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# FORM B: ADMINISTRATIVE INFORMATION

This form provides information regarding identification and contract history of the respondent, executive management, project management, governing board members, and/or principal officers. Respond to each request for information **or provide the required supplemental document behind this form.** If responses require multiple pages, identify the supporting pages/documentation with the applicable request.

**NOTE: Administrative Information may be used in screening and/or evaluating proposals.**

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| **Legal Business Name of Respondent:** |  |

**Identifying Information**

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| **1.** | **The respondent must attach the following information:** | | | | | |
|  | **If a Governmental Entity complete Form B-1.**   * Names (last, first, middle) and addresses for the officials who are authorized to enter into a contract on behalf of the respondent. | | | | | |
|  |  | | | | | |
|  | **If a Nonprofit or For-Profit Entity complete Form B-2.**   * Full names (last, first, middle), addresses, telephone numbers, titles and occupation of members of the Board of Directors or any other principal officers. Indicate the office held by each member (e.g. chairperson, president, vice-president, treasurer, etc.). * Full names (last, first, middle), and addresses for each partner, officer, and director as well as the full names and addresses for each person who owns five percent (5%) or more of the stock if respondent is a for-profit entity. | | | | | |
|  |  | | | | | |
| **2.** | **Is respondent a nonprofit organization?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, respondent must include evidence of its nonprofit status with the proposal. Any one of the following is acceptable evidence. Check the appropriate box for the attached evidence.* | | | | | |

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|  |  | (a) A copy of a currently valid IRS exemption certificate. |
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|  |  | (b) A statement from a State taxing body, State Attorney General, or other appropriate State official certifying that the respondent organization has a nonprofit status and that none of the net earnings accrue to any private shareholders or individuals. |
|  |  |  |
|  |  | (c) A copy of the organization’s certificate of formation or similar document if it clearly establishes the nonprofit status of the organization. |
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|  |  | (d) Any of the above proof for a State or national parent organization, and a statement signed by the parent organization that the respondent organization is a local nonprofit affiliate. |

FORM B: ADMINISTRATIVE INFORMATION continued

**Conflict of Interest and Contract History**

The respondent must disclose any existing or potential conflict of interest relative to the performance of the requirements of this RFA. Examples of potential conflicts include an existing or potential business or personal relationship between the respondent, its principal, or any affiliate or subGrantee, with DSHS, the Health and Human Services Commission, or any other entity or person involved in any way in any project that is the subject of this RFA. Similarly, any existing or potential personal or business relationship between the respondent, the principals, or any affiliate or subGrantee, with any employee of DSHS, or the Health and Human Services Commission must be disclosed. Any such relationship that might be perceived, or represented as a conflict, must be disclosed. Failure to disclose any such relationship may be cause for contract termination or disqualification of the proposal. If, following a review of this information, it is determined by DSHS that a conflict of interest exists, the respondent may be disqualified from further consideration for the award of a contract.

Pursuant to Texas Government Code Section 2155.004, a respondent is ineligible to receive an award under this RFA if the bid includes financial participation with the respondent by a person who received compensation from DSHS to participate in preparing the specifications or the RFA on which the bid is based.

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| **3.** | **Does anyone in the respondent organization have an existing or potential conflict of interest relative to the performance of the requirements of this RFA?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, detail any such relationship(s) that might be perceived or represented as a conflict. (Attach no more than one additional page.)* | | | | | |

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| **4.** | **Will any person who received compensation from DSHS or Health and Human Services Commission (HHSC) for participating in the preparation of the specifications or documentation for this RFA participate financially with respondent as a result of an award under this RFA?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, indicate his/her name, job title, agency employed by, separation date, and reason for separation*. | | | | | |

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| **5.** | **Will any provision of services or other performance under any contract that may result from this RFA constitute an actual or potential conflict of interest or create the appearance of impropriety?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, detail any such actual or potential conflict of interest that might be perceived or represented as a conflict. (Attach no more than one additional page.)* | | | | | |

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| **6.** | **Are any current or former employees of the respondent current or former employees of DSHS or HHSC (within the last 24 months)?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, indicate his/her name, job title, agency employed by, separation date, and reason for separation*. | | | | | |

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| **7.** | **Are any proposed personnel related to any current or former employees of DSHS or HHSC?** | | | | | |
|  |  | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  |  | | | | | |
|  | *If YES, indicate his/her name, job title, agency employed by, separation date, and reason for separation*. | | | | | |

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| **8.** | **Has any member of respondent’s executive management, project management, governing board or principal officers been employed by DSHS or HHSC 24 months prior to the proposal due date?** | | | | | | | | | | |
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|  |  | |  | | **YES** | |  | | **NO** | |  |
|  |  | | | | | | | | | | |
|  | *If YES, indicate his/her name, job title, agency employed by, separation date, and reason for separation*. | | | | | | | | | | |
| **9.** | **If the respondent is a private nonprofit organization, does the executive director or other staff serve as voting members on the organizations governing board?** | | | | | | | | | | |
|  |  | | | | | | | | | | |
|  |  | |  | | **YES** | |  | | **NO** | |  |
|  |  | | | | | | | | | | |
| **10.** | | **Is respondent or any member of respondent’s executive management, project management, board members or principal officers:** | | | | | | | | | |
|  | | • Delinquent on any state, federal or other debt;  • Affiliated with an organization which is delinquent on any state, federal or other debt; or  • In default on an agreed repayment schedule with any funding organization? | | | | | | | | | |
|  | |  | |  | | **YES** | |  | | **NO** |  |
|  | | *If YES, please explain. (Attach no more than one additional page.)* | | | | | | | | | |

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| **11.** | **Has the respondent had a contract suspended or terminated prior to expiration of contract or not been renewed under an optional renewal by any local, state, or federal department or agency or non-profit entity?** | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  | *If YES, indicate the reason for such action that includes the name and contact information of the local, state, or federal department or agency, the date of the contract and a contract reference number, and provide copies of any and all decisions or orders related to the suspension, termination, or non-renewal by the contracting entity.* | | | | | |

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| **12.** | **Does this proposal include financial participation by a person or entity that has been convicted of violating federal law, or been assessed a penalty in a federal civil administrative enforcement action, in connection with a contract awarded by the federal government for relief, recovery or reconstruction efforts as a result of Hurricanes Rita or Katrina or any other disaster occurring after September 24, 2005, under Government Code 2261.053?** | | | | | |
|  |  |  | **YES** |  | **NO** |  |
|  | *If YES, please explain. (Attach no more than one additional page.)* | | | | | |

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| **13.** | **Has respondent had a contract with DSHS within the past 24 months?** | | | | | | | |
|  |  | | | | | | | |
|  |  |  | **YES** |  | **NO** |  | |  |
|  |  | | | | | | | |
|  | *If YES, list the DSHS contract and attachment number(s):* | | | | | | | |
|  | DSHS Contract Number(s) | | | | | | | |
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| ***If NO, respondent must be able to demonstrate fiscal solvency****. Submit a copy of the organization’s most recently audited balance sheet, statement of income and expenses and accompanying financial footnotes. If an organization does not have audited financial statements, submit a copy of the organization’s most recent IRS Form 990 and an explanation why an audited financial statement is not available. DSHS will review the documents that are submitted and may, at its sole discretion, reject the proposal on the grounds of the respondent’s financial capability.* |