**Department of State Health Services**

FORM A: FACE PAGE

**OE #: HHS0005145**

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| **RESPONDENT INFORMATION** | | | | | | | | | | | | | | | | | | | | | | | | | |
| **1) LEGAL NAME :** | | | |  | | | | | | | | | | | | | | | | | | | | | |
| **2) MAILING Address** **Information** (include mailing address, street, city, county, state and zip code): | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **3) PAYEE Mailing Address** (if different from above): | | | | | | | | | | | | | | | | | | | | | |  | |  | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **4) Federal Tax ID No.** (9 digit), **State of Texas Comptroller Vendor ID No.** (14 digit) or if an individual, **Social Security Number** (9 digit): | | | | | | | | | | | | | | | | | | | |  | | | | | |
| **\***The respondent acknowledges, understands and agrees that the respondent vendor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests. | | | | | | | | | | | | | | | | | | | | | | | | | |
| **5) TYPE OF ENTITY** (check all that apply): | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | City | | | | |  | | Nonprofit Organization**\*** | | | | | | | | |  | | | Individual | | | | |
|  |  | County | | | | |  | | For Profit Organization**\*** | | | | | | | | |  | | | FQHC | | | | |
|  |  | Other Political Subdivision | | | | |  | | HUB Certified | | | | | | | | |  | | | State Controlled Institution of Higher Learning | | | | |
|  |  | State Agency | | | | |  | | Community-Based Organization | | | | | | | | |  | | | Hospital | | | | |
|  |  | Indian Tribe | | | | |  | | Minority Organization | | | | | | | | |  | | | Private | | | |  |
|  |  |  | | | | |  | | Faith-based Organization | | | | | | | | |  | | | Other (specify): | |  | |  |
| **\***If incorporated, provide 10-digit charter number assigned by Secretary of State: | | | | | | | | | | | | | | | |  | | | | | |  | | | |
| **6) REGION AND/OR COUNTIES SERVED BY PROJECT** | | | | | | | | | | |  | | | | | | | | | | | | | | |
|  |  | | | | | | | | | | | | | | | | | | | | | | | | |
| **7) PROJECT CONTACT PERSON** | | | | | |  | | | | | |  | | | | | | | | | | | | | |
| Name:  Phone:  Fax:  E-mail: | | | | | | | |  | |  | |  |  | | | | | |  | | | | | | |
| The facts affirmed by me in this application are truthful and I warrant that the applicant is in compliance with the DSHS assurances and certifications attached in **Exhibit E,** and will provide services in accordance with **25 Texas Administrative Code, §37.51-37.65.** This document has been duly authorized by the governing body of the applicant and I (the person signing below) am authorized to represent the applicant. | | | | | | | | | | | | | | | | | | | | | | | | | |
| **8) AUTHORIZED REPRESENTATIVE** | | | | |  | | | | | | | | | **9) SIGNATURE OF AUTHORIZED REPRESENTATIVE** | | | | | | | | | | | |
|  | Name:  Title:  Phone:  Fax:  E-mail: | |  | | | | | | | | | | | |  | | | | | | | | | | |
| **10) DATE** | | | | | | | | | | |
|  | |  | | | | | | | | |

This form requests basic information about the respondent/vendor and services they will provide under this OE, which includes the signature of their authorized representative.

**GENERAL INSTRUCTIONS FOR THE FACE PAGE**

This form provides basic information about the applicant and the proposed project with the Department of State Health Services (DSHS), including the signature of the authorized representative. It is the cover page of the OE application and is required to be completed. Signature affirms that the facts contained in the applicant’s response are truthful and that the applicant is in compliance with the assurances and certifications contained in **Exhibit E: DSHS Assurances and Certifications** and acknowledges that continued compliance is a condition for the award of a contract. Please follow the instructions below to complete the face page form and return with the applicant’s OE application.

1. **LEGAL NAME** -Enter the legal name of the applicant.
2. **MAILING ADDRESS INFORMATION** -Enter the applicant’s complete street and mailing address, city, county, state, and zip code.
3. **PAYEE MAILING ADDRESS** -Payee – Entity involved in a contractual relationship with applicant to receive payment for services rendered by applicant and to maintain the accounting records for the contract; i.e., fiscal agent. Enter the PAYEE’s name and mailing address if PAYEE is different from the applicant. The PAYEE is the corporation, entity or vendor who will be receiving payments.
4. **FEDERAL TAX ID/STATE OF TEXAS COMPTROLLER VENDOR ID/SOCIAL**

**SECURITY NUMBER** - Enter the Federal Tax Identification Number (9-digit) or the Vendor Identification Number assigned by the Texas State Comptroller (14-digit). \*The vendor acknowledges, understands and agrees that the vendor's choice to use a social security number as the vendor identification number for the contract, may result in the social security number being made public via state open records requests.

1. **TYPE OF ENTITY** -The type of entity is defined by the Secretary of State and/or the Texas State Comptroller. Check all appropriate boxes that apply.

HUB is defined as a corporation, sole proprietorship, or joint venture formed for the purpose of making a profit in which at least 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons who have been historically underutilized (economically disadvantaged) because of their identification as members of certain groups: Black American, Hispanic American, Asian Pacific American, Native American, and Women. The HUB must be certified by the Texas Building and Procurement Commission or another entity.

MINORITY ORGANIZATION is defined as an organization in which the Board of Directors is made up of 50% racial or ethnic minority members.

If a Non-Profit Corporation or For-Profit Corporation, provide the 10-digit charter number assigned by the Secretary of State.

1. **REGION AND/OR COUNTIES SERVED BY PROJECT** - Enter the proposed region and/or counties served by the project. Refer to Counties List provided.
2. **PROJECT CONTACT PERSON** -Enter the name, phone, fax, and e-mail address of the person responsible for the proposed project.
3. **AUTHORIZED REPRESENTATIVE** - Enter the name, title, phone, fax, and e-mail address of the person authorized to represent the applicant. Check the “Check if change” box if the authorized representative is different from previous submission to DSHS.
4. **SIGNATURE OF AUTHORIZED REPRESENTATIVE** - The person authorized to represent the applicant must sign in this blank.
5. **DATE** - Enter the date the authorized representative signed this form.