

YWCA IS ON A MISSION

REQUEST FOR PROPOSAL
Commercial Vehicles Purchase
RFP # 23-0701

RELEASE DATE: July 30, 2023

SUBMISSION DEADLINE: August 15, 2023

CONTACT INFORMATION:

Rosa Lopez
r.lopez1@ywcaelpaso.org
1600 Brown Street Bldg. B
El Paso, Texas 79902
www.ywcaelpaso.org

YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase

Young Women’s Christian Association El Paso del Norte Region (referred to as YWCA) at 1600 Brown Street in El Paso, TX is soliciting sealed bids for the purchase of (2) new cargo vans, (1) new 15-passenger van, and (1) new work truck to transport YWCA Academies for Early Learning children and for YWCA operations.

This RFP aims to obtain information that will enable YWCA to select the appropriate vehicles for transporting children to and from the Academies for Early Learning Facilities and support our IT, Maintenance and Warehouse Departments.

This Request for Proposal (RFP) provides potential respondents with vital background information and describes the desired vehicle, guidelines for submitting a response, and the selection process. YWCA is looking for the lowest bidder to provide the specifications detailed attached. The bid price must be honored until September 29, 2023.

Background Information

YWCA is a 501(c)(3) not-for-profit organization formed as a women’s membership movement. YWCA is one of the largest in the nation, serving almost 40,000 households annually. The organization employs approximately 400 full-time and part-time employees. Revenues include fees for services, proceeds from special events, private foundation grants, and approximately \$31 million from federal contracts. YWCA is a non-profit corporation and has been determined to be exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. A Board of Directors composed of twenty-five (25) volunteers, the Chief Volunteer Officer being the President of the Board of Directors, governs the organization. The Board of Directors has hired a Chief Executive Officer (CEO) to serve as the person in charge of YWCA’s daily operations. The CEO is ultimately responsible for and oversees the operations of YWCA’s programs, the personnel, the procurement process utilized by YWCA to purchase goods and services, and all financial and compliance matters of the organization.

The work of the agency ties to its mission which states, “The YWCA El Paso del Norte Region is dedicated to eliminating racism, empowering women and promoting peace, justice, freedom and dignity for all.” A majority of YWCA’s services focus on the well-being of families, women, and children, addressing areas of early childhood education, afterschool and teen programs, affordable housing for seniors and low-income households, health & wellness programs, and workforce and leadership development. YWCA is one of the largest regional providers of transitional housing for homeless women & their children and for survivors of sexual and family violence in the region. Far exceeding licensing standards, YWCA is the most experienced and devoted childcare provider in the region, servicing children of our El Paso community with the utmost care, quality, and respect within our seven (7) academies for early learning. YWCA is also the region's largest provider of licensed, high-quality afterschool programs with over forty (40) locations. Through a contract with Workforce Solutions Borderplex (WSB), the Child Care Services (CCS) Division assists parents in meeting their childcare payments. YWCA also integrates social equality and empowerment activities throughout its existing programs. The organization also offers various community events designed to empower women and eliminate racism.

YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase

Administrative offices are located at 1600 Brown Street Bldg. B, El Paso, TX 79902. Other facilities are located throughout the city of El Paso. Activities and locations are further detailed on our website, www.ywcaelpaso.org, and on Facebook, Twitter, and Instagram.

GENERAL INFORMATION

Procurement Standards

Procurement of goods and services shall comply with the guidelines of 2CFR 200, OMB Circular A-122, A-110, or other applicable OMB Circulars, supplemented by the final rules promulgated by the Office of the Texas Governor under the Uniform Grants Management Standards, and the Texas Workforce Commission (TWC) Financial Manual for Grants & Contracts Chapter 14, Procurement. These guidelines require that all procurement transactions be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Additionally, awards may only be made to organizations possessing the demonstrated ability to perform successfully under the terms and conditions of the contract agreement.

Eligibility to Respond

Organizations able to meet the technical specifications for quality and other terms of this RFP and not debarred and/or suspended from conducting business with federal and state-funded agencies are invited to respond. A prospective proposer must affirmatively demonstrate responsibility. A prospective proposer, by submitting an RFP, represents to YWCA that it meets the following requirements:

- Possesses or can obtain adequate financial resources as required to perform under this RFP;
- Can comply with the required or proposed RFP;
- Has a satisfactory record of integrity and ethics;
- Be otherwise qualified and eligible to receive an award; and
- Be in good standing with the applicable national or state associations.

