



Procurement Operations

REQUEST FOR QUALIFICATIONS FOR

FINANCIAL STATEMENT OPINION AUDIT SERVICES

PROJECT NO. RFQ 13-30

PROPOSAL SUBMITTAL DEADLINE: September 4, 2013, 3:00 p.m. (LOCAL TIME)

REQUEST FOR QUALIFICATIONS

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Attachment No. 3	Conflict of Interest Questionnaire
Attachment No. 4	Financial Interests & Potential Conflicts of Interests
Attachment No. 5	Determination of Good Faith Effort
Attachment No. 6	Small Business Unavailability Certificate
Attachment No. 7	Contractor & Subcontractor Participation Form
Attachment No. 8	Small Business Development Questionnaire

Note: Attachments 1, 2, and 4 must be signed and notarized.

REQUEST FOR QUALIFICATIONS

August 2, 2013

Subject: Request for Qualifications (RFQ) for
Financial Statement Opinion Audit Services

HCC Project No.: RFQ 13-30

ISSUED BY:

Houston Community College
Procurement Operations Department
3100 Main Street (11th Floor)
Houston, Texas 77002

SUBMIT INQUIRES TO:

Name: Kerry Doucette
Title: Procurement Supervisor
Telephone: (713) 718-5014
Fax: (713) 718-2113
Email: kerry.doucette@hccs.edu

PROPOSERS ARE CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFQ CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

I. General Information:

Houston Community College and the Houston Community College System Public Facility Corporation, collectively, (HCC) or (College) is seeking Statements of Qualifications (SOQ) from professional qualified certified public accounting (CPA) firms interested in providing HCC with annual Financial Statement Opinion Audit Services, financial statement opinion audit services, and other ancillary financial auditing services on an "as needed" basis. HCC requires consistent high quality delivery of all professional services to meet schedules and budgets.

The selected firm will be expected to perform the services in accordance with the Scope of Services and Specific Conditions set forth in Section VII and in accordance with the requirements of this solicitation.

HCC reserves the right to reject any or all qualification submittals or to accept any qualification submittals it considers most favorable to HCC, or to waive irregularities in the qualification and submittal process. HCC further reserves the right to reject all qualification submittals and terminate the solicitation process or seek new qualification submittals when such procedure is reasonably in the best interest of HCC.

This RFQ solicitation does not in any way obligate HCC to award a contract or pay any expense or cost incurred in the review and submission of statement of qualifications responding to this RFQ.

All applicable attachments contained in the RFQ shall be completed. *Failure to do so may result in the firm's Qualifications Submittal being declared non-responsive to the solicitation requirements.*

Note: Attachments 1, 2, and 4 must be signed and notarized.

Information provided in response to the Request for Qualifications (RFQ) is subject to the Texas Public Information Act and may be subject to public disclosure.

This Procurement, any award under this procurement, and the resulting contract, if any, is subject to approval by HCC Board of Trustees. Subsequent to Board approval, the only person authorized to commit HCC contractually is the Chancellor or designee. This solicitation is a request for qualifications and neither this solicitation nor the response or proposal from any prospective proposer shall create a contractual relationship that would bind HCC until such time as both HCC and the selected proposer sign a legally binding contract, which includes, without limitation, the terms required by HCC as set forth in the Scope of Work/Services and this RFQ.

It is anticipated that the contract term for contract(s) awarded resulting from this solicitation, if any, will be three (3) years with the option to renew for two (2) one-year terms. Further, HCC reserves the right to extend the contract term on a month to month basis, not to exceed three (3) months upon the expirations of the initial term and any successive renewal term.

The successful financial services firm(s) or firm(s) are not eligible and shall not serve 2 consecutive 5 year contract terms.

By submitting its Statement of Qualifications (SOQ) in response to this RFQ, Proposer accepts the evaluation process and acknowledges and accepts that determination of "most-qualified" firm will require subjective judgments by the Evaluation Committee.

Qualifications shall not include any information regarding Proposer's fees, pricing or other compensation. Such information will be solicited from the qualified firms who are selected by HCC in accordance with the published evaluation criteria.

The Request for Qualifications (RFQ) provides the information necessary to prepare and submit statement of qualifications for consideration by HCC based on the listed criteria. HCC may request additional clarification and oral interviews solely on the written responses to this request for qualifications.

Pre-proposal Meeting: Mandatory Not Mandatory Not Applicable

A pre-proposal meeting will be held by Procurement Operations, HCC Administration Building, 3100 Main Street (2nd Floor, Seminar Room #B) Houston, Texas 77002 on August 13, 2013 at 2:00 PM (local time).

II. Document Submission:

Interested firms shall submit **one (1) original** including all required HCC Forms and documents. An original (manual) signature must appear on the complete original set of your Proposal documents. Additionally, your submittal shall include one (1) electronic copy of the Original version (compact disc or flash drive) in a non-editable Adobe Acrobat (.pdf) format. Submit the proposal to the below address no later than **3:00 PM (local time) on September 4, 2013**. An original (manual) signature must appear on one (1) complete set of your submittal document. Late proposals properly identified will be returned to Proposer unopened. Late proposals will not be considered under any circumstances. Telephone proposals are not acceptable when in response to the Request for Qualifications. Facsimile ("FAX") or electronic (email) proposals are not acceptable when in response to this Request for Qualifications.

Houston Community College
Procurement Operations
Attn: Kerry Doucette - Procurement Supervisor
3100 Main Street (11th Floor, Room No. 11A06)
Houston, Texas 77002
Project Title: Financial Statement Opinion Audit Services
Project Number: RFQ 13-30

Please complete and return the following documents in your statement of qualifications package:

Section IV	Response to Document Format and Content
Attachment No. 1	Proposer/Contract Award
Attachment No. 2	Proposer Certifications
Attachment No. 3	Conflict of Interest Questionnaire
Attachment No. 4	Financial Interests & Potential Conflicts of Interests
Attachment No. 5	Determination of Good Faith Effort
Attachment No. 6	Small Business Unavailability Certificate
Attachment No. 7	Contractor & Subcontractor Participation Form
Attachment No. 8	Small Business Development Questionnaire

III. Inquiries and Interpretations:

Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by addendum (amendment) and all parties recorded by HCC as having received a copy of the RFQ will be notified of the addendum; and all addenda will be posted on the HCC Website. www.hccs.edu. All such addenda issued by HCC prior to the time that responses are received shall be considered part of the RFQ, and the Proposer shall be required to consider and acknowledge receipt of such in their response.

Only those HCC replies to inquiries which are made by formal written addenda shall be binding. Oral and other interpretations or clarification will be without legal effect. Proposer must acknowledge receipt of all addenda in Attachment No. 1 of this solicitation (Proposer/Contract Award Form).

Any questions or concerns regarding this Request for Qualifications shall be directed to the HCC Procurement Staff Member listed below.

HCC specifically requests that Proposers restrict all contact and questions regarding this RFQ to the HCC Procurement Staff Member listed below. HCC's Procurement Staff member must receive all questions or concerns **August 16, 2013 by 3:00 p.m. (local time)**. It is HCC's intent to respond to all appropriate questions and concerns; however, HCC reserves the right to decline to respond to any questions

Houston Community College
 Procurement Operations
 Attn: Kerry Doucette - Procurement Supervisor
 3100 Main Street (11th Floor, Room No. 11A06)
 Houston, Texas 77002
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IV. Document Format and Content:

A. Statement of Qualifications (SOQ) should be in the form of bound responses and shall be submitted in 8 ½" x 11" sizes. SOQ responses must be typed and should not include any unnecessarily elaborate or promotional material. The form, content and sequence of the response should follow the outline presented below.

B. Document Content

Transmittal Letter/Introduction (2 Pages maximum): The letter of transmittal shall be addressed to HCC's Procurement Staff Member listed above, and must, at a minimum, contain the following:

- 1) The project title, project number and identification of the lead offering firm, including name, mailing address, e-mail address, telephone number and fax number of each firm;

- 2) A brief understanding of the audit services to be performed;
- 3) A positive commitment to perform the audit in accordance with the requirements of the RFQ
- 4) Acknowledgement of receipt of RFQ amendments, if any;
- 5) Name, title, address and telephone number and fax number of a contact person for the firm;
- 6) Identification of any information contained in the response documents which the Proposer deems to be, and established as, confidential or proprietary and wishes to be withheld from disclosure to others under the Texas Open Records Act (a blanket statement that all contents of the response document are confidential or proprietary will not be honored by HCC); and
- 7) Signature of a person authorized to bind the offering firm to the terms of the response documents.

