

**Houston Community College System
Procurement Operations**



REQUEST FOR QUALIFICATIONS

FOR

Strategic Land/Growth/Utilization Development Services

PROJECT NO. 06-26

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GENERAL INFORMATION

Date: March 20, 2006

To: Prospective Respondents

Subject: Strategic Land/Growth/Utilization Development Services Team
Request for Qualifications, Project No.06-26

I. Project Overview

The Houston Community College System ("HCC") has undertaken a major Capital Improvement Plan (CIP) Bond Program (2004). HCC intends to review its service area to determine level of service needs, identify and acquire comparable sites to develop facilities that would satisfy anticipated/ projected educational needs of the System through year 2020. The 2004 CIP Bond Program is in various stages of design, infrastructure development, and construction for fifteen (15) projects. These CIP projects; include new construction, rehabilitation/renovation, furniture, equipment, information technology, infrastructure, and other support functions. This Request for Qualifications ("RFQ") is seeking Letters of Interest and Qualifications Statements from a team of Real Estate Consultants/Architects/ Urban Planners and Engineering firms hereafter called "The UP Team" interested in providing professional services in support of the following initiatives:

- To provide HCC with system-wide land as well as improved property acquisition and related site studies
- To position HCC to accommodate anticipated growth of land and space requirements,
- To optimize regional and local access,
- To anticipate, lobby, and negotiate for public improvements planned or anticipated by other public/private agencies that would be financially and functionally beneficial to HCC.

The UP Team shall include qualifications for real estate consulting, architecture, urban planning, facility programming, demographic analysis, and civil, traffic, mechanical, electrical, plumbing engineering firms. UP Team members should have at least 10 years of working knowledge of public / quasi-public and private agencies and their role in Houston's growth as well as redevelopment. The UP Team may be required to hire additional specialists and engineers on an as needed basis.

HCC reserves the right to review/select for final approval, the prime's subs consultants, and other specialty firms, if required. Each discipline shall be evaluated in accordance with the criteria established in RFQ.

HCC reserves the right to reject any or all submittals, negotiate changes in the scope of work or services to be provided, and to waive any technicalities or irregularities in any submission documents. The RFQ solicitation does not in any way obligate HCC to select a particular AP//E Team for project(s). HCC shall not be responsible or liable for any expenses or costs incurred by any firm(s) responding to this RFQ.

II. Conflict of Interest

If a firm responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in the contract resulting from this solicitation, the firm must disclose this to HCC. Persons submitting a response to this RFQ must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code. As applicable, the person submitting a response to this RFQ must complete and submit Attachment 14 Conflict of Interest Questionnaire (Form CIQ). This completed form must be signed and submitted with the RFQ response.

III. Inquires/Pre-Submittal Meeting

Inquiries concerning this Request for Qualifications shall be addressed only when submitted via e-mail. Inquiries must be submitted no later than **March 31, 2006 @ 4:00 P.M. (local time)** and shall be addressed to:

Houston Community College System
Michael Kyme
Executive Director – Procurement Operations
Reference: Project No. 06-26
E-mail: Michael.kyme@hccs.edu

Responses to inquiries shall be posted only on the procurement website (www.hccs.edu). Click Business and Community, click Vendor Information, click Bids and Proposals, and click Project #06-26.

Note: There will be no pre-submittal meeting required for this solicitation.

IV. Document Format and Submission

Qualification Statements should be in the form of a bound 8-1/2 inch by 11-inch report with a Table of Contents and all pages numbered in sequence. Binding must allow reports to lay flat when open and may be either wire or spiral bound. Format of the report may be either "portrait" or "landscape" with binding on the left long or short side. The document should contain at least the following information in the following order:

1. Cover sheet containing the project title, HCC assigned project number, and the name of lead firm(s) submitting the Qualification Statements.
2. Table of Contents.
3. Letter of Interest/Executive Summary (1 page maximum).
4. Firm profile: Complete AIA Document B431 by answering all appropriate questions related to your firm.
5. Related relevant Urban Educational Project Experience. List if firm was prime or subcontractor. I
6. Identify firm's role, project scope-area and number of sites, completion date, and contact name(s).
7. Proposed team's composition including organization chart and resumes. Describe how the team will be organized and supported for this project.
8. Audited Financial Statements (Last 3 years).
9. Letter(s) of recommendation from college or higher education clients listing recently completed projects.
10. Statement detailing small business participation commitment.
11. Completed Conflict of Interest Questionnaire.
12. Statement identifying firm's commitment in providing paid HCC student internship opportunities.

