currently AACOG serves a 13-county area including Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson Counties and its member Governments are comprised of counties, cities, school districts and special purpose districts. AACOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, AACOG provides programs and services for seniors, employers and job seekers. AACOG also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services and environmental grant funding for the region.

PURPOSE

AACOG is seeking a creative agency to rebuild its website, aacog.com, with a modern, user-friendly interface and navigation. The website must be built on a content management system (CMS) that allows its back-end users to incorporate several (common) web applications, and allows those back-end to easily create new pages, edit content, and add dynamic digital elements. The agency will also users need to recommend hosting needs that meet and/or exceed best practices in managing a secure website across all browsers and mobile devices.

The specifications listed are to be interpreted as the minimum required by AACOG. The Proposer will commit to provide products and services that are consistent with these specifications in every regard unless an exception is clearly noted. AACOG may accept a proposal subject to an exception if, in the sole judgment of AACOG, the proposal meets or exceeds the specifications. If the services offered do not meet or exceed the specifications because of the exception, AACOG will consider the proposal non-responsive.

INDEMNIFICATION

Proposer shall indemnify and hold harmless AACOG, its officers, agents and employees from any injuries or damages received by any person during any operations connected with the contract, by use of any improper material, or by any act or omission of the contractor or his subcontractor, agents, or servants or employees.

2. RFP TIMELINE SCHEDULE

Timelines are subject to change.

RFP Release Date	Wednesday, May 5, 2021 at 12:00 PM
Bidder Conference Date	Monday, May 10, 2021 at 2:00 PM
Deadline to Submit Questions	Monday, May 10, 2021 at 5:00 PM

RFP Question Responses

Due Date	Friday, May 14, 2021
RFP Submission Deadline	Friday June 4, 2021 at 4:00 PM
Proposals Evaluation Date	Week of June 7, 2021
Award Date	Week of June 14, 2021

3. SUBMISSION INFORMATION

SUBMISSION INSTRUCTIONS

RFP submissions must be clearly identified on the outermost return envelope/packaging and received by the 'RFP Responses Due' date/time of **June 4, 2021, at 4:00 PM**, regardless if by mail, Email, courier/delivery services, or hand delivered, at:

**Alamo Area Council of Governments
Attn: David Ogura
Procurement Office
2700 NE Loop 410, Suite 101
San Antonio, TX 78217**

Write: Company name, RFP#, Date in bottom left-hand corner of the outermost return envelope/package

NOTICE: Email and facsimile (electronic) submissions are not allowed and will not be accepted.

- Proposers shall submit one (1) original copy of the RFP submission marked 'Original' along with five (5) copies marked 'Copy' and must include one (1) electronic copy of the *complete* RFP submission and any related RFP documentation scanned or compiled into a single PDF document on a USB Flash Drive.
- It is the Proposer's sole responsibility to prepare, submit, and deliver or arrange delivery of the RFP submission(s) with all required exhibits and materials to the designated location on or before the published submittal deadline.
- AACOG will not bear liability for any costs incurred in the preparation and submission of proposals in response to this RFP
- RFP submission deadline time will be determined by the AACOG procurement clock.
- Courier or delivery services may not deliver directly to the specified department location; therefore, it is strongly recommended:
 - Proposers should allow sufficient time for delivery of proposal prior to the published deadline to the location specified in Section II.
 - Proposers understand that failure to submit a proposal by designated deadline, for whatever reason, may not be grounds for disputing the procurement solicitation process or any resulting contract award.
- It is the Proposer's responsibility to ensure any addenda or additional materials pertinent to their proposal be included in or with their RFP submission. AACOG will not be held liable for missing addenda or materials at the time of the RFP Evaluation and said addenda

or additional materials will not be accepted past the RFP submission deadline date and time.

RFP RETRIEVAL

The RFP document, RFP updates, and additional RFP information or amendments will be posted on the AACOG website and may be retrieved by clicking on 'AACOG Website Management & Redesign' at <http://www.aacog.com/bids.aspx>. It will also be posted on the 'Texas Smart Buy Board' at <http://www.txsmartbuy.com>, under Alamo Area Council of Governments. If problems obtaining this RFP are experienced, please request an RFP copy via email from David Ogura at: dogura@aacog.com.

