



## **Request for Qualifications**

### **RFQ #23-0101 Professional Services For Water Rate Studies**

**December 2022**

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Authority General Office  
12777 Hwy. 87 N.  
Orange, TX 77632  
409.746.2192

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## **Section 1. Request for Qualifications**

### **1A. General Notice**

In accordance with the provisions of Chapter 49 of the Texas Water Code, Texas Government Code 2254 (Professional Services Procurement Act), and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments), the Sabine River Authority (SRA) is requesting qualifications based responses to contract with one or more Professional Consultant(s) (“Consultant”), which must be sole proprietorship(s), partnership(s), corporation(s), or other legal entity/entities registered to do business in the State of Texas with considerable experience in providing Rate Study Services for water and wastewater entities.

This Request for Qualifications (RFQ) solicits information that will enable SRA to select one or more Consultant(s) that shall provide professional services for water and wastewater Rate Studies.

At the Sabine River Authority of Texas, our goal is to purchase goods and services that are determined to be the best value to meet our business needs. We support open, fair, and unrestricted competition in selecting products and services with equal opportunity provided to all qualified parties including small business enterprises, Historically Underutilized Businesses, and Disadvantaged Business enterprises.

### **1B. Overview**

The Sabine River Authority of Texas (SRA) is responsible for the conveyance, storage, preservation, and distribution of the waters of the Sabine River and its tributary system for useful purposes. The Authority operates and has surface water rights for Lake Tawakoni and Lake Fork in the upper portion of the basin, Toledo Bend Reservoir and the Gulf Coast Canal System in the lower portion of the basin. SRA provides wholesale water from these projects to meet the needs of municipal, industrial, irrigation, and mining customers throughout the basin.

The Authority is seeking qualified firms for the purpose of conducting a cost-of-service rate study for the Sabine River Authority of Texas to determine the adequacy and most appropriate rate structure, including model development. The recommended rate structure(s) and rate adjustment(s) are to cover costs of O&M, equipment costs, maintaining appropriate working capital, and cash balances. The cost of service will also need to cover debt service requirements and capital improvement needs.

The purpose of this Request for Qualifications (RFQ) is to have an independent study to analyze and assess the Authority’s rate structure using financial and consumption information. An additional objective is to develop an updated cost of service and provide recommendations for equitable, sustainable cost recovery.

The SRA reserves the right to select a single consultant or team of consultants to perform the required services for the entire project(s) or to separate the project(s) into multiple packages and

select separate consultants for each package. As such, the SRA has a need for a professional firm to provide all necessary professional services required for implementing the project.

Qualified firms or teams of firms should be able to demonstrate the following qualifications and experience in order to qualify:

#### Requirements

- Analyze and evaluate existing rate structure(s) with regard to changing patterns of consumption, growth in customer base, annual revenues from rates, and demands on rate revenue to create a baseline for comparing recommended changes.
- Provide a comprehensive summary of recommended rate structure(s) and an assessment of the performance of the recommended structure(s) against the current rates.
- Provide a comparison of current rates and fees charged by other River Authorities.
- Provide an electronic rate model for the use of the Authority to analyze future rate setting qualifications.
- Meet with appropriate Authority staff to familiarize themselves with current practices and procedures, as well as the goals and objectives of the Authority.
- Attend Executive Staff meetings and/or Board of Directors meetings to present study recommendations if requested.
- Comply with additional request(s) of other impacts as identified

#### Deliverables, Reports and Delivery Dates

- Expected time of project completion is 60-90 days from the date of contract approval.
- Provide final reports summarizing findings, assumptions methodology and recommendations.

#### Quality Assurance

- The Authority may make such investigations as deemed necessary to determine the ability of the Consultant to perform

### 1C. Point of Contact and Communications

To ensure fairness during the procurement process, until an Agreement is executed, Firms and their employees, representatives and agents shall not contact any SRA staff, member of selection committees where applicable, Board member, or any other official employee, representative or Advisor of the SRA involved with this procurement process other than the Point of Contact identified in this RFQ. All communications and direct questions regarding this RFQ and Project are to be submitted by email specifically referencing this RFQ, to the Point of Contact.

