



**REQUEST FOR PROPOSAL (RFP)
ANNUAL FINANCIAL & COMPLIANCE AUDIT
RFP # 0144**

ISSUED: April 15, 2025

RESPONSES DUE: May 16, 2025

**LIFEPATH SYSTEMS
1515 HERITAGE DR.
MCKINNEY, TX 75069**

For RFP Questions:

Angela James

Director of Contracts

Procurement_inquiries@lifepathsystems.org



INVITATION

Background Information

Collin County Mental Health Mental Retardation Center d/b/a LifePath Systems (the “Center”) was founded in 1986. It is a community center created under Texas Health & Safety Code Chapter 534 and as such is:

- 1) an agency of the state, a governmental unit, and a unit of local government, as defined by Chapters 101 and 102 of the Texas Civil and Practice Remedies Code;
- 2) a local government, as defined by Section 791.003 of the Texas Government Code;
- 3) a local government for the purposes of Chapter 2259 of the Texas Government Code; and
- 4) a political subdivision for the purposes of Chapter 172 of the Texas Local Government Code.

The Center is the Local Behavioral Health Authority (LBHA) and the Local Intellectual and Developmental Disabilities Authority (LIDDA) for Collin County, Texas as authorized by the Texas Health and Human Services Commission (HHSC). In addition to its role as Authority, the Center is a provider of behavioral health services and a provider of services for individuals with intellectual or developmental disabilities.

Throughout this RFP, reference to “Center” is assumed to define and include LifePath Systems. Reference to the “vendor” is assumed to include the vendor and any other vendors and/or personnel with which the vendor has elected to partner for purposes of this RFP.

The Center is requesting proposals from qualified public accounting firms with experience performing audits of Texas community mental health &/or intellectual disability centers to perform the annual financial and compliance audit for fiscal years 2026-2031. Vendors wishing to submit proposals can submit a letter of intent identifying the name, address, phone, fax number and email address of the person who will serve as the key contact for all correspondence regarding this RFP. It is the vendor’s responsibility to monitor the Center’s website to view answers to submitted questions and for any addenda issued for the RFP. A copy of the Request for Proposal (RFP) may be obtained from the Center’s website at <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/> or by contacting Angela James, Director of Contracts, at procurement_inquiries@lifepathsystems.org.

The Center is subject to and complies with the Texas Public Information Act, Chapter 552 of the Texas Government Code therefore following contract award, the contents of all proposals may be made available upon written request. Therefore, any information contained in the proposal that is deemed to be proprietary in nature must clearly be so designated in the proposal. Such information may still be subject to disclosure under the Public Information Act depending on opinions from the Attorney General’s office.

APPEALS and/or PROTEST. Any Respondents wishing to protest or appeal the selection process must do so within 7 days of the proposal award. Protest or appeals must clearly state with specificity the grounds upon which the award selection is being challenged. Send via certified mail to:

LifePath Systems
Attn: Angela M James
1515 Heritage Drive
McKinney, TX 75069

Angela James
Director of Contracts
procurement_inquiries@lifepathsystems.org



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SCOPE OF SERVICES

Scope of Services

The Center is requesting proposals from qualified public accounting firms with experience performing audits of Texas community mental health &/or intellectual disability centers to perform the annual financial and compliance audit for fiscal years 2026-2031.

