

# REQUEST FOR QUALIFICATIONS



RFQ 774-XXXXXXXX



TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER™  
EL PASO

Request for Qualifications (RFQ) 774-XXXXXXXX



Due Date: \_\_\_\_\_, 20\_\_ at \_\_\_\_\_ P.M. Mountain Standard Time

**Qualifications must be time stamped by the Texas Tech University Health Sciences Center El Paso Purchasing Office before the hour and date specified for receipt of Qualifications.**

Texas Tech University Health Sciences Center at El Paso  
Purchasing Office

Attention: \_\_\_\_\_

5001 EL Paso Drive  
El Paso, Texas 79905

Pursuant to the provisions of Texas Government Code Title 10 Subtitle D Chapter 2156.121 - 2156.127, General Services Act rules and regulations adopted there under, sealed Qualifications will be received until the date and time established for receipt. After receipt, only the names of proposers will be made public. Prices and other qualification details will only be divulged after the award, if one is made.

**SUBMITTAL  
CHECKLIST**

Due Date: [REDACTED], 20[REDACTED] @ [REDACTED] P.M. Mountain Standard Time

Request Number:	RFQ 774-[REDACTED]
Vendor Name:	
Tax ID Number:	
Phone Number:	
Contact Email:	
Contact Name:	

Check-off

1.  Signed and Completed Execution of Offer (ref Appendix B).
2.  Signed and Completed HUB Subcontracting Plan (ref Appendix C).
3.  Signed and Completed Addenda Checklist (ref Appendix D).
4.  Responses to questions and requests for information in the **Specifications and Scope of Work Section** (ref Section 5).
5.  Deliver Qualifications to:

TTUHSC El Paso prefers that all qualifications be submitted using the TechBid system (<https://suppliers.sciquest.com/texastech/>).

Or Mailed To:

Texas Tech University Health Sciences Center El Paso  
Purchasing Office

Attention: [REDACTED]

5001 El Paso Drive  
El Paso, Texas 79905

*TTUHSC El Paso Internal Use Only*

<b><i>Form</i></b>	<b><i>Completed By</i></b>	<b><i>Approved By</i></b>	<b><i>Date</i></b>
<a href="#"><u>Evaluation of Potential Subcontracting Opportunities (RFP 3.7)</u></a>			
<a href="#"><u>Solicitation Review</u></a>			
<a href="#"><u>HUB Subcontracting Probability Statement</u></a>			
<a href="#"><u>HSP Subcontracting Plan Review</u></a>			

# REQUEST FOR QUALIFICATIONS

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## Section 1: General Information

5

- 1.1 Introduction
- 1.2 Description of Texas Tech University Health Sciences Center El Paso
- 1.3 Group Purchase Authority
- 1.4 TTUHSC El Paso's Right to Reject
- 1.5 Public Information
- 1.6 Inquiries and Interpretations

---

## Section 2: Notice to Proposer

7

- 2.1 Submittal Deadline
- 2.2 TTUHSC El Paso Contact Person
- 2.3 Key Events Schedule
- 2.4 Anticipated Term

---

## Section 3: Qualification Submission Procedures

9

- 3.1 Number of Copies
- 3.2 Submittal Instructions for Online (TechBid) Qualifications
- 3.3 Submittal Instructions for Mailed/Delivered Qualifications
- 3.4 Qualification Validity Period
- 3.5 Terms and Conditions
- 3.6 HUB Subcontracting Plan
- 3.7 Alternate Qualifications

---

## Section 4: Evaluation Criteria and Award

11

- 4.1 Evaluation Process
- 4.2 Proposer's Acceptance of Evaluation Methodology
- 4.3 Evaluation Criteria and Weights
- 4.4 Consideration of Additional Information
- 4.5 Oral Presentations/Interviews
- 4.6 Award Process
- 4.7 Award of Agreement

---

## Section 5: Specifications and Scope of Work

12

- 5.1 General
- 5.2 Minimum Requirements
- 5.3 Additional Requirements Specific to this RFQ
- 5.4 Specifications/Service Scope of Work

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## Section 6: General Terms and Conditions

14

- Appendix A: Agreement
- Appendix B: Execution of Offer
- Appendix C: HUB Subcontracting Plan
- Appendix D: Addenda Checklist
- Appendix E: TTUHSC El Paso Vendor Information
- Appendix F: Specifications and Scope of Work

## SECTION 1

### INTRODUCTION

#### **1.1 Introduction**

The Texas Tech University Health Sciences Center El Paso (“TTUHSC El Paso”), a part of the Texas Tech University System, seeks Qualifications from qualified firms to provide New Product Development services. The scope of work is more specifically described in Section 5.4 entitled Specifications/Service Scope of Work.

