

Vendor Name:

TARRANT COUNTY
PURCHASING DEPARTMENT

JACK BEACHAM, C.P.M.
PURCHASING AGENT

ROB COX, C.P.M., A.P.P.
ASSISTANT PURCHASING AGENT

RFP NO. 2011-024

**REQUEST FOR PROPOSALS
FOR
HIV ORAL HEALTH ASSESSMENT SURVEY**

**PROPOSALS DUE DECEMBER 20, 2010
2:00 P.M.**

RFP NO. 2011-024

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This Table of Contents is intended as an aid to vendors and not as a comprehensive listing of the proposal package. Vendors are responsible for reading the entire proposal package and complying with all specifications.

RFP FOR HIV ORAL HEALTH ASSESSMENT SURVEY

Tarrant County is soliciting proposals for an **HIV Oral Health Assessment Survey** for the **Public Health Department HIV Planning Council**.

THE ORIGINAL AND FIVE (5) COPIES
OF
COMPLETED PROPOSALS
MUST BE RECEIVED IN THE
PURCHASING DEPARTMENT
AT 100 E. WEATHERFORD, SUITE 303
FORT WORTH, TEXAS 76102
ON OR BEFORE DECEMBER 20, 2010 AT 2:00 P.M.

All proposals, including a "NO BID", are due in the Purchasing Department by the due date, in sealed envelopes or boxes. All proposals must be clearly marked with the RFP Number, the name of the company/firm submitting the proposal, and date and time of opening on the outside of the envelope/box. Original proposal must be clearly marked "**ORIGINAL**" and contain all original signatures.

Any proposal received after the date and/or hour set for proposal opening will be returned unopened. Respondent will be notified and will advise Tarrant County as to the disposition by either pick up, return at respondent's expense, or destroyed with written authorization of the bidder. If proposals are sent by mail to the Purchasing Department, the proposer shall be responsible for actual delivery of the proposal to the Purchasing Department before the advertised date and hour for opening of proposals. If mail is delayed either in the postal service or in the internal mail system of Tarrant County beyond the date and hour set for the opening, proposals thus delayed will not be considered and will be returned unopened.

Proposals may be withdrawn at any time prior to the official opening. Alterations made before opening time must be initialed by proposer/respondent guaranteeing authenticity. After the official opening, proposals become the property of Tarrant County and may not be amended, altered or withdrawn without the recommendations of the Purchasing Agent and the approval of Commissioners Court.

Tarrant County is exempt from Federal Excise and State Sales Tax. The County is not exempt from Surplus Lines Tax or Texas Stamping Tax. Therefore, only applicable taxes must be included in this proposal.

No oral explanation in regard to the meaning of the proposal specifications will be made and no oral instructions will be given before the award of the contract. Request from interested proposers for additional information or interpretation of the information included in the specifications and all questions should be directed in writing via facsimile to:

**DIANNA LEE, C.P.M., SENIOR BUYER
FAX: (817) 884-2629**

RFP FOR HIV ORAL HEALTH ASSESSMENT SURVEY

All documents associated with this RFP including but not limited to, the RFP document, questions and their responses, addenda and special notices will be posted under the RFP number on the Tarrant County web site and available for download by bidders and other interested parties. No documents will be faxed or e-mailed after the initial Notice of Intent to Bid and prior to proposal award. It is the bidders'/respondents' sole responsibility to review this site and retrieve all related documents prior to the RFP due date.

The deadline for receipt of all written questions shall be 12:00 (Noon), Fort Worth time, Tuesday, December 7, 2010.

Proposal Response Forms must be fully completed and included in your response. Forms that have been retyped or altered may result in rejection of proposal.

This RFP is issued in compliance with the County Purchasing Act, Section 262.030. Negotiations shall be conducted with responsible vendor(s) who submit proposals determined to be reasonably susceptible of being selected for award.

CONFIDENTIALITY: Any material that is to be considered confidential in nature must be clearly marked as such and shall be treated as confidential to the extent allowable in the Open Records Act. Pricing information is not considered confidential. Trade secrets or confidential information **MUST** be placed in a separate envelope marked "**CONFIDENTIAL INFORMATION**" and **EACH PAGE** must be marked "**CONFIDENTIAL INFORMATION.**" Tarrant County will make every effort to protect these papers from public disclosure as outlined in LGC, Section 262.030(c) of the State of Texas County Purchasing Act.