No contract(s) will be awarded to any respondent(s) that is/are on State or Federal sanctions, during the award phase of the procurement process.

Minority, disadvantaged, veteran-owned, and women-owned businesses that are certified by the State as Historically Underutilized Businesses are encouraged to respond to this RFP.

For purposes of this RFP, interested companies are referred to as Proposers, Respondents, Bidders, or Applicants.

Authorized Agency Contact

All communications regarding this Request for Proposal (RFP) must be addressed solely to Rosa Lopez, Contracts Administrator, email at r.lopez1@ywcaelpaso.org.

To ensure a fair and competitive bidding environment, communication is prohibited between YWCA officials, employees, or representatives and parties involved in the bidding process that could create an unfair advantage to any party concerning the award of a YWCA contract. Communication is prohibited

YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase

from the day that the Request for Proposal (RFP) is advertised until the day that a recommendation of a contract award is made. Any person, including but not limited to, bidders, lobbyists, or consultants of bidders, service providers or potential vendors, and any YWCA board member, YWCA staff, and associated parties are precluded from entertaining any questions outside the written question process described below. Potential applicants are asked to respect these conditions by not making personal requests for assistance. No unauthorized methods or sources of responses or clarification are considered valid. Any violation of this process may disqualify an applicant.

Changes, Amendments, Withdrawal, Re-Issuance

YWCA reserves the right to amend or withdraw this RFP at any time; reject any and all applications; re-issue this RFP and/or waive technicalities and accept the proposal which in its judgment is in the best interest of the agency and its employees.

SCHEDULE OF ITEMS

RFP Packets

Request for Proposal (RFP) packets will be available beginning on and after 4:00 P.M. MST on Sunday, July 30, 2023, at the address listed on the cover page. Packets may be picked up in person or may be requested in writing to the address listed in the contact section. The RFP will also be available on the YWCA website at www.ywcaelpaso.org.

Due Date and Delivery Method

The Contracts Administrator or authorized YWCA staff must physically receive responses to this RFP. Sealed Request for Proposal (RFP) packets must be received by:

4:00 P.M. MST on Tuesday, August 15, 2023

Responses submitted after this time will not be accepted under this RFP.

Any reasonable delivery method may be used, except facsimile and email. Use of a traceable delivery method such as certified mail return receipt requested, guaranteed express service, or hand delivery is recommended. Submissions postmarked prior to the due date but received after the due date will not be considered. No email or facsimile will be accepted. YWCA will not be responsible for any lost or late deliveries.

YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase

RFP Schedule

The following schedule of events is subject to change at the discretion of the YWCA. All requestors of this RFP will be notified of any and all changes. All times shown in the RFP are Mountain Standard Time Zone (MST).

Issuance of RFP	July 30, 2023 – 4:00 P.M. MST
Announcement Published in the El Paso Times	July 30 and August 6, 2023
Non-Mandatory Pre-Proposal Conference*	August 3, 2023- 10:00 A.M. MST
Deadline to Submit Questions	August 8, 2023– 2:00 P.M. MST
Questions and Answers Posted on the Website	August 9, 2023 – 5:00 P.M. MST
DUE DATE for Request for Proposal Packets	Tuesday, August 15, 2023– 4:00 P.M. MST
DUE DATE for Project Reference Forms (PRF)	Tuesday, August 15, 2023– 4:00 P.M. MST
RFP Packets Opening**	August 16, 2023– 10:00 A.M. MST
Evaluation of Proposals	August 16 to August 25, 2023
Selection for Award	August 28, 2023
Delivery of Vehicles By	September 29, 2023

*The non-mandatory pre-proposal Conference will be held on August 3, 2023, at 10:00 A.M. MST via Teams Platform. Contact Rosa Lopez at r.lopez1@ywcaelpaso by 5pm August 2, 2023, if you are interested in attending to receive the Teams meeting invitation.

** The opening of bids will be held August 16, 2023, at 10:00 A.M. MST at our Administration Offices located at 1600 Brown Street Bldg. B, El Paso, Texas 79902. Bidders are not required to attend this event. If a firm is interested in attending, we ask that **only one** representative from the respondent attend the meeting.

YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase

Question & Answer Period

Prospective Bidder(s) may submit written questions no later than 2:00 P.M. on August 8, 2023. Submit questions via email to Rosa Lopez at r.lopez1@ywcaelpaso.org. Answers to questions will be posted on YWCA's website located at www.ywcaelpaso.org. All answers issued in response to Respondent questions become part of the RFP and the RFP process. Respondents are encouraged to view the website frequently to ensure they are fully aware of the most current information. Notifications of changes or addendums will be posted through YWCA's website. Prospective Bidder(s) who notify YWCA (r.lopez1@ywcaelpaso.org) that they may submit a sealed proposal will be notified of the amendment(s) to the RFP packet and will be provided with answers to questions submitted or any other applicable clarification(s).

Submission Request for Proposal (RFP)

Official receipt of Bid proposals will be entered on a receipt form issued by YWCA staff. Bidder(s) who mail an RFP proposal will be sent a copy of this receipt upon request. Sealed RFPs must be hand delivered or mailed to and labeled as follows:

YWCA El Paso del Norte Region
Contracts Department
RFQ #23-0701
1600 Brown Street Bldg. B
El Paso, TX 79902

Timely delivery of proposals to the above address is the sole responsibility of the proposer. RFP Proposals submitted via courier or overnight mail services will be considered hand-carried and must be received by the deadline.

All RFP proposals will become the property of the YWCA and will not be returned. No documents relating to this procurement will be presented or otherwise made available to any other person, agency, or organization until after the funding award. Any proprietary information should be clearly marked "Proprietary". All costs incurred in the preparation of an RFP proposal responding to this RFP will be the responsibility of the Proposer and will not be reimbursed by YWCA.

Contract Term Period

Any contract(s) awarded for the purchase delineated in the Scope of Work in this RFP will be effective upon the determination of the award and a fully executed contract.

SPECIFICATIONS

By way of this Request for Proposal (RFP), YWCA seeks to purchase (2) two new cargo vans, (1) one new 15-passenger van, and (1) one new work truck to transport YWCA Academies for Early Learning children and for YWCA daily organizational operations. The purpose of this RFP is to obtain information that will enable YWCA to select a vendor that can provide the desired vehicles that will meet the needs of the organization. The following specifications represent the minimum requirements the YWCA seeks. At

**YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase**

minimum dealer must quote a price for each type of commercial vehicle requested but you are welcome to quote up to 3 vehicles per type.

YWCA needs delivery of vehicles to occur no later than October 31, 2023, preferably by September 29, 2023.

YWCA Vehicles Requested		
Vehicles must be new (please quote electronic option if available)		
Cargo Vans (Tall)	Passenger Van	Work Truck
Exterior Color-White	15 Passenger Vehicle including the driver	3 passenger Truck
280+ horsepower	Exterior Color-White	V6-V8
27 + Highway MPG	280+ horsepower	Exterior Color White
Power driver seats	27 + Highway MPG	2 Door
Blind Spot Sensor	Power driver seats	Power driver seats
Automatic Emergency Braking	Blind Spot Sensor	Tow/Haul Mode
Back-up Camera	Automatic Emergency Braking	Automatic Emergency Braking
Rear Collision Warning	Back-up Camera	Back-up Camera
Lane Departure Warning	Rear Collision Warning	Rear Collision Warning
Bluetooth Phone Connectivity	Lane Departure Warning	Bluetooth Phone Connectivity
	Bluetooth Phone Connectivity	
	Co-pilot seat	

General Requirements

Respondent is required to comply with all federal, state, and local laws, rules and regulations, YWCA policies and procedures, and the terms and conditions of this contract as follows:

- Provide General Liability Insurance as required by YWCA policies.
- Demonstrate the ability to provide the requested services.
- Comply with budget constraints and the appropriate billing procedures.

SUBMISSION GUIDELINES

General Guidelines

To be considered for the award, each respondent must submit a proposal and other supporting documentation in accordance with these instructions. When evaluating an RFP proposal, YWCA will consider how well the respondent complied with these instructions. YWCA will consider any failure on the part of the respondent to comply with these instructions to be an indication of the type of service it can expect during contract performance. Therefore, YWCA encourages respondents to contact the

YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase

Authorized Contact by email to request any additional clarification that may be needed to comply with these instructions.

Format

Each respondent is required to submit one (1) signed original, two (2) copies, and one (1) reproducible flash drive prepared or converted to Microsoft Office Software (Word, Excel, etc.) or PDF of the complete proposal response. The original must be marked "ORIGINAL" on the cover sheet and contain signatures, where applicable. Double-sided printing is allowed. All responses must be typed and will become the property of the YWCA. All responses, forms, and attachments must be submitted on standard 8.5 by 11-inch paper, and either stapled or bound together. Font size must be no smaller than 12 points, single space.

