



Spindletop Center
2750 S. 8TH St., Bldg. D
Beaumont TX 77701
or P.O. Box 3846
Beaumont TX 77704-3846
(409) 784-5400
www.spindletopcenter.org

**REQUEST FOR INFORMATION
TRANSPORTATION SERVICES FOR INDIVIDUALS
SERVED BY SPINDLETOP CENTER**

RFI # 18-0001

Closing Date: June 29, 2018 at 5:00 p.m.

Human Services of Southeast Texas, Inc. dba Spindletop Center is requesting proposals from interested companies to provide Transportation Services (round trip) for individuals served by Spindletop Center who do not receive Medicaid benefits.

To receive the specifications for the information request, contact Tina Hanks by email at tina.hanks@stctr.org. Specifications will be sent to each respondent via email.

All information packets must be received in the PROJECT/CONTRACTS DEPARTMENT of Spindletop Center at the address above before the closing date and time. Fax or email submissions, except for information requested by email in the RFI, shall not be accepted.

Information received after the deadline shall not be considered for further consideration of contract and shall be considered void and unacceptable.

Sealed information packets must have the RFI number above on the outside of the envelopes and must comply with the Instructions for Submitting Information included in the RFI. Failure to comply with the instructions may result in the proposal being excluded for consideration.

I. PURPOSE OF SUBMISSION

Human Services of Southeast Texas, Inc. dba Spindletop Center (“Spindletop”) is a community center that provides mental health, intellectual and developmental disabilities, early childhood intervention, and substance abuse services for residents of Jefferson, Chambers, Hardin, and Orange counties. It is governed by a Board of Trustees appointed by the Commissioners Courts of the counties it serves. Spindletop Center was formed in 2000 as a community mental health and IDD center established under Article 534, Texas Health and Safety Code, V.T.C.A. It is also a tax-exempt organization under Internal Revenue Code Section 501(c)(3). Spindletop does not pay Texas sales and/or use taxes, and such taxes may not be passed on as a cost to Spindletop.

Notice is hereby given that Spindletop Center will receive proposals from interested companies to provide **Transportation Services** to Spindletop clients who do not receive Medicaid benefits. Sealed proposals will be received at the office of the Projects/Contract Manager of Spindletop Center until 5:00 p.m., June 29, 2018.

Transportation Services (round trip) will be provided to individuals served by Spindletop who do not receive Medicaid benefits. Individuals will be picked up from their homes (or designated pick up location) and taken to their appointments at any of the following Spindletop Center locations:

655 S. 8th St.
Beaumont, TX 77701

2750 S. 8th St.
Beaumont, TX 77701

3407 57th St.
Port Arthur, TX 77640

4305 N. Tejas Pkwy.
Orange, TX 77630

845 Hwy 96
Silsbee, TX 77656

Each proposal should specifically address each of the requirements described in the proposal requirements. Clarifying information is required on all proposed exceptions or alternatives provided in the proposal. The language in the requirements should not be construed so as to preclude a proposer from presenting alternative features (in detail) to the ones stated. All listed and described alternatives will be evaluated by Spindletop Center.

II. CALENDAR OF EVENTS

June 6, 2018
June 9, 2018

Advertise Request for Information notice in newspapers

June 7, 2018	Issuance of RFI specifications to respondents & placed on Spindletop Center's website at www.stctr.org
June 29, 2018	Receive proposals from interested companies by 5:00 p.m. by Projects/Contract Manager
To Be Announced	Board of Trustees presentation for award of contract

III. SCOPE OF PROJECT

The scope of the proposal will include selecting a company to provide the above described transportation services to identified Spindletop clients who do not receive Medicaid benefits.

IV. CRITERIA FOR EVALUATION

Companies responding to the RFI will be required to provide a completed questionnaire (attached) that provides information regarding experience and reputation.

V. PROPOSAL REQUIREMENTS

Responders to the RFI are required to address the following:

1. A brief profile of the company and its employees.
2. Completed questionnaire that provides information regarding experience and reputation.
3. A certified statement that the company is not disbarred, suspended or otherwise prohibited from professional practice with any federal, state or local agency.
4. A list of business references including name, address, and the contact name and telephone number/email address. A minimum of three (3) references is required.
5. Furnish any additional information considered essential to the submission.
6. Complete the attached Conflict of Interest Questionnaire (CIQ) Form, Disclosure of Kinship, and Notice of Felony of Conviction.
7. Provide copy of Certificate of Insurance of general/liability and vehicle insurance coverage.

VI. GENERAL CONDITIONS

The following conditions and information applies to all information submissions.