1. Table of Contents: Immediately following the transmittal letter and introduction, include a complete table of contents for material included in the response documents.

2. Tab 1 - Firm's Financial Status:

Provide evidence of the firm's financial stability including but not limited, any one or more of the following: the firm's audited financial statement for the last two (2) years (Profit and Loss Statements MUST be included); a statement from at least one financial institution with validation of at least six (6) months working capital; recent annual reports or equivalent information and your short and long-term credit rating; a letter from the company's CPA attesting to the company's financial stability.

Indicate whether your company is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.

3. Tab 2 - Company Profile:

Briefly furnish background information about your firm (a) legal form of business under which Proposer operates (i.e., corporation, partnership, sole proprietor); (b) years in business including date founded; (c) number and location of offices, location of company headquarters/main office; (d) principal lines of business; (e) total number of employees company wide and total number of employees in the State of Texas; (f) the location of the offices from which the work will be performed and the number of professional staff (by staff level, supporting personnel and the total number of managers) related to providing the services described in this solicitation; and (g) list the names(s), telephone number, email addresses of the representative(s) who are to be contacted regarding your proposal.

- State the size of the firm and whether it is local, regional, national or international in its operations
- Give the location of the office from which the work is to be performed and the number of professional staff employed at that office
- Describe the range of auditing and accounting activities performed by the local office, such as, accounting, etc.
- Describe the local office's capability to audit information systems, include the qualifications of personnel skilled in information systems who will work on the audit, if required.

Provide a description of Ownership: List the names of all officers and persons of the organization(s) that have a ten percent (10%) or greater ownership interest in the company. Indicate which persons are in day-to-day management of the company. Also, indicate if the business is a subsidiary of another entity or conglomerate.

Provide Sales Volume: Provide net sales data for the past three (3) years

State whether your company is currently for sale or involved in any transaction to expand or to become acquired by another business entity. If so, please explain the impact both in organizational and directional terms.

Provide any details of all past or pending litigation or claims filed against your company that

would affect your company's performance under an Agreement with HCC.

State whether your company is currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity. If so, specify date(s), details, circumstances, and prospects for resolution.

Provide your criteria for hiring including screening, criminal background checks, or any other means of verification of employee information, or explain other means for ensuring the integrity and suitability of the Proposer's employees.

Certify that the firm is legally permitted or licensed to conduct business in the State of Texas for services offered.

Only individual firms or lawfully formed business organizations may apply (This does not preclude a proposer from using consultants.) HCC will contract only with the individual firm or formal organization that submits Statement of Qualifications.

4. Tab 3 - Demonstrated Qualifications of Firm: This section should establish the ability of the firm and its sub-consultant, if any, to satisfactorily perform the required work. Provide examples of similar financial audit services experience working with community colleges, universities, education institutions or public institutions. HCC may verify all information furnished.

1. As a minimum, include the following per project experience:
 - a) Explain how your firm is organized and how its resources will be applied to HCC's work;
 - b) Provide your firm's principal(s) and staff commitment in providing Financial Statement Opinion Audit Services;
 - c) Describe your firm's financial statement opinion auditing philosophy and general financial auditing methodology;
 - d) Provide your firm's overall ability in providing financial opinion statements and financial auditing services and describe the projects your team has been associated with in providing financial opinion statement auditing services;
 - e) Provide a statement describing your firm's ability to audit computerized systems, including the number and classifications of personnel skilled in information technology who would work on HCC audits, if required to do so and describe your team's experience performing Financial Statement Opinion Audit Services with various information systems;
 - f) Demonstrate your firm's understanding, knowledge and experience of the project requirements, general financial audit services, financial statement opinion audits ;
 - g) Provide a brief description of your firm, and describe the number of licensed professional Certified Public Accountants employed by your firm and how the firm meets the State of Texas licensing requirements or other legal requirements related to performing financial audit services. Also provide information on your firm's association and participation in recognized financial statement auditing professional societies related to providing the services described in this solicitation in relation to college and/or higher education projects and the number of years the firm has been engaged in providing similar services, financial auditing, in Texas.
 - h) Provide positive statements confirming that the following mandatory criteria are satisfied:
 - 1) The respondent/firm is licensed to practice as an independent certified accounting firm;
 - 2) the respondent/firm meets the independence requirements of the Standards for Audit of Governmental Organizations, Programs, Activities and functions 1981 revision published by the U.S. General Accounting Office;
 - 3) the respondent/firm does not have a record of substandard audit work; and
 - 4) the respondent/firm meets all specific requirements imposed by federal, state or local laws or rules and regulations; and
 - 5) Provide examples of your firm civic activities including any awards and recognitions
 - 6) Provide examples of peer reviews
 - 7) Provide documentation of continuing education of Firm (as a whole)

- 8) Make a statement accepting your willingness to use other auditors work avoiding duplication
2. Provide the following:
 - a) Financial Statement Auditing Project Name, Location – Year Started and Completed;
 - b) Brief project description describing your experience, work performed by your firm and work subcontracted.
 - c) Owner Name, title, and current phone number.
 - d) Provide documented experience in providing the types of services described herein especially related college financial auditing services experience or higher education Financial Statement Opinion Audit Services experience and with regard to accomplishment of past financial auditing projects.
 - e) Firm's financial auditing services philosophy, and methodology.
 - f) The methods used and how the firm maintains quality control.

5. Tab 4 - Demonstrated Qualifications of Personnel: This section should discuss the staff of the responding firm committed to this project and providing the Financial Statement Opinion Audit Services described herein.

Key Personnel: Identify the Key personnel that would be assigned to HCC and will provide the work described in the Scope of Services. Please include the following:

- a) A brief description of their unique qualifications as it pertains to this project, work and scope;
- b) Availability and commitment of the Proposer, its principal(s) and assigned professionals to undertake the project;
- c) Personnel's job functions, role, percent of time to be assigned to this project and office location;
- d) Designated individual who is authorized to sign and enter into any resulting contract; and
- e) Provide brief resumes (not more than one (1) page) for each key personnel. The resumes must clearly specify the number of years the individual has experience in financial statement opinion audit services and any related license or certifications in providing financial statement opinion audit services.

Provide a proposed team composition including an organizational chart, which identifies key personnel and their particular roles in furnishing the services required under this RFQ. Describe how the team will be organized under this project.

Provide documented expertise and educational level of individuals employed by the firm, who will be directly involved in providing the required services as described herein, and their philosophy concerning financial statement auditing services oversight.

- (f) Provide documentation of continuing education of Key personnel

6. Tab 5 - Technical Approach & Methodology: This section should discuss and respond to the following questions and requirements described in the scope of services for Financial Statement Opinion Audit Services described herein.

General Information:

1. Funds

The audit shall be conducted at the Fund level consisting of fund categories entitled: unrestricted, restricted, auxiliary, unexpended plant, retirement of debt, investment in plant and Public Facility Corporation. The Fund categories are further explained as follows:

- a) Unrestricted Funds: The unrestricted fund records and tracks financial resources of the System that are expendable for any legal and reasonable purpose agreed upon by the governing board in carrying out the primary purposes of the System and have not been designated.
- b) Restricted Funds: Financial resources restricted by donors, grantors or outside agencies for a specific current operating purpose are accounted for as restricted funds. This classification of funds also includes scholarships, agency and loan funds.
- c) Auxiliary Funds: Auxiliary tracks and records funds generated by services provided for students,

faculty or staff and charges a fee related to but not necessarily equal to the cost of services. This fund records the activity that is charged to individuals for its services and is self-sufficient operations.

d) Unexpended Plant Funds/Renewal and Replacement Funds: This fund is used to track and record construction projects, including construction in-progress and major repairs.

e) Retirement of Indebtedness Funds: This fund is used to record and track sinking funds and principle payments.

f) Investment in Plant Funds: The investment in plant fund maintains the book value of the System's plant properties.

g) Public Facility Corporation: This is the blended component unit.

2. HCC Accounting Basis

HCC uses the accrual basis of accounting.

3. Budget Records

The budget records are accessible by use of PeopleSoft panels, reports and query functionalities. Major categories of revenue are budgeted at the top level and detail budgets for users are available via the system at a departmental level.

Revenues, appropriations and encumbrances are recorded in the accounting records. The financial activity adequately meets the need of a medium to large business controlling an approximate budget of \$294,505,507 per year. Payroll is maintained for approximately 3,246 employees generating a payroll of approximately \$5.5 million per pay period. HCC maintains accounts and provides financial information for an entity servicing approximately 70,000 students. HCC controls ten (10) bank accounts, with six (6) ZBA's and two (2) controls, three (3) high yield savings and eight (8) money market accounts used for debt financing, student loans, and investments. There is one (1) tax receivable account in use.