QUESTIONS/RESPONSES

Questions: As referenced in Section 2, RFP Timeline Schedule, Proposer questions are due by **5:00 PM on May 10, 2021**. Proposer questions, requests and/or inquiries for additional information regarding this RFP process must be emailed to David Ogura at: dogura@aacog.com. Verbal communications for clarification from anyone, including AACOG and External Affairs staff, are not allowed and will not be addressed, no exceptions. Failure to follow this directive may result in rejection of proposal.

Upon issuance of this RFP, other than written inquiries submitted as directed above, other employees and representatives of AACOG will not discuss the RFP contents and/or potential competitors with any potential respondent or representatives. In addition, communication regarding this RFP with other potential proposers who may respond competitively, is prohibited.

Failure to observe the above restriction(s) may result in disqualification of proposal(s). This restriction does not preclude discussions between affected parties for conducting business unrelated to this proposal.

Responses: Proposers must go online to <http://www.aacog.com/bids.aspx> and click on 'AACOG Website Management & Redesign RFP' to retrieve responses to all questions asked, no earlier than **May 14, 2021 at 5:00 PM**. Please Note: Proposers who email question(s) will not receive a personal response to their question(s) but must retrieve question responses online which is to the benefit of all Proposers. Therefore, it is the sole responsibility of Proposers to review the AACOG website periodically for RFP responses to questions, RFP amendments, or updates.

DBE AND HUB BEST PRACTICES

AACOG shall ensure that small, minority-owned, disadvantaged, and women-owned businesses are considered as sources for acquisitions whenever possible by:

- Choosing the Historically Underutilized Business (HUB)/Disadvantaged Business Enterprise (DBE) organization in the case of tied proposal scores;
- Soliciting these businesses whenever they are potential sources
- When economically feasible, dividing total desired services into smaller components to permit maximum participation by these businesses;

- If the requirement permits, establishing delivery schedules that will encourage small, Minority, disadvantaged, and women's businesses to participate;
- Using the services and assistance of the Small Business Administration or the Minority Business Development Agency, as needed; and

Proposer is encouraged to make a good faith effort to consider HUBs and DBEs when subcontracting. Some methods for locating these businesses include:

- Utilizing the Texas Comptroller of Public Accounts website <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>;
- Utilizing the Texas Unified Certification Program website <https://txdot.txdotcms.com/>;
- Utilizing websites or other minority/women directory listings maintained by local Chambers of Commerce;
- Advertising subcontract work in local minority publications; and/or contacting the contracting state agency for assistance in locating available HUBs and DBEs; and
- Encouraging eligible agencies to gain HUB or DBE certifications by providing all applicable information to do so.

RFP submissions will be received until the deadline date/time as stated under Section 2, RFP Timeline Schedule, 'RFP Responses Due', of this RFP document. RFP submissions will be evaluated by a team of at least 5 individuals during the week of **June 7, 2021**.

- Electronic proposals will be acceptable in response to this RFP.
- All submitted RFPs become the property of AACOG after the RFP submittal deadline/opening date.
- Responses submitted shall constitute an offer for a period of ninety (90) calendar days or until a preferred selection for award is approved by AACOG, whichever comes first.
- All programs and employers under the auspices of AACOG are following Equal Employment Opportunity (EEO). Auxiliary aids and services are available, upon request, to individuals with disabilities.

4. SCOPE OF WORK

Design, Layout, and Navigation Requirements

AACOG needs its website to have a modern aesthetic that meets WCAG 2.0 AA and Section 508 accessibility requirements, efficiently operates on all browsers, and is responsive on all major mobile devices. The site's design should enhance the user-experience and allow for AACOG to share its information via written content, photos, infographics, and videos.

Overall site design and layout

The responsive website design must use a single codebase for desktops and mobile devices that ensures the site's design is properly formatted and displayed across large monitors, tablets, and mobile phones. The site's navigation buttons should be clear and large enough for interaction on small devices.

The site's construction should avoid hard-coded or static webpage design solutions so AACOG can present its division and programs differently based on their audiences and intended purpose. Instead of having rigid webpage templates, the site needs a general website style guide to bring AACOG brand unity and page consistency to all pages even if a program maintains its own content for a particular audience. This guide should include: basic text formatting options for headings, paragraph copy, call outs, quotes, links, buttons, colors, fonts, and any other special visual elements.

The site's CMS needs to include rich text editing capabilities without staff's knowledge on HTML or other coding; however, it should still allow for staff to insert HTML coding on to pages to embed outside resources such as graphics from Tableau and ESRI story maps. AACOG would prefer drag and drop functionality or a page builder with widgets. Links to third-party websites should open in a new window by default, while internal links should open by default in the same session unless the end-user opens a file. AACOG should have the ability to add icons, call-to-action buttons, or other visual cues to internal and external site links.

