



REQUEST FOR PROPOSALS
HOME DELIVERED & CONGREGATE MEALS – CONTRACT SERVICES
RFP# 1-2027
FOR THE PERIOD
OCTOBER 1, 2026, THROUGH SEPTEMBER 31, 2027

PROPOSALS SHOULD BE DIRECTED TO:

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TITLE: Program Manager
ADDRESS: 1908 N Laurent, Suite 600A
Victoria, Texas 77901
PHONE: 361-578-1587 ext.205
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PART 1. GENERAL INFORMATION - GCRPC

1.1 Purpose

Golden Crescent Regional Planning Commission (GCRPC), a political subdivision of the State of Texas and a voluntary association of local governments and special districts, is soliciting proposals from qualified entities to provide Home-Delivered Meal services in Calhoun, De Wit, Goliad, Gonzales, Jackson, Lavaca and Victoria County.

GCRPC may elect to award a single contract or multiple contracts to qualified respondents under this solicitation.

Contracted Home-Delivered and/or Congregate Meal Services shall include meal preparation, packaging, delivery, and all associated administrative functions necessary to provide services in accordance with applicable program requirements.

This RFP contains the technical specifications, which define the services solicited herein, as well as the standards and requirements for this procurement.

Part 1. General Information provides both general background and specific requirements governing the administration of this procurement.

Part 2. Scope of this Request describes the specific services and performance criteria for which GCRPC will accept competitive bids.

Part 3. Instructions for Preparation and Submittal of Proposals, provides the required information and format necessary for preparation and submittal of a responsive bid. This information must be completed as specified.

Part 4. Attachments, Information, Instructions, and Forms provides the required forms and additional instructions and information necessary for preparation and submittal of a responsive proposal.

1.2 Background

GCRPC was created and organized under the Planning Act of 1965 (Tex. Rev. Civ. Stat. Ann. Art. 1011m). GCRPC primarily serves a seven-county area including Calhoun, DeWitt, Goliad, Gonzales, Jackson, Lavaca, and Victoria counties.

GCRPC administers and operates the following programs:

U.S. Department of Commerce, Economic Development Administration (EDA)

- District Planning Assistance Program

Texas Health and Human Services Commission

- Aging Title III B, C, D, E
- Aging Title VII EAP, OM
- Congregate Meals
- Home Delivered Meals
- CMS Basic
- CMS Supplemental
- Nutrition Services Incentive Program

- State General Revenue
- Aging and Disability Resource Center (ADRC) Operations
- ADRC Housing Navigator – MFPD
- ADRC Local Contact Agency – MFPD
- ADRC SGR – Respite
- ADRC – MIPPA
- ADRC – Promoting Independence
- 211 Area Information
- Child Care and Development Block Grant

Office of the Texas Governor, Public Safety Office

- Regional Law Enforcement Training
- Regional Planning
- Homeland Security Grant Program – State Homeland Security Program (HSGP-SHSP)

Texas Department of Transportation, Public Transportation Division

- Rural Public Transportation Grant Program Section 5311
- Rural Transit Assistance Program Section 5311
- Enhanced Mobility of Seniors & Individuals with Disabilities Grant Program Section 5310
- Regionally Coordinated Transportation Planning Section 5304
- Urbanized Transit Assistance Program Section 5307 State Funds
- Bus and Bus Facilities Grant Program Section 5339
- RTAP Scholarship

Federal Transit Administration

- Urbanized Area Formula Grant Program Section 5307
- Bus and Bus Facilities Grant Program Section 5339

Texas Commission on Environmental Quality

- Regional Solid Waste Planning

Commission on State Emergency Communications

- 9-1-1 Program

Texas General Land Office

- Community Development Block Grant – Disaster Recovery (CDBG-DR)

1.3 Administration of this Request for Proposal

Schedule:

Dates	Events
Monday, July 13, 2026, by 5:00 PM CST	Issuance / Publication of RFP
Friday, July 31, 2026, at 12:00 PM CST	Deadline to submit questions and requests for clarifications
Wednesday, August 5, 2026, at 5:00 PM CST	GCRPC publishes responses to written questions
Friday, August 14, 2026, at 12:00 PM CST	Proposals Due
Monday, August 17, 2026, at 2:00 PM CST	Proposal Opening & Evaluation
No Later Than (NLT) Friday, August 21, 2026, at 5:00 PM CST	Notice(s) of Award
NLT Friday, September 4, 2026, at 5:00 PM CST	Contract Approval / Execution
Thursday, October 1, 2026	Contract Start Date

Funds available: Home-Delivered Meal services are financed through a combination of federal, state, and local funds. Thus, any contract awarded is contingent upon the combined availability of funds from these sources. If GCRPC experiences a diminution of funding from Federal, State, or local sources during the contract term, GCRPC may terminate all or part of the services and obligations which are part of the Contract.

The total contractual amount for the initial contract period shall not exceed \$41,718 in reimbursable expenses.

Contract Period: October 1, 2026, through September 31, 2027. Contracts may be extended in one-year increments for an additional two years after the initial contract period. Contract extensions are contingent upon the availability of funds and Subrecipient performance.

Procurement Standards: Procurement for contract home delivered meal services shall be in compliance with procurement standards under the Federal Uniform Guidance, and the provisions of applicable Federal law or Executive Orders, as well as, state and local policies for procurement. Solicitation via this RFP shall ensure services are obtained efficiently and economically while maintaining and maximizing full and open competition.

Federal Acquisition Regulation (FAR), Subpart 6.3 Other than full and open competition, 6.302.2 Unusual and compelling urgency, may apply under special circumstances.

Technical Assistance: Only the Aging and Community Services Program Manager will answer those questions pertaining to clarification of the RFP.

Contract Information for Questions

Any questions concerning this request for proposal should be submitted prior to 12:00 PM CST on Friday, July 31, 2026, to Louis Morales, Aging and Community Services Program Manager. Only written questions will be accepted, either by mail (to the above address) or email: louism@gcrpc.org.

Responses to all timely submitted questions will be published no later than Wednesday, August 5, 2026, at 5:00 PM CST, and will be provided to all bidders receiving a copy of the RFP to ensure that each bidder is informed on an equitable basis. GCRPC staff may not provide individual assistance in writing proposals; only technical questions will be answered.