Each copy of a completed Proposal must contain all of the following documents in the order indicated.

- a) **Attachment A:** Proposal Cover Sheet - Must be signed by the individual having contract signature authority.
- b) **Attachment B:** Pricing Quotes
- c) **Attachment C:** Project References and Reference Form – All companies shall submit a Project Reference Form for three (3) references; please see Project Reference Form (PRF) and its instructions on page 16.
- d) **Attachment D:** Franchise Tax Account
- e) **Attachment E:** Proof of General Liability Insurance
- f) **Attachment F:** Assurances and Certifications – The individual having contract signature authority as indicated on the cover sheet in Attachment A must sign the Assurances and Certification Document. Do not re-type this document, use the copy provided with this RFP.
- g) **Attachment G:** Historically Underutilized Business (HUB) Certificate (if applicable) – If the Respondent's organization is HUB certified, enter the certification on the cover sheet and attach a copy of the HUB Certificate.

EVALUATION CRITERIA:

YWCA will award the contract to the bidder(s) that submits a bid that represents the best value to the agency. The best value shall not be based solely upon price; the following considerations will be taken into account for the award recommendations.

- The purchase price.
- Vendor's service and delivery capabilities.
- The reputation of the vendor and of the vendor's goods and services.
- The quality of the vendor's goods or services.
- Experience and expertise of the respondent in providing similar services of comparable size and scope, especially to non-profit and/or civic organizations. (3 references)
- The extent to which the goods or services meet the YWCA needs.
- The total long-term cost to YWCA to acquire the vendor's goods or services.
- Vehicle Warranty and Vehicle Maintenance Options.

YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase

In the event that two (2) or more responsive proposals end up with a tie score the following criteria will be used as a tie-breaker:

A respondent that is State HUB certified and has provided the organization's State HUB Certification Number and attached a copy of the State HUB Certificate (Attachment G).

YWCA reserves the right to select one or more dealers to provide the vehicle(s) as specified. YWCA, at its option, may request additional information or ask for clarification from respondents, as necessary.

Governing Provisions

YWCA reserves the right to contact any individual, agency, or employer listed in a response to the RFP, contact others with experience and/or knowledge of the Respondent's relevant performance and/or qualifications, and request additional information from any and all respondents.

YWCA reserves the right to negotiate the terms of any and all agreements with the Respondents selected. Such agreements negotiated as a result of this RFP may be re-negotiated and/or amended to successfully meet the agency's needs.

The contents of a successful application may become a contractual obligation if selected for the award of a contract. Failure of a Respondent to accept this obligation may result in cancellation of this award.

**YWCA EL PASO DEL NORTE REGION
RFP #23-0701 Commercial Vehicles Purchase**

V. ATTACHMENTS

The following attachments are to be submitted with the proposal in the order indicated in this RFP.

This space left intentionally blank

ATTACHMENT A: PROPOSAL COVER SHEET
RFP #23-0701 Commercials Vehicles Purchase

Legal Business Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person & Title: _____

Telephone: _____

Fax: _____

Email: _____

Company Website: _____

Authorized Representative Signature: _____

Authorized Representative Printed Name and Title: _____

Tax/Legal Status:

_____ State Government Agency	_____ Local Government	_____ Union
_____ Community College	_____ Local School District	_____ Non-Profit
_____ Private For-Profit	_____ Other: _____	

Federal Employer Identification Number: _____

Texas State Comptroller ID Number: _____

Historically Underutilized Business (HUB) Certification Number: _____

ATTACHMENT B: PRICING QUOTES
RFP #23-0701 Commercial Vehicles Purchase

Dealer Response (Please attach the window sticker or similar document detailing required features and other vehicle specifications)

Cargo Vans		Option 1
Proposed Vehicle (Year, Make, Model & Trim):		
Specifications Details		
MSRP		
\$ Discount		
% off MSRP		
Taxes		
Fees		
Final Price		
Estimated lead Time		
Expected Delivery Date		

Cargo Vans		Option 2
Proposed Vehicle (Year, Make, Model & Trim):		
Specifications Details		
MSRP		
\$ Discount		
% off MSRP		
Taxes		
Fees		
Final Price		
Estimated lead Time		
Expected Delivery Date		

Cargo Vans		Option 2
Proposed Vehicle (Year, Make, Model & Trim):		
Specifications Details		
MSRP		
\$ Discount		
% off MSRP		
Taxes		
Fees		
Final Price		
Estimated lead Time		
Expected Delivery Date		

Prices shall be valid through 9/29/23. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale. Vendor shall be responsible for adjusting amount in the benefit of the YWCA.