Homepage Design and Layout

The AACOG homepage should clearly display AACOG's programs and specific campaigns/messages AACOG wants to communicate to its audience, which could change regularly. The homepage should be easy to read, and have the ability to include visuals and other widgets (calendar, social media feed, image carousel, etc.)

Site navigation

The website's page names need to be understandable, grouped and organized into logical sections. The header, main navigation, top navigation, and footer need to be consistent, viewable and prominent across all pages. Pages and functionality must be accessible with minimal action or clicks. AACOG would like to add side menu navigation to groups or sections of pages when they have a large number of subpages to further ease navigation.

Website Applications

Calendar / Events

There are a number of plugins offering effective solutions for calendars/events/news/blog sections. These plugins should at least contain the following functionality:

- Widescreen monthly grid view that is easily legible, plus list view option
- Filter by date, venue/location, category, keyword search
- Multiple categories, tags
- Rich text editor for content descriptions
- Media attachments like photos, galleries, audio, and video
- Venue/location management
- iCal capability
- Social media sharing
- News or Blog

Online Forms

Multiple AACOG programs rely on online forms as an intake mechanism to establish their client profiles/requests. The forms feature should have the capability to create fields with multiple answer choice types (free text, multiple choice, rank order, etc.). These online forms must also have capability to add a payment processing widget for online transactions.

Training Portal / Membership Login

AACOG currently uses a separate site, outside the accog.com domain, to offer online training courses and workshops. AACOG would like to incorporate this feature into the main aacog.com domain, and provide the ability to create a user profile, create login credentials, register for available courses, and record/maintain a record of completed coursework. AACOG also hopes to offer exclusive content to member organizations via their login credentials. This content must be only available after a successful login has been made onto the portal.

Functionality for the training registration application needs to at least include:

- Event style postings with title, date, time, description, media, cost
- Categories, tags taxonomy
- Instructor and venue management
- Sort, filter, search by category, keyword, date
- Registration allowing multiple attendee information, online payment, and attendee tracking on the backend
- Prefer AACOG staff be able to add and customize form fields for registration
- Payments must be easily integrated with existing AACOG accounting systems and meet the needs of the AACOG Accounting Department.

Other Applications

Other website applications should include, but may not be limited to, the following:

- A search feature that is prominently displayed on the site in the header and/or footer. Include relevant search results by keyword, highlighting of search keywords within context, ability to search within PDF documents and show majority of website content, not just pages.
- A staff directory that must be easily maintained by AACOG, and have the ability to import the contact list in bulk. It should also be searchable by name, sortable and filterable by division and /or program.
- Social media icons and content feeds.
- AACOG e-newsletters registration form prominently placed on homepage and possibly in footer of all pages.
- A media library that incorporates a file repository allowing visitors to search or categorize reports and publications by topic, date or other categories.
- A web form generator that allows AACOG to easily create and modify website forms that can be emailed to staff.
- Interactive maps

Content Management System (CMS)

AACOG needs the website to run on a CMS that allows for staff to easily update content. The CMS will need to be powerful, flexible, and easy to learn and use. It shall allow for AACOG or a future contracted developer to make slight design feature and layout upgrades without having to reconstruct the whole website or the CMS. It also needs to be flexible enough that AACOG can add future applications when and if the agency adds more programs. The CMS must also operate on a secure and stable environment.

Hosting

AACOG will need for the developer to find a HIPAA-compliant website hosting service with dedicated resources and a service level agreement supporting a 99.999% uptime. The server should have integrated and automated security features, geographically diverse backups, and load balancing features. All hosted servers and backups must be maintained in the United States (no offshoring) and all data must be encrypted with FIPS 140-2 validated encryption. The hosting service and developer must agree to AACOG's Business Associate Agreement (exhibit 1) and Texas Health and Human Services Commission Data Use Agreement (exhibit 2). The site needs to be SSL enabled on all pages and automatically redirect URLs to the HTTPS versions of the site.