4. Record Accessibility and Computerized Accounting Records

Records are accessible through the PeopleSoft Software System, installed since fiscal year 2001 – 2002. Records for General Ledger Accounting, Accounts Payable, Cashiering, Purchasing, Fixed Assets, Payroll, Grant Accounting and Human Resources are available and easily retrieved by use of system panels and query. The Accounting Department has primary responsibility for maintenance of these accounting records. The audit team should have experience working with PeopleSoft and must learn PeopleSoft software and shall be responsible for running all reports and queries.

5. Audit Requirements:

A. The audit services shall include, but is not limited to, the following documents:

- 1) Basic Financial Statements;
- 2) Other Schedules as required by the State of Texas;
- 3) Statement of Net Assets;
- 4) Statement of Revenues, Expenses and Changes in Net Assets;
- 5) Schedule of Operating Expenses and Capital Outlay by functional and natural Classifications;
- 6) Statement of Cash Flow;
- 7) Compliance with laws and regulations related to Federal programs and the Public Funds Investment Act;
- 8) Comprehensive Annual Financial Report (CAFR);
- 9) Debt Service Schedules totaling \$1,072,916,014;
- 10) Construction In-Progress Schedules totaling \$97,824,164;
- 11) Investments Schedules totaling \$700,546,674;
- 12) Compliance with all new pronouncements (GASB 49, GASB 48, GASB 7, GASB 45, GASBA 44, GASB

34, GASB 65, GASB 62, GASB 66, GASB 67, GASB68, etc.)

B. The audit shall be a Single Audit conducted in accordance with the following standards:

- 1) Generally Accepted Audit Standards;
- 2) Government Auditing Standards issued by the Comptroller General of the United States;
- 3) Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations;
- 4) American Institute of Certified Public Accountants' Industry Audit Guide for Colleges and Universities;
- 5) Texas Higher Education Coordinating Board's Annual Financial Reporting Requirements for the Texas Public Community Colleges;
- 6) State of Texas Single Audit Circular;
- 7) State of Texas Annual Financial Reporting Requirements;
- 8) Certificate of Achievement for Excellence in Financial Reporting Requirements.

C. The audit requirements shall also include the following:

- 1) Opinion on the institution's basic financial statement;
- 2) Schedule of federal awards shall be prepared;
- 3) Circular A-128 and A-133 require reporting of expenditures by major programs only;
- 4) Prove that the assets, liabilities, revenues, expenditures and change in financial position is correct and reliable;
- 5) Prove that the System (College) is in conformity with General Accepted Accounting Principles.

D. Report on the auditor's understanding of the internal control structure and the assessment of the following:

- 1) List scope of work accomplished in effort to assess the Institution's (System) control structure.
- 2) Describe significant controls that ensure compliance with laws and regulations that have a material impact on the financial statements of the management of federal awards.

E. Report on the auditor's opinion of compliance:

- 1) State whether or not the major programs were administered in compliance with applicable standards, laws and regulations;
- 2) Present material findings that disclose the number of transactions and the dollar value of the universe from which transactions were selected, the sample and the exceptions;
- 3) Present dollar amount of cost questioned and recommendations for corrective action;
- 4) Report any acts of fraud or any other illegal acts discovered;
- 5) Review the status of conditions noted for correction in the findings and recommendations of prior audit reports and report on uncorrected conditions.

F. Administrative Responsibilities of Houston Community College System:

- 1) HCC will assign a liaison to coordinate all draft reports, schedules, confirmations, pre-audit requests, audit inquiries and responses.
- 2) HCC will maintain current recording structure of financial reporting; however, a translation to the new GASB 34/35 format will be submitted for audit and compliance purposes.
- 3) The HCC accounting/finance team will prepare drafts of all required Schedules and provide drafts to the audit team. The HCC team will also be available to reproduce copies of documents and pull documents for review. Clerical assistance may be provided.
- 4) HCC will provide office space and workstations.
- 5) HCC maintains an internal auditing function which may be available to assist in the audit.

G. Access/Retention of Work Papers

The Audit Consultant shall provide access, at no extra cost to HCC, to all work papers and other related documents produced during the financial audits rendered hereunder. The Audit Consultant shall also

retain the audit work papers for a period of seven (7) years from the date of the Audit Consultant's opinion. These papers shall be made available to HCC and its Federal and State of Texas audit agencies upon request by HCC to review such work papers.

H. Deliverables and Timelines

The Audit Consultant shall prepare and deliver to HCC the deliverables described below, and by the time frame specified, based on an audit start date is October 9, 2014:

Deliverables	No. of Copies	Approximate Due Date to HCC
"Draft" Annual Financial Report	3	11/08/2014
"Draft" Management Letter	3	11/08/2014
Final Annual Financial Report	20	11/15/2014
Final Management Letter	20	11/15/2014
Interim Audit		07/14/2014
CAFR	6	02/10/2015

7. **Tab 6 – Past Performance and References:** This section should establish the Proposer's past performance and references of performing and delivering Financial Statement Auditing Services.

A. Past Performance:

This section should establish the Proposer's experience and past performance with providing and completing financial statement opinion auditing services. Your response must include a listing of at least three (3) projects for which you have successfully provided financial auditing services of the type and kind required by this RFQ. Provide project name; firm's role (prime or subcontractor); date completed; project size and scope; and contact name(s).

List all Financial Auditing Services projects for which your firm was responsible that were unsuccessful. Provide a list of all contracts that may have ended during the past 5 years; including contracts that may have been terminated or not renewed when a renewal was available. Include a detailed explanation of the circumstances related therein for any such contracts noted. Include your firm's role/scope, project value, end date, and contact name. Explain any circumstances related to problems and any corrective actions taken or resolutions.

Provide information on past performance on community college/junior college/ and or higher education financial statement auditing services as a prime contractor.

Describe techniques or procedures utilized on previous Bond projects.

Demonstrate past performance on meeting schedules and/or timelines on financial statement auditing and reporting projects.

Provide information on firm's past performance in providing financial statement opinion audit services oversight and planning.

Provide information on past performance as it relates to firm's ability in effectively responding to problems, obstacles, setbacks and corrective actions on project assignments.

B. References:

This section should establish references and a reference list of all customers for whom you have performed work similar to the type of work described in this RFQ during the last (3) three to five (5) years. The list should include the company name, contact person, telephone number and email address (if known).

The list should be broken down in the following categories:

- 1) Federal Government
- 2) Local Governments;
- 3) Colleges Universities;
- 4) K-12 School Districts;
- 5) Teaching Healthcare Facilities; and
- 6) Commercial/Industry

Provide letters of recommendations from clients listing recently completed financial audit services projects and provide examples of projects that highlight the firm's creative and innovative skills.

Provide information related to quality and cost containment; demonstrate proven history of recognizing and adhering to clients approved standards for accounting and in compliance with General Acceptable Accounting Practices and demonstrated ability to bring projects in on time and within the budget.

Provide a list of any work that your firm may have completed for Houston Community College during the past 3 to 5 years, including a detailed description of the work effort, performance and define if the work was completed as a contractor directly with HCC or as a subcontractor under a project.

8. Tab 7 - Small Business Practices:

Describe your previous experience and involvement working with Small Business certified firms (if your firm is not HUB certified) or as a HUB certified firm in an accounting, financial auditing services or related financial services relationship. Please describe your firm's approach to working with Small Business certified financial and accounting firms or related firms, including level of effort, division of duties and providing opinions. Provide a statement detailing small business participation commitment.

For this Project HCC has a small business participation goal of **Twenty-five Percent (25%)**. At a minimum, your response must include: (a) Firm's commitment to meeting the small business participation goal for the project (b) a description of previous projects where your firm has successfully subcontracted work to small businesses, minority/women owned businesses, and/ or disadvantaged businesses including the percentage (%) of work subcontracted to these firms under each project; (c) a narrative outlining your overall approach to subcontracting and how you will solicit and select small businesses, minority/women owned businesses, and/ or disadvantaged businesses for participation as part of this Project; and (d) indicate what challenges you anticipate in attaining HCC's goal.

Describe what opportunities you foresee to utilize sub-consultants/subcontractors to perform portions of the work contemplated under this RFQ.

Describe your company's process for the selection sub-consultants/subcontractors and process for evaluating sub-consultants/subcontractors performance.