#### **1.2 Description of Texas Tech University Health Sciences Center El Paso**

Texas Tech University Health Sciences Center El Paso, Texas Tech University System’s fourth university, has a mission to provide education, research, and patient care to West Texas. It is comprised of the Paul L. Foster School of Medicine, the Gayle Greve Hunt School of Nursing, and the Graduate School of Biomedical Sciences. Research focuses on cancer, diabetes and metabolism, infectious diseases, and neurosciences. The university also has a clinical practice called the Texas Tech Physicians of El Paso, which is part of the largest network of health care physicians in West Texas. For more information about Texas Tech University Health Sciences Center El Paso, please visit [elaso.ttuhs.edu](http://elaso.ttuhs.edu).

#### **1.3 Group Purchasing Authority**

Texas law authorizes institutions of higher education (defined by Section 61.003, Education Code) to use the group purchasing procurement method (ref. Sections 51.9335, 73.115, and 74.008, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer under this RFQ.

#### **1.4 TTUHSC El Paso’s Right to Reject**

This RFQ does not commit TTUHSC El Paso to select a proposer or to award an agreement to any proposer. TTUHSC El Paso reserves the right to accept or reject, in whole or in part, any qualification it receives pursuant to this RFQ. Qualifications which are qualified with conditional clauses or alterations or items not called for in the RFQ documents, or irregularities of any kind, are subject to disqualification by TTUHSC El Paso at its option. If TTUHSC El Paso receives fewer than three Qualifications, TTUHSC El Paso has the right to reissue this RFQ in order to gain additional competitive Qualifications.

#### **1.5 Public Information**

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

1.5.2 TTUHSC El Paso may seek to protect from disclosure all information submitted in response to this RFQ until such time as a final agreement is executed.

1.5.3 Upon execution of a final agreement, TTUHSC El Paso will consider all information, documentation, and other materials requested to be submitted in response

to this RFQ, to be of a non-confidential and non-proprietary nature and, therefore, subject to public disclosure under the *Texas Public Information Act* (*Government Code*, Chapter 552.001, et seq.). Proposer will be advised of a request for public information that implicates their materials and will have the opportunity to raise any objections to disclosure to the Texas Attorney General. Certain information may be protected from release under Sections 552.101, 552.110, 552.113, and 552.131, *Government Code*.

## **1.6 Inquiries and Interpretations**

- 1.6.1 TTUHSC El Paso may in its sole discretion respond in writing to written inquiries concerning this RFQ and post its response as an Addendum to all parties recorded by TTUHSC El Paso as having received a copy of this RFQ. Only TTUHSC El Paso's responses that are made by formal written addenda will be binding on TTUHSC El Paso ("Addenda"). Any verbal responses, written interpretations or clarifications other than Addenda to this RFQ will be without legal effect. All Addenda issued by TTUHSC El Paso prior to the Submittal Deadline will be and are hereby incorporated as a part of this RFQ for all purposes.
- 1.6.2 Proposers are required to acknowledge receipt of each Addendum as specified in this Section. The Proposer must acknowledge all Addenda by completing, signing and returning the Addenda Checklist (ref. APPENDIX D). The Addenda Checklist must be received by TTUHSC El Paso prior to the Submittal Deadline and should accompany the Proposer's qualification.
- 1.6.3 Any interested party that receives this RFQ by means other than directly from TTUHSC El Paso is responsible for notifying TTUHSC El Paso that it has received an RFQ package, and should provide its name, address, telephone number and FAX number to TTUHSC El Paso, so that if TTUHSC El Paso issues Addenda to this RFQ or provides written answers to questions, that information can be provided to such party.