5. SUBMISSION INSTRUCTIONS

RFP submissions must be presented in the order below and must provide the following:

- Cover Letter
 - Identify the prime Contractor and describe any subcontract arrangements
 - Identify the person who is authorized to negotiate for the team
 - Identify the Project Manager who will be the primary point of contact for administering the Scope of Services
 - Indicate if Proposer, and/or any of its owners and/or officers, has filed (voluntarily or involuntarily) bankruptcy within the last seven years. Proposer must provide detailed information concerning such bankruptcy. Proposer must also provide detailed information on any failures to complete awarded contracts and any contract defaults or terminations
- Relevant Experience: Describe your firm's experience as it relates to this project(s) / service(s). Experience should reflect Proposer's knowledge of website management, design, migration of software / data, and/or hosting.
- References: Provide at least two (2) relevant references including:
 - Name and address of client
 - Description and terms of services provided
 - Name of the individual responsible for administering and monitoring the contract for the client organization, and an email address and/or telephone number where that person can be reached.
- Cost: A breakdown of individualized costs based on the stated Scope of Work/features (Please use Figure 1, or a similar layout, to separate costs)

FIGURE 1

Description	Cost	Notes
Design, Layout, and Navigation Requirements		
Overall site design and layout	-	
Homepage Design and Layout	-	
Site Navigation	-	
Website Applications		
Calendar / Events	-	
Online Forms	-	
Training Portal / Membership Login	-	
Other Applications	-	
Content Management System (CMS)	-	
Hosting	-	

Timeline: Proposer should identify an overall implementation schedule that assumes a June 14, 2021 award date, **and a project completion date no later than June 13, 2022**. This schedule should include network setup time, staff training, and any other mobilization tasks and associated timelines.

****Please note: Project has a completion deadline of June 13, 2022. This deadline should be considered in anticipation of RFP submission.***

6. EVALUATION AND AWARD

The evaluation criteria for awarding contracts are found in Figure 2 (below) and detailed inside the Submission Instructions section.

FIGURE 2: Evaluation Criteria for Awarding Contracts

Scoring Criterion	Points
Cover Letter	5
Relevant Experience	20
References	20
Cost	35
Timeline	20
TOTAL	100

PROPOSAL EVALUATION

A committee of at least 5 independent individuals will evaluate the proposals. Proposals will be evaluated using the criteria listed in Figure 2. In addition, AACOG reserves the right to contact any reference regarding, but not limited to, contractor reputation, product/service quality, work history, and/or past performance to evaluate/award the proposal that best meets AACOG needs and clients served.

A minimum score of 70 is considered to be a responsive proposer. Proposals will be scored numerically and ranked from highest score to lowest score and the number of proposals selected for consideration will be at the sole discretion of AACOG. The ratings will be based on the qualifications provided in the proposal by the closing date and time of the RFP.

7. GENERAL PROVISIONS

- AACOG reserves the right for any contract or service agreement resulting from this RFP to be contingent upon the continued availability of funding.
- AACOG reserves the right to select more than one Proposer if deemed to best benefit AACOG.
- AACOG reserves the right to accept or reject any RFP submission received, as well as, cancel the RFP, vary or waive any provisions set forth in this RFP if deemed in the best interests of AACOG.
- This RFP does not commit or obligate AACOG to allow any costs incurred in the preparation of a response or in advance of the execution of a contract.
- Conflict of interest is a serious issue. Proposers may not hire AACOG management or support staff, or policy board members that were involved in the evaluation and/or selection process under this proposal. Proposers must sign and submit Conflict of Interest form (Attachment C).
- AACOG reserves the right to have final say in the final terms of any potential service agreement or contract as a result of this RFP, to include but not limited to, any essential clauses or certifications in this RFP. The RFP submission must be signed of the person having the authority to bind the organization to a contract or it may be rejected for noncompliance.
- AACOG reserves the right to claim ownership of any RFP submitted in response to this RFP to be the property of AACOG, and is not obligated to return RFP submissions, binders or exhibits to Proposers.
- Proposers should not include proprietary information or trade secrets. Information submitted may be subject to disclosure under the Texas Open Records Act, it will be the responsibility of the Proposer to seek an exemption from disclosure and file any necessary documents with the Attorney General.
- Pursuant to protocol to advise of the right to appeal, a protest must be submitted to AACOG's Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of AACOG's protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract and/or actions of AACOG.
- All programs and employees under the auspices of AACOG are in compliance with EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

8. ESSENTIAL CLAUSES AND CERTIFICATIONS

The following essential clauses and certification statements must be acknowledged and affirmed by original signature of an authorized official or representative with full signing authority to affirm respondent's standing in regard to: (1) certification for lobbying, (2) certification for debarment, (3) certification for Texas Corporate Franchise Tax, and furthermore, respondent must also be in full agreement and compliance of general essential clauses. Failure to return any pages requiring authorized signature(s) will cause RFP submission or proposal to be null and void.