V. Submittal Due Date/Time

HCC will receive Letters of Interest and Qualification Statements from qualified firms interested in entering into a contract to provide professional services. Firms meeting the qualifications as described herein should submit One (1) original and six (6) copies of their Letters of Interest and Qualification Statement to the address listed below no later than **April 3, 2006 @ 2:00 p.m. (local time)**:

Houston Community College System
Michael Kyme
Procurement Operations
3100 Main Street (11th Floor Vendor Room#11A06)
Houston, Texas 77002
Reference: Project No. 06-26

VI. Selection Requirements, Process and Oral Presentations

Professional services shall be procured in accordance with the Texas Professional Services Procurement Act and the requirements set forth herein.

A. Experience in Real estate analysis /Pre-Architecture/ Urban Planning and management of related Engineering Services in relation to college and/or higher education projects.

Demonstrate:

1. Firm's principal(s) and staff commitment to providing above mentioned Services.
2. Firm's experience in providing similar services in a city similar to City of Houston or urban area with similar population growth characteristics. Provide Project Name; Firm's role (prime or subcontractor); Date Completed; Project Size (Land area in acres & building area in SF); and Client/Contact Name(s).
3. Firm's knowledge of HCC growth needs academic & development programs.
4. Firms demonstrated understanding of the dynamics of City of Houston development activity based on public and private initiatives, including but not limited to METRO plans, HCFCD, neighborhood redevelopment programs, in place TIRZ and Management Districts.
5. Firm's ability to work with different public and private agencies.
6. Firm's ability to manage other consultant services.
7. Personnel committed to this project, role and their percent of time to be assigned to this project.

B. Project understanding. Demonstrate:

1. Knowledge and experience of project / program requirements.
2. Firm's real estate / planning / development philosophy/ planning methodology.
3. Process for integrating institutional standards and needs into planning / design process.
4. The methods used and how the firm maintains quality control.
5. Techniques or procedures used on previous projects.

C. Past Performance. Demonstrate:

1. Past performance as prime contractor on College and/or Higher Education real estate acquisition and development policy related Projects.
2. Past performance on meeting schedules and/or timelines.
3. Past performance in Planning / Consulting Services in similar programs.
4. Past performance in managing other consultant services on real estate evaluation and development related projects.
5. Past performance in effectively responding to problems on project assignments.

D. Firm's Financial Status. Demonstrate:

1. Sound Financial Status based on review of each Firm's Audited Financial Statement for the last three- (3) years. (Profit and Lost Statements MUST be included).

E. Small Business Commitment. Demonstrate:

1. Firm's commitment to meeting the small business participation goal of **25%** for the project(s). **Note:** Complete Attachment No. 4, **excluding price.**

F. Student Internship Program. Demonstrate:

1. Firm's ability and commitment to develop, and provide paid student internship opportunities in related fields of study, as needed.

VII. Selection Criteria:

Selection of the most highly qualified firm(s) shall be made on the basis of demonstrated competence and qualifications to perform the required services. The factors to be used in the evaluation process are listed below. **Note:** *Each weight shall be applied to the corresponding factor and may not reflect the overall available points.*

<u>Factor</u>	<u>Weight</u>
Experience of Firm in College/Higher Education Project(s)	.25
Project Understanding	.20
Past Performance	.25
Firm's Financial Status	.05
Small Business Commitment	.20
Student Internship Program:	.05
Total Weight:	100%

During the process of selecting a firm to provide the required services, oral presentations may be required. Each firm should be prepared to make a presentation to HCC. The presentations must show that the firm clearly understands the requirements of the solicitation, has a strategic plan, and a sound approach to complete the requested assignment.