"The Texas Public Information Act gives the public the right to request access to government information, subject to certain narrow exceptions. Tarrant County is an entity subject to this Act. Therefore, please be advised that your company's declaration that certain information submitted in response to an RFP is "confidential" will not be treated as such if the County receives a request for a copy of the RFP. The County will of course make every effort to inform your company of such a request and to provide you with an opportunity to object to the release of any proprietary information, but Tarrant County cannot and will not make an agreement to withhold information from the public contrary to the County's responsibilities under the Act."

Additionally, to the extent your response is incorporated into the contract, that contract will become an official record available for public inspection.

Proposals shall be opened so as to avoid disclosure of contents to competing offerors and kept secret during the process of negotiation. All proposals that have been submitted shall be open for public inspection after the contract is awarded, except for trade secrets and confidential information contained in the proposals and identified as such.

The successful Contractor shall defend, indemnify, and hold harmless Tarrant County from any and all liability or loss of any nature whatsoever arising out of or relating to the Contractor performing work on County premises, including, without limiting the generality of the foregoing coverage, any act or omission of the contractor, its agents, servants, employees, or invitees in the execution or performance of the contract.

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Continuing non-performance of the vendor in terms of Specifications shall be a basis for the termination of the contract by the County. The County shall not pay for work, equipment, or supplies which are unsatisfactory. Vendors will be given a reasonable opportunity before termination to correct the deficiencies. This, however, shall in no way be construed as negating the basis for termination for non-performance.

The **contract may be terminated** by either party upon written thirty (30) days notice prior to cancellation.

Proposals will be considered irregular if they show any omissions, alteration of form, additions or conditions not called for, or irregularities of any kind. However, Tarrant County reserves the right to waive any irregularities and to make award in the best interest of the County.

Tarrant County reserves the right to accept or reject in part or in whole any proposals submitted, and to waive any technicalities for the best interest of the County. Proposals may be rejected, among other reasons, for any of the following specific reasons:

1. Proposals received after the time limit for receiving proposals.
2. Proposals containing any irregularities.
3. Unbalanced value of any items.

Vendors may be disqualified and their proposals not considered, among other reasons, for any of the following specific reasons:

1. Reason for believing collusion exists among the Vendors.
2. Reasonable grounds for believing that any Vendor is interested in more than one Bid for the work contemplated.
3. The Vendor being interested in any litigation against the County.
4. The Vendor being in arrears on any existing contract or having defaulted on a previous contract
5. Lack of competency as revealed by a financial statement, experience and equipment, questionnaires, etc.
6. Uncompleted work which in the judgement of the County will prevent or hinder the prompt completion of additional work, if awarded.
7. Respondents shall not owe delinquent property tax in Tarrant County.

Failure to provide signatures, where required and/or submission of required forms, including but not limited to the Bid Proposal Signature Form, Reference Page, Bid Forms/Documents Checklist, Questionnaires (when applicable), Addenda (including revised forms), and any other specified forms or documents will be grounds for rejection of entire bid.

Due care and diligence has been used in preparation of this information, and it is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein, shall rest solely with the proposer. Tarrant County and its representatives will not be responsible for any errors or omissions in these specifications, nor for the failure on the part of the proposer to determine the full extent of the exposures.

The successful proposer/respondent may not assign their rights and duties under an award without the written consent of the Purchasing Agent. Such consent shall not relieve the assignor of liability in the event of default by the assignee.

RFP FOR HIV ORAL HEALTH ASSESSMENT SURVEY

STATEMENT OF WORK

I. BACKGROUND

A. Introduction:

1. The Tarrant County Commissioners Court, as the governing body of the grant recipient, has ultimate authority over local decisions related to expenditures of county funds. The Tarrant County Commissioners Court provides the authority for Tarrant County Public Health – HIV Planning Council (TCPH-HIV) to expend county funds to administer public health programs. In this capacity, TCHP-HIV is responsible for providing administration and oversight for a thirty-eight (38) county focused HIV Oral Health Assessment (HOHA).
2. All funds awarded must be expended in conducting HIV Oral Health Assessment (HOHA) in the thirty-eight (38) counties which comprise the three Health Service Delivery Areas (HSDA): Fort Worth, Wichita Falls and Abilene to assess oral health care needs, delivery of services and access to oral health care for persons HIV+. In addition expenditure of funds will include producing a resource inventory.