A. Method of Payment

Payment shall be made for services rendered and billed by the Subrecipient and received by GCRPC.

Subrecipient shall submit monthly invoices to GCRPC no later than the seventh (7th) day of the following month. In the event the 7th is a Saturday, Sunday or Holiday, the report must be submitted on the following business day by 3:00 p.m. Payments shall be received approximately thirty (30) days following approval of invoice.

To receive reimbursement for purchased meal services, all Subrecipient must submit a complete Request for Reimbursement (RFR) packet each month. The following documents are required for a complete submission:

1. Financial Invoice
2. Client Roster Report
3. Required Client Documentation, that hasn't already been submitted.

The following outlines the required process for subcontractors submitting reimbursement requests:

1. SUBMISSION REQUIREMENTS

- Submit your complete Request for Reimbursement (RFR) packet electronically to the designated Aging and Community Services Program email address provided at contract award.
- Ensure your packet includes all required documentation as outlined above.

2. GCRPC INTERNAL PROCESSING

Once submitted, your RFR packet will go through the following steps by GCRPC staff:

a. Filing & Tracking

b. Document Review

- Accuracy and completeness of each document.
- Backup documentation supports all costs being claimed.
- Expenses must be:
 - Allowable under applicable grant rules
 - Allocable to the specific program
 - Reasonable and necessary for program performance (Review based on 2 CFR Part 200 federal grant requirements)

c. Capital Cost of Contracting (CCC)

- GCRPC calculates and deducts any required local match before finalizing the reimbursement amount.

d. Budget Alignment

- Each request is reviewed for alignment with your approved program budget.

f. Internal Approvals

- RFR packets are reviewed and approved by the Aging Community Services Manager and

Finance Manager before payment processing.

g. Payment Processing

- Once approved, your reimbursement will be entered into our financial system.
- Payments are processed during our monthly pay cycle.

B. Governing Provisions and Limitations

1. A response to the Request for Proposal (RFP) does not commit GCRPC to a purchase agreement or contract, or to pay any costs incurred in the preparation of such response.
2. GCRPC reserves the right to accept or reject any or all proposals received, to cancel this RFP in part or its entirety, and to reissue this RFP.
3. GCRPC reserves the right to hold and accept a proposal for a period of thirty working days after the response deadline.
4. GCRPC reserved the right to negotiate the final terms of any and all purchase agreements with bidders selected and such agreements negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the contract.
5. GCRPC reserves the right to waive any defect in this procurement process or to make changes to this solicitation as it deems necessary.
6. GCRPC will provide notifications of such changes to all bidders of record as having received or requested an RFP.
7. GCRPC reserves the right to contact any individual; agencies or employers listed in a proposal, to contact others who may have experience and/or knowledge of the bidder's relevant performance and/or qualifications; and to request additional information from any and all proposers.
8. GCRPC also reserves the right to conduct a review of systems, procedures, etc. of any bidder selected. This may occur prior to, or subsequent to the award of a purchase agreement. Misrepresentation of the proposer's ability to perform as stated in the proposals may result in cancellation of the purchase agreement.
9. Proposers shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of GCRPC for the purpose of or having the effect of influencing favorable disposition toward their own proposal or any other proposal submitted hereunder.
10. No employee, office, or agent of GCRPC shall participate in the selection, award, or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
11. Proposers shall not engage in any activity, which will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude joint ventures or subcontracts.
12. The only purpose of this Request for Proposal (RFP) is to ensure uniform information in the solicitation of proposals and procurement of Home Delivered Meals– Contract services. This RFP is not to be construed as a purchase agreement or contract as a commitment of any kind, nor does

it commit GCRPC to pay for costs incurred prior to the execution of a formal contract.

13. The contents of a successful proposal may become a contractual obligation, if selected for award for a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No pleas of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/costs. Any damages accruing to GCRPC as a result of the proposer's failure to contract may be recovered from the proposer.
14. No complaints or protests regarding the proposal selection process shall be accepted by any grantor agency until all administrative remedies at the grantee or local level have been exhausted. This includes, but is not limited to, disputes, claims, protests of award, source evaluation, or other matters of a contractual nature. Matters concerning violations of law shall be referred to such authority, as may have proper authorization.
15. Solicitation and selection of proposals must conform to relevant state and federal laws and regulations and local policies governing the procurement of supplies, equipment, and services under state and federal guidelines. Bidders are responsible for familiarizing themselves with these laws and regulations.
16. Disadvantaged Business Enterprises (DBE). It is the policy of the Golden Crescent Regional Planning Commission to practice nondiscrimination based on race, color, sex, or national origin in the award or performance of this proposal. All interested parties qualifying under this solicitation are encouraged to submit proposals. Contract awards will be conditioned upon satisfying the requirements of this request for proposal. These requirements apply to all parties, including those that qualify as a Disadvantage Business Enterprise.
17. GCRPC, in accordance with Title VI of the Civil Rights Act of 1964, as amended, and all other applicable federal and state nondiscrimination laws and regulations, hereby notifies all proposers that it will affirmatively ensure that in any contract entered into pursuant to this solicitation, all qualified businesses will be afforded full opportunity to submit proposals and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, or any other protected status in consideration for an award.
18. **WRITTEN STANDARDS OF CONDUCT**

GCRPC requires the practice of ethical, responsible, and reasonable procedures related to purchasing, agreements and contracts, and related forms of commitment. The policies in this section describe the principles and procedures that all staff shall adhere to in the completion of their designated responsibilities. These policies seek to ensure that goods and services are obtained in an effective manner and in compliance with the requirements of Chapter 252 of the Texas Local Government Code, as well as the requirements of OMB Uniform Grant Guidance Super Circular 2 CFR 200, and the Texas Uniform Grant and Contract Management Standards.

Certain GCRPC departments may require more stringent procurement standards to be followed regarding certain purchases for their programs. The standards regarding these purchases must be followed and shall be maintained as an annex in GCRPC's Financial Management Manual.

