



## **CITY OF HALLETTSVILLE** **REQUEST FOR PROPOSALS FOR MANAGEMENT SERVICES**

The City of Hallettsville is seeking to enter into a professional services contract with a competent management consulting firm to assist the City in the overall management of its HOME Program RSP Agreement from the Texas Department of Housing and Community Affairs (TDHCA) for The Texas HOME Partnership Program – Homeowner Rehabilitation Assistance Program. The following outlines the Request for Proposals.

### **I. STATEMENT OF QUALIFICATIONS**

The City of Hallettsville is seeking to contract with a competent management consulting firm that has had experience in administration of grants and contracts. Specifically, the City of Hallettsville is seeking those persons or firms with the following qualifications:

- Experience in managing federally-funded local housing programs.
- Experience with the federal HOME Investment Partnership Program, through the HUD Entitlement/State of Texas HOME Program.
- Licensed RMLO

As such, please provide within your proposal a list of past local government clients, as well as resumes of all employees who will or may be assigned to provide technical assistance to the City on this project if your firm is awarded this management services contract.

### **II. SCOPE OF WORK**

The management consulting firm to be hired is to provide contract-related management services to the City of Hallettsville, including but not limited to the following areas:

- Administration of the HOME Investment Partnership Program in compliance with all applicable local/state/federal rules and regulations.
- Financial management
- Recordkeeping requirements
- Environmental clearance procedures
- Client identification, application intake, eligibility determination, and processing
- Affirmative Marketing and Fair Housing Regulations
- Equal employment opportunity/Section 504 requirements

- Labor standards monitoring
- Housing rehabilitation/ reconstruction management in compliance with applicable construction codes/standards/ specifications
- Contract close-out assistance

Please specify actual tasks to be performed under each of these categories. Please also provide a timeline of services to be performed.

### **III. PROPOSED COST OF SERVICES**

These include a proposed cost by Scope of Work category of what you or your firm believes is appropriate for each area of the Scope of Work. Please note that the City of Hallettsville will not use lowest/best bid as the sole basis for entering into this contract.

### **IV. EVALUATION CRITERIA**

The proposals received will be evaluated and ranked according to the following criteria:

<u>Criteria</u>	<u>Proposed Points</u>
Price	30
Financial Resources	10
Technical Resources	20
Background & Experience	20
References	<u>20</u>
Total	100

### **V. DEADLINE AND LOCATION FOR SUBMISSION**

Please submit one (1) hard copy of your proposal of services, one (1) electronic copy (thumbdrive), a statement of qualifications, a list of references, and a proposed cost schedule to the City of Hallettsville, Attn: Grace Ward, City Secretary/Administrator, 101 North Main, Hallettsville, Texas 77964, in a seal envelope marked "HOME RFP". The deadline for submission of the proposal is 2:00 P.M., January 3, 2025.

### **VI. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS & CONFLICT OF INTEREST**

The City of Hallettsville conforms to the conflict-of-interest rules of TDCHA as specified in 24 CFR Parts 92.356, 85.36 and 24 CFR 84.42.

Include: Questionnaire Form CIQ, Form 1295, and any applicable Certification/Compliance forms for Senate Bill 252, House Bill 89, and Senate Bills 13&19.

Include a signed certification regarding debarment, suspension, and other responsibility matters in primary covered transactions.

Samples provided below.

## **VII. RFP PROTEST RIGHTS**

The City of Hallettsville City Secretary/Administrator and City Council are the responsible authority for handling complaints or protests regarding the procurement and proposal selection process, and has established the following process for handling appeals of any procurement decisions:

**Step 1. Request for Debriefing** – Bidders/Firms not selected by this procurement process may appeal the decision by submitting, within ten days of the receipt of Council notification of the procurement decision, a written Request for Debriefing to obtain information on the procurement process and how their proposal or offer was received and ranked. The Council shall acknowledge receipt of the Request for Debriefing in writing within ten days of receipt, along with the date and time of the scheduled briefing. The briefing shall be scheduled, as soon as possible, and no later than 10 days from the receipt of the Request for Debriefing. (NOTE: The Council extends the courtesy of offering a briefing to any bidder who is not selected for funding; the ten-day time frame must be adhered to only if a bidder is considering an appeal.)