1. Right to Accept or Reject Any/Or All Proposals. Spindletop Center reserves the right to accept or reject any or all proposals submitted and to waive any informality in proposals received. Spindletop Center also reserves the right to request additional information from proposers. The award will be made to the company, which, in the opinion of Spindletop Center, is the best qualified and is in the best interest of Spindletop Center.
2. Late Proposals. Proposals received after the submission deadline will remain unopened and will be considered VOID AND UNACCEPTABLE. Spindletop is not responsible for the lateness of mail, courier, etc.
3. Altering Proposal. Proposals *cannot be altered* after the submission deadline. Any interlineations, alteration, or erasure made before the opening must be initialed by the signer of the proposal.
4. Addenda. Any interpretations, corrections, or changes to this Request for Information will be made by addenda. Sole issuing authority of addenda will be vested in Spindletop Center. Addenda will be faxed or emailed to all parties that are known to have received a copy of the Request for Information. Addenda will also be placed on Spindletop's website.
5. Oral Interviews. Oral interviews may be required.
6. Proposals Retained. All proposals submitted become the exclusive property of Spindletop Center.
7. Changes. No oral statement of any person shall modify or otherwise change or affect the terms, conditions, plans and/or specifications stated in the various proposal packages and/or proposal instructions/requirements.
8. Ethics. The proposer shall not accept or offer gifts or anything of value, nor enter into any business arrangement with any employee, official or agent of Spindletop.
9. Minimum Standards for Responsible Proposer. A prospective proposer must affirmatively demonstrate proposer's responsibility. A prospective proposer must meet the following requirements:

1. Be able to comply with the required or proposed delivery schedule;
 2. Have a satisfactory record of performance; and
 3. Be otherwise qualified and eligible to receive an award.
10. Rights to Request Additional Information. Spindletop Center may request representation and other information sufficient to determine proposer's ability to meet these minimum standards listed above.
11. References. Spindletop requires proposer to furnish, with this proposal, a list of at least three (3) references where like services have been supplied by the individual. Include the name of the business, address, contact name and telephone number/email address.
12. Documentation. Proposer shall provide with this response, all documentation required by this proposal. Failure to provide this information may result in rejection of the proposal.
13. Silence of Specifications. The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point shall be regarded as meaning that only the best practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement.
14. Legibility. Proposals *must be* legible and of a quality that can be reproduced.
15. Vender Proposal and Demonstration Costs. All costs incurred by the vendor associated with preparing proposal responses and demonstrating products or services shall not be charged to Spindletop.
16. Sales Tax. Spindletop Center is, by statue, exempt from State sales tax and Federal excise tax.
17. Time of Award. Award will be determined at a Board of Trustees meeting to be announced.
18. Contract Award. Awarding of the contract will be made by Spindletop Center's Board of Trustees. The term of this agreement will begin upon final execution of the contract by both parties and will extend until final acceptance of the completed project by Spindletop Center

The following provisions may apply to the contract with the individual/company:

1. Contract. Spindletop reserves the right to negotiate a contract with the selected proposer. This proposal, when properly accepted by Spindletop Center, shall constitute a contract equally binding between the successful proper and Spindletop Center. No different or additional terms will become part of this contract.
2. Indemnification. The proposer will indemnify Spindletop Center against any claims, demands, and judgments of sums of money to any party accruing against Spindletop for the loss of life or injury or damage to person or property growing out of or resulting from this contract.
3. Termination for Default. Spindletop Center reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of Spindletop in the event of breach of default of this contract. Non-performance of the proposer in terms of specifications shall be a basis for the termination for the contract by Spindletop. Spindletop Center shall not pay for services which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.
4. Independent Contractor. The Contractor will be considered an independent contractor and not an employee of Spindletop for any purpose. Spindletop Center will not withhold or pay on behalf of Contractor any sums for income tax, unemployment insurance, social security, or any other withholding, or make available to the proposer any of the benefits, including workers' compensation insurance coverage, afforded to employees of Spindletop. All such benefits, if any, are the sole responsibility of the proposer.
5. Insurance. Contractor agrees to maintain at its sole cost and expense policies of general/liability and vehicle insurance coverage in order to insure proposer and Spindletop against any claim for damages arising in connection with proposer's responsibilities under the contract.
6. Certification of Child Support Payment Obligor. Under Section 231.006 (Texas Family Code related to child support), a Contractor is considered ineligible to receive payments from Spindletop in the event the contractor is past due on child support payments.

7. Confidentiality of Information and Prohibition Against Disclosure. In accordance with Texas Health and Safety Code, Chapter 611, and the Texas Administrative Code, Chapter 414, Subchapter A, “*Protected health Information*”, the proposer may not disclose confidential communications or records except as provided by Section 611.004 or 611.0045.
8. Contractual Abeyance or Bar. Prior to the execution of the agreement, the Contractor must notify Spindletop if the Contractor is or becomes held in abeyance or barred from the award of a federal or state contract during the term of the contract.

VII. PROCEDURES FOR SUBMITTING REQUEST FOR INFORMATION

Submit one (1) original and four (4) copies of the RFI and any attachments in a sealed envelope, marked “**Transportation Services RFI-18-0001**”. Proposals must be received **no later than 5:00 p.m. on June 29, 2018**. Proposals should be addressed to:

Tina Hanks
Projects/Contract Manager
Spindletop Center
2750 South 8th St., Bldg D
Beaumont, TX 77701
Or
PO Box 3846
Beaumont, TX 77704

VIII. BOARD OF TRUSTEES APPROVAL

Spindletop Center’s Board of Trustees will make the final selection of the award, if any, at one of its scheduled meetings.