In the event of conflicts between the terms of this section and any applicable state, local or federal statute, code, or regulation; or the procurement procedures of the applicable grantor agency; the stricter applicable statute, code, regulation, or grantor/grantee procurement policy shall control.

19. **PROTEST PROCEDURES**

Bid Protest Procedures

The Golden Crescent Regional Planning Commission's (GCRPC) has established the following procedures for handling protests of capital equipment and contract awards. A protest may be made at any time during a bidding process, including pre-award, award, and post-award periods. Things, which may be protested, include but are not limited to:

Pre-Award: Conditions of bid, exclusions, specifications that require sole source procurement, unreasonable bonding requirements, or other procedures, which limit a vendor's ability to participate.

Award: Closed meeting at award opening, opening awards early, allowing a bid to be changed after opening of any bid, failure of GCRPC to require same action on the part of all bidders.

Post-Award: Bid process was not complied with by GCRPC.

A protest must be filed within 3 working days of the initial knowledge of the fact being protested. A request for reconsideration must be filed within 3 working days of receipt of the answer to the protest. A working day is defined as one working period not to include weekends, national holidays, or declared natural emergencies. GCRPC will provide an initial response within 10 working days of receipt of the protest or request for consideration. A final report will be made within 20 working days of receipt of the protest or request for consideration.

The protest must contain the name and address of the protestor (corporate or individual), the solicitation or contract number or a description of the invitation to bid, and a statement of the grounds for which a protest is made. Please include the individual to be contacted and a telephone number in case clarification of the protest is needed.

A protest must be received at GCRPC, 1908 N. Laurent, Suite 600, Victoria, Texas 77901 to be honored. If not, hand delivered and a receipt supplied, it is recommended it be sent via certified mail or courier, with a return receipt requested by the protestor.

Bid Protest Response Procedures

GCRPC will respond in detail to each substantive allegation raised in the protest. The protest will be reviewed by a committee consisting of a representative of the Aging and Community Services department, and a representative from the administration department. The Executive Director of GCRPC will make the final decision on any protest filed with GCRPC. All determinations are considered final 3 working days after a protestor's receipt of our final report, not to exceed 30 days from bid opening date.

Only when life is at risk will procurement be made when a protest is pending. Under no conditions will an award be made prior to the resolution of a protest, nor will we open bids if protest is file before bid opening. All potential vendors will be informed if a protest is filed prior to award of a bid.

Bid Protest Appeal and Reconsideration Procedures

A request for reconsideration will be granted only when a protestor acquires data not previously known or available, or there has been an error of law or state bidding regulations.

If there is a question of the merits of a protest, GCRPC will hold an informal conference. At a minimum

GCRPC representatives and the protestor will attend. All other interested parties are welcome to attend.

Violations of Federal law or regulation will be handled by the complaint process stated within that law or regulation. Violations of state or local law or regulations will be under the jurisdiction of state or local

20. PUBLIC NOTICE

This Request for Proposal (RFP) will be solicited on our company website www.gcrpc.org.

21. ADDENDUMS, MODIFICATIONS, AND CLARIFICATIONS

Any bidder in doubt of the true meaning of any part of the specifications or other documents may request an interpretation from GCRPC's Procurement Officer. If the Procurement Officer finds that the interpretation is substantive or that a mistake has been made, the Procurement Officer will issue a written addendum to all bidders that received the original IFB or RFP. The addendum will become a part of the IFB or RFP and will have the same binding effect as provisions in the original document. No verbal explanation or interpretations will be binding. For a request for interpretation to be considered, the request must be submitted in writing and must be received by GCRPC's Procurement officer no later than five (5) days prior to the bid or proposal due date. GCRPC does not assume responsibility for the receipt of addendum sent to bidders or proposers. A copy of all addenda issued must be signed and returned with the bidder's bid or proposal. The bidder must also acknowledge receipt of the addenda by initialing the appropriate place on the IFB or RFP cover sheet.

22. REJECTION OF BIDS/PROPOSALS

GCRPC reserves the right to: (1) reject any and all bids/proposals and waive any informality in the bids/proposals received; (2) disregard the bid/proposal of any proposer determined to be not responsible. GCRPC further reserves the right to reject any bid/proposal due to failure of performance on deliveries as determined in writing by the GCRPC.

23. RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

It is the responsibility of the prospective proposer to review the entire invitation to bid/proposal packet and to notify GCRPC if the specifications are formulated in a manner that would restrict competition or appear ambiguous. Any such protest or question(s) regarding the specifications or bid/proposal procedures must be received in the Regional Services Department no less than seventy-two hours prior to the time set for bid/proposal opening. Vendors are to propose as specified herein or propose an approved equal. The mention of any brand name in the specifications is not intended to be restrictive but is intended to describe the general features and requirements (or equivalent) that the GCRPC is seeking.

24. PUBLIC INFORMATION ACT

The parties agree that GCRPC is a governmental body for purposes of the Public Information Act, codified as Chapter 552 of the Texas Government Code and as such is required to release information in accordance with the Public Information Act. Bidder/Proposer agrees that it has marked any information that it considers to be confidential, proprietary, and/or trade secret in its bid/proposal. GCRPC agrees to provide notice to Bidder/Proposer in accordance with the Public Information Act in the event GCRPC receives a request for information under the Public Information Act for information that the Proposer has marked as confidential, proprietary, and/or trade secret.

25. NO COMMITMENT BY GCRPC

This Request for Bid/Proposal does not commit GCRPC to award any costs or pay any costs, or to

award any contract, or to pay any costs associated with or incurred in the preparation of a bid/proposal to this request, or to procure or contract for services or supplies.

26. REJECTION/DISQUALIFICATION OF BIDS/PROPOSALS

GCRPC reserves the right to reject any or all bids/proposals in whole or in part received by reason of this bid/proposal package and may discontinue its efforts for any reason under this bid/proposal package at any time prior to actual execution of the Contract by GCRPC. Bidders/Proposers may be disqualified, and rejection of bid/proposals may be recommended to GCRPC for any of (but not limited to) the following causes:

- a. Failure to use the bid/proposal form(s) furnished by GCRPC, if applicable.
- b. Lack of signature by an authorized representative that can legally bind the company on the bid/proposal form.
- c. Failure to properly complete the bid/proposal.
- d. Bids/proposals that do not meet the mandatory requirements.
- e. Evidence of collusion among bidders/proposers.