**Point of Contact:** Stephanie Stanley

**Email Address:** [purchasing@sratx.org](mailto:purchasing@sratx.org)

## 1D. Communication and Modifications

Modifications to the RFQ can only be made by written addenda.

All communications are subject to distribution to all Firms except that SRA will endeavor to prevent disclosure to other Proposers, information unique to a particular Proposer or otherwise identified as proprietary or confidential by a Proposer. The SRA will share with all Firms all addenda to this RFQ including any revisions based on its review of proposer comments and questions regarding this RFQ. The SRA disclaims the accuracy of information derived from any source other than the Point of Contact identified above, and the use of any such information is at the sole risk of the Proposer. Only answers and responses issued by formal, written addenda shall be final and binding upon the SRA. Oral and other interpretations shall be without legal effect and Proposer shall not rely on such oral and other interpretations.

## 1E. Delivery of Qualifications

For the Proposal to be accepted, the proposal must be received in one of the following manners no later than **2:00 p.m. CST on December 15, 2022**. Qualifications received after this time will be rejected and returned unopened.

- (1) **Electronic Transmission.** Email transmission to [purchasing@sratx.org](mailto:purchasing@sratx.org). Emailed proposal submissions shall be an attachment, in a Portable Document Format (PDF). Qualifications shall be clearly identified in the Subject line as follows: **Request for Qualifications – Water Rate Studies (RFQ#23-0101)**.
- (2) **Mail-In or Hand Delivery.** Mailed by commercial carrier, overnight or express mail, or hand delivery of one sealed clearly identified original signed paper copy submission may be accepted by the Purchasing department or other designee up to the proposal submission deadline contained in the solicitation at address below.

Authority General Office  
Sabine River Authority of Texas  
12777 State Highway 87  
Orange, TX 77632

(Monday – Friday 8:00 a.m. to 4:30 p.m. excluding Holidays)

The SRA shall not be responsible for submissions that are not properly identified. Proper identification of Respondent's proposal is the sole responsibility of the Respondent and failure to do so may result in the submission not being included in the proposal opening.

The SRA assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ. All such costs shall be borne solely by each Proposer.

## **Section 2. Instructions for Submission**

### **2A. RFQ**

This RFQ and any other RFQ information may be obtained through the point of contact identified in Section 1C above.

It is the proposer's responsibility to determine that a complete set of documents are received.

The website will be updated periodically with revisions, modifications, and clarifications to the RFQ ("Addenda"), procurement and RFQ information, responses to questions asked by Firms and additional information relevant to the procurement. Firms are encouraged to routinely monitor the website.

SRA assumes no responsibility for errors or misinterpretations resulting from the use of an incomplete RFQ.

Firms are required to submit a SOQ for consideration to receive any subsequent award of an Agreement for Services.

Prior to the submission deadline stated in this RFQ, submit all questions about the meaning or intent of the RFQ, addenda and the related supplemental information to the Point of Contact as indicated in the RFQ. Interpretations or clarifications considered necessary by the SRA in response to such questions will be issued by Addenda. Questions received less than 7 days prior to the date for opening of Qualifications may not be answered.

### **2B. Submittal**

Firms are required to submit a proposal for consideration for services. The proposal shall be completed and submitted in accordance with Section 3 of this RFQ. Before submitting a proposal, all respondents shall examine the complete RFQ documents. By execution and submission of this proposal, the respondent hereby represents and warrants to the SRA that respondent has read and understands the RFQ documents, and the proposal is made in accordance with the RFQ documents.

Before submitting a proposal:

- (1) Examine and carefully study the RFQ, including any addenda and the related supplemental information identified in the RFQ.
- (2) Become familiar and satisfied with all federal, state, and local laws and regulations that may affect progress, or any provisions of the Services.
- (3) Carefully study and correlate the information known to Proposer with the RFQ, addenda and the related supplemental information identified in the RFQ.