9. Tab 8 - Business Relationship Strength: "Business Relationship Strength" for the purpose of this RFQ shall mean the definition and commitment of the Proposer towards a mutually successful "relationship" between the selected contractor and HCC for the duration of the Project. Proposer's Statement of Qualification must include their definition, proposal and commitment to forge, foster and maintain a mutually successful "relationship" with HCC. At a minimum, your response must include: (a) your definition of a mutually successful "relationship" between your firm and HCC; and (b) your firm's commitment to a mutually successful "relationship" in the form of at least three, and not more than five, specific, obtainable criteria, activities, agreements or requirements that shall, subject to negotiation and mutual consent, become features of the awarded contract and shall guide the HCC-Contractor relationship for the duration of the Project

Provide any other details regarding special services, products, advantages or other benefits offered to HCC by the Proposer.

V. Evaluation Criteria:

Selection of the most qualified firm will be made on the basis of demonstrated competence and qualifications to perform financial statement opinion audit services. An Evaluation Committee will review the statement of qualifications submitted in response to the solicitation. Evaluation factors for the selection of the firm are as follows:

Evaluation Criteria	Available Points
Tab 1 - Firm's Financial Status (See section IV.B.2)	10
Tab 2 - Company Profile (See section IV.B.3)	10
Tab 3 - Demonstrated Qualifications of Firm (See section IV.B.4)	25
Tab 4 - Demonstrated Qualifications of Personnel (See section IV.B.5)	20
Tab 5 - Technical Approach and Methodology (See section IV.B.6)	20
Tab 6 - Past Performance and References (See section IV.B.7)	15
Tab 7 - Small Business Practices (See section IV.B.8)	Acceptable/Unacceptable
Tab 8 Business Relationship Strength (See section IV.B.9)	Acceptable/Unacceptable
Total Points	100

HCC may request additional clarification and oral interviews from a short-list of the top rated firms solely on the written responses to this request for qualifications.

VI. Introduction & Background:

Houston Community College is one of the largest institutions of higher education in the country with more than 70,000 students each semester, including more international students (8%) than any community college in the country. With an inspiring vision, HCC will become an opportunity institution for every student we serve – essential to our community's success. To learn more about HCC visit our website at hccs.edu.

VII. Scope of Services and Specific Conditions:

A. Description of HCC and Records to be Audited:

HCC (a governmental subdivision of the State of Texas) consists of Six (6) colleges with multiple campuses located throughout the Houston, Texas metropolitan area. HCC has a student population of approximately 70,000 students and an approximate budget of \$294,505,507, per year. HCC has the following eight (8) types of funds:

- 1) Unrestricted;
- 2) Restricted;
- 3) Auxiliary;
- 4) Unexpended Plant funds/Renewal and Replacements;
- 5) Retirement of Indebtedness;
- 6) Investment in Plant;
- 7) Public Facility Corporation;
- 8) Agency

The basis of accounting used to recognize cash and expense is a combination of cash and accrual. The financial statements of HCC have been prepared on the accrual basis of accounting. The audit services to be conducted under this solicitation will be at the fund level.

The audit shall be conducted in accordance with generally accepted auditing standards applicable to financial audits contained in Government Auditing Standards (including GASB's 34 and 35), issued by the Comptroller of the United States and the standards applicable to financial audits contained in the State of Texas Single Audit Circular. The audit shall include the basic financial statements of HCC and supplemental schedules in the precise format prescribed by the Texas Higher Education Coordinating Board. All federal reports and schedules as required by Government Auditing Standards and Office of Management and Budget Circular A-133, Audits of States, Local Governments and Non-Profit Organizations, are also required.

HCC was authorized on May 8, 1971, in accordance with the laws of the State of Texas, to serve the educational needs of the Houston Independent School District, City of Stafford and Missouri City, Texas. HCC also serves the Texas school districts of Alief, Katy, North Forest and Spring Branch at those districts requests. HCC is a comprehensive public two-year institution offering academic, general, occupational, development, and continuing adult education programs through a network of Colleges.

HCC is considered to be a special purpose, primary government according to the definition in Governmental Accounting Standards Board (GASB) Statement No. 14. While HCC receives funding from Local, State and Federal sources, and must comply with the spending, reporting, and recordkeeping requirements of these entities, it is not a component of any other governmental entity.

The financial statements of HCC include the funds of all organizations and entities for which it has oversight responsibility. Oversight responsibility includes, but is not limited to, financial interdependency, selection of governing authority, designation of management, ability to significantly influence operations, and accountability for fiscal matters. Not included in the financial statements is the Houston Community College System Foundation. The Foundation is a not-for-profit corporation controlled by a separate Board of Trustees, whose sole purpose is to advance and assist in the development, growth, and operation of Houston Community College System.

B. Minimum Qualification Standards

The Respondent(s) shall meet the following minimum qualification standards:

- 1) A licensed Certified public accountant or persons working for a certified public accounting organization shall perform the audit;

- 2) The lead auditor team member of the engagement shall be a certified public accountant;
- 3) The audit organization shall meet the State of Texas licensing requirements or other legal requirements to perform the audit.

Note: If it is determined that the respondent/firm does not meet the above minimum qualifications standards, the firm shall be disqualified from further consideration in the evaluation process.

The Financial Auditing Firm will work with and report to the Chief Financial Officer, and be in coordination with the staff of the Accounting and Financial Management Department.

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VIII. Eligibility for Award:

a. In order for a Proposer to this solicitation to be eligible to be awarded the contract, the Qualification submittal must be responsive to the solicitation and HCC must be able to determine that the Proposer is responsible and has the resources and capacity to perform the resulting contract satisfactorily.

b. Responsive Qualification submittals are those that comply with all material aspects of the solicitation, conform to the solicitation documents and meet the requirements set forth in this solicitation. Qualification submittals, which do not comply with all the terms and conditions of this solicitation, will be rejected as non-responsive.

c. Responsible proposers, at a minimum, must meet the following requirements:

- Have adequate financial resources, or the ability to obtain such resources as required during the performance of any resulting contract;
- Be able to comply with the required performance schedule, taking into consideration all existing business commitments;
- Have a satisfactory record of past performance;
- Have necessary personnel and management capability to perform any resulting contract;
- Be qualified as an established firm regularly engaged in the type of business necessary to fulfill the contract requirements;
- Certify that the firm is not delinquent in any tax owed the State of Texas under Chapter 171, Tax Code; and is not delinquent in taxes owed to the Houston Community College Project; signing and submitting the proposal is so certifying to such non-delinquency; and
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

d. Proposers(s) may be requested to submit additional written evidence verifying that the firm meets the minimum requirements described above and as necessary to perform the requirements of the solicitation and be determined a responsible proposer. Failure to provide any requested additional information may result in the proposer being declared non-responsive and the proposal being rejected.

e. A person is not eligible to be considered for award of this solicitation or any resulting contract or to be a subcontractor of the proposer or prime contractor if the person assisted in the development of this solicitation or any part of this solicitation or if the person participated in a project related to this solicitation when such participation would give the person special knowledge that would give that person or a prime contractor an unfair advantage over other bidders.

f. A person or proposer shall not be eligible to be considered for this solicitation if the person or proposer engaged in or attempted to engage in prohibited communications as described in Section XI of this solicitation.

g. Firm shall maintain in effect for the full contract term Professional Liability Insurance at an amount of no less than \$1,000,000 and Per Occurrence/Aggregate of \$2,000,000.

h. Only individual firms or lawfully formed business organizations may apply (This does not preclude a respondent from using subcontractors or consultants.) HCC will contract only with the individual firm or formal organization that submits a response to this RFQ.

i. Award of a contract, if awarded, will be made to the proposer who (a) submits a responsive proposal; (b) is a responsible proposer; and (c) offers the best value to HCC, and other factors considered. A responsive proposal and a responsible proposer are those that meet the requirements of and are as described in this solicitation. HCC may award a contract, based on initial proposals received, without discussion of such proposals. Accordingly, each initial proposal should be submitted on the most favorable terms from a qualifications and technical standpoint, which the proposer can submit to HCC. Except as otherwise may be set forth in this solicitation, HCC reserves the right to waive any informalities, non-material errors, technicalities, or irregularities in the proposal documents submitted and consider the proposal for award.

