



TEXAS SOUTHERN UNIVERSITY

REQUEST FOR QUALIFICATION

**MAINTENANCE/REPAIR SERVICES &
PARTS *for* TSU Aircrafts of Indefinite
Scope/Indefinite Quantity**

RFQ # 717-24-722

DEADLINE FOR SUBMITTAL:

11:00 a.m., Central Standard Time, Thursday, July 11, 2024

(Proposals received after the date and time specified will not be accepted)

Texas Southern University
PROCUREMENT SERVICES

Attn: Sceffers Ward
3100 Cleburne Street
Mack O. Hannah Hall, Suite 333
Houston, Texas 77004 - 4598

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REQUEST FOR QUALIFICATIONS FOR MAINTENANCE/REPAIR SERVICES & PARTS FOR TEXAS SOUTHERN UNIVERSITY AIRCRAFTS

SECTION 1 – GENERAL INFORMATION & REQUIREMENTS

- 1.1 GENERAL INFORMATION: Texas Southern University (“Owner”) is soliciting statements of qualifications (“Qualifications”), under the authority of Chapter 73.115 of the Texas Education Code – Acquisition of Goods and Services, for the selection of Maintenance/Repair Services and Part for Texas Southern University Aircrafts, Indefinite Quantity-Indefinite Delivery (“IDIQ”). Expected to provide maintenance and repair services on miscellaneous minor projects of limited scope for TSU Aircrafts in accordance with the terms, conditions, and requirements set forth in this Request for Qualifications (“RFQ”), which provides potential respondents with the information necessary to prepare and submit Qualifications for consideration by Owner. The Respondent will render these services to TSU as needed, with no minimum or maximum amount of services specified. An Agreement with the selected firm(s) will be issued as an indefinite quantity Agreement with a 2-year initial term and an option for the Owner to extend the contract for one (1) additional year. This solicitation sets forth the terms, conditions, and requirements for prospective respondents to be considered for this work. (Prospective Respondent(s) are hereinafter referred to as “Offerors”). This RFQ provides offerors with the information necessary to prepare and submit Qualifications for consideration by the Owner.
- 1.1.1 Collecting Qualifications in response to this Request for Qualifications (“RFQ”) is the first step in selecting the respondent(s). This RFQ provides the information necessary for Offerors to prepare and submit Qualifications for consideration and initial ranking by the Owner. In the next step the Owner will determine an initial ranking of the Offerors. If the initial ranking of the Offerors is reasonably conclusive, the Owner may make a “most qualified” selection based upon the written Qualifications only. If not, then the Owner may conduct interviews with a “short list” of Offerors.
- 1.1.2 The Owner may select up to three (3) of the top ranked qualified Offerors to participate in an interview with the Owner to confirm and clarify the Qualifications submitted and to answer additional questions. The Owner will then rank the interviewed Offerors in order to determine the most qualified Offeror(s).
- 1.1.3 Owner reserves the right to award multiple firms.
- 1.1.4 After selecting the most qualified Offeror(s) the Owner will negotiate the services to be provided by the Respondent(s) and a suitable fee schedule for those services.
- 1.2 PUBLIC INFORMATION: All information, documentation, and other materials submitted in response to this solicitation may be considered non-confidential and/or non-proprietary and may be subject to public disclosure under the Texas Public Information

Act (*Texas Government Code*, Chapter 552.001, *et seq.*) after the solicitation is completed.

1.2.1 The Owner strictly complies with all statutes, court decisions, and opinions of the Texas Attorney General's Office with respect to disclosure of RFQ information.

1.3 **TYPE OF CONTRACT:** Any contract resulting from this solicitation will be in the form provided by the Owner, a copy of which will be provided to all firms selected for interviews or, in the case where no interviews are conducted, to the selected most qualified Offeror(s).

1.3.1 Any request to modify any terms or conditions of the agreement or any of its attachments, and exhibits will be taken into consideration before awarding an agreement.

1.3.2 Offeror should carefully review the Agreement and all of its attachments and exhibits. Offeror must clearly communicate in writing all terms and conditions of the Agreement (including all attachments and exhibits) that offeror will require to be changed before offeror will sign an agreement. In addition to proposed edits, offeror must provide a reasonable and articulable explanation why the offeror requests each change. Redlining Owner's Agreement or providing a statement with the intent or an implication that the agreement will require further discussion or negotiation will not be considered sufficient as a reasonable request for change and will negatively impact Offerors overall ranking.

1.4 **CLARIFICATIONS AND INTERPRETATIONS:** Any clarifications or interpretations of this RFQ that materially affect or change its requirements will be posted by the Owner as an addendum on the Electronic State Business Daily (ESBD) website at <https://www.txsmartbuy.com/esbd>. Reference "RFQ 717-24-722" It is the responsibility of all offerors to obtain this information in a timely manner. All such addenda issued by the Owner before the proposals are due as part of the RFQ, and Offerors shall acknowledge receipt of and incorporate each addendum in its Qualifications.