**Step 2. Debriefing** -- The purpose of the debriefing is to promote the exchange of information, explain the proposal evaluation system, and help unsuccessful bidders understand why they were not selected. Debriefings serve an important educational function for new bidders, which hopefully, will help them to improve the quality of any future proposals. Materials provided in the debriefing include a blank copy of the proposal scoring sheet used by readers, spread sheet of rankings provided to the City Council, and a summary of proposal scores. (Bidders who are selected for contract negotiations are offered similar feedback during contract negotiations.) City staff will meet with the appealing party and review (a) the proposal evaluation process or the criteria for selection of sealed bids under RFPs or IFBs, and (b) how the appealing party's proposal or bid was scored or ranked. Bidders can gain a better understanding of the procurement process and how to improve their bids or proposals, while staff gets direct feedback to help improve future procurements.

**Step3. Written Notice of Appeal** -- If, after the debriefing, the appealing party wishes to continue the appeals process, they must submit to the Council a Notice of Appeal. This written notice must clearly state that it is an appeal and identify (a) the funding decision being appealed (i.e. specific date of RFP or IFB, or the Council action); (b) the name, address, phone and fax number (if available) of the appealing party(ies); and (c) the grounds of the appeal. The City Administrator must receive the Notice of Appeal within fifteen days of the date of the appealing party's debriefing, in Step 2, above. The Notice of Appeal must be sent by registered mail or hand delivered (a receipt will be issued), clearly identified externally as "Dated Material", and addressed to:

City Secretary/Administrator  
City of Hallettsville  
101 North Main, Hallettsville, Texas 77964  
Dated Material Enclosed

**Facsimile or E-mail shall NOT be accepted at any stage of the appeals process.** Written acknowledgment of receipt of the Notice of Appeal will be provided to the appealing party within five working days of receipt of the Notice of Appeal. Such acknowledgment will include specific instructions for completing the appeals process and the date, time and place of the next step, **The Informal Hearing.**

**Step 4. Informal Hearing -- An Informal Hearing** will be held at City Hall **within ten days of receipt of the Notice of Appeal.** The City Administrator, or a designee, shall act as the Hearings Officer, and will meet with the appealing party to discuss their concerns and the specific grounds of the appeal. The Hearings Officer may recommend to the Mayor any appropriate actions, allowable under applicable rules and regulations and consistent with City procurement policies, to resolve issues raised at the Informal Hearing. If the appealing party agrees, the appeal may be ended at this point.

**Step 5. Request for Formal Hearing --** The appealing party, if not satisfied with the results of the Informal Hearing, must inform the Hearings Officer, in writing, no later than five working days from the date of the Informal Hearing of intent to proceed with the appeal. Within ten days of receipt of this written request, the Hearings Officer will respond, in writing, to inform the appealing party of the time, date, and place of Step 6, the Formal Hearing.

**Step 6. Formal Hearing --** The Formal Hearing shall be conducted within fifteen days of the date of the Request for Formal Hearing. An independent hearing officer will conduct the Formal Hearing of the appeal. This hearing officer will consider the facts presented as grounds for the appeal and remedies requested. The hearing officer from staff or the appealing party may request additional information. After full review, the hearing officer will, at the next City Council meeting, make his/her recommendation to the Council for final determination.

**Step 7. The Board Decision --** The Council will render a decision not later than sixty days from the date of the Written Notice of Appeal. The Council decision shall be the final decision and end the appeals process at the local level. In all instances, information regarding the protest/dispute will be disclosed to TDHCA. The Commission shall accept no protest or dispute appeal until all administrative remedies at the contractor level have been exhausted. Commission appeal review is limited to:

- Violations of federal law and regulations,
- Violations of State or local law shall be under the jurisdiction of State or local authorities, and
- Violations of City Council's protest/dispute procedures or failure to review a protest or dispute shall be referred to such authority as may have proper jurisdiction.

# CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

## FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

### OFFICE USE ONLY

Date Received

**1** Name of vendor who has a business relationship with local governmental entity.

**2**  Check this box 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 the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

**3** Name of local government officer about whom the information is being disclosed.

\_\_\_\_\_  
Name of Officer

**4** Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes       No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes       No

**5** Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

**6**  Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

**7**

\_\_\_\_\_  
Signature of vendor doing business with the governmental entity

\_\_\_\_\_  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

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(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;  
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

# CERTIFICATE OF INTERESTED PARTIES

# FORM 1295

### OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.  
 Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

**2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.**

**3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.**

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

**5 Check only if there is NO Interested Party.**

**6 UNSWORN DECLARATION**

My name is \_\_\_\_\_, and my date of birth is \_\_\_\_\_.