IX. Small Business Development Program (SBDP):

- a. HCC has adopted a Small Business Development Program for small businesses attempting to provide goods and/or services as prime contractors or as subcontractors to other prime contractors to HCC. The program is designed to prevent discrimination by ensuring that small, underutilized and disadvantaged businesses are informed and prepared to compete for HCC procurements. HCC will neither discriminate nor select vendors on the basis of race, color, national origin, religion, gender, age, veteran status, sexual orientation or disability in its procurement selection process.
- b. Small businesses whose gross annual income averaged over the past three (3) years does not exceed the Small Business Administration's size standard as specified in 13 CFR Part 121 are eligible to apply for participation in the program.
- c. For this solicitation, HCC has established a **Twenty-five Percent (25%)** as its goal for Small Business participation.
- d. Good Faith Efforts- HCC will make a good faith effort to utilize small businesses in all contracts. The annual program goals may be met by contracting directly with small businesses or indirectly through subcontracting opportunities. Therefore, any business that contracts with HCC will be required to make a good faith effort to award subcontracts to small businesses. The subcontracting goal applies to all vendors regardless of their status. By implementing the following procedures a contractor shall be presumed to have made a good faith effort:
 - To the extent consistent with industry practices, divide the contract work into reasonable lots;
 - Give notice to SBDP eligible firms of subcontract opportunities or post notices of such opportunities in newspapers and other circulars; and
 - Document reasons for rejecting a firm that submitted a proposal for subcontracting opportunities.

To the extent required by the solicitation, the contract shall require the selected contractor to agree to attain small business participation goal or target as set forth in the solicitation.

Prime Contractor/Contracts for Service:

The prime contractor must perform a minimum of 30% of any contract for services with its labor force and or demonstrate management of the contract for services to the satisfaction of HCC.

X. Internship Program:

- a. HCC is expanding its student internship program. All vendors are encouraged to make a commitment to utilize certain HCC student(s) in an internship capacity with the company under any resulting contract for services required under this solicitation. The selected contractor will be expected to pay the student(s) at least the minimum wage required by law. HCC will provide the selected contractor with the name of student(s) eligible to participate in the internship program.
- b. For additional information regarding the internship program, please contact Dr. Freddie Wade, Director of Workforce Program Initiatives at (713) 718-7596.

XI. Prohibited Communications and Political Contributions:

Except as provided in exceptions below, political contributions and the following communications regarding this solicitation or any other invitation for bids, requests for proposal, requests for qualifications, or other solicitation are prohibited:

- [1] Between a potential vendor, subcontractor to vendor, service provider, proposer, Offeror, lobbyist or consultant and any Trustee;
- [2] Between any Trustee and any member of a selection or evaluation committee; and
- [3] Between any Trustee and administrator or employee.

The communications prohibition shall be imposed from the day the solicitation is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the contract will not be awarded. During this period, no HCC Trustee and no vendor shall communicate in any way concerning any pending Solicitation involving the Vendor, subject to the penalties stated herein.

In the event the Board refers the recommendation back to the staff for reconsideration, the communication prohibition shall be re-imposed.

The communications prohibition shall not apply to the following:

- [1] Duly noted pre-bid or pre-proposal conferences.
- [2] Communications with the HCC General Counsel.
- [3] Emergency contracts.
- [4] Presentations made to the Board during any duly-noticed public meeting.
- [5] Unless otherwise prohibited in the solicitation documents, any written communications between any parties, provided that the originator shall immediately file a copy of any written communication with the Board Services Office. The Board Services Office shall make copies available to any person upon request.
- [6] Nothing contained herein shall prohibit any person or entity from publicly addressing the Board during any duly-noticed public meeting, in accordance with applicable Board policies, regarding action on the contract.

Any potential vendor, subcontractor vendor, service provider, bidder, offeror, lobbyist or consultant who engages or attempts to engage in prohibited communications shall not be eligible for the award of any resulting contract under this solicitation. Any other direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify bidders, vendors, service providers, lobbyist, consultants, and contractors from both this current and any future consideration for participation in HCC orders and contracts.

Except as provided in Inquiries and Interpretations, section III, respondents are not to interact with System Staff or Board Members regarding the RFQ until the Contractor has been selected and approved by the Board.

XII. Commitment:

Proposer understands and agrees that this RFQ and any resulting Agreement is issued predicated on anticipated requirements for financial statement opinion audit services and that HCC has made no representation, guarantee or commitment with respect to any specific quantity of or dollar value to be furnished under any resulting Agreement. Further Proposer recognizes and understands that any cost borne by the Proposer, which arises from Proposer's performance under any resulting agreement, shall be at the sole risk and responsibility of Proposer.

XIII. No Third Party Rights:

This Contract is made for the sole benefit of the HCC and the Contractor and their respective successors and permitted assigns. Nothing in this Contract shall create or be deemed to create a relationship between the Parties to this Contract and any third person, including a relationship in the nature of a third party beneficiary or fiduciary.

XIV. Withdrawal or Modification:

No proposal may be changed, amended, modified by telegram or otherwise, after the same has been submitted or filed in response to this solicitation, except for obvious errors in extension. However, a proposal may be withdrawn and resubmitted any time prior to the time set for receipt of proposals. No proposal may be withdrawn after the submittal deadline without approval by HCC, which shall be based on Respondent's submittal, in writing, of a reason acceptable to HCC.

XV. Postponement of Proposals Due Date/Time:

Notwithstanding the date/time for receipt of proposals established in this solicitation, the date and time established herein for receiving proposals may be postponed solely at HCCs discretion.

XVI. Validity Period:

Proposals are to be valid for HCCs acceptance for a minimum of 180 days from the submittal deadline date to allow time for evaluation, selection, and any unforeseen delays. Proposals, if accepted, shall remain valid for the life of the Agreement.

XVII. Drug Policy:

HCC is a drug-free workforce and workplace. The manufacture, sale, distribution, dispensation, possession or use of illegal drugs (except legally prescribed medications under physician's prescription and in the original container) or alcohol by vendors or contractors while on HCC's premises is strictly prohibited.

XVIII. Conflict of Interest:

If a firm, proposer, contractor or other person responding to this solicitation knows of any material personal interest, direct or indirect, that any member, official or employee of HCC would have in any contract resulting from this solicitation, the firm must disclose this information to HCC. Persons submitting a proposal or response to this solicitation must comply with all applicable laws, ordinances, and regulations of the State of Texas Government Code, including, without limitation, Chapter 171 and 176 of the Local Government Code. The person /proposer submitting a response to this solicitation must complete (as applicable), sign and submit the attached Conflict of Interest Questionnaire Form, and Financial Interest and Potential Conflict of Interests with the proposal package. HCC expects the selected contractor to comply with Chapter 176 of the Local Government Code and that failure to comply will be grounds for termination of the contract.

Note: The attached Conflict of Interest Questionnaire Form, and Financial Interest and Potential Conflict of Interests forms shall be completed signed and returned to HCC. Enter N/A in those areas on the Attachments that are not applicable to your company. Failure to complete, sign and notarize (if applicable) these Attachments shall render your proposal non-responsive.

XIX. Ethics Conduct:

Any direct or indirect actions taken to unduly influence competitive purposes, to circumvent equal consideration for competitive bidders, or to disregard ethical and legal trade practices will disqualify vendors and contractors from current and future consideration for participation in HCC orders and contracts.

XX. Submission Waiver:

By submitting a response to this Solicitation, the Offeror or proposer agrees to waive any claim it has or may have against Houston Community College System and its trustees, employees or agents arising out of or in connection with (1) the Administration, evaluation or recommendation of any offer or response; (2) any requirements under the solicitation, the solicitation or response package or related documents; (3) the rejection of any offer or any response or any part of any offer or response; and/or (4) the award of a contract, if any.

XXI. Taxes:

HCC is tax exempt as a governmental subdivision of the State of Texas under Section 501C (3) of the Internal Revenue Code. Limited Sales Tax Number: 1-74-1709152-1. No proposal shall include any costs for taxes to be assessed against HCC. The Contractor shall be responsible for paying all applicable taxes and fees, including but not limited to, excise tax, state and local income tax, payroll and withholding taxes for Contractor Employees. The contractor shall hold HCC harmless for all claims arising from payment of such taxes and fees.

XXII. Texas Public Information Act:

HCC considers all information, documentation and other materials requested to be submitted in response to this solicitation to be of a non-confidential and/or non-proprietary nature, and therefore, shall be subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter 552.001, et seq.) ("The Act") after a contract if any, is awarded. If the proposer considers any information submitted in response to this request for proposal to be confidential under law or constitute trade secrets or other protected information, the proposer must identify such materials in the proposal response. Notwithstanding the foregoing, the identification of such materials would not be construed or require HCC to act in contravention of its obligation to comply with the Act and the proposer releases HCC from any liability or responsibility for maintaining the confidentiality of such documents.

XXIII. Vendor Registration:

The Houston Community College Procurement Operations department has developed an online vendor application. This is designed to allow firms or individuals that are interested in doing business with HCC to register online and become part of our vendor database. Once registered, you will receive a password and personal login information that will allow you to modify your vendor information anytime a change occurs with your company. You will have the flexibility to add or delete commodity lines, update phone numbers, and contact information, etc. This database will allow HCC to notify, via email, all companies that match the desired commodity criteria for procurement opportunities within Houston Community College. What a great way to never miss out on an HCC bid or proposal opportunity again.