B. Funding Availability

1. TCHP-HIV has allocated \$30,000 in Ryan White Part A, B and C grant funds for the purpose of conducting the oral health assessment and producing an oral health resource inventory.

II. GENERAL REQUIREMENTS OF RESPONDENT

A. Any for-profit or not-for-profit agency or sole proprietor is eligible to apply to contract for this project.

B. Proposals should demonstrate the applicant's ability to:

1. Conduct an HOHA and develop an oral health services resource inventory / directory.
2. Work with TCHP-HIV in developing a sampling methodology for selected areas within the 38 county region.

III. PROJECT REQUIREMENTS

A. Approximate start date: January 1, 2011. Approximate completion date: May 31, 2011.

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- B. Interview current oral health care service providers (including Baylor School of Dentistry) who are funded through Ryan White and Texas HIV State Services funds to determine:
1. Services currently provided by them.
 2. Their perspective on HIV+ client issues affecting oral health care and how clients receive oral health services.
 3. Limitations (funding, capacity, expertise) on services they can provide.
 4. Procedures for providing oral health care services (e.g., hours of operation, number of clients which can be served, wait times, no shows, etc.).
 5. Current referral processes for specialty oral health care.
 6. Knowledge of dental provider network for collaboration.
 7. Capacity needs to expand services.
- C. Interview HIV+ clients to determine:
1. Knowledge of oral health services available.
 2. System structure issues (barriers, positive elements of current programs, needs, HIV community perception on oral health care).
 3. Compliance issues.
- D. Conduct regional survey of dental providers (not funded through Ryan White or Texas HIV State Services grants) on capacity to serve as a referral for services, which would include:
1. Ability to see HIV+ clients, which would include, but not limited to:
 - a. Education needs
 - b. Stigma issues
 2. Specialty care.
 3. Range of costs to provide services, should reimbursement be required.
 4. Pro-bono services, if applicable.
- E. Review current practices within the local Ryan White system and other best oral health care practices for HIV+ clients.
- F. Create a capacity need development plan for current providers to address issues related to providing comprehensive oral health care.
- G. How to best pay for clinician/hygienist time to maximize service utilization / cost effectiveness.
- H. Create a resource inventory of services to assist in addressing oral health care for HIV+ persons.

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IV. REQUIRED FORMAT OF PROPOSAL

- A. Please number all pages consecutively. Each proposal should contain information organized as follows:
1. Cover Sheet – Agency, name of project director, and information about applicant, contact person, telephone number, and total cost proposed.
 2. Abstract - a one (1) page summary discussing briefly the proposed project, contractual amount requested and methodology for conducting the project.
 3. Project Design and Funding - a complete discussion of the project. This narrative should cover in detail the design of the project, methodology of the project, the specific timeline for implementing and completing the project, the planned leadership for the project and any problems that may be anticipated.
 4. Qualifications - a discussion of the proposer's qualification in conducting the project. Describe previous experience in conducting surveys. In addition, ability to perform according to project specifications should be demonstrated.
 5. Vendor Contracts – Vendors are to include a copy of any or all vendor-required contracts. Vendors should ensure that ALL applicable contracts are included with their proposal response, and that ONLY applicable contracts are included.
 - a. During the evaluation process (and prior to making an award recommendation), the Vendor(s) who appear successful in their proposal will have their contracts subject to review by Tarrant County's District Attorney's office.
 6. Required Forms – Submit the following forms in this section:
 - a. Proposal Signature Form with signature
 - b. Certificate of Eligibility Form with signature
 - c. Addendum Cover Pages with signature (if applicable)
 - d. Disadvantaged Business Enterprises Form with certifications. If you are not a DBE firm, mark the form "N/A"
 - e. Vendor References Form
 - f. Proposed Price Response Form – include a detailed budget to support price.