- (4) Promptly give the Point of Contact written notice of all conflicts, errors, ambiguities, or discrepancies that are discovered in the RFQ, addenda, and the related supplemental information.

All materials submitted to the SRA become public property and are subject to the Texas Public Information Act, ("Act") Texas Government Code Chapter 552. Any information submitted to the SRA by the Proposer shall be considered non-confidential and available to the public, except as follows:

In the event a proposer considers a specific portion of their proposal to be confidential and subject to an exception to disclosure under the PIA, such portion must be clearly identified and marked "CONFIDENTIAL." Do not mark an entire proposal confidential, as this is not in conformance with the PIA and is not acceptable. Only the specific portion or portions of the proposal that the proposer considers to be confidential pursuant to the PIA should be marked. **IF AN ENTIRE PROPOSAL IS MARKED CONFIDENTIAL, THE SRA WILL NOT TREAT ANY PORTION OF THE PROPOSAL AS CONFIDENTIAL AND THE PROPOSAL MAY BE REJECTED AS NON-CONFORMING.** The SRA will honor notations of confidentiality in accordance with this paragraph and decline to release such information initially; however, final determination of whether a particular portion of a proposal may in fact be withheld pursuant to the PIA will be made by the Texas Attorney General or a court of competent jurisdiction.

In the event a public information request is received for a portion of a proposal that has been marked confidential, the SRA will ask the affected proposer if the information may be released. If the release is agreed to, the SRA shall release the information.

If the release is denied, the matter shall be referred to the Texas Attorney General's Office in accordance with the process set forth in the PIA. The proposer shall be fully and solely responsible for submitting arguments and evidence within the statutory timeframes to the Texas Attorney General's Office regarding its claim of confidentiality. The SRA will NOT submit arguments on behalf of the proposer.

The Texas Attorney General's Office shall rule on the matter. In the event that it is determined by opinion of the Texas Attorney General or court of competent jurisdiction that such information may not be withheld, then such information will be made available to the requestor. If it is determined that the information may be withheld, SRA will withhold the information from the requestor.

## **2C. Withdrawal of Statement of Qualifications**

Firms may withdraw a proposal by providing a written request, duly executed by an authorized representative, and delivered to the SRA at any time prior to the submittal deadline or within 24 hours after opening. If withdrawal is after Qualifications are opened, the written request shall demonstrate to the reasonable satisfaction of SRA that there was a material and substantial mistake in the preparation of its proposal. Individuals making the withdrawal will be required to provide evidence of serving as an authorized representative of the proposer.

## **2D. Evaluation of Qualifications**

Material misstatements and/or inaccuracies in the information submitted in the proposal that were relied upon for evaluation, scoring and ranking may be grounds for rejection of the proposal for this Project. Any material misstatements and/or inaccuracies, if discovered after award of the Agreement may be grounds for immediate termination of the Agreement, at the SRA's sole discretion.

Submission of a proposal indicates proposer's recognition and acknowledgement that subjective judgments must be made during the evaluation of the proposal.

To be deemed responsive, qualifications must be prepared thoroughly, be responsive to the requirements and criteria contained in the RFQ, demonstrate an ability to meet the requirements of the RFQ and conform to the material terms and/or conditions of the RFQ, all as determined solely by the SRA. The SRA will reject a proposal if it is materially incomplete, takes excessive exceptions to material terms and/or conditions of the RFQ or contains information that does not appear to demonstrate an ability to meet the RFQ requirements, all as determined solely by the SRA. The SRA will apply reasonable judgment and discretion in deciding whether a proposal is responsive.

Each proposal shall present the assumptions that the proposer has incorporated into its proposal. Neither the acceptance by the SRA of a proposal, nor the participation of the SRA at any interview with the proposer, shall in any way be interpreted as an agreement or approval by the SRA that the assumptions are reasonable or correct or that the SRA accepts any liability for the proposer. The SRA specifically disclaims responsibility or liability for any proposer's assumptions in developing its proposal.