Please take a moment to go to the Houston Community College Procurement Operations Department website and register as a vendor. The website address to access the vendor registration form is <https://hccs.sbcompliance.com/FrontEnd/VendorsIntroduction.asp>

If you do not have internet access, you are welcome to use a computer at any HCC library to access the website and register.

A PROPERLY COMPLETED VENDOR APPLICATION IS REQUIRED AND IS A CONDITION OF CONTRACT AWARD. The website address to access the vendor registration form is: <https://hccs.sbcompliance.com/FrontEnd/StartRegistry.asp?TN=hccs&XID=4636>

XXIV. Terms and Conditions:

HCC General Terms and Conditions of Contracts shall govern any Purchase Order/Contract issued as a result of this solicitation (RFQ). They may be viewed at:

http://www.hccs.edu/hcc/System%20Home/Departments/Procurement_Operations/About_Procurement/General%20Terms%20and%20Conditions%20of%20Contracts.pdf

Proposers may offer for HCC's consideration alternate provisions to the Terms and Conditions. Alternates proposed must refer to the specific article(s) or section(s) concerned. General exceptions such as "company standard sales terms apply" or "will negotiate" are not acceptable. Proposer's silence as to the terms and conditions shall be construed as an indication of complete acceptance of these conditions as written.

XXV. Indemnification:

Consultant shall indemnify, pay for the defense of, and hold harmless the College and its officers, agents and employees of and from any and all liabilities, claims, debts, damages, demands, suits, actions and causes of actions of whatsoever kind, nature or sort which may be incurred by reason of Consultant's negligence, recklessness, or willful acts and/or omission in rendering any services hereunder. Consultant shall assume full responsibility for payments of federal, state and local taxes or contributions imposed or required under the social security, Workers' Compensation or income tax law, or any disability or unemployment law, or retirement contribution of any sort whatever, concerning Consultant or any employee and shall further indemnify, pay for the defense of, and hold harmless the College of and from

any such payment or liability arising out of or in any manner connected with Consultant's performance under this Agreement.

XXVI. Delegation:

HCC Board of Trustees must approve all contracts valued at over \$50,000. The Board has granted the Chancellor authority to initiate and execute contracts valued up to \$50,000. The procurement of goods and services, including professional services and construction services shall be completed as per any applicable HCC policy and procedure and shall be in accordance with Section 44.031 of the Texas Education Code for the purchase of goods and services, Section 2254 of the Texas Government Code for the purchase of Professional and Consulting Services, and Section 2267 of the Texas Government Code for the purchase of construction services. This includes the evaluation of all bids, proposals, or statements of qualification under procurement, regardless of contract amount, including the final ranking and selection which shall be made on the evaluation and scoring as per the published selection criteria and the final evaluation ranking.

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**ATTACHMENT NO. 1
HOUSTON COMMUNITY COLLEGE
REQUEST FOR QUALIFICATIONS
RESPONSE/CONTRACT AWARD FORM**

PROJECT TITLE: Financial Statement Opinion Audit Services
PROJECT NO.: RFQ 13-30

Name of Proposer/Contractor: _____

Federal Employer Identification Number _____
(Note: please refer to RFQ- Summary, Section XVI: Vendor Registration)

Address: _____

Telephone: _____

Fax: _____

E-mail: _____

In compliance with the requirements of this Request for Qualifications for providing _____, the undersigned hereby proposes to furnish all necessary resources required to perform the services in accordance with our Statement of Qualifications dated _____ and as mutually agreed upon by subsequent negotiations, if any.

The undersigned certifies that he/she has read, understands and agrees to be bound by the requirements and terms and conditions set forth in this Solicitation and any and all amendments issued by HCC and made a part of this Request for Qualifications. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned understands and agrees that when evaluating proposals and making an award decision, HCC relies on the truth and accuracy of the statements and representations presented in the proposal response. Accordingly, HCC has the right to suspend or debar the undersigned from its procurement process and/or terminate any contract award that may have resulted from this solicitation if HCC determines that any statements or representations made were not true and accurate.

Signed By: _____ Name: _____
(Type or Print)

Title: _____
(Type or Print)

State of _____

Sworn to and subscribed before me at _____, _____,
(City) (State)

this the _____ day of _____, 2013.

Notary Public for the State of: _____

ACCEPTANCE AND CONTRACT AWARD FORM

(Note: This page will be completed by HCC.)

Purchase Order No. _____ (for payment purposes only)

Project No. _____

Effective Date: _____

Contractor to perform the work required herein in accordance with Purchase Order(s) issued by HCC, the Terms and Conditions incorporated herein by reference, and the prices, scope of services and any terms, specifications and requirement attached hereto and made a part hereof.

In the event of an inconsistency between this Contract, the RFQ, and/or the Contractor's Proposal, unless otherwise provided herein, the inconsistency shall be resolved by giving precedence first to this Contract, then the RFQ and finally, the Contractor's Proposal.

HOUSTON COMMUNITY COLLEGE

Executed for and on behalf of the Houston Community College pursuant to approval by the Board of Trustees on _____, 2013.

Signed By: _____

Title: _____

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**ATTACHMENT NO. 2
PROPOSER'S CERTIFICATIONS
HCC PROJECT NO. RFQ 13-30**

1. NON-DISCRIMINATION STATEMENT:

The undersigned certifies that he/she will not discriminate against any employee or applicant for employment or in the selection of subcontractors because of race, color, age, religion, gender, national origin or disability. The undersigned shall also take action to ensure that applicants are employed, and treated during employment, without regard to their race, color, religion, gender, age, national origin or disability. Such action shall include, but shall not be limited to, the following: non-discriminatory employment practices: employment, upgrading or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other compensation and selection for training, including apprenticeship.

2. BLACKOUT PERIOD COMPLIANCE:

The undersigned certifies that he/she has read, understands and agrees to be bound by the Prohibited Communications provision set forth in the RFQ. The undersigned further understands that the Bidder shall not communicate with a HCC Trustee, employee, or any member of the selection/evaluation committee in any way concerning this Solicitation from the day it is first advertised through thirty (30) days after the contract is executed by the Chancellor or his/her designee, or when a determination is made that the contract will not be awarded.

This period is known as the "Blackout Period," as further defined in Section 1.7.10 and 3.3 of the Procurement Operations Manual. Violation of the Blackout Period is considered unethical conduct and will be handled as such with regard to a Trustee and all applicable federal and state laws and regulations, local ordinances, board policies and procurement procedures with respect to their conduct as public officials involved in the procurement process.

With regard to a Bidder, violation of the Blackout Period may result in the cancellation of the referenced transaction, debarment, disqualification from future procurement solicitations and prosecution in accordance with the Laws of the State of Texas.

3. ASSURANCE OF SBDP GOAL:

The undersigned certifies that he/she has read, understands and agrees to be bound by the small business provisions set forth in this Solicitation. The undersigned further certifies that he/she is legally authorized to make the statements and representations in the Solicitation and that said statements and representations are true and accurate to the best of his/her knowledge. The undersigned will enter into formal agreement(s) for work identified on the CONTRACTOR AND SUBCONTRACTOR PARTICIPATION form conditioned upon execution of a contract with HCC. The undersigned agrees to attain the small business utilization percentages of the total offer amount as set forth below:

Small Business Participation Goal = _____

The undersigned certifies that the firm shown below has not discriminated against any small business or other potential subcontractor because of race, color, religion, gender, age, veteran's status, disability or national origin, but has provided full and equal opportunity to all potential subcontractors irrespective of race, color, religion, gender, age, disability, national origin or veteran status.

The undersigned understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated commitments set forth herein without prior approval of HCC's Chancellor or the duly authorized representative, the Proposer may be subject to the loss of the contract or the termination thereof.

4. CERTIFICATION AND DISCLOSURE STATEMENT:

A person or business entity entering into a contract with HCC is required by Texas Law to disclose, in advance of the contract award, if the person or an owner or operator of the business entity has been convicted of a felony. The disclosure should include a general description of the conduct resulting in the conviction of a felony as provided in section 44.034 of the Texas Education Code. The requested information is being collected in accordance with applicable law. This requirement does not apply to a publicly held corporation.

If an individual:

Have you been convicted of a felony? YES or NO

If a business entity: YES or NO

Has any owner of your business entity been convicted of a felony? _____

Has any operator of your business entity been convicted of a felony? _____

If you answered yes to any of the above questions, please provide a general description of the conduct resulting in the conviction of the felony, including the Case Number, the applicable dates, the State and County where the conviction occurred, and the sentence.