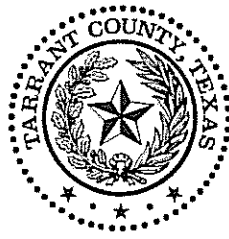
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V. EVALUATION OF PROPOSALS

A. Proposals will be reviewed and scored by TCPH-HIV and Purchasing representatives. The contractor(s) or individual(s) recommended for the award of a contract will enter into a contract with Tarrant County. TCPH-HIV will be responsible for coordinating and directing the activities of the contractor.

B. EVALUATION CRITERIA:

- | | | |
|----|---|-----|
| 1. | Qualifications and experience in conducting similar surveys | 20% |
| 2. | Project Approach and Management | 40% |
| | a. Proposed design and methodology of the project. | |
| | b. Proposal meets or exceeds the requirements of the RFP. | |
| | c. Anticipation of potential problems and suggested solutions. | |
| | d. Proposed timeline for implementing and completing the project. | |
| | e. Credentials and relevant experience of individuals assigned to this project. | |
| 3. | Proposed budget/cost | 30% |
| 4. | References | 10% |



TARRANT COUNTY

HISTORICALLY UNDERUTILIZED BUSINESSES (HUB) POLICY

I. POLICY STATEMENT

The Tarrant County Commissioners Court, being the policy development and budgetary control unit of county government, will strive to ensure that all businesses, regardless of size, economic, social or ethnic status have an equal opportunity to participate in the County's procurement processes. The County is committed to promote full and equal business opportunity for all businesses to supply the goods and services needed to support the mission and operations of county government, and seeks to encourage the use of certified historically underutilized businesses (HUBs) through the use of race, ethnic and gender neutral means. It is the policy of Tarrant County to involve certified HUBs to the greatest extent feasible in the County's procurement of goods, equipment, services and construction projects while maintaining competition and quality of work standards. The County affirms the good faith efforts of firms who recognize and practice similar business standards.

II. DEFINITIONS

Historically underutilized businesses (HUBs), also know as a disadvantaged business enterprise (DBE), are generally business enterprises at least 51% of which is owned and the management and daily business operations are controlled by one or more persons who is/are socially and economically disadvantaged because of his or her identification as a member of certain groups, including women, Black Americans, Mexican Americans and other Americans of Hispanic origin, Asian Americans and American Indians.

Certified HUBs includes business enterprises that meet the definition of a HUB and who meet the certification requirements of certification agencies recognized by Tarrant County.

Businesses include firms, corporations, sole proprietorships, vendors, suppliers, contractors, subcontractors, professionals and other similar references when referring to a business that provides goods and/or services regardless of the commodity category.

Statutory bid limit refers to the Texas Local Government Code provision that requires competitive bidding for many items valued at greater than \$25,000.

III. POLICY GUIDELINES

- A. Tarrant County, its contractors, their subcontractors and suppliers, as well as all vendors of goods, equipment and services, shall not discriminate on the basis of race, color, creed, gender, age, religion, national origin, citizenship, mental or physical disability, veteran's status or political affiliation in the award and/or performance of contracts. All entities doing business or anticipating doing business with the County shall support, encourage and implement affirmative steps toward a common goal of establishing equal opportunity for all citizens and businesses of the county.
- B. Tarrant County will use and recognize the State of Texas certification process in conjunction with the implementation of this policy. The County may recognize other agencies' certification processes recognized by the State of Texas. Tarrant County reserves the right to review the certification status of any vendor applying to do business with the County. This review will be accomplished to determine the validity and authenticity of the vendor's certification as a HUB.
- C. The Commissioners Court may establish HUB target goals. Through a systematic approach of soliciting quotes, bids and proposals from certified HUBs and in compliance with applicable state and federal law this policy will strive to meet those goals.
 1. Target goals should consider:
 - the availability of HUB firms within the specific category of goods or services to be procured; and
 - the diversity of the county's population.
 2. The goals should be reviewed and amended periodically.
 3. The program may apply to all County procurements including construction and professional services.
 4. Particular attention will be given to HUB participation on purchases in excess of the statutory bid limit.
 5. The Commissioners Court herein establishes a 20% good faith target goal for Tarrant County.