FUNDING

Funding is contingent upon the continued availability of funds as appropriated by state and/or federal sources. If funds become unavailable through lack of appropriations, legislative or executive budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations. Proposers will not hold liable AACOG for payment or damages other than payment owed to Proposer for service already provided at the time of said notice.

EQUAL OPPORTUNITY

AACOG is an equal opportunity employer. All programs under the auspices AACOG are equal opportunity entities. Contractor represents and warrants that it shall not discriminate against any person on the basis of race, color, national origin, creed, religion, political belief, sex, sexual orientation, age, and disability in the performance of this Contract.

ANTITRUST

Neither Proposer nor firm, corporation, partnership, or institution represented by Proposer or anyone acting for such firm, corporation, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws; or (2) communicated the contents of this RFP either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFP.

CONFLICT OF INTEREST QUESTIONNAIRE

Chapter 176 of the Texas Local Government Code requires Proposers and consultants contracting or seeking to contract with AACOG to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with an officer of AACOG or an officer's close family member. The CIQ must be completed and filed with the RFP/quote response if an employment or business relationship defined in the law exists.

ABANDONMENT OR DEFAULT

If the successful Proposer defaults on a contract resulting from this RFP, AACOG reserves the right to cancel the contract without notice and either re-solicit or re-award the contract to the next best responsive and responsible respondent. The defaulting Proposer will not be considered in the solicitation and may not be considered in future solicitations for the same type of work, unless

the specifications or scope of work significantly changed. The period of suspension will be determined by the agency based on the seriousness of the default.

BUY TEXAS

In accordance with Texas Government Code, Section 2155.4441, the State of Texas requires that during the performance of a contract for services, Contractor shall purchase products and materials produced in the State of Texas when available at a price and time comparable to products and materials produced outside the state.

LIABILITY FOR PROPERTY DAMAGE

Successful Proposer shall be liable for all damages to AACOG owned, leased, or occupied property and equipment caused by Proposer and its employees, agents, subcontractors, and suppliers, including delivery or cartage company, in connection with any performance pursuant to a Contract as a result of this RFP. The Proposer shall notify AACOG Contract Manager in writing of any such damage within one (1) calendar day.

LIMITATION ON AUTHORITY; NO OTHER OBLIGATIONS

Successful Proposer shall have no authority to act for or on behalf of AACOG except as expressly provided for in a contract or agreement resulting from this RFP; no other authority, power, or use is granted or implied. Successful Proposer may not incur any debts, obligations, expenses, or liabilities of any kind on behalf of AACOG.

LIABILITY FOR TAXES

Successful Proposer represents and warrants that it shall pay all taxes or similar amounts from any contract or agreement resulting from this RFP, including, but not limited to, any federal, State, or local income, sales, or excise taxes of successful Proposer or its employees. AACOG shall not be held liable for any taxes resulting from the Successful Proposer executing the performance of any contract or agreement.

FORCE MAJEURE

Neither Proposer nor AACOG shall be liable to the other for any delay in, or failure of performance, of any requirement included in a contract resulting from this RFP caused by force majeure. The existence of such causes of delay or failure shall extend the period of performance until after the causes of delay or failure have been removed provided the non-performing party exercises all reasonable due diligence to perform. Force majeure is defined as acts of God, war, fires, explosions, hurricanes, floods, failure of transportation, or other causes that are beyond the reasonable control of either party and that by exercise of due foresight such party could not reasonably have been expected to avoid, and which, by the exercise of all reasonable due diligence, such party is unable to overcome. Each party must inform the other in writing, with proof of receipt, within three (3) business of the existence of such force majeure, or otherwise waive this right as a defense.

TEXAS CORPORATE FRANCHISE TAXES

Pursuant to Article 2.45, Texas Business Corporation Act, State agencies may not award grants to for-profit corporations that are delinquent in making state franchise tax payments.