5. DISCLOSURE OF OWNERSHIP INTERESTS:

The undersigned certifies that he/she has accurately completed the attached Exhibit 1 "Ownership Interest Disclosure List." For the purposes of this section, in accordance with Board Bylaws, the term "Contractors" shall include any member of the potential vendor's board of directors, its chairperson, chief executive officer, chief financial officer, chief operating officer, and any person with an ownership interest of 10% or more. This requirement shall also apply to any Subcontractor listed on the "Contractor and Subcontractor Participation Form."

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6. PROHIBITED CONTRACTS/PURCHASES:

The undersigned certifies that he/she has read, understands and is eligible to receive a contract in accordance with HCC Board of Trustees Bylaw regarding Prohibited Contracts/Purchases as further defined in the attached Exhibit 2.

I attest that I have answered the questions truthfully and to the best of my knowledge.

Signed: _____

Name of Company: _____

Address of Company: _____

State of _____

Sworn to and subscribed before me at _____, _____,
(City) (State)

this the _____ day of _____, 2013.

Notary Public for the State of: _____

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**EXHIBIT 1 - TO ATTACHMENT NO. 2
OWNERSHIP INTEREST DISCLOSURE LIST
PROJECT NO. RFQ 13-30**

Instruction: Using the following table, please fill in the names of any member of the Proposer’s company who is a “Contractor” (as defined in Section 5 above); any person with an ownership interest of 10% or more; and any Subcontractor listed on the “Contractor and Subcontractor Participation Form.”

Name	Title	Company Name

Balance of page intentionally left blank.

**EXHIBIT 2 - TO ATTACHMENT NO. 2
PROHIBITED CONTRACTS/PURCHASES
PROJECT NO. RFQ 13-30**

The College shall not contract with a business entity in which a Board Member, Senior Staff Member, or a relative of a Board member or Senior Staff Member within the first degree of consanguinity or affinity, has any pecuniary interest. All such contracts executed prior to June 21, 2012 shall continue to be in full force and effect.

Further, the College shall not contract with a business entity that employs, hires, or contracts with, in any capacity, including but not limited to, a subcontractor, employee, consultant, advisor or independent contractor, a Board Member or a Senior Staff Member.

Further, the College shall not contract with a business entity that employs an officer or director who is a relative of a Board member or a Senior Staff Member within the first degree of consanguinity or affinity.

Definitions:

"Business entity" shall not include a corporation or a subsidiary or division of a corporation whose shares are listed on a national or regional stock exchange or traded in the over-the-counter market. "Business entity" shall not include non-profit corporations or religious, educational, and governmental institutions, except that private, for-profit educational institutions are included in the definition of Business entity.

"Director" is defined as an appointed or elected member of the board of directors of a company who, with other directors, has the responsibility for determining and implementing the company's policy, and as the company's agent, can bind the company with valid contracts.

"Officer" is defined as a person appointed by the board of directors of a company to manage the day-to-day business of the company and carry out the policies set by the board. An officer includes, but is not limited to, a chief executive officer (CEO), president, chief operating officer (COO), chief financial officer (CFO), vice-president, or other senior company official, as determined by the Board.

"Senior Staff Member" shall have the meaning as defined in Article A, Section 3 of the Board Bylaws which includes:

- a. Any member of the Chancellor's Advisory Council;
- b. HCC employees classified as E-10 and above;
- c. All procurement and purchasing personnel;
- d. Any employee who participates on an evaluation or selection committee for any HCC solicitation for goods or services; and
- e. Any employee who participates in the evaluation of goods or services provided by a vendor or contractor.

Absent other legal requirements, all contracts entered into by the College in violation of this policy shall be voided within 30 days of notice of the violation.

I attest that I have answered the questions truthfully and to the best of my knowledge.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor or other person doing business with local governmental entity		FORM CIQ
<p>This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.</p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).</p> <p>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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.</p> <p>A person commits an offense if the person knowingly violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.</p>	OFFICE USE ONLY Date Received	
<p>1 Name of person who has a business relationship with local governmental entity.</p>		
<p>2 <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</p> <p style="font-size: small;">(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 the originally filed questionnaire becomes incomplete or inaccurate.)</p>		
<p>3 Name of local government officer with whom filer has employment or business relationship.</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Name of Officer</p> <p>This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>		
<p>4</p> <p style="text-align: center;">_____</p> <p style="text-align: center; font-size: small;">Signature of person doing business with the governmental entity</p> <p style="text-align: right; margin-right: 100px;">_____</p> <p style="text-align: right; font-size: small;">Date</p>		

Adopted 06/29/2007

Note: When completing this Questionnaire, please be certain to answer each and every question; indicate "Not Applicable", if appropriate

**ATTACHMENT NO. 4
FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS
HCC PROJECT NO. RFQ 13-30**

Texas Local Government Code Chapter 176 requires that vendors desiring to enter into certain contracts with a local governmental entity must disclose the financial and potential conflict of interest information as specified below.

Vendor shall disclose the financial interest and potential conflict of interest information identified in Sections 1 through 3 below as a condition of receiving an award or contract. Submit this information along with your bid, proposal, or offer. **This form must be completed, signed and notarized. The Completed form must be submitted along with your proposal**

This requirement applies to contracts with a value exceeding \$50,000.

Section 1 - Disclosure of Financial Interest in the Vendor

a. If any officers or employees of HCC ("individuals") have one of the following financial interests in the vendor (or its principal) or its subcontractor(s), please show their name and address and check all that apply and (include additional documents if needed):

Name: _____
Address: _____

b. For each individual named above, show the type of ownership/distributable income share:

- | | |
|--|-----------|
| Ownership interest of at least 10% | (_____) |
| Ownership interest of at least \$15,000 or more of the fair market value of vendor | (_____) |
| Distributive Income Share from Vendor exceeding 10% of individual's gross income | (_____) |
| Real property interest with fair market value of at least \$2,500 | (_____) |
| Person related within the first degree of affinity to individual has the following ownership or real property interest in Vendor | (_____) |
| 1. Ownership interest of at least 10% | |
| 2. Ownership interest of at least \$15,000 or more of the fair market value of vendor | |
| 3. Distributive Income Share from Vendor exceeding 10% of the individual's gross income | |
| 4. Real property interest with fair market value of at least \$2,500 | |
| No individuals have any of the above financial interests (If none go to Section 4) | (_____) |
| sole proprietorship ___ stock ___ partnership ___ | |
| other (explain): _____ | |

c. For each individual named above, show the **dollar value or proportionate share** of the ownership interest in the vendor (or its principal) or its subcontractor (s) as follows:

If the proportionate share of the named individual(s) in the ownership of the vendor (or its principal) or subcontractor of vendor is 10% or less, and if the value of the ownership interest of the named individual(s) is \$15,000 or less of the fair market value of vendor, check here (___).

Balance of page intentionally left blank.

If the proportionate share of ownership exceeds 10%, or the value of the ownership interest exceeds \$15,000 of the fair market value of vendor, show either:

the percent of ownership _____ %, or
the value of ownership interest \$ _____ .

Section 2 - Disclosure of Potential Conflicts of Interest

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Employment, currently or in the previous 3 years, including but not limited to contractual employment for services for vendor.

Yes _____ No _____

b. Employment of individual's spouse, father, mother, son, or daughter, including but not limited to contractual employment for services for vendor in the previous 2 years.

Yes _____ No _____

Section 3- Disclosure of Gifts

For each of the individuals having the level of financial interest identified in Section 1 above, and for any other HCC individual not identified in Section 1 above check "Yes" or "No" to indicate which, if any, of the following potential conflict of interest relationships apply. If "Yes," please describe (use space under applicable section-attach additional pages as necessary).

a. Received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

b. Individual's spouse, father, mother, son, or daughter has received a gift from vendor (or principal), or subcontractor of vendor, of \$250 or more within the preceding 12 months.

Yes _____ No _____

Section 4- Other Contract and Procurement Related Information

Vendor shall disclose the information identified below as a condition of receiving an award or contract.

This requirement is applicable to only those contracts with a value exceeding \$50,000. You must submit this information along with your bid, proposal, or offer.

a. Vendor shall identify whether vendor (or its principal), or its subcontractor(s), has current contracts (including leases) with other government agencies of the State of Texas by checking:

Yes _____ No _____

b. If "yes" is checked, identify each contract by showing agency name and other descriptive information such as purchase order or contract reference number (attach additional pages as necessary).

c. Vendor shall identify whether vendor (or its principal) or its subcontractor(s) has pending contracts (including leases), bids, proposal, or other ongoing procurement relationships with other government agencies of the State of Texas by checking:

Yes _____ No _____

d. If "yes" is checked, identify each such relationship by showing agency name and other descriptive information such as bid or project number (attach additional pages as necessary).