Spindletop Center reserve the right to reject, for any reason and at its sole discretion, in total or in part, any and/or all proposals, regardless of comparability for price, terms or any other matter, to waive any formalities, and to negotiate on the basis of the proposals received for the most favorable terms and best service for Spindletop Center. If a company is selected, Spindletop will execute a contract. If Spindletop Center’s funding is materially decreased during the contract term, the contract may be amended and/or terminated.

No contract shall be deemed to exist between Spindletop Center and a company until a mutually acceptable, comprehensive and binding agreement has been executed by Spindletop center and that company. Countersigned copy of the proposal or any other preliminary written agreements shall not suffice to bind Spindletop to any legal obligation of any kind whatsoever with regard to the work considered hereby.

IX. REQUEST FOR PROPOSAL INQUIRIES

Direct proposal inquiries to Tina Hanks, Projects/Contract Manager, at (409) 839-1037 or by email at tina.hanks@stctr.org.

QUESTIONNAIRE

Name: _____

Business Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Number of years of experience as transportation service provider: _____

Describe in detail your experience and reputation in providing transportation services.

Describe your procedure for scheduling transportation services.

Is scheduling available online? Yes _____ No _____

If Yes, how much advance notice is required? _____

How much advance notice is required if transportation services are requested by telephone?

How much advance notice is required if it is necessary to cancel transportation services?

Is there a charge to Spindletop Center if a scheduled pickup service is cancelled?

Yes _____ No _____ If Yes, how much? _____

Printed Name of Individual Completing RFI

Title

Signature

Attach this Questionnaire to information requested in Section V of this RFI.

Conflict of Interest (CIQ) Questionnaire (Form CIQ)

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with Chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

1. Name of person doing business with local governmental entity.

2. _____ Check if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3. Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4. Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

Conflict of Interest (CIQ) Questionnaire (Form CIQ) – PAGE 2

5. Name of the local government officer with who filer has affiliation or business relationship.
(Complete this section only if the answers to A, B, or C is YES)

This section, item 5 including subparts A, B, C, & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

- A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? _____ Yes _____ No

- B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? _____ Yes _____ No

- C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, o holds an ownership of 10 percent or more? _____ Yes _____ No

- D. Describe each affiliation or business relationship.

6. Described any other affiliation or business relationship that might cause a conflict of interest.

7.

Signature of person doing business with the governmental entity

Date

SPINDLETOP CENTER

DISCLOSURE OF KINSHIP

(check applicable)

() I certify that no person who is employed by our company, _____ a bidder on a project of Spindletop Center, is related to any of the members of the Board of Directors within any of the following degrees of relationship:

CONSANGUINITY (blood relatives)

1st degree of consanguinity: parent, child

2nd degree of consanguinity: brother, sister, grandparents, grandchildren

3rd degree of consanguinity: great-grandparents, great-grandchild, brother or sister's child, parents' brother or sister

AFFINITY (related by marriage)

1st degree of affinity: spouse, spouse's parents, child's spouse

2nd degree of affinity: spouse's brother or sister, brother or sister's spouse, spouse's grandparents, grandchild's spouses

() I declare that the following person(s) who is/are employed by our company, _____, a bidder on a project of Spindletop Center, is/are related to a member of the Board of Directors within the degree of consanguinity or affinity stated above, as follows:

Employee

Board Member

Relation

- 1.
- 2.
- 3.
- 4.
- 5.

Company Name: _____

By: _____

Printed Name: _____

Title: _____

Date: _____

(This disclosure must be signed by the owner, a principal partner, or officer of a corporation)

SPINDLETOP CENTER

Notice of Felony Conviction

Any person or business entity, other than a publicly-held corporation, must submit a completed version of this notice form with the bid indicating whether the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony, if any.

If Spindletop Center determines that the person or business entity gave false or misleading information in this notice, or misrepresented the conduct resulting in the conviction, the Spindletop Center may terminate the contract after compensating the person or business entity for services performed before the termination for the contract.

I, _____, the undersigned owner of the business entity named herein, certify that the information I have provided herein is true and correct and within my personal knowledge.

Type of Business Entity (*e.g. sole proprietorship, partnership, limited partnership, limited liability company, close corporation, publicly-held corporation, etc.*): _____

Name of Business Entity: _____

Address of Principal Place of Business: _____

Mailing Address: _____ Phone: _____

(All business entities other than publicly-held corporation must complete the following)

_____ No owner or operator of the business entity named herein has ever been convicted of a Felony.

_____ The business entity named herein is owned or operated by the following person(s) who has (have) been convicted of a felony:

Name: _____ Reason for Conviction: _____

Date of Conviction: _____ Date/Place of Incarceration: _____

Probation/Parole Status: _____

Name: _____ Reason for Conviction: _____

Date of Conviction: _____ Date/Place of Incarceration: _____

Probation/Parole Status: _____

Date: _____

Owner: _____