My address is \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.  
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in \_\_\_\_\_ County, State of \_\_\_\_\_, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.  
(month) (year)

\_\_\_\_\_  
 Signature of authorized agent of contracting business entity  
 (Declarant)

**ADD ADDITIONAL PAGES AS NECESSARY**

# House Bill 89 Verification Form

## Prohibition on Contracts with Companies Boycotting Israel

The 85<sup>th</sup> Texas Legislature approved new legislation, effective September 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

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I, (authorized official) \_\_\_\_\_, do hereby verify the truthfulness of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Title of Authorized Official

\_\_\_\_\_  
Date





**KEN PAXTON**  
ATTORNEY GENERAL OF TEXAS

September 22, 2021

To All Bond Counsel:

RE: Standing Letter Requirement

To evidence compliance with Senate Bills 13 and 19, in addition to requiring written verification in the relevant contracts, we are now requiring a standing letter from companies for covered contracts submitted with the record of proceedings authorizing the public securities and entered into on or after September 1, 2021. Unless specifically excepted<sup>1</sup>, contracts covered are those between a governmental entity<sup>2</sup> and a company<sup>3</sup> for goods or services and with a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity. Until we have received an acceptable company standing letter, we will temporarily accept a comfort letter from a qualifying officer<sup>4</sup> of the company confirming that the written verifications contained in the particular contract submitted with the specific public security issuance are true and correct.

The standing letter must confirm that the company, including its wholly-owned subsidiaries, majority-owned subsidiaries, parent companies, and affiliates, can make the unqualified verification required by Senate Bills 13 and 19. Senate Bill 13 requires written verification that the company does not boycott energy companies and will not boycott energy companies during the term of the contract.<sup>5</sup> Senate Bill 19 requires written verification that the company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and will not discriminate against a firearm entity or firearm trade association during the term of the contract.<sup>6</sup> Definitions may be referenced by citation to the applicable statutory definition. Alternatively, the entire statutory text of the definition may be included with an accompanying citation. The standing letter may not include qualifying language of what the company understands the law to require or not require; nor may the company state what it understands undefined terms to mean or defined terms to not mean.

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<sup>1</sup> For exceptions, *see* Tex. Gov't Code §§ 2274.002(c) and 2274.003 (as enacted by SB 19), and § 2274.002(c) (as enacted by SB 13).

<sup>2</sup> For both Senate Bills 13 and 19, the term "governmental entity" has the meaning assigned by section 2251.001 of the Government Code. Tex. Gov't Code §§ 2274.001(3) (as enacted by SB 13) and 2274.001(8) (as enacted by SB 19). "Governmental entity" means a state agency or political subdivision of this state; a "political subdivision" means a county, municipality, public school district, special-purpose district or authority. § 2251.001(3), (6). The defined term does not include non-profit corporations acting on behalf of governmental entities.

<sup>3</sup> As enacted by Senate Bill 13, the term "Company" has the meaning assigned by section 809.001, except that the term does not include a sole proprietorship. § 2274.001(2). As enacted by Senate Bill 19, the term "Company" has the meaning provided in section 2274.001(2). Additionally, the written verification requirements do not apply if the Company has fewer than ten full-time employees. *See* §2274.002(a) (as enacted by both SB 13 and SB 19).

<sup>4</sup> A company's general counsel, chief compliance officer, managing director or other comparable officer knowledgeable of the company's practices may provide the comfort letter.

<sup>5</sup> Tex. Gov't Code §§ 2274.002(b) (as enacted by SB 13).

<sup>6</sup> Tex. Gov't Code §§ 2274.002(b) (as enacted by SB 19).