VIII. Real Estate / Pre-Architectural /Urban Planning/Engineering Scope of Services

The scope of services covers the requirements of selected firm(s) to provide professional Real Estate / Pre-Architectural / Urban Planning / Engineering Services and other specialties services. These services shall relate to program identification, site development criteria, site configuration criteria, site environs evaluation criteria, performance and understanding of utility easement, pre-purchase contract evaluation, understanding of applicable deed restrictions and restrictive covenants. Real Estate / Pre-Architecture/ Planning/ Engineering Services shall include real estate consulting, space programming, sequencing and project scope determination. Land area calculations, land parcel configuration studies, development density studies, FARs, Area height use intensity studies, Utility /infrastructure cost studies, Development of decision tools and including physical development thresholds and carrying capacity of the site based on external as well as internal influences.

Services shall include inter-phasing professional activities with other professional employed by HCC and participation in or development of public process.

IX. Small Business Development Program:

HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age or disability in its procurement selection process. Small businesses are defined as those firm whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program. For this solicitation, HCC has established **twenty percent (25%) goal** for Small Business participation.

Good Faith Efforts: HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC shall be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures, a contractor shall be presumed to have made a good faith effort:

- To the extent consistent with industry practices, divide the contract work into reasonable lots.
- Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars.
- Document reasons for rejecting a firm that bids on subcontracting opportunities.

Small Business Compliance

To ensure compliance with any stated small business participation goal, the selected vendor/contract shall be required to meet with the HCC designated procurement representative periodically to verify small business participation activity and to ensure compliance with the stated small business goal.

X. Internship Program:

HCC encourages the utilization of paid student interns to assist the contracted firm. It shall be required that the selected firm provides opportunities for paid internships for HCC students. The selected firm shall be expected to pay student intern(s) at least the minimum wage required by law. Please contact Dr. Freddie Wade at (713) 718-7596 for additional information.

XI Prohibited Communications:

Except as provided in exceptions below, the following communications regarding a particular invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- Between a potential vendor, service provider, bidder, offeror, lobbyist or consultant and any Trustee;
- Between any Trustee and any member of a selection or evaluation committee; and
- Between any Trustee and administrator or employee.

The communications prohibition shall be imposed on the date that responses to the solicitation are due or received, whichever is first. The communications prohibition shall terminate when:

- [1] The contract is awarded by the Chancellor or his designee; or
- [2] The award recommendations are considered by the Board at a duly-noticed public meeting.

In the event the Board refers the recommendation back to staff for reconsideration, the communications prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- Duly noted pre-bid or pre-proposal conferences.
- Communications with the HCC General Counsel.
- Emergency contracts.
- Presentations made to the Board during any duly-noticed public meeting.
- Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

XII Drug Policy:

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, or use of illegal drugs or alcohol by vendors or contractors while on any HCC premises is strictly prohibited.

XIII Taxes:

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1.

ATTACHMENT NO. 1

PROJECT NO. 06-26

HOUSTON COMMUNITY COLLEGE SYSTEM

DETERMINATION OF GOOD FAITH EFFORT

Qualifier _____

Vendor Identification Number _____

Address _____

Phone _____ Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Qualifier to complete this form and submit supporting documentation explaining in what ways the Qualifier has made a good faith effort to attain the goal. The Qualifier shall respond by answering “yes” or “no” to the following and provide supporting documentation.

- _____ (1) Whether the Qualifier provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.
- _____ (2) Whether the Qualifier divided the work into the reasonable portions in accordance with standard industry practices.
- _____ (3) Whether the Qualifier documented reasons for rejection or met with the rejected small business to discuss the rejection.
- _____ (4) Whether the Qualifier negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Qualifier is unable to meet the solicitation goal or if any of the above items (1-4) are answered “no”, the Qualifier must submit a letter of justification.

Signature of Qualifier

Title

Date

ATTACHMENT NO. 2

SMALL BUSINESS UNAVAILABILITY CERTIFICATE

I, _____, _____,
 (Name) (Title)

Of _____, certify that on the date shown below, I contacted the following small
 (Business name) business(es) to obtain a Bid for Materials or Services to be utilized on
 HCC Project No. 06-26

DATE CONTACTED	SMALL BUSINESS	TELEPHONE NO.	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

To the best of my knowledge and belief, said small business was unavailable for this solicitation, unable to prepare a proposal or prepared a proposal that was rejected for the reason(s) stated in the RESULTS column above.

The above statement is a true and accurate account of why I was unable to award a subcontract(s) or supply orders(s) to the small business listed above.

NOTE: This form to be submitted with all Qualifiers documents for Waiver of small business participation.