- 1.01 The organization-wide audit will encompass the Center's basic financial statements, comprised of the governmental activities, the business-type activities, the aggregate discretely presented component unit, each major fund, and the aggregate remaining fund information, as well as other supplementary schedules and statistical information. The audit is to be performed in accordance with generally accepted auditing standards (GAAS), especially SAS 117 on compliance auditing as applied to governmental entities and recipients of financial assistance, *Government Auditing Standards*, issued by the Comptroller of the United States, the U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, current Texas Health and Human Services Commission's *Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers*, the *State of Texas Uniform Grant Management Standards* (UGMS), the Single Audit Act of 1996 and the *State of Texas Single Audit Circular*. The audit must also adhere to any new standard or requirement that may come into effect at any time during the term of the contract.
- 1.02 The financial statement audit is to determine whether (1) the financial statements present fairly the financial position, results of operation and cash flows in accordance with generally accepted accounting principles; and (2) whether the Center has complied with laws and regulations for those transactions and events that may have a material effect on the financial statements. The financial-related audit will also include determining whether (1) financial reports and related items are fairly presented; and (2) financial information is presented in accordance with the established or stated criteria.
- 1.03 As a part of the audit of the general-purpose financial statements, the annual audit will also include obtaining an understanding of the Center's internal control structure and identifying any reportable conditions relating to the internal control systems coming to the attention of the auditors. Any reportable condition or material weakness noted during the study and evaluation of internal accounting and administrative controls must be reported.
- 1.04 As part of the audit of the general-purpose financial statements, transactions and records pertaining to Federal and State programs will be tested for material compliance with applicable Federal and State laws, rules and regulations and all instances of non-compliance required to be reported under Government Auditing Standards will be reported to the Center.
- 1.05 **TERMS OF AUDIT ENGAGEMENT**
The contract for audit services based upon approval of the Center's Board of Trustees will be for the fiscal years ending August 31, 2026-2031. The Center will review each audit to ensure satisfactory delivery of the services specified in the proposal and engagement letter. The agreement can be terminated for cause.
- 1.06 **DISPUTE RESOLUTION**
Disputes concerning the terms of contracted services that cannot be resolved, will be brought before an independent mediation center, whose decision will be binding upon both parties.
- 1.07 **INDEPENDENT AUDITOR**
The proposer must demonstrate the capability to perform the annual audit in accordance with generally accepted government auditing standards. Public accounting firms that have performed annual audits for similar entities are encouraged to submit a proposal.

1.08 STATEMENT OF REQUIREMENTS

- 1.08.1 Fieldwork will be at the mutual convenience of the Center and the independent firm's schedules.
- 1.08.2 The independent auditor will provide copies of the written audit report and single audit report that meet the requirements of current Guidelines for Annual Financial and Compliance Audits of Community MHMR Centers.
- 1.08.3 On or before December 30th of each contracted year, the preliminary draft of the reports will be presented to the Center for review and comment prior to submission of the final draft.
- 1.08.4 Satisfactory delivery of the services specified by the request for proposal and the engagement letter shall be accomplished no later than the January 10th for inclusion in the Board Packet prior to the meeting of the Board of Trustees Budget and Finance Committee.
- 1.08.5 The independent auditor will be required to present the reports to the Center's Board of Trustees at the January board meeting, usually held the last Thursday of the month, unless an extension is required which must be approved in writing by the Chief Executive Officer of the Center.
- 1.08.6 The independent auditor is required to provide a management letter containing comments oriented toward constructive improvements, when appropriate.
- 1.08.7 Copies of selected audit working papers will be provided as requested by the Center and as provided for in the engagement letter. The independent auditor will make its working papers available for review by the Center's coordinating agency, upon request.

1.09 MINIMUM ELIGIBILITY REQUIREMENTS

In order to be considered eligible to Submit a Request for Proposals packet, a public accounting firm must minimally meet the following requirements:

- 1.09.1 Provide the name of the external quality control review organization of which the proposer is a member and the proposer's length of membership. Also, state the review organization's planned frequency of peer reviews.
- 1.09.2 State whether the firm has received a peer review within the past 36 months and whether in the most recent review an unqualified report was issued (a copy of the peer review report must be provided to the Center).
- 1.09.3 Provide evidence that the proposer has experience in performing annual financial and compliance audits for one or more of the 39 Texas Community Mental Health and/or Intellectual Disability Centers contracted through Texas Health & Human Services Commission (HHSC) as an LMHA/LBHA and/or LIDDA within the past three (3) years. List current and past community center audit clients along with the names and telephone numbers of contact persons and the dates audit services were provided.
- 1.09.4 State whether the proposer is currently under the terms of a public or private reprimand by the Texas State Board of Public Accountancy and/or licensing boards of other states.
- 1.09.5 Describe the proposed audit team, in terms of job positions in the firm.
- 1.09.6 List names of staff member(s) who will direct the overall audit throughout the duration of the engagement as well as those staff members who will be responsible for planning, directing, and conducting substantial portions of the fieldwork or reporting on this audit engagement. Include the verifiable educational background of all staff members named and professional licenses held;
- 1.09.7 Describe the level of assistance that will be expected from the Center's personnel.
- 1.09.8 Provide evidence of the ability to comply with Section 1.08 and 1.09.
- 1.09.9 State whether the proposer is a national, regional or local public accounting firm.
- 1.09.10 EVALUATION: Criteria used to evaluate the proposer's methodologies, products, and services are shown in the Evaluation Criteria section of the proposal.