**SECTION 2  
NOTICE TO PROPOSER**

**2.1 Submittal Deadline**

TTUHSC El Paso will accept Qualifications submitted in response to this RFQ until 4:30 P.M., Mountain Standard Time on [REDACTED], 20[REDACTED] (the "Submittal Deadline"). Qualifications should be delivered to:

Texas Tech University Health Sciences Center EL Paso  
Purchasing Office  
Attention: [REDACTED]  
5001 EL Paso Drive  
El Paso, Texas 79905

**2.2 TTUHSC El Paso Contact Person**

Proposers will direct all questions or concerns regarding this RFQ to the following TTUHSC El Paso contact ("TTUHSC El Paso Contact"):

[REDACTED]  
[REDACTED], *Purchasing Office*  
Tel. (915) 215-XXXX • Fax (915) 215-8813  
[REDACTED] @ttuhsc.edu

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**TTUHSC El Paso specifically instructs interested parties to restrict all contact and questions regarding this RFQ to written communications forwarded to TTUHSC El Paso Contact.** TTUHSC El Paso Contact must receive all questions or concerns no later than [REDACTED], 20[REDACTED]. TTUHSC El Paso will have a reasonable amount of time to respond to questions or concerns. It is TTUHSC El Paso's intent to respond to all appropriate questions and concerns; however, TTUHSC El Paso reserves the right to decline to respond to any question or concern.

**2.3 Key Events Schedule**

Distribution of RFQ	
Deadline for Submission of Written Questions	
Deadline for Submission/Delivery of Qualifications	
Evaluation of Qualifications	

## 2.4 Anticipated Term

The anticipated term of any resulting agreement will begin on the date an agreement is executed, and expire on \_\_\_\_\_, 20\_\_\_\_. TTUHSC El Paso will have the option of two (2) additional one (1) year renewal periods.

- Optional Renewal Period #1: Sept 1, 20\_\_\_\_ – Aug 31, 20\_\_\_\_
- Optional Renewal Period #2: Sept 1, 20\_\_\_\_ – Aug 31, 20\_\_\_\_



## SECTION 3

### SUBMISSIONS OF QUALIFICATION

#### 3.1 Number of Copies

Proposer must submit a total of **one (1)** complete copy of its entire qualification. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. APPENDIX B) of at least one (1) copy of the submitted qualification. The copy of the Proposer's qualification bearing an original signature should contain the mark "original" on the front cover of the qualification.

#### 3.2 Submittal Instructions for Online (TechBid) Qualifications

- 3.2.1 TTUHSC El Paso **prefers** that all Qualifications be submitted using the TechBid system at <https://suppliers.sciquest.com/texastech/>.
- 3.2.2 Qualifications must be signed by the responding company's official authorized to commit such Qualifications. Failure to sign the Execution of Offer will be basis for qualification disqualification.
- 3.2.3 All Qualifications must be submitted online no later than the date and time indicated in Section 2.1 "Submittal Deadline."

#### 3.3 Submittal Instructions for Mailed/Delivered Qualifications

- 3.3.1 TTUHSC El Paso **prefers** that all Qualifications be submitted using the TechBid system at <https://suppliers.sciquest.com/texastech/>. However, if necessary, the proposer may elect to submit a printed version of the qualification and submit the qualification by mail or carrier service.
- 3.3.2 One (1) original individually-bound completed qualification is required for the mailed or delivered submittals. Note: One (1) electronic version (on a USB drive) is also required for archival purposes.
- 3.3.3 Qualifications must be signed by the responding company's official authorized to commit such Qualifications. Failure to sign the Execution of Offer will be basis for qualification disqualification. Note: The original signature on the one (1) required original will serve as the official signature of record for all copies.
- 3.3.4 Qualifications should be submitted in a sealed envelope or box marked with the name of the RFQ (as shown on the cover page of this RFQ) and the opening date. All Qualifications must be submitted no later than the date and time indicated in Section 2.1 "Submittal Deadline."

#### 3.4 Qualification Validity Period

Each qualification must state that it will remain valid for TTUHSC El Paso's acceptance for a minimum of ninety (90) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

### 3.5 Terms and Conditions

Proposer must comply with the requirements and specifications contained in this RFQ, including the Agreement (ref. APPENDIX A), the Notice to Proposer (ref. Section 2 of this RFQ), Qualification Submission Procedures (ref. Section 3 of this RFQ) and the Specifications and Scope of Work (ref. Section 5 of this RFQ). If there is a conflict among the provisions in this RFQ, the provision requiring Proposer to supply the better quality or greater quantity of services will prevail.