Signature: _____
 (Qualifier)

**ATTACHMENT NO. 3
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE**

Note: Vendors are to complete this form along with a **copy** of the Contractor and First Tier Subcontractor/Supplier Participation Form and return it in a separate envelope to:

**Houston Community College System
Economic Development Office
Post Office Box 667517
Houston, TX 77266-7517**

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

ETHNICITY

GENDER

LOCATION

___ African American (AA)

___ Male

___ Houston (H)

___ Asian Pacific American (APA)

___ Female

___ Texas (T)

___ Caucasian (C)

___ Out of State (O)

___ Hispanic American (HA)

Specify State _____

___ Native American (NA)

___ Public Owned (PO)

___ Other (O) Specify _____

BUSINESS CLASSIFICATION

___ **DBE** Disadvantaged Business Enterprise

___ **SB** Small Business

___ **WBE** Women Owned Business Enterprise

___ **MBE** Minority Business Enterprise

___ **HUB** Historically Underutilized Business

___ Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency

Certificate Number

Expiration Date

ATTACHMENT NO. 4

CONTRACTOR AND FIRST TIER SUBCONTRACTOR/SUPPLIER PARTICIPATION

Bidder/offerer presents the following participants in this solicitation and any resulting Contract. All bidders / offerers, including small businesses bidding as prime contractors, are required to demonstrate good faith efforts to include eligible small businesses in their bid submissions as subcontractors and/or suppliers.

CONTRACTOR	Type of Work to be Performed or Materials Supplied	Indicate if Small Business, DBE, HUB, MBE, etc.	Percentage of Contract Effort	Price
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUBCONTRACTORS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
SUPPLIERS				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				
Business Name:				
Business Address:				
Telephone No. :				
Contact Person:				

Submitted by: _____ Business Name: _____

Address: _____

Telephone/Fax: _____ Date: _____

ATTACHMENT NO. 5

NON-DISCRIMINATION STATEMENT

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to the following: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation, and selection for training, including apprenticeship.

Name/Title: _____
(Type or Print)

Signature: _____ Date: _____

Company Name: _____
(Type or Print)

Address: _____

Telephone Number: _____

ATTACHMENT NO. 6

CERTIFICATION AND DISCLOSURE STATEMENT

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual: YES or NO
Have you been convicted of a felony? _____

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence. I attest that I have answered the questions truthfully and to the best of my knowledge.

By: _____ Date: _____

Name: _____

Title: _____

Business Entity: _____

Signature of Firm's Authorized Official: _____

State of Texas

sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006

Notary Public for the State of _____

ATTACHMENT NO. 7

STATE OF TEXAS AFFIDAVIT

This company, contractor, or subcontractor agrees to refrain from discrimination in terms and conditions of employment on the basis of race, color, religion, sex, physical handicap, or national origin, and agrees to take affirmative action as required by Federal Statutes and Rules and Regulations issued pursuant thereto in order to maintain and ensure nondiscriminatory employment practices.

Signed: _____

Name of Company: _____

Address of Company: _____

State of Texas

Sworn to and subscribed before me at _____

Texas, this the _____ day of _____, 2006.

Notary Public for the State of _____

ATTACHMENT NO. 8
BUSINESS QUESTIONNAIRE

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. (Type or Print):

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

Do you or any officer, partner, owner, sales representative and/or spouse work for the Houston Community College? _____ Yes _____ No

If yes, please specify: _____

State in which your home office / headquarters is located _____?

If headquarters is located out of state, does that state have preferential treatment on Bids? _____
If yes, list percentage. _____%

Name of Financial Institution _____ Contact Person _____
Title _____

Is firm aware of any HCC employee, or official that may benefit directly or indirectly, as a result of the firm responding to this solicitation? **Circle Yes or No** If yes, please explain:

Please indicate how you became aware of this procurement? Source:

Example: Newspapers (Houston Chronicle, El Dia, African American News, etc.) Houston Minority Business Council, HCC Website, Chamber of Commerce, etc.)

ATTACHMENT NO. 9

ASSURANCE OF SBDP GOAL

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the **CONTRACTOR AND FIRST TIER SUBCONTRACTOR PARTICIPATION** form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = 25%

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of the Chancellor or the duly authorized representative, the Bidder may be subject to the loss of the contract or the termination thereof resulting from this bid and could be ineligible for future HCC contract awards.