27. CHANGES IN SPECIFICATIONS

If it becomes necessary to revise any part of this bid/proposal, a written notice of such revision will be posted on GCRPC's website. GCRPC is not bound by any oral representations, clarifications, or changes made in the written specifications by the GCRPC's employees, unless such clarification or change is posted on the GCRPC website. It shall be Bidder's/Proposer's responsibility to check the website prior to the bid/proposal opening date to verify whether any addendums have been posted.

28. BID/PROPOSAL IDEAS AND CONCEPTS

GCRPC reserves the right to adopt or use for its benefits, any concept, plan, or idea contained in any bid/proposal.

29. INDEMNIFICATION

The Subrecipient shall agree to assume all risks and responsibility for, and agrees to indemnify, defend, and save harmless, GCRPC, its department heads, and its agents and employees from and against all claims, demands, suits, actions, recoveries, judgments, and costs and expenses including reasonable attorney's fees for the defense thereof in connection therewith on account of the loss of life property or injury or damage to the person which shall arise from Subrecipient's operations under this contract, its use of GCRPC's facilities and/or equipment or from any other breach on the part of the Subrecipient, its employees, agents or any person(s) in or about GCRPC's facilities with the expressed or implied consent of the GCRPC. Subrecipient shall pay any judgment with cost which may be obtained against GCRPC resulting from Subrecipient's operations under this contract.

Subrecipient agrees to indemnify and hold GCRPC harmless from all claims of subcontractors, laborers incurred in the performance of this contract. Subrecipient shall furnish satisfactory evidence that all obligations of this nature herein above designated have been paid, discharged or waived.

30. DELAYS

GCRPC reserves the right to delay the scheduled commencement date of the contract if it is to the advantage of GCRPC. There shall be no additional costs attributed to these delays should any occur. Bidder/Proposer agrees it will make no claim for damages, for damages for lost revenues, for damages caused by breach of contract with third parties, or any other claim by Bidder/Proposer attributed to

these delays, should any occur. In addition, Bidder/Proposer agrees that any contract it enters into with any third party in anticipation of the commencement of the contract will contain a statement that the third party will similarly make no claim for damages based on delay of the scheduled commencement date of the contract.

C. Proposer Selection Process

The primary consideration in selecting a provider of Home Delivered and/or Congregate Meals shall be its effectiveness in delivering comparable or related services based on demonstrated performance.

The proposal review process shall include: evaluation, rating, ranking of proposals, and selection for award of contract by the Golden Crescent Regional staff.

The following shall apply to the selection process:

1. All proposals considered must be received on time and be responsive to the RFP instructions.
2. Where the quality of two or more proposals is equal, cost will become a primary factor in the selection of a Subrecipient.
3. Award may be made to the responsible bidder whose proposal will be most advantageous to the District, GCRPC, and the Golden Crescent region.
4. Positive efforts shall be made to utilize small, minority, and female-owned or operated organization/business (HUB) in the procurement and provisions of these services.
5. Awards of contracts shall be made only to responsive providers.
6. GCRPC may base its selection on the following, including but not limited to:
 - mandatory criteria for professional qualification;
 - a satisfactory record of past performance;
 - provider's integrity and business ethics;
 - accountability;
 - financial stability;
 - technical resources;
 - the provider's ability to meet performance and design criteria;
 - the quality of the proposed services; and
 - the reasonableness of the price/cost.

The specific evaluation criteria are provided in Part 4 of this request.

D. Subrecipient's Responsibilities

Respondent selected will be required to assume full responsibility for all services provided.

PART 2. SCOPE OF THIS REQUEST

2.1 Service Criteria and Technical Requirements

A. Service Criteria

1. COMPLIANCE

The Subrecipient shall understand and comply with all local, state, and federal ordinances, statutes, laws, rules, and regulations applicable to the Services covered by this RFP. The Subrecipient (s) further agrees that it will at all times during the term of the Contract be in compliance with all applicable federal, state and/or local laws regarding employment practices including, but not limited to:

a. Americans with Disabilities Act (ADA)

- The Americans with Disabilities Act of 1990, as amended (ADA), 42 U.S.C. Sections 12101 et seq., prohibits discrimination against qualified individuals with disabilities in programs, activities, and services, and imposes specific requirements on public and private public and private entities. Subrecipient shall comply with their responsibilities under Titles I, II, III, IV, and V of the ADA in employment, public services, public accommodations, telecommunications, and other provisions, many of which are subject to regulations issued by other Federal agencies.

b. Drug and Alcohol Policy

- The Subrecipient must have an alcohol and drug policy in place with requirements that meet or exceed those set out in GCRPC's policy in order to respond to any violations of the Policy. Where it is impractical for sole proprietors and other very small Subrecipient to establish their own policy and testing services, they will be contractually required to comply with the terms of GCRPC's Policy and procedures throughout the term of the contract.

c. Safety Reporting

- The Subrecipient shall comply with all applicable safety and incident reporting requirements. This includes timely reporting of accidents, safety events, vehicle incidents, or passenger injuries, and the maintenance of accurate safety records. The Subrecipient must also participate in any safety reviews, audits, or corrective action processes initiated by GCRPC or oversight agencies.

2. PROGRAM INCOME

The Subrecipient shall maintain accurate records of all participant contributions and other income received in connection with Home-Delivered and Congregate Meal Services and shall submit a monthly report to GCRPC documenting all amounts collected.

All income received shall be reported to GCRPC as program income. GCRPC will convert the reported income into meal units, and the resulting units will be deducted from the Subrecipient's reported monthly service unit totals.

3. OPERATIONS FACILITY

The Subrecipient shall make all preparations to begin operation of the services by identifying, and securing an operations facility within Calhoun County. The location of the Operations Facility shall be approved by GCRPC prior to execution of any purchase or lease agreement. The Subrecipient will be responsible for obtaining and complying with all required building, occupancy, and other governmental permits. All program operations, including securely storing buses overnight (bus yard) and on Sundays shall be done at the Operations Facility.