As with the comfort letter, the company's general counsel, chief compliance officer, managing director or other comparable officer may submit the standing letter. The qualifying officer must include the Office of the Attorney General as an addressee and permit our office to rely on the letter in our review and approval of public securities. The letter must reflect the company's obligation to inform this office immediately, in writing, should the letter no longer be effective. Please submit standing letters to this office by email to [PFDSupport@oag.texas.gov](mailto:PFDSupport@oag.texas.gov) and copy our research specialist, Mr. Klein K. Allison, at [Klein.Allison@oag.texas.gov](mailto:Klein.Allison@oag.texas.gov).

For consistency, we will also require that the standing letter confirm the company's ability to make the written verification required by section 2271.002 of the Government Code that the company does not boycott Israel and will not boycott Israel during the term of the contract; however, we will not require a comfort letter during the interim. Additionally, the standing letter must confirm that the company is not a listed company for purposes of section 2252.152 of the Government Code. To the extent a verification for purposes of section 2252.152 specifies the applicable URL on the Comptroller's website, the company will need to update the standing letter should the URL change.

In an effort to provide guidance, we have attached a form standing letter that issuers may provide to applicable companies. The standing letter may contain substantially similar language to the attached form and may contain additional representations as needed for security offerings provided that the substantially similar language and additional representations do not conflict with the requirements of this letter or with the verification statutes. Verifications may be made subject to applicable Texas and federal law. We reserve the right to accept, reject, or seek modification of any standing letter or seek additional follow-up information, as provided by law.

We have provided this letter pursuant to our authority under section 402.044 of the Government Code, which requires that we advise the proper legal authorities regarding the issuance of bonds that by law require the Attorney General's approval. However, please note that this letter does not dictate how a court may rule in a legal proceeding.

Sincerely,



Leslie Brock  
Assistant Attorney General  
Chief, Public Finance Division

Form Standing Letter

[Date]

Via email: [PFDSupport@oag.texas.gov](mailto:PFDSupport@oag.texas.gov)

Office of the Attorney General of Texas  
Public Finance Division  
300 West 15<sup>th</sup> Street, 7<sup>th</sup> Floor  
Austin, Texas 78701

Office of the Attorney General of Texas:

To the extent any of its contracts with a governmental entity is a contract for goods or services submitted with the record of public security proceedings, the undersigned company, for purposes of sections 2252.152, 2271.002, and 2274.002, Texas Government Code, as amended, hereby verifies that the company and any parent company, wholly owned subsidiary, majority-owned subsidiary, and affiliate:

- 1) Do not boycott energy companies and are authorized to agree in such contracts not to boycott energy companies during the term of such contracts. “Boycott energy company” has the meaning provided in section 809.001 of the Texas Government Code.
- 2) Do not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and are authorized to agree in such contracts not to discriminate against a firearm entity or firearm trade association during the term of such contracts. “Discriminate against a firearm entity or firearm trade association” has the meaning provided in section 2274.001(3) of the Texas Government Code. “Firearm entity” and “firearm trade association” have the meanings provided in section 2274.001(6) and (7) of the Texas Government Code.
- 3) Do not boycott Israel and are authorized to agree in such contracts not to boycott Israel during the term of such contracts. “Boycott Israel” has the meaning provided in section 808.001 of the Texas Government Code.
- 4) Unless affirmatively declared by the United States government to be excluded from its federal sanctions regime relating to Sudan or Iran or any federal sanctions regime relating to a foreign terrorist organization, are not identified on a list prepared and maintained by the Texas Comptroller of Public Accounts under section 2252.153 or section 2270.0201 of the Texas Government Code.

“Affiliate” means any entity that controls, is controlled by, or is under common control with the company within the meaning of SEC Rule 405, 17. C.F.R. § 230.405 and exists to make a profit.

The Office of the Attorney General of Texas may rely on this letter in its review and approval of public securities under Texas law. Should a change occur that renders this letter ineffective, the company shall notify the Public Finance Division immediately by email to [PFDSupport@oag.texas.gov](mailto:PFDSupport@oag.texas.gov) with the phrase “Ineffective Standing Letter” in the subject heading.

[Name of Company]

By: /s/ [state name and title of qualifying officer]

# SAMPLE

## Contractor Certification

Contractor's Name: \_\_\_\_\_

### Certification Regarding Debarment, Suspension, and Other Responsibility Matters In Primary Covered Transactions

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction;
- c. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- d. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission or any of the offense enumerated in paragraph (1)(b) of this certification; and
- e. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_