1.10 DOLLAR COST BID

- 1.10.1 Total All-Inclusive Maximum Price: The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this Request for Proposal.
- 1.10.2 The first page of the sealed dollar cost bid should include the following information:



- 1.10.2.1 Name of Firm
- 1.10.2.2 Certification that the person signing the proposal is authorized to represent the firm empowered to submit the bid and authorized to sign a contract with LifePath Systems.
- 1.10.2.3 A total all-inclusive maximum price for the fiscal year 2026-2031 engagement as described in this Request for Proposal separately listing the cost for each fiscal year.
- 1.10.3 Manner of Payment: Payments will be made in accordance with the contract or engagement letter.

TERM

As you evaluate your approach to provide services, you are encouraged to recommend contract options and address the relative advantages and disadvantages of your recommendations. Contract duration must allow early termination without penalties to the Center in the event the Texas Health and Human Services Commission terminates revenue contracts to the Center. The contract can also be terminated for cause.

SUBMITTAL SCHEDULE

Task	Date
RFP Issued	04/15/2025
Deadline for Questions	05/07/2025
Questions answered via addenda	05/09/2025
RFP Submittal Deadline	05/16/2025
Tentative Presentation / Demonstration by Selected Vendors	TBD
Final Vendor Discussions	05/19/2025 – 05/23/2025
Evaluation Team - FINAL RECOMMENDATION to Board Budget & Finance Committee	05/29/2025
Board of Trustees Approval	05/29/2025
Contract Signed	06/15/2025
Tentative Project Start Date	07/01/2025



PROPOSAL DEADLINE

Request for proposal packets may be obtained on the Center’s website, <https://www.lifepathsystems.org/connect-with-us/contracting-opportunities/>. Responses to the Request for Proposal (RFP) must be received by the Center by 5:00 pm CDT 05/16/2025. If you are submitting an electronic copy via email, your attachment must include the RFP number, your company name, and the date it was sent. If you mail your proposal, it must be postmarked prior to the submission deadline.

PROPOSAL INSTRUCTIONS AND FORMAT

Vendors shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS, ATTACHMENTS and DEADLINES** indicated in the attached Proposal and should govern themselves accordingly. All required documentation must be submitted with the proposal. The vendor is cautioned to read the entire RFP to determine all requirements.

The Center reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of the Center and is not obligated to accept the lowest proposal. This RFP does not obligate the Center to pay for any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the Center to accept or contract for any expressed or implied services. Contract funding and length is contingent on HHSC funding.

The Center will only release names of the vendors that have responded to this solicitation after the Center’s Evaluation Team has evaluated the proposals and an award has been made and approved by the Center’s Board of Trustees.

The Center appreciates your time and effort in preparing this proposal. All proposals must be received at the specified location identified in RFP #0141 before opening date and time. The official time shall be determined by the time/date stamp when received at location. Proposals received after above date and time shall be returned unopened.

LifePath Systems RESERVES THE RIGHT TO REJECT A PROPOSAL WHICH DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THE RFP.

- 1. All proposals must be submitted in accordance with the following no later than 05/16/2025, at 5:00p.m.