Statement of Qualifications will be evaluated based on criteria stated in section 3B of this solicitation.

## **2E. Rights and Reservations of the SRA**

In connection with this request, the SRA reserves to itself all rights (which rights shall be exercisable by the SRA at its sole discretion) available to it under applicable law, including without limitation, the following with or without cause and with or without notice:

- (1) The right to cancel, withdraw, postpone, or extend RFQ in whole or in part at any time prior to the award of the Agreement without incurring any obligations or liabilities.
- (2) The right to issue a new RFQ or to revise and modify, at any time prior to the proposal submittal date, information included in the RFQ including but not limited to the dates set or projected and factors to be considered in evaluating Qualifications and the responsibilities of the proposers.
- (3) The right to modify the procurement schedule.
- (4) The right to waive deficiencies, informalities and irregularities in a proposal and accept and review a non-conforming proposal.
- (5) The right to suspend and terminate the procurement process or to terminate evaluations of Qualifications received at any time.
- (6) The right to correspondence with the Firms to seek an improved understanding of SOQ at any time.



- (7) The right to request an interview with any or all Firms during the evaluation period.
- (8) The right to seek or obtain data and information from any source that has the potential to improve the understanding and evaluation of the Qualifications.
- (9) The right to appoint and change appointees of any selection committee.
- (10) The right to use assistance of outside technical and legal experts and consultants in the evaluation process.
- (11) The right to respond to all, some or none of the inquiries, questions and/or requests for clarification received relative to this RFQ.
- (12) The right to seek clarifications from any proposer to fully understand information provided in the proposal.
- (13) The right to request additional information from a proposer during the evaluation of Qualifications.
- (14) The right to reject a proposal containing exceptions, additions, qualifications, or conditions not called for in the RFQ.
- (15) The right to conduct an independent investigation of any information, including prior experience identified in a proposal by contacting project references, accessing public information, contacting independent parties or any other means.

## **2F. Criteria for Award**

The SRA will select the most highly qualified respondent on the basis of demonstrated competence and qualifications and then attempt to negotiate with that respondent a contract at a fair and reasonable price. If a satisfactory contract cannot be negotiated, with the most highly qualified respondent, the SRA will select the next most highly qualified respondent and attempt to negotiate a contract with that respondent at a fair and reasonable price.

## **Section 3. Statement of Qualifications Submittal**

### **3A. Requirements for the SOQ**

The proposal must include, as a minimum, the information described in this Section. Failure to submit the required information in the RFQ may result in the SRA considering the proposal as non-responsive and may result in rejection by the SRA.

To be valid, the SOQ must be signed by an authorized person. By such signature, respondent agrees to strictly abide by the terms, conditions, and scope of services embodied in this RFQ.

The proposal shall not exceed twenty (25) pages including transmittal letter and attachments; and excluding covers and plain section dividers. Qualifications shall be formatted on single side 8 ½" by 11" pages with not less than 1-inch margins, not less than 1.25-line spacing and not less than 11-point font.

Firms are instructed to limit the information included in the proposal to the information necessary to demonstrate the technical, financial, and other qualifications and experience for the Project and any other information specifically requested in this RFQ. Qualifications should be prepared in a straightforward and concise manner. The SRA is not interested in receiving marketing brochures,

promotional material, generic narratives, elaborate binding, colored displays, etc. in the Qualifications. Emphasis should be placed on clarity and completeness of content and responsiveness to the RFQ requirements.

### **3B. SOQ Format**

The proposal shall be submitted in the following format as indicated below.