### 3.6 HUB Subcontracting Plan

A HUB Subcontracting Plan (“HSP”) is required as part of Proposer’s proposal. The HSP will be developed and administered in accordance with TTUHSC El Paso’s Policy on Utilization of Historically Underutilized Businesses attached as APPENDIX C and incorporated for all purposes.

Each Proposer must complete and return the HSP in accordance with the terms and conditions of this RFQ, including APPENDIX C. Proposers that fail to do so will be considered non-responsive to this RFQ in accordance with Section 2161.252, Government Code.

A search has been conducted of the Centralized Master Bidders List to identify active HUB vendors in accordance with Title 34, Texas Administrative Code, Section 20.14(a)(1). The following NIGP commodity codes were included:

Code #1            Code #2            Code #3           

Results can be viewed at the following link:

<https://mycpa.cpa.state.tx.us/tpasscdblsearch/index.jsp> (use link from actual search results)

### 3.7 Alternate Qualifications

TTUHSC El Paso may consider alternate Qualifications submitted by Proposer. Proposers submitting alternate Qualifications should (i) clearly identify any exceptions taken to the requirements and specifications set forth in this RFQ and (ii) include a detailed description of the alternative(s) proposed. Proposer may suggest additions to the requirements and specifications set forth in this RFQ, and all such suggestions must be clearly identified. Alternate Qualifications should be submitted as attachments to the qualification. Alternate Qualifications shall meet the same requirements and shall be in the same format as the qualification’s base format.

**SECTION 4  
EVALUATION CRITERIA AND AWARD**

**4.1 Evaluation Process**

- 4.1.1 TTUHSC El Paso will utilize a qualification evaluation team for the evaluation of this RFQ. The award will be based on the qualification judged to be in the best interest of TTUHSC El Paso, the judgment in this regard shall be considered final. Any agreement resulting from this request shall be awarded to the proposer providing the “best value” to TTUHSC El Paso.
- 4.1.2 Under section 51.9335 of the Texas Government Code in determining what is the best value to an institution of higher education, TTUHSC El Paso shall consider the purchase price, the reputation of the proposer and of the proposer’s goods or services, the quality of the proposer’s goods or services, the extent to which the goods or services meet TTUHSC El Paso’s needs, the proposer’s past relationship with TTUHSC El Paso, the impact on the ability of TTUHSC El Paso to comply with laws and rules relating to historically underutilized businesses and to the procurement of goods and services from persons with disabilities, the total long-term cost to TTUHSC El Paso of acquiring the proposer’s goods or services, and any other relevant factor that a private business entity would consider in selecting a vendor.

**4.2 Proposer’s Acceptance of Evaluation Methodology**

Submission of a qualification indicates proposer’s acceptance of the evaluation technique and proposer’s recognition that some subjective judgments must be made by TTUHSC El Paso during the assigning of points.

**4.3 Evaluation Criteria and Weights**

- 4.3.1 Each qualification shall be evaluated on the ability to meet TTUHSC El Paso’s requirements and to provide the best value to TTUHSC El Paso.
- 4.3.2 The evaluation will be based on the following formula:

Criteria	Weight
Respondent’s _____	%
Respondent’s _____	%
Respondent’s _____	%
Respondent’s _____	%

**4.4 Consideration of Additional Information**

Consideration may also be given to any additional written information and comments that may serve to clarify the qualification information to TTUHSC El Paso.

**4.5 Oral Presentations/Interviews**

Upon completion of the initial review and evaluation of the Qualifications submitted, selected proposers may be invited to participate in oral presentations. Oral presentations/interviews are an option of the evaluation team and may or may not be conducted; therefore,

Qualifications should be complete when submitted by the deadline indicated in the Section 2.1 entitled "Submittal Deadline."