Balance of page intentionally left blank.

This disclosure is submitted on behalf of:

(Name of Vendor)

Certification. I hereby certify that to the best of my knowledge and belief the information provided by me in this disclosure statement is true and correct. I understand that failure to disclose the information requested may result in my bid, proposal, or offer, being rejected, and/or may result in prosecution for knowingly violating the requirements of **Texas Local Government Code Chapter 176**. I understand that it is my responsibility to comply with the requirements set forth by HCC as it relates to this disclosure. I also understand that I must submit an updated disclosure form within seven (7) days of discovering changes in the significant financial interests of the individuals I identified in Section 1 of this disclosure or if individuals that were not identified, later receive a financial interest in my company or is a subcontractor of my company.

Official authorized to sign on behalf of vendor:

Name (Printed or Typed) _____ Title _____

Signature _____ Date _____

"NOTE: BIDDER MUST COMPLETE THE ABOVE "FINANCIAL INTERESTS AND POTENTIAL CONFLICTS OF INTERESTS" FORM. FAILURE TO COMPLETE AND RETURN THIS FORM WITH YOUR OFFER SHALL RESULT IN YOUR OFFER BEING CONSIDERED AS "NON-RESPONSIVE" TO THIS SOLICITATION."

For assistance with completing this form, please contact the **Office of Systemwide Compliance** at (713) 718-2099

State of _____

Sworn to and subscribed before me at _____,
(City) (State)

this the _____ day of _____, 2013.

Notary Public for the State of: _____

**ATTACHMENT NO. 5
DETERMINATION OF GOOD FAITH EFFORT
PROJECT NO. RFQ 13-30**

Proposer _____

Address _____

Phone _____

Fax Number _____

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form as directed below:

Section 1.

After having divided the contract work into reasonable lots or portions to the extent consistent with prudent industry practices, the Proposer must determine what portion(s) of work, including goods or services, will be subcontracted. Check the appropriate box that identifies your subcontracting intentions:

Yes, I will be subcontracting portion(s) of the contract.

(If Yes, please complete Section 2, below and Attachments No.4 Contractor/Subcontractor Participation Form and No. 5 SBD Questionnaire)

No, I will not be subcontracting any portion of the contract, and will be fulfilling the entire contract with my own resources. (If No, complete Section 3, below.)

Section 2.

In making a determination that a good faith effort has been made, HCC requires the Proposer to complete this form Section and submit supporting documentation explaining in what ways the Proposer has made a good faith effort to attain the goal. The Proposer will respond by answering "yes" or "no" to the following and provide supporting documentation.

_____ (1) Whether the Proposer provided written notices and/or advertising to at least five (5) certified small businesses or advertised in general circulation, trade association and/or small businesses focus media concerning subcontracting opportunities.

_____ (2) Whether the Proposer divided the work into the reasonable portions in accordance with standard industry practices.

_____ (3) Whether the Proposer documented reasons for rejection or met with the rejected small business to discuss the rejection.

_____ (4) Whether the Proposer negotiated in good faith with small businesses, not rejecting qualified subcontractors who were also the lowest responsive bidder.

NOTE: If the Proposer is subcontracting a portion of the work and is unable to meet the solicitation goal or if any of the above items (1-4) are answered "no", the Proposer must submit a letter of justification.

Section 3.

SELF PERFORMANCE JUSTIFICATION

If you responded "No" in SECTION 1, please explain how your company will perform the entire contract with its own equipment, supplies, materials, and/or employees.

(Signature of Proposer)

(Title)

(Date)

Balance of page intentionally left blank.

**ATTACHMENT NO. 6
 SMALL BUSINESS UNAVAILABILITY CERTIFICATE
 PROJECT NO. RFQ 13-30, FINANCIAL STATEMENT OPINION AUDIT SERVICES**

I. _____ TITLE _____
 NAME

OF _____ CERTIFY THAT ON _____ DATE _____
 FIRM NAME

THE SMALL BUSINESSES LISTED HEREIN WERE CONTACTED TO SOLICIT PROPOSALS FOR MATERIALS OR SERVICES TO BE USED ON THE ABOVE STATED PROJECT.

DATE	SMALL BUSINESS	TELEPHONE #	CONTACT PERSON	MATERIALS OR SERVICES	RESULTS
1.					
2.					
3.					
4.					
5.					
6.					

TO THE BEST OF MY KNOWLEDGE AND BELIEF, SAID SMALL BUSINESS WAS UNAVAILABLE FOR THIS SOLICITATION, UNABLE TO PREPARE A PROPOSAL THAT WAS REJECTED FOR THE REASON(S) STATED IN THE **RESULTS** COLUMN ABOVE.

THE ABOVE STATEMENT IS A TRUE AND ACCURATE ACCOUNT OF WHY I AM UNABLE TO COMMIT TO AWARDED SUBCONTRACT(S) OR SUPPLY ORDER(S) TO THE SMALL BUSINESS LISTED ABOVE.

***NOTE: THIS FORM TO BE SUBMITTED WITH ALL PROPOSAL DOCUMENTS FOR WAIVER OF SMALL BUSINESS PARTICIPATION
 (SEE PROPOSER INSTRUCTIONS)***

 PRINT NAME

 SIGNATURE

 TITLE

 DATE

**ATTACHMENT NO. 7
HCC PROJECT NO. RFQ 13-30, FINANCIAL STATEMENT OPINION AUDIT SERVICES
CONTRACTOR AND SUBCONTRACTOR PARTICIPATION FORM**

PROPOSER/OFFERER PRESENTS THE FOLLOWING PARTICIPANTS IN THIS SOLICITATION AND ANY RESULTING CONTRACT. ALL PROPOSERS/OFFERORS, INCLUDING SMALL BUSINESSES SUBMITTING PROPSALS AS PRIME CONTRACTORS, ARE REQUIRED TO DEMONSTRATE GOOD FAITH EFFORTS TO INCLUDE SMALL BUSINESS IN THEIR PROPOSAL SUBMISSIONS.

CONTRACTOR	TYPE OF WORK TO BE DONE	TYPE OF SMALL BUSINESS CERTIFICATION	PERCENT OF CONTRACT EFFORT	
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
SMALL BUSINESS SUBCONTRACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
NON-SMALL BUSINESS SUBCONTACTOR(S)/ATTACH SEPARATE SHEET IF NEEDED				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				
BUSINESS NAME: _____ ADDRESS: _____ CONTACT NAME: _____ TELEPHONE #/E-MAIL ADDRESS: _____				

BUSINESS NAME: _____
 ADDRESS: _____
 SUBMITTED BY: _____
 TELEPHONE/FAX: _____
 E-MAIL ADDRESS: _____

DATE SUBMITTED _____

**ATTACHMENT NO. 8
SMALL BUSINESS DEVELOPMENT QUESTIONNAIRE
PROJECT NO. RFQ 13-30**

Note: Vendors are to complete and submit this form in a separate envelope marked "*Small Business Development Questionnaire*" as part of the Statement of Qualification response.

FIRM NAME: _____

FIRM ADDRESS: _____

TELEPHONE: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

CONTACT PERSON'S NAME AND PHONE NO. _____

SIGNATURE OF FIRM'S AUTHORIZED OFFICIAL: _____

NAME AND TITLE (Type or Print): _____

COMPANY MAJORITY OWNERSHIP (Check one in each column)

<u>ETHNICITY</u>	<u>GENDER</u>	<u>LOCATION</u>
<input type="checkbox"/> African American (AA)	<input type="checkbox"/> Male	<input type="checkbox"/> Houston (H)
<input type="checkbox"/> Asian Pacific American (APA)	<input type="checkbox"/> Female	<input type="checkbox"/> Texas (T)
<input type="checkbox"/> Caucasian (C)		<input type="checkbox"/> Out of State (O)
<input type="checkbox"/> Hispanic American (HA)		Specify State _____
<input type="checkbox"/> Native American (NA)	<input type="checkbox"/> Public Owned (PO)	
<input type="checkbox"/> Other (O) Specify _____		

BUSINESS CLASSIFICATION

DBE Disadvantaged Business Enterprise **SB** Small Business
 WBE Women Owned Business Enterprise **MBE** Minority Business Enterprise
 HUB Historically Underutilized Business Other: _____

Please provide information regarding certifying agency (if any)

Name of Agency	Certificate Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____