**FORM B**

**ADMINISTRATIVE ENTITY INFORMATION**

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| --- | --- |
| Legal Business Name of Respondent: |  |

Address each of the assessment questions listed below. **Please indicate each of the corresponding question number(s) on the submitted Administrative Applicant 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 Respondent 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 Respondent 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 Respondent’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 Respondent’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 Respondent’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 Respondent’s company, both locally and nationally, and the location(s) from which employees may be assigned.
  7. The Respondent company’s organization chart.
  8. The name, address, and telephone number of the Respondent’s point of contact for any resulting Grant Agreement under this RFA.
  9. Indicate whether the Respondent’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 Respondent must identify any major subcontractors whom the Respondent intends to utilize in performing 15% or more of any contract. The Respondent must also describe the proposed subcontracted services. The Respondent must indicate whether or not the Respondent 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 Respondent'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**