4. COMMUNICATIONS EQUIPMENT & TECHNOLOGY

The Subrecipient shall provide and maintain all communication equipment necessary to ensure efficient coordination of Home-Delivered and/or Congregate Meal services. Staff responsible for meal preparation, scheduling, and delivery shall have reliable means of communication to facilitate service delivery, address participant needs, and respond to service interruptions. All costs associated with communication equipment and services shall be the responsibility of the Subrecipient.

The Subrecipient shall provide all computer equipment, software, and related technology necessary to perform contract requirements. The Subrecipient shall maintain records and reporting systems capable of documenting meal production, meal delivery, participant information, service units, and other program data as required by GCRPC and applicable federal and state regulations. The Subrecipient shall submit reports in a format approved by GCRPC and maintain records sufficient to support monitoring, auditing, and program evaluation activities.

VEHICLES AND DELIVERY EQUIPMENT

The Subrecipient shall furnish and maintain all vehicles, equipment, and supplies necessary to provide Home-Delivered and/or Congregate Meal services. All delivery vehicles shall be maintained in safe operating conditions and comply with applicable federal, state, and local requirements. The Subrecipient shall ensure that adequate delivery capacity is available to provide meals within established delivery schedules and service standards.

The Subrecipient shall be responsible for all costs associated with vehicle operation and maintenance, including fuel, repairs, insurance, licensing, and replacement of vehicles or equipment as necessary to ensure uninterrupted service delivery.

B. Scope of Services (Subrecipient Responsibilities)**1. NUTRITION PROGRAM ADMINISTRATION**

The Subrecipient shall coordinate, manage, and control all activities necessary to operate the Nutrition Program, including Congregate Meal and Home-Delivered Meal services. The Subrecipient shall:

- Operating all services to the levels and standards required as described in this RFP as well as any additional service added to this contract by GCRPC;
- Providing drivers, maintenance, supervisory, and administrative personnel;
- Establishing all employment policies relative to Subrecipient's personnel;
- Establishing a complaint response policy;
- Providing a disaster recovery plan - A written disaster recovery plan to be used in the event of a fire or any other disaster. This disaster recovery plan should include off-site

storage or backup information.

- Developing training and testing programs;
- Developing administrative, safety and security procedures, performance statistics, and financial records;
- Developing methods to maximize service efficiency and reliability;
- Executing data collection and reporting services as requested;
- Attending any meetings as requested by GCRPC;
- Implementing all federally required programs such as Drug and Alcohol Testing. Where it is impractical for sole proprietors and other very small Subrecipients to establish their own policy and testing services, they will be contractually required to comply with GCRPC's policy and testing procedures.
- Provide a dedicated telephone number for participants, caregivers, and the public to obtain information regarding Home-Delivered Meal services. Telephone access shall be available Monday through Friday during normal business hours. The Subrecipient shall provide the ability to receive messages outside of business hours and shall respond to inquiries in a timely manner. To the extent practicable, services shall be accessible to individuals who speak English and Spanish.

a. Recordkeeping and Reporting

The Subrecipient shall maintain all project records as requested by GCRPC in approved formats. All project records prepared by the Subrecipient shall be owned by GCRPC and shall be made available to GCRPC upon request, at no additional charge. The Subrecipient shall maintain all records for the period of five (5) years following final payment. In addition to hard copies, records will be available in a format that is compatible with PC operating systems and Microsoft Word and Microsoft Excel.

Monthly Reports

The Subrecipient must submit the following documentation to GCRPC no later than the seventh (7th) day of the following month. In the event the 7th falls on a Saturday, Sunday, or holiday, the required documentation must be submitted on the next business day by 3:00 p.m.

- Monthly invoice with supportive documentation
- Monthly Home Delivered Meal roster(s)
- Separate monthly rosters for hot meals and frozen meals
- Intake forms for all new participants
- Nutritional Risk Assessments (NRA) for all new participants enrolled during the reporting period
- Consumer Needs Evaluations (CNEs) for all new participants enrolled during the reporting period
- Documentation of all participant contributions, donations, or other program income received during the reporting period

- Summary of complaints, incidents, and safety issues

Annual Reports

The Subrecipient must submit updated Nutritional Risk Assessments and Consumer Needs Evaluations (CNEs) for all active Home-Delivered Meal participants no later than thirty (30) calendar days prior to the expiration of the participant's current assessment period. All reassessments shall be completed using forms approved by GCRPC and submitted in accordance with GCRPC procedures.

The Subrecipient shall maintain documentation demonstrating that annual reassessments have been completed for all active participants receiving Home-Delivered Meal services.

b. Financial Records.

The Subrecipient shall establish and maintain within a separate account all project expenditures and any other relevant financial records or documents.

c. Transition Assistance

At the end of the contract term or upon termination, the Subrecipient shall cooperate fully with GCRPC to ensure an orderly transition of services. This includes, but is not limited to:

- Providing all final reports and outstanding data
- Transferring relevant records, documents, and data systems to GCRPC or its designee
- Participating in transition meetings as requested
- Ensuring all GCRPC-owned assets are returned in good condition
- Allowing GCRPC or the incoming provider reasonable access to operations and staff for training and orientation

Failure to comply with transition requirements may result in the withholding of final payment.

2. NUTRITION PROGRAM OPERATIONS

a. General Requirements

The Subrecipient shall directly operate all Nutrition Program services in accordance with the Older Americans Act, Texas Health and Human Services Commission (HHSC) requirements, GCRPC policies and procedures, and all applicable federal, state, and local laws.

b. Meal and Nutrition Standards

The Subrecipient shall prepare and serve meals that meet all nutritional standards established by the Older Americans Act, HHSC, and GCRPC.

Meals shall:

- Be prepared using approved menus.
- Meet required nutritional standards.
- Be served in required portion sizes.
- Accommodate authorized therapeutic diets.
- Be reviewed and approved by a Registered Dietitian.

c. Registered Dietitian

The Subrecipient shall utilize GCRPC's contracted Registered Dietitian or provide documentation demonstrating that the Subrecipient employs or contracts with a qualified Registered Dietitian.

The Registered Dietitian shall provide menu review, nutritional analysis, menu approval, and technical assistance as needed.