#### **4.6 Award Process**

During the opening, Qualifications will be acknowledged publicly to identify the names of the proposers, but will be afforded security sufficient to preclude disclosure of the contents of the qualification, including prices or other information, prior to award. After opening, an award may be made on the basis of the Qualifications initially submitted, without discussion, clarification or modification, or on the basis of negotiation with any of the proposers or, at TTUHSC El Paso's sole option and discretion, TTUHSC El Paso may discuss or negotiate all elements of the qualification with selected proposers which represent a competitive range of Qualifications. For purposes of negotiation, a competitive range of acceptable or potentially acceptable Qualifications may be established comprising the highest rated qualification(s).

#### **4.7 Best and Final Offer**

When deemed appropriate, after the submission of Qualifications but before the final selection of the successful qualification, TTUHSC El Paso may permit a proposer to revise its qualification in order for TTUHSC El Paso to obtain a best and final offer. TTUHSC El Paso will provide each proposer within the competitive range with an equal opportunity for discussion and revision of their qualification, and a proposer may elect not to amend their original qualification. TTUHSC El Paso is not bound to accept the best-priced qualification if that qualification is not the most advantageous to TTUHSC El Paso as determined by the evaluation team.

#### **4.8 Award of Agreement**

4.8.1 TTUHSC El Paso reserves the right to award an agreement for all or any portion of the requirements proposed by reason of this request, award multiple agreements, or to reject any and all Qualifications if deemed to be in the best interests of TTUHSC El Paso and to re-solicit for Qualifications, or temporarily or permanently abandon the solicitation. If TTUHSC El Paso awards an agreement, it will award the agreement to the proposer whose qualification is the most advantageous to TTUHSC El Paso, considering price and the evaluation factors set forth in this RFQ.

4.8.2 TTUHSC El Paso intends to negotiate and award an agreement with the vendor submitting the qualification the evaluation committee determines best meets the system's requirements and is considered to be the best value overall. The agreement is a non-exclusive agreement, and TTUHSC El Paso reserves the right to enter into one or more agreements with third parties covering the same or similar services.

4.8.3 The proposer may submit its standard agreement for review by TTUHSC El Paso. The agreement entered into by the parties shall consist of the RFQ, the signed qualification submitted by the vendor, the specifications including all the modifications thereof, a written agreement, and purchase order(s), all of which shall be referred to collectively as the agreement documents.

**SECTION 5  
SPECIFICATIONS AND SCOPE OF WORK**

**5.1 General**

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its qualification, are set forth below. The successful Proposer is referred to as the “Contractor.”

**5.2 Minimum Requirements**

Each Qualification must include information that clearly indicates that Proposer meets each of the following minimum qualification requirements:

Proposer is current with the State of Texas Comptroller of Public Accounts.  
<https://cpafmprd.cpa.state.tx.us/tpis/servlet/TPISReports?reptId=wrntHol>

Proposer can provide Certificate of Franchise Tax status.  
<https://ourcpa.cpa.state.tx.us/coa/Index.html>

Proposer shall demonstrate evidence of certifications, permits, licenses and insurances as appropriate to perform Services as required.

**5.3 Additional Requirements Specific to this RFQ**

Proposer must submit the following informational sections as part of Proposer’s qualification:

**5.4 Specifications/Service Scope of Work**

**SECTION 6**  
**GENERAL TERMS AND CONDITIONS**

The terms and conditions contained in the attached Agreement (ref. **APPENDIX A**) or, in the sole discretion of TTUHSC El Paso terms and conditions substantially similar to those contained in the Agreement, will constitute and govern any agreement that results from this RFQ. If Proposer takes exception to any terms or conditions set forth in the Agreement, Proposer will submit a list of the exceptions as part of its qualification. Proposer's exceptions will be reviewed by TTUHSC El Paso and may result in disqualification of Proposer's qualification as non-responsive to this RFQ. If Proposer's exceptions do not result in disqualification of Proposer's qualification, then TTUHSC El Paso may consider Proposer's exceptions when TTUHSC El Paso evaluates the Proposer's qualification.