- (1) **Transmittal Letter** - Provide the transmittal letter shown on pages 12 – 15, signed by an officer of the respondent firm who has the authority to commit the firm to the work, which includes a brief narrative of the services the firm would provide including the approach, methodology, deliverables, and client meetings to be provided.
- (2) **Team Organization and Experience** – Provide a brief description of the team of people or persons that will be assigned to this project, including the designated project manager. SRA realizes the need for changes in assignments from time to time, however SRA requests that re-assignment of a project manager be made only after mutual agreement by SRA. For each team member provided, please include the following information:
  - a. Name
  - b. Position/Title within the respondent's firm
  - c. Role/responsibility for this work, including availability and time commitment for the work
  - d. Current location and location during execution of the work
  - e. Experience relevant to the specific aspects and anticipated services for this work.
- (3) **Recent/Current Projects** - Provide client contact name, current phone number and email address for similar work in the United States for which the Respondent Firm completed within the last five calendar years, and for similar projects for which the Respondent Firm is currently under contract to provide related services.
- (4) **Project Approach** - Provide a brief plan summarizing your understanding and approach to the scope as outlined herein. Identify any particular issues and/or specific options that may need to be investigated based on your experience with this type of project.
- (5) **Other Information** - Provide other information pertinent to the work regarding respondent firm and its support resources.

## **Section 4. Additional Information**

### **4A. General**

This RFQ does not commit SRA to enter into a contract, nor does it obligate it to pay any costs incurred in the preparation and submission of Qualifications and subsequent discussions, interviews and/or presentations in anticipation of a contract.

SRA retains the right to contract directly with design consultants, surveyors, geotechnical consultants, materials testing firms, and other specialty consultants.

SRA retains the right to approve or disapprove all subconsultants.

The Professional Consultant shall abide by the terms and conditions stipulated in a Master Services Agreement (MSA) executed between SRA and the Consultant.

#### **4B. Conflict of Interest**

Pursuant to Chapter 176 of the Local Government Code, any person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local government entity (i.e. Sabine River Authority) must disclose in the Conflicts of Interest Questionnaire Form (CIQ) the person's affiliation or business relationship that might cause a conflict of interest with the local government entity. By law, the CIQ must be filed with the SRA Records Management Officer no later than seven (7) days after the date the person begins contract discussions or negotiations with the SRA, or submits an application or response to a Request for Bids, correspondence, or another writing related to a potential agreement with SRA. Updated Questionnaires must be filed in conformance with Chapter 176.

A copy of the CIQ is attached. If you have any questions about compliance, please consult your own legal counsel. Compliance is the individual responsibility of each person or agent of a person who is subject to the filing requirement. An offense under Chapter 176 carries a penalty up to a Class A misdemeanor.

#### **4C. Equal Opportunity**

SRA provides equal opportunity for all qualified parties including Historically Underutilized Businesses (HUBs). If your organization or any associated sub-contractors on the project are a certified HUB with the State of Texas, please submit documentation of the certified organization, including description of the work, percentage of the contract expected to be completed by the HUB, and the certification number of the HUB.

# Sabine River Authority of Texas

## SOQ Transmittal Letter

(To be on Proposer Letterhead)

Sabine River Authority of Texas  
12777 Hwy 87 N  
Orange, TX 77632

\_\_\_\_\_(Proposer) hereby submits its Proposal for **Request for Qualifications – Water Rate Studies (RFQ#23-0101)**. Proposer accepts all the requirements, terms, and conditions of the RFQ. The proposal will remain subject to acceptance for sixty (60) days after the opening of Qualifications.

In submitting this proposal, Firms certifies, represents, and warrants, that:

- A. The submittal of the RFQ has been duly authorized by, and in all respects binding upon, the proposer.
- B. The undersigned declares that it is the proposer or by holding the position below indicated is authorized to execute this Transmittal Letter on behalf of the proposer and that all representations made on this form are true and accurate.
- C. Respondent has examined, carefully studied, and understands and agrees to be bound by the requirements of the RFQ, the other related information identified in the RFQ, and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No.	Addendum Date	Signature Acknowledging Receipt

- D. All information and statements contained in the proposal, are current, correct, and complete and are made with full knowledge that the Sabine River Authority of Texas will rely on such information and statements in evaluating the proposal.
- E. The submission of this RFQ will constitute an incontrovertible representation by proposer that the proposer has complied with every requirement of the RFQ and Addenda without exception.
- F. Respondent acknowledges that it is aware and understands the requirements of Chapter 176 of the Texas Local Government Code and proposer is solely responsible for complying with such requirements.
- G. Respondent certifies that each professional architect or engineer that is a team member was selected based on demonstrated competence and qualifications, in the manner provided by the Texas Government Code Section 2254.004.