The undersigned certifies that the designation marked below applies to its business entity:

- _____ The entity is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.
- _____ The entity is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

LOBBYING

This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned certifies that:

- No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, the extension, continuation, renewal, amendment, or modification of any federal grant award, grant, loan or cooperative agreement.
- If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Agency, a Member of Congress, and officer or employee of Congress, or an employee of a Member of Congress in connection with this federal grant award, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form -"Disclosure Form to Report Lobbying", in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subgrant awards, subgrants, and grant awards under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

This certification is required by the Federal Regulations, implementing Executive Order 12549, Government- wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Part 85), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies that neither it nor its principals:

- Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or Agency;
- Have not within a three-year period preceding this grant award been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or Local) transaction or grant award under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
- Have not within a three-year period preceding this grant award had one or more public transactions terminated for cause or default.

ASSIGNABILITY CLAUSE

The Recipient and/or its contractor agree to comply with applicable third party procurement requirements of 49 U.S.C. chapter 53 and other procurement requirements of Federal laws in effect now or as amended to the extent applicable; with applicable U.S. DOT third party procurement regulations at 49 C.F.R. § 18.36 or 49 C.F.R. §§ 19.40 through 19.48, and with other applicable Federal regulations pertaining to third party procurements and later amendments FTA Master Agreement MA(16), thereto.

The Recipient and/or its contractor also agrees to follow the provisions of FTA Circular 4220.1F, "Third Party Contracting Guidance," November 1, 2008, and any later revision thereto, except to the extent FTA determines otherwise in writing. The Recipient and/or its contractor agree that it may not use FTA assistance to support its third party procurements unless there is satisfactory compliance with Federal laws and regulations. Although the FTA "Best Practices Procurement Manual" provides additional third party contracting information, the Recipient understands and agrees that the FTA "Best Practices Procurement Manual" is focused on third party procurement processes and examples and may omit certain Federal requirements applicable to specific third party contracts.

The undersigned authorized individual hereby agrees to participate in the cooperative purchasing agreement pursuant to the above established conditions.

Signature: _____

Typed Name: _____

Title: _____

Date: _____

The undersigned authorized individual hereby does not agree to participate in the cooperative purchasing agreement pursuant to the above established conditions.

Signature: _____

Typed Name: _____

Title: _____

Date: _____

9. PROPOSAL RESPONSE FORMS

- **TITLE PAGE** (Must Provide)
 - Each proposal must have a complete proposal title page. Respondents must designate a contact person responsible for all communications concerning the proposal and notification of award. Respondents must also designate a person with documented signatory authority and for contract negotiations.
- **TABLE OF CONTENTS** (Must Provide)
 - Each proposal must have a Table of Contents that lists each item of the proposal, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.
- **EXECUTIVE SUMMARY** (Must Provide)
 - Each proposal must have a brief summary highlighting your organization's history; qualifications and experience; overall approach to delivering the services solicited in this RFP; and any unique or innovative aspects of your proposal. Briefly state the proposer's understanding of the service to be provided and make a positive commitment to perform the work in a timely manner.
- **PROPOSAL NARRATIVE** (Must Provide)
 - Organizational Capacity
 - **Business Organization:** State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.
 - **System Concept and Solution:** Define in detail your understanding of the requirements presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your knowledge of HHS regulations, target populations and administering aging programs.
 - **Personnel:** Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work task assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes.

- Demonstrated Performance
 - **Prior Experience:** Describe only relevant corporate experience and individual experience for personnel who will be actively engaged in the project.
- **BUDGET** (Must Provide) Information in this section is required from each proposer to determine a cost per deliverable. Your method of costing may not contain all elements identified below, but must be described in detail.
- **CERTIFICATION SHEET** (Must Provide)
- **ACKNOWLEDGEMENT FORM** (Must Provide)
- **CONFLICT OF INTEREST QUESTIONNAIRE** (Must Provide)
If a conflict exists. You may review the Agency's current Board of Directors at <http://www.aacog.com/AboutAACOG/Board/default.asp>
- **CERTIFICATION REGARDING DEBARMENT** (Must Provide)
- **NON-DISCRIMINATION CERTIFICATION** (Must Provide)
- **CERTIFICATION REGARDING LOBBYING** (Must Provide)
- **REQUEST TO BE ADDED TO BIDDER'S/VENDOR'S LIST** (Must Provide)

TITLE PAGE



RFP-21-41-PA-WEBDESIGN

Legal Name of Proposing Entity	
Name of Owner/Director of Entity	
Title	
Mailing Address	
Physical Address (If different than mailing)	
Telephone Number	
Fax Number	
E-mail Address	
Contract Signatory Authority & Title	
Federal Tax ID Number	
Historically Under-Utilized Business? If "yes", attach copy of current certification.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Legal/Tax Status of Organization	<input type="checkbox"/> Corporation <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> Partnership <input type="checkbox"/> Other (Specify)

TABLE OF CONTENTS

Each proposal must have a Table of Contents that lists each item of the proposal, including attachments, with corresponding page numbers. Clearly identify the material by section and page number

EXECUTIVE SUMMARY

Each proposal must have a brief summary highlighting your organization's history; qualifications and experience; overall approach to delivering the services solicited in this RFP; and any unique or innovative aspects of your proposal. Briefly state the proposer's understanding of the service to be provided and make a positive commitment to perform the work in a timely manner.