ATTACHMENT B: PRICING QUOTES
RFP #23-0701 Commercial Vehicles Purchase

Dealer Response (Please attach window sticker or similar document detailing required features and other vehicle specifications)

Passenger Van	Option 1
Proposed Vehicle (Year, Make, Model & Trim):	
Specifications Details	
MSRP	
\$ Discount	
% off MSRP	
Taxes	
Fees	
Final Price	
Estimated lead Time	
Expected Delivery Date	

Passenger Van	Option 2
Proposed Vehicle (Year, Make, Model & Trim):	
Specifications Details	
MSRP	
\$ Discount	
% off MSRP	
Taxes	
Fees	
Final Price	
Estimated lead Time	
Expected Delivery Date	

Passenger Vans	Option 2
Proposed Vehicle (Year, Make, Model & Trim):	
Specifications Details	
MSRP	
\$ Discount	
% off MSRP	
Taxes	
Fees	
Final Price	
Estimated lead Time	
Expected Delivery Date	

Prices shall be valid through 9/29/23. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale. Vendor shall be responsible for adjusting amount in the benefit of the YWCA.

ATTACHMENT B: PRICING QUOTES
RFP #23-0701 Commercial Vehicles Purchase

Dealer Response (Please attach window sticker or similar document detailing required features and other vehicle specifications)

Truck	Option 1
Proposed Vehicle (Year, Make, Model & Trim):	
Specifications Details	
MSRP	
\$ Discount	
% off MSRP	
Taxes	
Fees	
Final Price	
Estimated lead Time	
Expected Delivery Date	

Truck	Option 2
Proposed Vehicle (Year, Make, Model & Trim):	
Specifications Details	
MSRP	
\$ Discount	
% off MSRP	
Taxes	
Fees	
Final Price	
Estimated lead Time	
Expected Delivery Date	

Truck	Option 2
Proposed Vehicle (Year, Make, Model & Trim):	
Specifications Details	
MSRP	
\$ Discount	
% off MSRP	
Taxes	
Fees	
Final Price	
Estimated lead Time	
Expected Delivery Date	

Prices shall be valid through 9/29/23. Current Discount rate and % off MSRP displayed above shall be the only negotiable amounts to change at time of sale. Vendor shall be responsible for adjusting amount in the benefit of the YWCA.

ATTACHMENT C: PROJECT REFERENCES
RFP #23-0701 Commercial Vehicles Purchase

PROJECT REFERENCES

Please list three (3) projects that would be representative of your company's experience similar to the requested services provided. The details of your company's success will be used to determine your ability to provide YWCA with similar requested services described in the scope of work.

1) Entity _____

Contact Person _____

Contact Information (Telephone & E-Mail) _____

Project Description (Include Vehicle Purchases and Cost)/Date _____

2) Entity _____

Contact Person _____

Contact Information (Telephone & E-Mail) _____

Project Description (Include Vehicle Purchases and Cost)/Date _____

3) Entity _____

Contact Person _____

Contact Information (Telephone & E-Mail) _____

Project Description (Include Vehicle Purchases and Cost)/Date _____

**ATTACHMENT C: PROJECT REFERENCES
RFP #23-0701 Commercial Vehicles Purchase**

PROJECT REFERENCE FORM (PRF)

Directions: Request three (3) Public or Private Agencies for which you have substantially completed similar work. Provide this form to the Owner or Owner’s representative directly responsible for oversight of the project to complete and submit via email prior to the date and time listed below. If the form is received after the date and time specified, it will not be accepted. If your company has not completed prior projects with YWCA, your firm will not be penalized.

PRF Due Date and Time: August 15; 4:00 P.M. MST

NAME OF COMPANY TO BE EVALUATED _____

NAME OF PROJECT/PURCHASE AND DATE COMPLETED _____

QUESTIONS:

1. Has the above-referenced project/purchase reached substantial completion? (Circle one) Yes No

2. On a scale of 1 to 10 (1 being poor, 10 being excellent), how would you rate this company’s performance on the following: **Rate: 1 – 10** _____

How would you rate work performed by this dealership on your purchase? _____

Was the price quoted honored for your purchase? _____

Was the purchase delivered on time? _____

Was the quality of the purchase what you expected? _____

Rate the quality of the service? _____

Would you be willing to purchase from this company again? (1=No, 10=Yes) _____

Total Points (maximum 60 points) _____

Name of Company Submitting Evaluation _____

Name of Person Submitting Evaluation _____

Phone Number and E-Mail Address of Evaluator _____

Please email this form directly to Rosa Lopez at r.lopez1@ywcaelpaso.org by the time and date shown above.