Mail
LifePath Systems
Attn: Angela James
REQUEST FOR PROPOSAL RFP #0144
ANNUAL FINANCIAL AND COMPLIANCE AUDIT **OR**
1515 Heritage Drive
McKinney, TX 75069
DO NOT OPEN IN MAILROOM

Email:Procurement_inquiries@lifepathsystems.org
LifePath Systems
Attn: Angela James
REQUEST FOR PROPOSAL RFP #0144
ANNUAL FINANCIAL AND COMPLIANCE AUDIT
1515 Heritage Drive
McKinney, TX 75069

Proposals will not be opened until after the deadline.

- 2. Late proposal or modifications - Proposal and modifications received after the time set for submission will not be considered.
- 3. **If submitting via Mail:** Number of copies - To achieve a uniform review process and to obtain a maximum degree of comparability, LifePath Systems requires that proposals be submitted with one (1) master (marked original) and one (1) copy.
- 4. The Proposal Submittal should include:



- a. Fully completed signature page executed by a duly authorized signing officer of the vendor.
- b. Title Page - Title page must show the RFP subject; the vendor's name; the address, and telephone number of a contact person; and the date of the proposal.
- c. Transmittal Letter - Submit a signed letter briefly addressing the vendor's understanding of the work to be done, the commitment to do the work detailed within this RFP, and a statement explaining why the vendor believes itself to be best qualified to do the required work.
 - i. Vendor Representative - Include the name of the designated individual(s), along with respective telephone number(s), email address(es), who will be responsible for answering technical and contractual questions with respect to the proposal.
- d. All application response attachments must be labeled to reference the appropriate section and letter (i.e., "1.10 Minimum Eligibility Requirements. a.") All responses must be included in the submitted proposal including the Application Business Demographics Page.

5. A STATEMENT CONFIRMING THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE GENERAL AFFIRMATIONS LOCATED AT: <https://www.lifepathsystems.org/wp-content/uploads/2021/05/General-Affirmations.pdf>

The selected vendor will be required to adhere to all Texas contract and confidentiality requirements.

Your response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFP to which they pertain. The Center will not be liable for any errors in your proposals.

No modifications to your proposal will be accepted except during negotiations initiated by the Center.

Any verbal communication will be considered unofficial and non-binding regarding this RFP and subsequent award.

Each respondent submitting a proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Center and all presentation, related costs, and travel expenses are the respondents' sole expense as the Center shall not, under any circumstances, be responsible for any cost or expense by the respondent.

The Center shall be allowed to keep all materials submitted by the respondents regarding this RFP. Each respondent agrees to hold the Center harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.

Any media request of the respondents shall be concurrently directed to the Center during the receipt, analysis, selection, and subsequent contract negotiation until said contract is signed and delivered by the Center.

The Center reserves the right to issue addenda to this RFP at any time due to the need for clarification, change in schedule, or other reasons the parties so decide. The Center reserves the right to accept or reject any individual subconsultants that the successful respondent proposes to use.

Your proposal constitutes an offer that remains open and irrevocable for a period of no less than 90 days unless your proposal states otherwise. Proposals after the award are public documents.

APPLICATION

I. Business Demographic

Organization Name: _____

Organization dba Name (if applicable): _____

Federal Tax ID Number: _____

Business Address: _____

Contact/Title: _____

Email Address: _____

Physical Address: _____

Phone/Fax: _____

Executive Director – Owner/Title: _____

Email Address: _____

Physical Address: _____

Phone/Fax: _____

Billing Contact/Title: _____

Email Address: _____

Physical Address: _____

Phone/Fax: _____

Other Owners/Partners – Name/% Ownership/If corporate, list organization:

1. _____

2. _____

3. _____

4. _____

Type of Organization (i.e., Non-Profit Corporation, Limited Liability, General Partnership, etc.):

Description of Firm including number of employees (Provide Organization Chart and Resumes for recommended accounting team): _____

Years in operation: _____

Hours of operations: _____

Certification Number if a Historically Underutilized Business (HUB): _____

Qualifications if HUB eligible, but not certified: _____

List all licenses, credentials, certifications, and/or accreditations currently held by organization: (provide copies if applicable)