Documentation of credentials shall be submitted upon request.

d. Food Safety and Sanitation

The Subrecipient shall develop and maintain written food safety procedures and comply with all applicable food safety regulations.

The Subrecipient shall ensure:

- Safe food preparation.
- Proper food storage.
- Sanitary food handling.
- Required food handler and food manager certifications.
- Compliance with local health department requirements.

e. Temperature Monitoring

The Subrecipient shall maintain written procedures for monitoring food temperatures during preparation, storage, transportation, and meal service.

Temperature logs and corrective actions shall be maintained and provided to GCRPC upon request.

f. Food Safety Incident Reporting

The Subrecipient shall immediately notify GCRPC of any foodborne illness, food recall, health department citation, contamination event, or any incident that could affect participant health or food safety.

Written documentation and corrective actions shall be submitted within five (5) business days.

f. Participant Contributions/Program Income

The Subrecipient shall provide each participant the opportunity to voluntarily contribute toward the cost of meals. Participation shall not be denied based on inability or unwillingness to contribute.

All participant contributions, donations, and other program income shall be documented, reported to GCRPC as program income, and converted into meal units in accordance with GCRPC

reporting requirements.

h. Staffing and Training

The Subrecipient shall maintain sufficient qualified personnel to operate the Nutrition Program.

All staff shall receive orientation, ongoing training, and any food safety training required by law or GCRPC.

i. Quality Assurance

The Subrecipient shall implement quality assurance procedures to monitor meal quality, participant satisfaction, food safety, and compliance with contract requirements.

Corrective actions shall be documented and maintained.

j. Emergency Preparedness

The Subrecipient shall maintain written emergency and contingency plans addressing severe weather, natural disasters, power outages, staffing shortages, equipment failures, food supply disruptions, and other emergencies affecting meal services.

k. Monitoring and Inspections

GCRPC reserves the right to inspect meal preparation facilities, dining sites, storage areas, delivery vehicles, records, food safety documentation, and related operations during normal business hours.

The Subrecipient shall cooperate fully with all monitoring visits, inspections, audits, and program reviews.

l. Subcontractors

The Subrecipient shall not subcontract meal preparation, transportation, or meal delivery services without prior written approval from GCRPC.

Approved subcontractors shall comply with all provisions of this Agreement, and the Subrecipient shall remain fully responsible for subcontractor performance.

3. CONGREGATE MEAL OPERATIONS

a. General

The Subrecipient shall operate Congregate Meal sites approved by GCRPC and provide services that promote nutrition, health, independence, and opportunities for socialization.

b. Meal Site Operations

The Subrecipient shall maintain meal sites that are safe, clean, sanitary, and accessible. Meal sites shall comply with all applicable health, fire, safety, and accessibility requirements.

c. Meal Service Schedule

Meals shall be served according to schedules approved by GCRPC. Changes in operating days, hours, or meal site locations require prior written approval from GCRPC.

d. Participant Eligibility

The Subrecipient shall provide Congregate Meal services only to participants authorized by GCRPC and shall maintain attendance records and participant documentation as required.

e. Nutrition Education

The Subrecipient shall coordinate and document nutrition education activities in accordance with HHSC requirements.

f. Socialization Activities

The Subrecipient shall provide opportunities that encourage participant socialization and engagement through educational, recreational, wellness, volunteer, or community activities.

g. Participant Wellness and Safety

The Subrecipient shall maintain procedures for responding to participant illnesses, injuries, emergencies, and other incidents occurring at meal sites.

h. Guest, Volunteer, and Caregiver Meals

The Subrecipient may provide guest, volunteer, and authorized caregiver meals in accordance with GCRPC policies.

The Subrecipient shall maintain separate documentation for participant, guest, volunteer, caregiver, and staff meals and shall ensure only authorized meals are billed under this Agreement.

i. Meal Site Closures

The Subrecipient shall immediately notify GCRPC of any meal site closure, relocation, or interruption of service and implement approved contingency plans.

4. HOME-DELIVERED MEAL OPERATIONS

a. General

The Subrecipient shall provide Home-Delivered Meal services only to participants authorized by GCRPC and in accordance with approved service plans.

b. Meal Delivery Requirements

The Subrecipient shall prepare, package, transport, and deliver meals in a manner that preserves food quality, food safety, and required temperatures.

c. Delivery Schedule

Meals shall be delivered Monday through Friday, excluding approved holidays unless otherwise authorized by GCRPC.

d. Participant Wellness Checks

Delivery personnel shall conduct a visual wellness check during each meal delivery and report concerns regarding participant health, safety, or well-being according to Subrecipients procedures.

e. Emergency Meals

The Subrecipient shall maintain procedures for providing emergency meals during severe weather, natural disasters, or other service interruptions.

f. Missed Deliveries and Meal Refusals

The Subrecipient shall maintain written procedures for documenting refused meals, unsuccessful delivery attempts, participant absences, temporary service holds, and follow-up actions.

g. Participant Eligibility

The Subrecipient shall not enroll participants or modify authorized service levels without prior

approval from GCRPC.

h. Delivery Vehicles and Equipment

The Subrecipient shall provide and maintain all vehicles, insulated carriers, coolers, and equipment necessary to safely transport and deliver meals. The Subrecipient shall be responsible for all vehicle operation, maintenance, insurance, licensing, and fuel costs.

i. Service Interruptions

The Subrecipient shall immediately notify GCRPC of any actual or anticipated interruption in Home-Delivered Meal services and implement contingency procedures to minimize disruptions and ensure participant safety.

j. Delivery Vehicle and Equipment Maintenance

All vehicles used for meal delivery shall be maintained in safe operating condition and comply with all applicable federal, state, and local requirements. The Subrecipient shall be responsible for all costs associated with vehicle operation, maintenance, repairs, insurance, licensing, and fuel.

The Subrecipient shall maintain delivery equipment, insulated containers, food carriers, and related supplies in clean and sanitary condition at all times.

5. GCRPC Rights and Responsibilities

a. CONTRACT MONITORING

GCRPC reserves the right to monitor all aspects of the Subrecipient's performance under this Agreement to ensure compliance with applicable federal, state, and local requirements, including requirements established by the Older Americans Act, Texas Health and Human Services Commission (HHSC), and GCRPC policies and procedures.