PROPOSAL NARRATIVE

Organizational Capacity

Business Organization: State full name and address of your organization and identify parent company if you are a subsidiary. Specify the branch office or other subordinate element which will perform, or assist in performing, work herein. Indicate whether you operate as a partnership, corporation, or individual. Include the State in which incorporated or licensed to operate.

System Concept and Solution: Define in detail your understanding of the requirements presented in the Scope of Work of this request for proposal and your system solution. Provide all details as required in the Scope of Work and any additional information you deem necessary to evaluate your knowledge of HHS regulations, target populations and administering aging programs.

Project Management Structure: Provide a general explanation and chart which specifies project leadership and reporting responsibilities; and who will interface with the AACOG project management and team personnel. Provide a detailed description of fiscal controls, reporting capabilities and performance accountability protocol. If use of subcontractors is proposed, identify their placement in the primary management structure, and provide internal management description for each subcontractor.

Personnel: Include names and qualifications of all professional personnel who will be assigned to this project. State the primary work task assigned to each person and the percentage of time each person will devote to this work. Identify key persons by name and title. Provide all resumes.

BUDGET

Budget information in this section is required from each proposer to determine a cost per deliverable. Your method of costing may not contain all elements identified below, but must be described in detail.

CERTIFICATION SHEET

All specifications and terms and conditions of the RFP have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to the Executive Director, Alamo Area Council of Governments (AACOG).

Company Name:			
Mailing Address:			
City:		State	Zip Code
Phone:	Fax:		
Web Site:			
Email:			

Name of Representative authorized to sign for bidder:

(Print name)	(Signature)

- (a) Does your "residence state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence State" is defined as the state in which the principal place of business is located. YES NO

☐☐

- (b) What is that amount or percentage?

I certify that the above information is correct:

Name	
Position	
Signature	
Date	

ACKNOWLEDGEMENT FORM

Having carefully examined the terms and conditions and specifications within this RFP document, the undersigned Proposer's Agent hereby proposes and agrees to furnish the proposed product(s)/service(s) in strict compliance with the specifications as quoted.

The Proposer affirms that, to the best of his knowledge, the response has been arrived at independently and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give them an unfair advantage over other bidders in the award of this RFP.

The Proposer affirms that he/she has not participated in any act of favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.

Company Name:
President/Designee :
Position:
Signature:
Date:

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>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).</p> <p>By law this questionnaire must be filed with the records administrator of the local government 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.</p> <p>A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	<p>OFFICE USE ONLY</p>	
	<p>Date Received</p>	
<p>1. Name of person who has a business relationship with local governmental entity.</p> <p><input type="checkbox"/></p>		
<p>2. Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3. Name of local government office with whom filer has employment or business relationship.</p> <p>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.</p> <p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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 from the local government entity? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>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? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>D. Describe each employment or business relationship with the local government office named in this section.</p>		
<p>4.</p> <p>_____ Signature of person doing business with governmental entity _____ Date</p>		

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

NAME OF INDIVIDUAL, AGENCY, BUSINESS OR ORGANIZATION		Doing business as (DBA), if applicable:	
ADDRESS	Applicable Procurement or Solicitation #, if any:	Federal Employer Tax Identification #:	

READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and subgrantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG) will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or State departments or funding agency(s), AACOG may pursue on its own available remedies, including contract termination, suspension and debarment.
3. **The prospective vendor/grantee shall provide immediate written notice to AACOG, Director of Administrative Services, 2700 NE Loop 410, Suite 101, San Antonio, TX 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.**
4. The terms "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification, have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this proposal or contract is submitted for assistance in obtaining a copy of this regulation.
5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant be entered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, or by AACOG.

Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?