- II. Describe the practicing ideas or themes that serve as the central organizing elements of your firm’s accounting practice as related to providing annual financial and compliance audits.
- III. Describe the approach and process by which you will develop for a typical project.
- IV. Provide a certificate of insurance showing coverages for general liability, automobile liability, worker’s compensation, and professional liability
- V. Be sure to include responses to all additional sections within the Request for Proposal. (Minimum Eligibility Requirements, Proposal Instructions and Evaluation Criteria)

EVALUATION CRITERIA

The selection and approval of the vendor will be made in accordance with the Center’s competitive bidding and selection process. An evaluation committee will evaluate proposals based on the guidelines set forth in this RFP and will present its findings to the Center’s Management. LifePath Systems reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally regarding this item.

LifePath Systems intends to solicit, evaluate, and negotiate proposed terms from qualified vendors to determine which proposal will serve the best interests of the organization by providing the best value¹. Once it is determined that a proposal meets the requirements, the LifePath Systems evaluation team will score each proposal. In determining best value for the organization, LifePath Systems will consider:

1. Cost Proposal.
2. The reputation of the Vendor and of the Vendor’s services.
3. The quality of the Vendor’s services.
4. The extent to which the services meet the Center’s needs.
5. The total long-term cost to the Center to acquire the Vendor’s services; and any relevant criteria specifically listed in the request for proposals.

RATING CRITERIA

Points within the ranges specified will be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the proposals received. If oral interviews are necessary to break a tie or for making clarification in the evaluation process, additional points may be awarded. While the total score is a significant factor, the requester of the services reserves the right to consider other factors in making a final selection. The proposal will be evaluated and scored based upon the following rating criteria:

Mandatory Evaluation Criteria: Proposals will NOT be considered for further evaluation unless there is compliance with ALL of the following criteria.			
MANDATORY CRITERIA		MET	NOT MET
1	Must be an independent auditor properly licensed for public practice in Texas.		
2	Firm must have experience performing annual financial and compliance audits within the past three (3) years for Texas community mental health &/or intellectual disability centers.		
3	Must meet the independence standards and continuing education requirements of <i>Government Auditing</i> United States General Accounting Office (GAO).		
4	Must be a member of an external review quality control review organization. Proposer must provide the name of the external review organization of which it is a member, the length of time of membership and the frequency of the firm’s planned peer review.		
5	Firm must have had a peer review conducted within the past three (3) years and, in the most recent review, have an unqualified report issued.		
6	Firm must not be under the terms of a public or private reprimand by the State of Texas Board of Public Accountancy and/or licensing boards of other states.		
7	Firm must provide verifiable evidence that it is eligible to do business in the State of Texas.		
8	Must submit a proposal meeting all of the requirements of the Request for Proposal.		

¹ Texas Local Government Code §252.043(a)(b) Award of Contract

PROPOSALS WHICH HAVE MET EACH OF THE MANDATORY CRITERIA LISTED ABOVE WILL BE EVALUATED ON THE FOLLOWING CRITERIA:

	Evaluation Criteria:	SCORING
1	<p>Qualifications of Audit Firm</p> <ul style="list-style-type: none"> a. The experience of the audit firm in performing annual and compliance audits for Texas community mental health &/or intellectual disability centers with Single Audit Requirements within the past three (3) years. b. Positive overall ratings of prior clients of the audit firm. c. The results of the latest peer review of the firm. 	20 points
2	<p>Qualifications of the Audit Team</p> <ul style="list-style-type: none"> a. The collective experience of the team to be assigned to the audit. b. The specifications in the proposal, in concrete language, of the education and experience in the type of work that the audit entails of the key personnel. The experience is explained in terms of specific audit engagements. c. The professional continuing education in governmental accounting and auditing of key personnel explained in detail. 	15 points
3	<p>Technical Approach</p> <p>Audit work plan reflects a clear understanding of the work to be performed</p> <ul style="list-style-type: none"> a. The proposal contains a comprehensive work plan including schedule of interim and final fieldwork to meet the January financial report review deadline. b. The plan contains a realistic estimate of time required to complete the audit and meet the requirements of the proposal. c. The proposal indicates that the proposer will use (1) a systematic approach to examining systems and internal controls and (2) effective procedures, including consideration of risk and materiality, to determine the extent of audit testing and review necessary. d. The proposal identifies the level of assistance needed from the Center’s personnel. e. The ease of accessibility of the audit team to the Center’s personnel. 	20 points
4	<p>Subsequent Year Approach and Continuity of Knowledge</p> <ul style="list-style-type: none"> a. The proposal addresses how the approach to audit would be affected if the contract were a multi-year one. b. The firm’s approach to senior staff rotation, notification of changes in key personnel and the ability to maintain a continuity of knowledge during subsequent years. 	10 points
5	<p>Cost Proposal</p> <p>The inclusive fee for the audit with maximum annual increases identified for maximum benefit and cost effectiveness.</p> <ul style="list-style-type: none"> a. Comprehensive breakdown of costs involved in preparation of annual financial and compliance audit. b. Competitiveness of the proposed pricing in relation to other proposals received. c. Clarity of payment terms and conditions. 	35 points
	TOTAL MAXIMUM SCORE AVAILABLE	100 POINTS



ASSURANCES, CERTIFICATIONS, EXHIBITS, AND ATTACHMENTS

Vendor must submit the Assurance and Certifications, and all Attachments requested, to include:

1. Vendor will submit a copy of their standard contract, along with proposal. Label this (Attachment A)
2. Signature Page (Attachment B)
3. Resident/Non-Resident Certification (Attachment C)
4. Assurances Document (Attachment D)
5. Conflict of Interest Questionnaire (Attachment E)
6. Form W-9 (Attachment F)
7. Lobbying Certification (Attachment G)
8. Deviation Form (Attachment H)
9. Questions or Inquires: All questions must be submitted electronically no later than 5:00 pm CDT on 05/16/2025.

LifePath Systems

Angela James

Email: procurement_inquiries@lifepathsystems.org

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the LifePath Systems**



**ATTACHMENT B
SIGNATURE PAGE**

The attached proposal application is being submitted in response to the ANNUAL FINANCIAL AND COMPLAINECE AUDIT #. The proposal is a firm offer and shall remain an open offer, valid ninety (90) days from the date of this document.

LifePath Systems in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.

Authorized Signature

Company Name

Typed or Printed Name

Street Address

Title

City, State, Zip Code

Date

Fax Number

Email

ATTACHMENT C
RESIDENT/NON-RESIDENT CERTIFICATION

Contractor must answer the following questions in accordance with the **Texas Government Code §2252.002**, as amended:

1. Is the Contractor that is making and submitting this bid a “resident Applicant” or a “non-resident Applicant”?

Answer: _____ Resident Applicant _____ Non-resident Applicant

A Texas Resident Contractor is a Contractor whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

2. If the Contractor is a “Non-resident Contractor”, does the state in which the Nonresident Contractor’s principal place of business is located have a law requiring a Nonresident Contractor of that state to bid a certain amount or percentage under the bid of a Resident Contractor of that state in order for the nonresident Contractor of that state to be awarded a contract on his bid in such state?

Answer: _____ Yes _____ No _____ Which state? _____

3. If the answer to Question B is “yes,” then what amount, or percentage must a Texas Resident Contractor bid under the bid price of a Resident Contractor of that state to be awarded a contract on such bid in said state?

Answer: _____

ATTACHMENT D ASSURANCES DOCUMENT

The vendor assures the following:

1. All addenda and attachments to the RFP as distributed by the Local Authority and designated by the checklist have been received.
2. No attempt has been or will be made by the vendor to induce any person or vendor to submit or not to submit a proposal, unless so described in its proposal.
3. The vendor does not discriminate in its services or employment practices based on race, color, genetic information, religion, sex, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. The vendor accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. The vendor accepts the Center's right to cancel the RFP at any time prior to contract award.
7. The vendor accepts the Local Authority's right to alter the timetables for procurement that are set forth in the RFP.
8. The proposal submitted by the vendor has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the proposal submitted by the vendor has not been knowingly disclosed by the vendor to any other vendor prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the proposal or any other associated costs.
11. Local Authority has the right to complete background checks and verify information.
12. The individual(s) signing this document, and any contract awarded to vendor is authorized to legally bind the vendor.
13. No employee of the Local Authority and no member of the Local Authority's Board will directly or indirectly receive any pecuniary interest from an award of the proposed contract to vendor. If the vendor is unable to make the affirmation, then the vendor must disclose any knowledge of such interests.
14. The vendor is not currently held in abeyance or barred from the award of a federal or state contract.
15. The vendor is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
16. The vendor shall disclose whether any of the directors or personnel of vendor has either been an employee or a trustee of the Local Authority within the past two (2) years preceding the date of submission of the proposal. If such employment has existed, or at term of office served, the proposal shall state in an attached writing the nature and time of the affiliations as defined.



17. The vendor shall identify in the attached writing any trustee or employee of Local Authority who has a financial interest in the vendor or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable.
18. No former employee or officer of the Local Authority directly or indirectly aided or attempted to aid in procurement of vendor's service.
19. The vendor shall disclose in an attached writing the name of every Local Authority employee and/or member of Local Authority's board with whom the vendor is doing business or has done business during the 365-day period immediately prior to the date on which the proposal is due. Failure to include such a disclosure will be a binding representation by vendor that the natural person executing the proposal has no knowledge of any key persons with whom the vendor is doing business or has done business during the 365-day period prior to the immediate date on which the proposal is due.
20. Under Section 231.006, Family Code, the vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, "vendor or applicant" shall mean vendor; contract, bid or application shall mean the proposal; and "this contract" shall mean any contract awarded to the successful vendor(s).

Authorized Signature

Company Name

Typed or Printed Name

Title

Date

Email



ATTACHMENT E CONFLICT OF INTEREST QUESTIONNAIRE

Please retrieve CIQ Form from the following website:

<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>

(Attach completed CIQ Form as part of your proposal)

A signature is required in Box 7 regardless of any other entry on the form.

For the purposes of this Attachment E, the term "Local government officer" means a member of LifePath Systems' Board of Trustees, Chief Executive Officers, and/or an agent of LifePath Systems who exercises discretion in the planning, recommending, selecting, or contracting.

ATTACHMENT F FORM W-9

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION
Vendors are to complete a W-9 Form and submit with Proposal Documents.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>



ATTACHMENT G LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Authorized Signature

Company Name

Typed or Printed Name

Title

Telephone Number

Email



ATTACHMENT H DEVIATION FORM

All deviations to this RFP must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective vendor assures LifePath Systems of their full agreement and compliance with the Specifications and Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective vendor's commitment to the provisions of the RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this proposal must be expressly stated in the Deviation Form. Use an additional copy or page if needed.

THIS DEVIATION FORM MUST BE SIGNED AND SUBMITTED WITH THE RFP BY EACH PROSPECTIVE VENDOR/CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT. IF NO DEVIATIONS, NOTE: NONE

Reference Specifications, Terms and Conditions and Page Number	Deviation

Authorized Signature

Company Name

Typed or Printed Name

Title

Telephone Number

Email



NOTICE "NOT TO PARTICIPATE" FORM

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled due date and time on the Proposal.

- Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following services so that we may submit bids/proposal at a later date:

Services:

- Our Company has chosen NOT to submit a Proposal at this time but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

Reason:

- Please REMOVE our Company name from all LifePath Systems lists until further notice.

Company Name: _____

Representative: _____ Title: _____

Address: _____ Phone: _____

Email: _____ Other: _____



Authorized Signature: _____

Title: _____ Date: _____

VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. VENDORS MAKING NO RESPONSE MAY BE REMOVED FROM THE MAILING LIST.

PLEASE RETURN THIS FORM ONLY TO:

LifePath Systems
Attn: Angela James
1515 Heritage Drive
McKinney, TX 75069

Notice "Not to Participate" RFP #0144 ANNUAL FINANCIAL AND COMPLIANCE AUDIT