**APPENDIX A  
AGREEMENT**

## APPENDIX B EXECUTION OF OFFER

**THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER'S PROPOSAL. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE PROPOSER'S PROPOSAL MAY RESULT IN THE REJECTION OF THE PROPOSAL.**

- 1.1 By signature hereon, Proposer represents and warrants the following:
- 1.1.1 Proposer acknowledges and agrees that (1) this RFP is a solicitation for a proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Proposer in response to this RFP will not create a contract between TTUHSC El Paso and Proposer; (3) TTUHSC El Paso has made no representation or warranty, written or oral, that one or more contracts with TTUHSC El Paso will be awarded under this RFP; and (4) Proposer will bear, as its sole risk and responsibility, any cost arising from Proposer's preparation of a response to this RFP.
  - 1.1.2 Proposer is a reputable company that is lawfully and regularly engaged in providing the Services.
  - 1.1.3 Proposer has the necessary experience, knowledge, abilities, skills, and resources to perform the Services.
  - 1.1.4 Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.
  - 1.1.5 Proposer understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in the Agreement under which Proposer will be required to operate.
  - 1.1.6 If selected by TTUHSC El Paso, Proposer will not delegate any of its duties or responsibilities under this RFP or the Agreement to any sub-contractor, except as expressly provided in the Agreement.
  - 1.1.7 If selected by TTUHSC El Paso, Proposer will maintain any insurance coverage as required by the Agreement during the term thereof.
  - 1.1.8 All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Proposer acknowledges that TTUHSC El Paso will rely on such statements, information and representations in selecting Contractor. If selected by TTUHSC El Paso, Proposer will notify TTUHSC El Paso immediately of any material change in any matters with regard to which Proposer has made a statement or representation or provided information.
  - 1.1.9 PROPOSER WILL DEFEND WITH COUNSEL APPROVED BY TTUHSC El Paso, INDEMNIFY, AND HOLD HARMLESS TTUHSC El Paso, THE TEXAS TECH UNIVERSITY SYSTEM, THE STATE OF TEXAS, AND ALL OF THEIR REGENTS, OFFICERS, AGENTS AND EMPLOYEES, FROM AND AGAINST ALL ACTIONS, SUITS, DEMANDS, COSTS, DAMAGES, LIABILITIES AND OTHER CLAIMS OF ANY NATURE, KIND OR DESCRIPTION, INCLUDING REASONABLE ATTORNEYS' FEES INCURRED IN INVESTIGATING, DEFENDING OR SETTLING ANY OF THE FOREGOING, ARISING OUT OF, CONNECTED WITH, OR RESULTING FROM ANY NEGLIGENT ACTS OR OMISSIONS OR WILLFUL MISCONDUCT OF PROPOSER OR ANY AGENT, EMPLOYEE, SUBCONTRACTOR, OR SUPPLIER OF PROPOSER IN THE EXECUTION OR PERFORMANCE OF ANY CONTRACT OR AGREEMENT RESULTING FROM THIS RFP.
  - 1.1.10 Pursuant to Sections 2107.008 and 2252.903, *Government Code*, any payments owing to Proposer under any contract or agreement resulting from this RFP may be applied directly to any debt or delinquency that Proposer owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.
- 1.2 By signature hereon, Proposer offers and agrees to furnish the Services to TTUHSC El Paso and comply with all terms, conditions, requirements and specifications set forth in this RFP.
- 1.3 By signature hereon, Proposer affirms that it has not given or offered to give, nor does Proposer intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with its submitted proposal. Failure to sign this Execution of Offer, or signing with a false statement, may void the submitted proposal or any resulting contracts, and the Proposer may be removed from all proposal lists at TTUHSC El Paso.
- 1.4 By signature hereon, Proposer certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, *Tax Code*, or that Proposer is exempt from the payment of those taxes, or that Proposer is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable. A false certification will be deemed a material breach of any resulting contract or agreement and, at TTUHSC El Paso's option, may result in termination of any resulting contract or agreement.
- 1.5 By signature hereon, Proposer hereby certifies that neither Proposer nor any firm, corporation, partnership or institution represented by Proposer, or anyone acting for such firm, corporation or institution, has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., *Business and Commerce Code*, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.
- 1.6 By signature hereon, Proposer certifies that the individual signing this document and the documents made a part of this RFP, is authorized to sign such documents on behalf of Proposer and to bind Proposer under any agreements and other contractual arrangements that may result from the submission of Proposer's proposal.
- 1.7 By signature hereon, Proposer certifies as follows:



"Under Section 231.006, *Family Code*, relating to child support, Proposer certifies that the individual or business entity named in the Proposer's proposal is not ineligible to receive the specified contract award and acknowledges that any agreements or other contractual arrangements resulting from this RFP may be terminated if this certification is inaccurate."

