

## FORM F: ADMINISTRATIVE ENTITY INFORMATION

**Legal Business Name  
of Respondent:** \_\_\_\_\_

Address each of the prompts listed below. **Please indicate each corresponding prompt numbers/letters on the submitted narrative response.** A maximum of five (5) additional pages may be attached if needed for **Form F, Administrative Entity Information**. The attachments requested in Prompt No. 2 (Respondent Entity Profile) does not apply to the five (5) page limit.

---

### 1. Respondent Entity Narrative

Respondent will provide a detailed narrative explaining why the Respondent is qualified to provide the services enumerated in **Article II, Scope of Grant Award**, focusing on its key strengths and competitive advantages.

### 2. Respondent Entity Profile

Provide an entity profile to include:

- a. The entity ownership structure (non-profit organization, governmental entity, community-based organization), including any wholly-owned subsidiaries, affiliated companies, or joint ventures, provided as both a narrative and as a graphical representation. If Respondent is an affiliate of another entity, or has a joint venture or strategic alliance with, another entity, Respondent must identify the percentage of ownership and the percentage of the parent's ownership. The entity performing the majority of the work under the Grant Agreement, throughout the duration of the Grant Agreement, must be the primary bidder. Finally, please provide the entity's proposed operating structure for the services requested under this Solicitation and which entities (i.e. parent company, affiliate, joint venture, subcontractor, or Subgrantee) will be performing these services.
- b. The year the entity was founded.
- c. The location of the entity's headquarters and any field office(s) that may provide services for any resulting Grant Agreement under this Solicitation.
- d. The number of employees within the entity, both locally and nationally, and the location(s) from which employees may be assigned.
- e. The Respondent entity's organization chart.

- f. Indicate whether the entity has ever been engaged under a Grant Agreement or contract by any State agency. If “Yes,” specify when, for what duties, and for which agency.

Note: If Respondent is an out-of-State entity, a Certificate of Authority from the Secretary of State to do business in Texas must be provided.

### **3. Litigation and Contract History**

Respondent must include in its Solicitation Response a complete disclosure of any alleged or significant contractual failures.

In addition, Respondent must disclose any civil or criminal litigation or any investigation pending over the last five (5) years that involves Respondent or in which Respondent has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify Respondent.

A Solicitation Response may be rejected based upon Respondent's prior history with the State of Texas or with any other party that demonstrates, without limitation, unsatisfactory performance, adversarial or contentious demeanor, or significant failure(s) to meet contractual obligations.

☐ Please check this box if the Respondent does not have any civil or criminal litigation or any investigation pending over the last five (5) years that involves Respondent or in which Respondent has been judged guilty or liable.

### **4. Conflicts**

Respondent must certify that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting Grant Agreement. Additionally, if applicable, the Respondent must disclose all potential conflicts of interest. The Respondent must describe the measures it will take to ensure that there will be no actual conflict of interest and that its fairness, independence and objectivity will be maintained. DSHS will determine to what extent, if any, a potential conflict of interest can be mitigated and managed during the term of the Grant Agreement. Failure to identify actual and potential conflicts of interest may result in disqualification of a Solicitation Response or termination of a Grant Agreement.

Please include any activities of affiliated or parent organizations and individuals who may be assigned to this Grant Agreement, if any.

☐ Please check this box if the Respondent certifies that it does not have any personal or business interests that present a conflict of interest with respect to the RFA and any resulting Grant Agreement.

**ALL RESPONSES TO FORM F, ADMINISTRATIVE ENTITY INFORMATION, SHOULD BE INSERTED AFTER THIS PAGE.**

**SUBMIT THIS ORIGINAL FORM AS THE COVER PAGE, WITH YOUR ENTITY'S RESPONSES TO THIS FORM PLACED IMMEDIATELY BEHIND IT.**

## FORM F, ADMINISTRATIVE ENTITY INFORMATION

**Legal Business Name  
of Respondent:** \_\_\_\_\_

Please see page 1 of this form, **Form F, Administrative Entity Information**, for the required elements that must be included in the narrative response. A maximum of **five (5)** additional pages may be attached for responses.