Monitoring activities may include, but are not limited to, desk reviews, on-site visits, participant file reviews, meal service observations, participant interviews, review of invoices and supporting documentation, evaluation of service delivery practices, and review of program and financial records.

The Subrecipient shall provide GCRPC, HHSC, and other authorized entities access to facilities, records, reports, personnel, and documentation necessary to conduct monitoring activities, audits, investigations, and program reviews. The Subrecipient shall cooperate fully with all monitoring activities and shall implement corrective actions within timeframes established by GCRPC.

b. PROGRAM OVERSIGHT AND COORDINATION

GCRPC shall provide overall program oversight and coordination to ensure Home-Delivered Meal services are administered effectively and in accordance with contract requirements. GCRPC may provide guidance, technical assistance, and direction to the Subrecipient regarding service delivery, reporting requirements, documentation standards, and compliance expectations.

c. SERVICE CHANGES

GCRPC reserves the right to adjust service levels, participant allocations, funding levels, reporting requirements, or other program requirements during the term of the Contract as necessary due to changes in funding availability, federal or state requirements, participant needs, or program operations.

GCRPC shall provide notice to the Subrecipient of significant changes affecting service delivery whenever practicable. The Subrecipient shall implement approved changes within the timeframe established by GCRPC.

d. PARTICIPANT ELIGIBILITY AND SERVICE AUTHORIZATION

GCRPC shall be responsible for determining participant eligibility and authorizing Home-Delivered Meal services in accordance with applicable program requirements. The Subrecipient shall provide services only to participants authorized by GCRPC and in accordance with approved service plans and authorized service units.

GCRPC reserves the right to add, modify, suspend, or discontinue participant services based on eligibility requirements, participant needs, available funding, or program requirements.

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PART 3. INSTRUCTIONS FOR PREPARATION AND SUBMITTAL OF PROPOSAL

3.1 Proposal Submission Instructions

Response Deadline:

All proposals must be received (not merely postmarked) by 12:00 pm CST on Frid, August 14, 2026. Any modifications to the proposal must be received by the response deadline. Proposals delivered/received after the response deadline will not be considered but will be deemed late and unresponsive to this RFP and procurement process.

All proposals shall be submitted/delivered to Louis Morales, ACS Program Manager, using the information on the cover sheet of this RFP.

Format:

Hardcopy/paper proposal packets and electronic/digital proposal packets will be accepted. Faxed versions of proposals will not be accepted.

Hardcopy proposals must be typed and submitted on 8.5 x 11-inch paper in accordance with the instructions of Part 3 of this RFP. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

Similarly, electronic versions of proposals must be submitted in Microsoft Word (.doc) or PDF (.pdf) format, in accordance with the instructions of Part 3 of this RFP. Emphasis must be placed on addressing all the requirements of this RFP in a clear and concise manner.

Number of Copies:

Hardcopy proposals - One (1) complete original, with original signatures and two (2) complete copies must be submitted. All must be legible.

Electronic/digital proposals - One (1) complete original, with original signatures scanned, must be submitted. Digital files/documents must be accessible and legible.

Person(s) Authorized to Represent the Organization:

1. Proposals shall identify the liaison and primary contact person; and
2. A person with documented signatory authority to enter into and execute a contract should the proposal be selected for negotiation and result in a contract.

3.2 Preparation of Response and Format

Please complete and provide the following in accordance with the instructions provided herein and submit them in the order outlined below. The Certification Regarding Debarment, Certification of Bidder, and Certification of Professional Qualifications must be executed to officially submit a response to this request.

1. **Transmittal Letter** containing:
 - a. Proposer's understanding of this request, its requirements, and services to be performed.

- b. Statement from authorized signatory that proposal is valid for thirty (30) days after submittal deadline.
 - c. A positive statement of commitment to perform the services within the period specified or pay a penalty in the form of a discount on cost of services performed.
- 2. **Proposal cover sheet** (form attached).
- 3. **Certification regarding Debarment** (form attached).
- 4. **Certification of Bidder/Respondent** (form attached).
- 5. **Certification of EEO Compliance** (form attached).
- 6. **Certification of Professional Qualifications** (form attached).
- 7. **Obligation Certification** (form attached).
- 8. **Proposers profile:**
 - a. Organization and size, including number of employees and physical site locations.
 - b. Location of business headquarters; office where work is to be done and number of professional staff by staff level at that office.
 - c. The range of services performed by local office.
 - d. County of which you are requesting to provider service for.
 - e. Primary Contact, including name, telephone number, and e-mail address.
- 9. **Proposer's Qualifications and Experience:**
 - a. Names and credentials of principle(s).
 - b. Respondent's professional history, background, and relevant experience.
 - c. The name(s), business address, phone number, e-mail address of firms and individuals proposed to participate in all tasks identified in the scope of services.
 - d. Experience with economic development planning, collaborative workshops, public outreach, stakeholder outreach (including both public and private sector engagement), focus groups, and meeting moderation. Provide a minimum of three references for similar work, giving the name of the project, description of project, project period, and project cost and links to plan documents. (Include the names of clients, primary contact person and phone number)..
- 10. **Approach to Scope of Services:**
 - a. Work Plan
 - i. Proposed approach to the scope of service. Include time estimate for each segment of the work plan by staff level to be assigned. Where possible, individual staff members should be named, and their titles provided; the planned use of specialists should be specified.
 - ii. Proposed service(s) you are requesting to provide.
 - iii. Proposed County, or Counties, you are seeking to provide services for.

11. **Project Schedule.** Proposed project schedule in accordance with basic requirements of this RFP.
12. **Compensation:**

Total cost of services proposed should be specified. All fees, expenses, and other requirements associated with providing District support and planning services shall be stated. The fee proposal should include:

- a. A complete rate schedule and pricing for staff to be utilized in this project.
- b. Total costs per task, itemizing personnel, subcontractors and direct expenses (such as travel, printing, etc.).
- c. Total costs for the project, itemizing personnel, subcontractors, and direct expenses.

