**FORM B**

**ADMINISTRATIVE ENTITY INFORMATION**

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| --- | --- |
| Legal Business Name of Applicant: |  |

Address each of the assessment questions listed below. **Please indicate each of the corresponding question number(s) on the submitted Administrative Entity Information response.**

A maximum of five (5) additional pages may be attached if needed (excluding the company ownership structure graphic and the organization chart requested under **Company Profile**).

# COMPANY NARRATIVE

Provide a detailed narrative description explaining why the Applicant is qualified to provide the services detailed in **Section II, Scope of Grant Project** of the Request For Application (RFA). The narrative description should focus on its company’s key strengths.

# COMPANY PROFILE

Provide a company profile that includes the following information:

* 1. The company ownership structure (corporation, partnership, LLC, or sole proprietorship), including any wholly owned subsidiaries, affiliated companies, or joint ventures. **Provide this information in a narrative response and as a graphical representation.**
  2. If the Applicant is an affiliate of, or has a joint venture or strategic alliance with, another company, the Applicant must identify the percentage of ownership and the percentage of the parent’s ownership. The entity providing most of the services defined by **Section II, Scope of Grant Project** of the RFA hereof and pursuant to a Grant Agreement, throughout the duration of the Grant Agreement, must be the primary bidder.
  3. The Applicant’s proposed operating structure for the services requested under this RFA and which entities (i.e. parent company, affiliate, joint venture, subcontractor) will be performing them.
  4. The year the Applicant’s company was founded or incorporated. If incorporated, please indicate the state where the company is incorporated and the date of incorporation.
  5. The location of the Applicant’s company headquarters and any field office(s) that may provide services for any resulting Grant Agreement under this RFA.
  6. The number of employees in the Applicant’s company, both locally and nationally, and the location(s) from which employees may be assigned.
  7. The Applicant company’s organization chart.
  8. The name, address, and telephone number of the Applicant’s point of contact for any resulting Grant Agreement under this RFA.
  9. Indicate whether the Applicant’s company has ever been engaged under a Grant Agreement by any Texas state agency. If “Yes,” specify when, for what duties, and for which agency.

# MAJOR SUBCONTRACTOR INFORMATION

The Applicant must identify any major subcontractors whom the Applicant intends to utilize in performing 15% or more of any contract. The Applicant must also describe the proposed subcontracted services. The Applicant must indicate whether or not the Applicant holds any financial interest in any major subcontractor. It may be required as a condition of award that an authorized officer or agent of each proposed major subcontractor sign a statement to the effect that the subcontractor has read, and will agree to abide by, the Applicant's obligations under any Grant Agreement awarded pursuant to this RFA.

**ALL RESPONSES TO**

**FORM B, ADMINISTRATIVE ENTITY INFORMATION**

**SHOULD BE INSERTED AFTER THIS PAGE**