- D. Tarrant County will actively seek and encourage HUBs to participate in all facets of the procurement process by:
1. Continuing to increase and monitor a database of certified HUB vendors, professionals and contractors. The database will be expanded to include products, areas of expertise and capabilities of each HUB firm.
 2. Continuing to seek new communication links with HUB vendors, professionals and contractors to involve them in the procurement process.
 3. Continuing to advertise bids on the County's website and in newspapers including newspapers that target socially and economically disadvantaged communities.
 4. Continuing to provide copies of bid specifications to minority Chambers of Commerce.
- E. As prescribed by law, the purchase of one or more items costing in excess of the statutory bid limit must comply with the competitive bid process. Where possible, those bids will be structured to include and encourage the participation of HUB firms in the procurement process by:
1. Division of proposed requisitions into reasonable lots in keeping with industry standards and competitive bid requirements.
 2. Where feasible, assessment of bond and insurance requirements and the designing of such requirements to reasonably permit more than one business to perform the work.
 3. Specification of reasonable, realistic delivery schedules consistent with the County's actual requirements.
 4. Specifications, terms and conditions reflecting the County's actual requirements are clearly stated, and do not impose unreasonable or unnecessary contract requirements.
- F. A HUB Policy statement shall be included in all specifications. The County will consider the bidder's responsiveness to the HUB Policy in the evaluation of bids and proposals. Failure to demonstrate a good faith effort to comply with the County's HUB policy may result in a bid or proposal being considered non-responsive to specifications.
- G. The Purchasing Department will actively seek the participation of HUB firms in the quotation process for purchases under the statutory bid limit. HUB firms will be identified on the computerized database and linked to the commodities they represent. Buyers will be encouraged to use available internal and external databases of certified HUB firms.

- H. Nothing in this policy shall be construed to require the County to award a contract other than to the lowest responsive bidder as required by law. This policy is narrowly tailored in accordance with applicable law.

IV. ADMINISTRATIVE GUIDELINES

- A. The Purchasing Department shall serve as the County's HUB Office with responsibility for the implementation, monitoring and general operations of the HUB policy. The Purchasing Agent shall serve as the County HUB Officer.
1. The HUB Officer will establish procedures to implement this policy across the full spectrum of the procurement process. The County HUB Office will periodically review with department head and elected officials regarding procurement opportunities.
 2. Managing the policy and training buyers and other County personnel in order to meet County goals will be the responsibility of the HUB Office.
 3. The HUB Office will cooperate with other local government entities to increase HUB participation throughout the county and region. The HUB Office is encouraged to participate in educational and other outreach programs to assist HUB firms.
 4. The HUB Officer will receive and review complaints and recommendations regarding the implementation of the HUB Policy and the good faith efforts of bidders. Further, the HUB Office will audit for compliance to the HUB Policy on eligible projects after award, during the performance of the contract and after completion, while also making any recommendations to Commissioners Court regarding any irregularities or misrepresentation of facts as they relate to compliance with the policy. The HUB Office will review documentation submitted by HUB firms in compliance with this policy.
 5. An annual report along with recommendations shall be provided to the Commissioners Court and Purchasing Board. The annual report will provide statistical data and efforts reflected in the number of purchase orders, value of goods and services purchased, percentages to HUB firms, and outreach and marketing efforts. Other statistics may be required or requested by the Commissioners Court or Purchasing Board.

510. Historically Underutilized Businesses Policy

Adopted: Court Order 64788 (December 17, 1990)

Amended: Court Order 69958 (December 7, 1993)

Amended: Court Order 99651 (December 28, 2006)

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FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBE) are encouraged to participate in Tarrant County's bid process. The Purchasing Department will provide additional clarification of specifications, assistance with Bid Proposal Forms, and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The County recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact.

Texas Building and Procurement Commission
Statewide HUB Program
1711 Jacinto Blvd.
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 216
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with proposal.

COMPANY NAME: _____

REPRESENTATIVE: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NO. _____ FAX NO. _____

Indicate all that apply:

- _____ Minority-Owned Business Enterprise
- _____ Women-Owned Business Enterprise
- _____ Disadvantaged Business Enterprise

RFP FOR HIV ORAL HEALTH ASSESSMENT SURVEY

VENDOR REFERENCES

Please list three (3) references, **other than Tarrant County**, who can verify your performance as a vendor. Performance includes but shall not be limited to, sales and/or services, delivery, invoicing, and other items as may be required for Tarrant County to determine your firm's ability to provide the intended goods or service of this RFP. The County prefers references to be from customers for whom your firm has provided the same items (sales and/or services) as those specified in this RFP. Inaccurate, obsolete or negative responses from the listed references could result in rejection of your proposal.