PART 4. ATTACHMENTS, INFORMATION, INSTRUCTIONS, AND FORMS

Proposals will be evaluated by a scoring and ranking committee appointed by the GCRPC Board of Directors using the following criteria and point system. The GCRPC Board of Directors will ensure the composition of the scoring and ranking committee adheres to GCRPC's ethical code of conduct and avoids all conflicts of interest.

EVALUATION CRITERIA	POINT VALUE
Technical Factors - Responsiveness of the proposal in clearly stating an understanding of the work to be performed, including comprehensiveness of work plan, reasonableness of time/hour estimates, staffing and timeliness of expected completion.	25
Demonstrated effectiveness based on the proposer's qualifications including: a. Certification of professional qualifications; b. Experience in the provision similar services; c. Credentials of principles; d. Qualifications of staff; and e. Certification regarding debarment.	50
Reasonableness of Cost of the Proposed Service	25
TOTAL	100

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

1. By signing and submitting this proposal, the prospective participant is providing the certification as set out in the form itself.
2. The certification is a material representation of fact upon which reliance was placed when this transaction was entered into knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government; the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
3. The prospective participant must provide immediate written notice to the REDAC if at any time the prospective participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, principal, proposal, and voluntarily excluded as used in the certification have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
5. The prospective participant further agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the U.S. Department of Labor.
6. The prospective participant further agrees by submitting this proposal that it will include the clause titled Certification regarding Department, Suspension, Ineligibility, and Voluntary Exclusion, -- Lower Tier Covered Transaction, without modification, in all lower tier covered transactions and in all solicitations for lower-tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Federal non-procurement list.
8. Nothing contained in the foregoing may be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the U.S. Department of Labor may pursue available remedies, including suspension and/or debarment.
10. Write the name of the bidder (individual or organization) and the name and title of the authorized representative of the bidder. The authorized representative signs where noted and dates the signature.

PROPOSAL COVER SHEET

1. Company/Organization: _____
Address: _____
City: _____ State: _____ Zip Code: _____
2. Activity: _____
3. Proposed Total Cost: _____
4. IRS Identification Number: _____
5. Date of Application: _____
6. As the respondent I certify to the best of my knowledge and belief that the information contained in this Bid is true and correct and it will comply with the attached assurances, terms, and conditions of the Request for Proposal (RFP). If I am awarded a contract, I further acknowledge that I have read and understand the requirements and provisions that I have read and understand the requirements and provisions of the RFP and that I am prepared to implement the project as specified in this Bid. I certify that no employee of the Golden Crescent Regional Planning Commission has assisted in the preparation of this bid/proposal other than through provision of answers to specific questions directed to the Finance Manager. I further certify that no costs have been incurred prior to the effective date of the contract.

Typed Name and Title

Signature of Authorized Representative

Telephone Number

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Federal Executive Orders 12549 and 12689 require the Texas Health and Human Services Commission (HHSC) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the HHSC may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the HHSC, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract? ☐ Yes ☐ No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the HHSC may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- ☐ The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- ☐ The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Potential Contractor	Vendor ID No. or Social Security No.	HHSC Contract No. (if applicable)
Printed/Typed Name and Title of Authorized Representative		
Signature of Authorize Representative	Date	

BIDDER/RESPONDENT'S CERTIFICATION

I, _____, certify that I am the _____,
(Typed Name) (Typed Title)

of the corporation, commission, association, or public agency named as respondent herein, that
_____, who signed this bid on behalf of Respondent was then (Typed
Name)

_____, of said corporation, committee, commission, association,
(Typed Title)

or public agency and that said bid was duly submitted and signed for on behalf of said organization by
authority of its governing body and is within the scope of its corporate, committee, commission,
association, public agency powers.

ATTEST:

Signature

Signature

Typed Name

Typed Name

Typed Title

Typed Title

Date

Date

The Respondent ensures and certifies that it will comply with the requirements, provisions, and assurances
referenced.

CERTIFICATION OF EEO COMPLIANCE

_____, the Respondent guarantees and assures that employment practices and policies do not discriminate on the grounds of race, color, religion, national origin, sex, age, disability, creed, belief, or political affiliation. Failure to comply with this requirement shall constitute non-compliance with the contract and shall be sufficient cause to terminate this contract.

Respondent's Signature

Date

CERTIFICATION OF PROFESSIONAL QUALIFICATIONS

1. LEGAL STATUS

Select your entity description and fill out the information requested

Entity Description	State and Date of Incorporation (e.g. TX, 01/01/2000)
☐ Private for-Profit Corporation	
☐ Private Not-for-Profit Corp.	
☐ Public Agency	
☐ Sole Proprietorship	
☐ Partnership	
☐ Other:	

Please attach a copy of your certification of corporation, articles of incorporation, or other proof of legal authority to contract.

2. OTHER INFORMATION

Internal Revenue Service (IRS) Employer Identification Number:

IRS Classification for Tax Exemption (If not-for-profit):

3. GOVERNING BODY OR BOARD OF DIRECTORS

NAME	TITLE	ADDRESS	TELEPHONE

4. Does the respondent have general liability insurance?

☐ Yes ☐ No

OBLIGATION CERTIFICATION

I, the undersigned, as the authorized representative of the organization identified below, hereby certify the following:

Organization/Agency Name:

Authorized Representative:

By signing this certification, I affirm that:

- The information contained in this application is true, complete, and accurate to the best of my knowledge.
- No material facts have been intentionally omitted, misstated, or misrepresented.
- The organization has the financial, administrative, operational, and technical capacity to successfully perform the services described in this Request for Proposal (RFP).
- The organization agrees to participate in ongoing communication and oversight activities throughout the contract period, including, but not limited to:
 - On-site monitoring or program reviews conducted by GCRPC, HHSC, or other authorized agencies;
 - Timely submission of all required reports, invoices, and supporting documentation;
 - Prompt written notification to GCRPC of any event, issue, or circumstance that could affect contract performance or program outcomes.
- The organization agrees to comply with all applicable federal, state, and local laws, regulations, policies, and contractual requirements governing this program.
- No individual or organization has received compensation, commission, or any other consideration for preparing or submitting this proposal, other than compensation paid to the applicant's own employees or authorized consultants.

Authorized Representative

Signature

Printed Name

Date

Title