☐ **Yes** ☐ **No**

6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants," without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. **AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.**
8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in order to render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary course of business activity.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR CONTRACTS AND GRANTS

Check the statement that applies to the potential vendor/grantee:

- ☐ 1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
- (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal or State department or agency; and
 - (b) Have, within a three-year period preceding this certification, been convicted of or had a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
 - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph (b) of this certification; and
 - (d) Have, within a three-year period preceding this certification, had one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
- ☐ 2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

Date: _____

NON-DISCRIMINATION CERTIFICATION

The Contractor has agreed to comply with:

1. Title VI of the Civil Rights Act of 1964, as amended (42 USC §2000d), which prohibits employment discrimination based on race, color or national origin; 45 CFR 80
2. Section 504 of the Rehabilitation Act of 1973, as amended (29 USC §794) which prohibits discrimination against qualified individuals with disability in, (1) Programs and activities receiving financial assistance from HHS, 45 CFR 84, (2) Notice of exercise of authority under regarding recipients with fewer than fifteen employees, 45 CFR 84.52(d)(2), (3) Admission or treatment against substance abusers suffering from medical conditions 45 CFR 84.53, and (4) Programs or activities conducted by HHS 45 CFR 85;
3. Title IX of the Education Amendments of 1972, as amended, (20 USC §1681) prohibits discrimination on the basis of sex (gender) in Federally-Assisted Education Programs 45 CFR 86
4. The Age Discrimination in Employment Act of 1975, as amended (42 USC §6101), which prohibits discrimination on the basis of age in (1) Programs or activities receiving federal financial assistance 45 CFR 90; and (2) Programs or services receiving HHS financial assistance 45 CFR 91;
5. Title II of the Americans with Disabilities Act, 28 CFR Part 35.

NAME OF POTENTIAL VENDOR/GRANTEE:	
-----------------------------------	--

Signature of Authorized Representative	Printed/Typed Name & Title of Authorized Representative

Date: _____

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form ``Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form ``Disclosure Form to Report Lobbying," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31,

U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature_____

Title_____

Organization_____

REQUEST TO BE ADDED TO VENDOR/BIDDER LIST

Alamo Area Council of Governments (AACOG) requires all contractors interested in conducting business with the agency to complete a "Request to be Added to Bidder/Contractor List," packet.

AACOG/AAA programs are on a cost reimbursement basis from the funding source. AACOG/AAA will bill the funding source subsequent to receipt of goods or service and invoices. Payment shall be made within 30 calendar days after receipt and staff approval of each invoice. Contractor agrees and understands that the method for receipt of payment will be in the form of an ACH deposit.

For any questions or concerns regarding the application, contact the Procurement Manager at 210.362.5228

RETURN THIS FORM TO:

Contracts & Procurement Manager
Alamo Area Council of Governments
2700 NE Loop 410, Ste 101

San Antonio,
TX 78217-6228

I, _____, hereby attest
that I have read and understand the above terms for
conducting business with the Alamo Area Council of
Governments.

Signature/Date

Company Name:			
Company Address:			
City, State, Zip Code:			
Telephone Number:			
Fax Number:			
Representative Name:			
Representative Phone Number & Email Address:			
Website Address:			

Please describe the service(s) for which you are applying:

(Attach any catalogs/brochures/samples – description of products/services required below)

Please assist us by completing the following:

1. Choose which County(s) you are applying for:

<input type="checkbox"/> Atascosa	<input type="checkbox"/> Bandera	<input type="checkbox"/> Bexar	<input type="checkbox"/> Comal	<input type="checkbox"/> Frio
<input type="checkbox"/> Gillespie	<input type="checkbox"/> Guadalupe	<input type="checkbox"/> Kanes	<input type="checkbox"/> Kendall	<input type="checkbox"/> Kerr
<input type="checkbox"/> McMullen	<input type="checkbox"/> Medina	<input type="checkbox"/> Wilson		

2. Type of Request ☐ New Contractor

3. Ownership ☐ Sole Proprietorship ☐ Governmental Agency

4. Tax Identification Number: _____

5. Attach completed W-9 form unless tax exempt. If tax exempt please, provide verification of status.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>

6. Is your business currently certified with the State of Texas Centralized Bidder's List?

http? <http://window.state.tx.us/procurement/proq/crmbi>

**Please return confirmation of your CMBL certification with this contractor application.

☐ Yes ☐ No

7. Is your business currently certified as a HUB with the State of Texas?

<http://www.window.state.tx.us/procurement/prog/hub/hub-certification>

☐ Yes ☐ No ☐ If Yes, Name