REFERENCE ONE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE TWO

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

REFERENCE THREE

GOVERNMENT/COMPANY NAME: _____
ADDRESS: _____
CONTACT PERSON AND TITLE: _____
TELEPHONE NUMBER: _____
E-MAIL ADDRESS: _____
SCOPE OF WORK: _____
CONTRACT PERIOD: _____

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR HIV ORAL HEALTH ASSESSMENT SURVEY

PROPOSAL SIGNATURE FORM

The undersigned agrees this proposal becomes the property of Tarrant County after the official opening.

The undersigned affirms he has familiarized himself with the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and a storage of equipment and all other matters which may be incidental to the work, before submitting a proposal.

The undersigned agrees if this proposal is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the Specifications. The period for acceptance of this Proposal will be ninety (90) calendar days unless a different period is noted by the proposer/respondent.

The undersigned affirms that they are duly authorized to execute this contract, that this proposal has not been prepared in collusion with any other Proposer/Respondent, nor any employee of Tarrant County, and that the contents of this proposal have not been communicated to any other proposer/respondent or to any employee of Tarrant County prior to the official opening of this RFP.

Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 *et seq.*, and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, *et seq.*

The undersigned affirms that they have read and do understand the specifications and any attachments contained in this RFP package.

NAME AND ADDRESS OF COMPANY:

Tel. No. _____
E-Mail Address: _____

AUTHORIZED REPRESENTATIVE:

Signature _____
Date _____
Name _____
Title _____
FAX No. _____

AFTER HOURS EMERGENCY CONTACT:

Name: _____ Tel. No. _____

COMPANY IS:

Business included in a Corporate Income Tax Return? _____ YES _____ NO
____ Corporation organized & existing under the laws of the State of _____
____ Partnership consisting of _____
____ Individual trading as _____
____ Principal offices are in the city of _____

THIS FORM MUST BE SIGNED AND THE ORIGINAL AND FIVE (5) COPIES RETURNED WITH PROPOSAL

RFP FOR HIV ORAL HEALTH ASSESSMENT SURVEY

CERTIFICATION OF ELIGIBILITY

(This provision applies if the anticipated contract exceeds \$25,000)

By submitting a bid or proposal in response to this solicitation, the bidder/proposer certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors.

In the event of placement on the list between the time of bid/proposal submission and time of award, the bidder/proposer will notify the Tarrant County Purchasing Agent. Failure to do so may result in terminating this contract for default.

Authorized Signature

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

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DEFICIENCIES AND DEVIATIONS FORM

Following is a listing of ALL deficiencies and deviations from the requirements and/or provisions as outlined in this Request for Proposals and Qualifications. Unless specifically listed here, your response will be considered to be in FULL compliance with the RFP. Respondent assumes the responsibility of identifying all deficiencies and deviations and if not identified, all requirements of the RFP stipulated must be fulfilled at no additional expense to Tarrant County.

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!

RFP FOR HIV ORAL HEALTH ASSESSMENT SURVEY

PROPOSED PRICE RESPONSE

ACTIVITY	ESTIMATED COMPLETION DATE	PAYMENT
1. Literature review and model program evaluation examining national and regional programs.		\$
2. Determine through interviews with key Administrative Agency and Planning Council staff and the Comprehensive Planning Committee study questions to ask at focus groups and through interviews with providers.		\$
3. Conduct 3 consumer focus groups with HIV+ consumers accessing oral health care services in the region.		\$
4. Conduct interviews with staff(s) of the three regional Ryan White funded oral health care providers and with Baylor School of Dentistry to determine optimal intake, identification, capacity and referral approaches.		\$
5. Conduct interviews with various oral health care providers, who do not receive Ryan White funds, in the region to determine opportunities to expand and enhance oral health care referrals and assess available services to best meet the needs of targeted populations including in care and out of care consumers.		\$
6. Submit draft report and referral resource inventory.		\$
7. Present final report and referral resource inventory.		\$
TOTAL PROPOSED PRICE:		\$

THE ORIGINAL AND FIVE (5) COPIES OF THIS FORM MUST BE RETURNED WITH PROPOSAL!