- 1.8** By signature hereon, Proposer certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Proposer that is a sole proprietorship, the officers or directors of any Proposer that is a corporation, the partners of any Proposer that is a partnership, the joint venturers of any Proposer that is a joint venture or the members or managers of any Proposer that is a limited liability company, on one hand, and an employee of any component of The Texas Tech University System, on the other hand, other than the relationships which have been previously disclosed to TTUHSC El Paso in writing; (ii) Proposer has not been an employee of any component institution of The Texas Tech University System within the immediate twelve (12) months prior to the Submittal Deadline; and (iii) no person who, in the past four (4) years served as an executive of a state agency was involved with or has any interest in Proposer's proposal or any contract resulting from this RFP (ref. Section 669.003, *Government Code*). All disclosures by Proposer in connection with this certification will be subject to administrative review and approval before TTUHSC El Paso enters into a contract or agreement with Proposer.
- 1.9** By signature hereon, Proposer certifies that in accordance with Section 2155.004, *Government Code*, no compensation has been received for its participation in the preparation of the requirements or specifications for this RFP. In addition, Proposer certifies that an award of a contract to Proposer will not violate Section 2155.006, *Government Code*, prohibiting TTUHSC El Paso from entering into a contract that involves financial participation by a person who, during the previous five years, has been convicted of violating federal law or assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Pursuant to Sections 2155.004 and 2155.006, *Government Code*, Proposer certifies that Proposer is not ineligible to receive the award of or payments under the Agreement and acknowledges that the Agreement may be terminated and payment withheld if these certifications are inaccurate.
- 1.10** By signature hereon, Proposer certifies its compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 1.11** By signature hereon, Proposer represents and warrants that all products and services offered to TTUHSC El Paso in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and the *Texas Hazard Communication Act*, Chapter 502, *Health and Safety Code*, and all related regulations in effect or proposed as of the date of this RFP.
- 1.12** Proposer will and has disclosed, as part of its proposal, any exceptions to the certifications stated in this Execution of Offer. All such disclosures will be subject to administrative review and approval prior to the time TTUHSC El Paso makes an award or enters into any contract or agreement with Proposer.

**NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED ON REQUEST TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.**

**Submitted and Certified By:**

\_\_\_\_\_  
(Proposer Institution's Name)

\_\_\_\_\_  
(Signature of Duly Authorized Representative)

\_\_\_\_\_  
(Printed Name/Title)

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

\_\_\_\_\_  
(Proposer's Street Address)

\_\_\_\_\_  
(City, State, Zip Code)

\_\_\_\_\_  
(Telephone Number)

\_\_\_\_\_  
(FAX Number)

**APPENDIX C**  
**HUB SUBCONTRACTING PLAN**

Please visit the following link to fill out and print the required HUB Subcontracting Plan.

General Reference Documents

<http://www.fiscal.ttuhsc.edu/purchasing/hub/>

HUB Subcontracting Plan

<http://www.window.state.tx.us/procurement/prog/hub/hub-forms/hub-sbcont-plan--allfms.pdf>

**APPENDIX D  
ADDENDA CHECKLIST**

**Qualification of:** \_\_\_\_\_  
(Proposer Company Name)

**To:** Texas Tech University Health Sciences Center at El Paso

**RFQ No.:** 774-xxxxxxx

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFQ (initial if applicable).

No. 1 \_\_\_\_      No. 2 \_\_\_\_      No. 3 \_\_\_\_      No. 4 \_\_\_\_      No. 5 \_\_\_\_

Respectfully submitted,

**Proposer:** \_\_\_\_\_

**By:** \_\_\_\_\_  
(Authorized Signature for Bidder)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**APPENDIX E**  
**TTUHSC EL PASO VENDOR INFORMATION**

For information on TTUHSC El Paso purchase processes, please consider visiting the following:

<http://www.fiscal.ttuhs.edu/purchasing/vendors.aspx>