- H. Respondent acknowledges that it is aware and understands the requirements of Chapter 2252.908 of the Texas Local Governmental Code including but not limited to Form 1295- Certificate of Interested Parties.
- I. Texas Government Code Chapter 2270 requires that a governmental entity may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that it:(1) does not boycott Israel; (2) will not boycott Israel during the term of the contract. Proposer certifies that it does not boycott Israel and will not boycott Israel during the term of the Agreement/Contract should it be awarded to the proposer.
- J. Texas Government Code Chapter 2274 requires that a governmental entity may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that it:(1) does not boycott power companies, (2) will not boycott power companies during the term of the contract. Proposer certifies that it does not boycott power companies and will not boycott power companies during the term of the Agreement/Contract should it be awarded to the proposer.
- K. Texas Government Code Chapter 2274 requires that a governmental entity may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that it does not have a practice, policy, guidance or directive that discriminates against a firearm entity or firearm trade association and will not discriminate during the term of the contract against a firearm entity or firearm trade association.
- L. Respondent acknowledges that it is not aware of any existing or known future material adverse condition or change(s) in its financial position that would detrimentally impact its ability to provide services provided herein.
- M. Respondent is familiar with and is satisfied as to all federal, state, and local Laws and regulations that may affect furnishing the Services.
- N. Respondent has given Point of Contact written notice of all conflicts, errors, ambiguities, or discrepancies that proposer has discovered in the RFQ and the written resolution thereof by the Owner is acceptable to the proposer.
- O. Respondent has provided evidence of its authority to do business in the State of Texas and included such evidence with this Form. Alternately and if selected, proposer will covenant, with its execution of this Form, to obtain and submit evidence of such authority to the Owner not later than the date of its execution of the Agreement/Contract.
- P. Respondent further represents that this proposal is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; proposer has not directly or indirectly induced or solicited any other proposer to submit a false or sham proposal; proposer has not solicited or induced any individual or entity to refrain from making a proposal; and proposer has not sought by collusion to obtain for itself any advantage over any other proposer or over the Owner.

*(Insert brief narrative of the services the firm would provide including the approach, methodology, deliverables, and client meetings to be provided.)*

The principal contact person who will serve as the interface between the Owner and the Proposer for all communications during the procurement period is:

Name: Stephanie Stanley

Title: Accounting and Procurement Specialist

Address: 12777 Hwy 87 N. Orange, TX 77632

Telephone: 409-746-2192

Email: [sstanley@sratx.org](mailto:sstanley@sratx.org)

Respondent agrees that venue shall lie exclusively in Orange County, Texas for any legal action.

This SOQ is submitted by:

Name of Respondent and identification of  
Proposer  
(Individual; Corporation; Partnership; Joint  
Venture; other-specify):

If a Joint Venture, the Transmittal Form must be signed  
by authorized representatives of all members of the Joint  
Venture.

For a corporation indicate the state of incorporation  
with the corporate address. For a limited liability  
company indicate the state in which company was  
formed with the company address.

\_\_\_\_\_  
(typed or printed)

By:

Title:

\_\_\_\_\_  
(Individual's Signature)

**Respondent shall have this form notarized  
by a duly authorized notary public.**

Doing business as:

Business address:

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Subscribed and sworn to before me by the said \_\_\_\_\_ on this \_\_\_\_\_ day of  
, 20 \_\_\_\_ .

By: \_\_\_\_\_ .  
Notary Public

\_\_\_\_\_ County, \_\_\_\_\_

[Notary Seal]

My commission expires \_\_\_\_\_, 20\_\_\_\_ .

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

**FORM CIQ**

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

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

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

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

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date



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

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

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

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

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

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

\*\*\*

(2) the vendor:

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

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

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

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

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

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

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.