Signature _____

Title _____ Date of Signing _____

Firm Name _____

Address _____

Telephone Number _____

ATTACHMENT NO. 10 VENDOR APPLICATION

HCC Procurement Operations has developed an online vendor application system. This system is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within the Houston Community College System.

Please visit to the procurement website and register as a vendor. The website address to access the vendor registration form is as follows:

http://216.119.142.201/HCCS/Supplier_Registration_Form.asp

Once you have completed your application, please print out a copy of the completed application and submit it with your completed bid package. If you do not have internet access, you are welcome to use a computer at any HCC library to access the website and register. You may also utilize the procurement operations vendor room located at 3100 Main Street, Houston, Texas, Room 11A06 to register your firm.

ATTACHMENT NO. 11

**HOUSTON COMMUNITY COLLEGE SYSTEM
INSURANCE REQUIREMENTS**

The following coverage and limits are the minimum limits that the Vendor is required to carry for Architectural and Engineering Services, Project No. 06-26:

1. Commercial General Liability for Bodily Injury / Property Damage Limits:

Occurrence / Personal Injury / Advertising / Products / Completed Operations	\$1,000,000 CSL
Annual Aggregate	\$2,000,000 CSL
Products Aggregate	\$2,000,000 CSL
Fire, Legal Liability	\$1,000,000 CSL
Medical Expense	\$5,000 Per Person

2. Automobile Liability:

Bodily Injury / Property Damage	\$1,000,000 CSL
---------------------------------	-----------------

3. Workers Compensation:

Part A - Statutory	
Part B - \$1,000,000 Each Accident	
\$1,000,000 Policy Limits	
\$1,000,000 Each Employee	

4. Professional Liability:

Occurrence/Aggregate	\$1,000,000. CSL
----------------------	------------------

4. Umbrella Liability:

Umbrella Liability with a minimum limit of \$1,000,000. CSL

The following endorsements are required on the Certificate of Insurance:

- 90 Day Notice of Cancellation;
- Houston Community College System be named as Additional Insured on all policies except the Workers' Compensation;
- Waiver of Subrogation added by endorsement on all policies;
- The assigned Project No. and/or Purchase Order Number.

The Original Certificate of Insurance shall be mailed to Houston Community College System Risk Management Office, Post Office Box 667517 (MC-1119), Houston, TX 77266, indicating the limits, coverage and endorsements as outlined above within 14 calendar days after receipt of a written purchase order or some other duly executed contract document.

**ATTACHMENT NO. 13
HOUSTON COMMUNITY COLLEGE SYSTEM**

PROGRESS ASSESSMENT REPORT OF WORK SUBCONTRACTED

Reporting Period: From _____ To _____

Consultant / Contractor _____ Contract No. _____
Vendor Number _____ Contract Amount \$ _____

Subconsultant / Subcontractor / Supplier	Total Subcontract Amount	Vendor Number	Amount Paid This Period \$	Total Paid to Date \$

I hereby certify that _____ has made timely payments from proceeds of prior payments, and will make payments within five (5) calendar days of receipt of funds now due from HCC to our subcontractors and suppliers in accordance with contractual arrangements with them.

(Form to be submitted with each invoice for payment.)

Mail Completed Form To:

Name: _____
Signature: _____
Title: _____
Phone: _____
Date: _____

HOUSTON COMMUNITY COLLEGE SYSTEM
Procurement Operations
3100 Main (11th floor)
Houston, Texas 77002
Attn: Georgia Coats



Attachment #14

**CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ
For vendor of other person doing business with local government entity**

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the government entity. By Law this questionnaire must be filled with the records administrator of the local government 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 76.006, Local Government Code. 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.

OFFICE USE
ONLY
Date Received

1 Name of Person doing business with local government entity.

2   Check this box if you are filing an update to a previous questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Describe each affiliation or business relationship with an employee or contractor of the local government entity who makes recommendations to a local government officer of the local government entity with respect to the expenditure of money.

4 Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local government entity that is the subject of this questionnaire.

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ

For vendor of other person doing business with local government entity PAGE 2

5 Name of local government officer with whom filer has affiliation or business relationship.

(Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to the Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable 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?

Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10% or more?

Yes No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

Signature of person doing business with the government entity Date