**ATTACHMENT D: FRANCHISE TAX ACCOUNT
RFP #23-0701 Commercial Vehicles Purchase**

Franchise Tax Account Status

All vendors must attach a copy of their current Franchise Tax Account Status from the Texas Comptroller of Public Accounts. Out-of-state respondents should submit a Certificate of Good Standing from their state of operation. The Web Site address to obtain this certificate is:

<http://www.window.state.tx.us/taxinfo/coasintr.html>. If the Franchise Tax Account Status is not applicable, the respondent must indicate as such and provide a reason for non-applicability i.e., non-profit organization, sole proprietorship, etc.

This space left intentionally blank

**ATTACHMENT E:
RFP #23-0701 Commercial Vehicles Purchase**

Proof of General Liability Insurance

YWCA will require the dealer selected to maintain professional liability insurance with limits of not less than \$1,000,000. All vendors must provide proof of General Liability insurance in the form of a certificate of liability insurance. A certificate of insurance showing commercial general liability for the limit of \$1,000,000 each occurrence, issued by a company duly authorized to issue insurance in the State of Texas, and providing that such policy shall not be cancelled for any reason without thirty (30) days prior written notice by insurer to YWCA and naming the YWCA El Paso del Norte Region as additional insured.

This space left intentionally blank

**ATTACHMENT F:
RFP #23-0701 Commercial Vehicles Purchase**

Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing YWCA El Paso del Norte Region and any other applicable laws and regulations. The authorized representative certifies that the proposing organization possesses legal authority to offer the attached proposal.

The undersigned Respondent certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal or state department or agency;
- (2) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of offenses enumerated in Paragraph (2) of this section; and
- (4) Have not within a three-year period preceding this application had one or more public transactions terminated for cause or default.

Conflict of Interest: The undersigned Respondent certifies that:

- (1) Their organization has not prepared this bid in collusion with any other vendor and that the contents of this bid have not been communicated by the organization or its agent(s) to any other person engaged in this type of business.
- (2) No manager, employee or paid consultant of the Bidder is a member or is married to a member of the YWCA Board, President, or an employee of YWCA El Paso del Norte Region;
- (3) No member of the YWCA Board of Directors, or an employee of YWCA owns or has any control in the Bidder's organization;
- (4) No member of the YWCA Board of Directors or employee of YWCA receives compensation from Bidder for lobbying activities;
- (5) Bidder has disclosed within the proposal response any interest, fact or circumstance that does or may present a potential conflict of interest.
- (6) Should Bidder fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Bidder shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with YWCA and shall immediately refund the YWCA any fees or expenses that may have been paid under the contract and shall further be liable for any other costs incurred or damages sustained by YWCA relating to that contract.

Acknowledgement of Cooperation regarding Affirmative Action

YWCA El Paso Del Norte Region, as an equal opportunity employer, has developed an affirmative action plan and has an ongoing commitment to hire and develop the best people we can find, basing our judgment on their job-related qualifications. For this reason, we are asking your assistance and cooperation in actively recruiting and referring qualified applicants for all jobs without regard to race,

**ATTACHMENT F:
RFP #23-0701 Commercial Vehicles Purchase**

gender, religion, national origin, ethnic background, age, disability, political beliefs or veteran status. Because of our commitment as an equal opportunity employer, we request your service to include active recruitment of qualified minority and female applicants for all positions when available.

The undersigned authorized representative affirms that she/he is duly authorized to sign proposals on behalf of the organization. The undersigned authorized representative of the respondent herein certifies that the statements above pertaining to Debarment, Suspension and Other Responsibility Matters; Conflict of Interest; and Nondiscrimination are true and correct as of the date of submission.

The respondent must notify YWCA El Paso del Norte Region in writing if the authorized signatory changes.

Certified by:

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Business Name

Date

**ATTACHMENT G:
RFP #23-0701 Commercial Vehicles Purchase**

HUB Certificate

Respondents certified as a Historically Underutilized Business (HUB) in the state of Texas should submit a copy of the HUB certificate.

This space left intentionally blank