1.4.1 All inquiries shall be submitted in writing (in Word format) via email to Mr. Sceffers Ward at and procurement@tsu.edu by **12:00 Noon, Central Standard Time; Wednesday, July 3, 2024**; the date listed as the deadline for submission of questions as specified in Section 2.4 below.

1.4.2 Offerors shall consider only those clarifications and interpretations that the Owner issues by addenda five (5) business days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the Owner and should not be relied on in preparing Qualifications.

1.5 **SUBMISSION OF QUALIFICATIONS:**

1.5.1 **Deadline and Location:** The Owner will receive Qualifications by the time and at the location described below.

11:00 a.m., Central Standard Time; Thursday, July 11, 2024.

Physical Address for Courier Delivery:

Texas Southern University
3100 Cleburne Street
Hannah Hall, Suite 333
Houston, Texas 77004 - 4598
Attn: Mr. Sceffers Ward

or

TSU Post Office - Texas Southern University Post-Office. You may find the exact location for the Post Office (Bldg. #106_PO) on the campus map.

<http://www.tsu.edu/about/campus/pdf/tsu-campus-map.pdf>

The submittals should be packaged tightly with a business card affixed. A TSU representative will be in place to monitor the deliveries the day of the closing. If you have any questions, please mail the Texas Southern University contact stated in the bid.

- 1.5.2 Offeror must submit one (1) original and one (1) PDF copy on a flash drive. An original signature must be included on the "Offeror's Statement of Qualifications and Ability to Undertake the Project" document submitted with each copy.
 - 1.5.3 Offeror must submit one (1) original and one (1) copy of the HUB Subcontracting Plan ("HSP") as separate attachments to the Qualifications as described in Section 4.1.3
 - 1.5.4 **LATE PROPOSALS WILL NOT BE ACCEPTED.**
 - 1.5.5 The Owner will not acknowledge or receive Qualifications that are delivered by telephone, facsimile (fax), or electronic mail (e-mail).
 - 1.5.6 Properly submitted Qualifications will not be returned to offerors.
 - 1.5.7 Qualifications materials must be enclosed in a sealed envelope (box or container) addressed to the Point of Contact person; the package must clearly identify the submittal deadline, the RFQ number, and the name and return address of the offeror.
- 1.6 **POINT OF CONTACT:** The Owner designates the following person as its representative and Point of Contact for this RFQ. Offerors shall restrict all contact with the Owner and direct all questions regarding this RFQ, including questions regarding terms and conditions, to the Point of Contact person.

Mr. Sceffers Ward, Director of Procurement Services
Texas Southern University
3100 Cleburne Street
Houston, TX 77004
713-313-7887
E-mail: procurement@tsu.edu

- 1.7 **COMMUNICATION RESTRICTIONS:** Offerors may communicate only with the Point of Contact and no other person regarding this RFQ or concerning matters related to it. **Failure to comply with these requirements and communications with other than the Point of Contact may result in disqualification of a response.**

- 1.8 **EVALUATION OF QUALIFICATIONS:** The evaluation of the Qualifications shall be based on the requirements described in this RFQ. All properly submitted Qualifications will be reviewed, evaluated, and ranked by a Selection Committee appointed by the Owner. The top three (3) or fewer ranked Offerors may be selected by the Owner for further consideration by participating in an interview wherein Qualifications will be presented and examined in further detail and where questions will be posed by the Selection Committee and answered by the Offeror.
- 1.8.1 Qualifications submittals shall not include any information regarding Offeror's proposed fees, pricing, or other compensation considerations as these will not be a factor in the selection of the most qualified Offeror(s).
- 1.9 **OWNER'S RESERVATION OF RIGHTS:** The Owner reserves the right to reject any and all Qualifications and re-solicit for new Qualifications. The Owner makes no representations, written or oral, that it will enter into any form of agreement with any offeror to this RFQ for Architectural/Engineering Services, and no such representation is intended or should be construed by the issuance of this RFQ.
- 1.9.1 Offeror understands and agrees that this RFQ and any subsequent contract ensuing from this solicitation is contingent upon the approval by the Owner and/or Texas Southern University's Board of Regents. Offeror understands and agrees that Owner has made no representation, written or oral, that any such approvals will be obtained. If any such approvals are not obtained, offeror understands and agrees that this RFQ and any subsequent agreement ensuing from this solicitation will be null, void, and of no effect.
- 1.10 **ACCEPTANCE OF EVALUATION METHODOLOGY:** By submitting its Qualifications in response to this RFQ, offeror accepts the evaluation process and acknowledges and accepts that determination of the "most qualified" firm(s) will require subjective judgments by the Owner.
- 1.11 **NO REIMBURSEMENT FOR COSTS:** Offeror acknowledges and accepts that any costs incurred from its participation in this RFQ process shall be at the sole risk, expense, and responsibility of the offeror.
- 1.12 **PRE-SUBMITTAL CONFERENCE:** There will be no pre-submittal conference conducted for this selection process.
- 1.13 **ELIGIBLE OFFERORS:** Only lawfully formed business organizations may apply. This does not preclude an offeror from using consultants. The Owner will contract only with a formal organization/partnership that submits a Qualification.
- 1.14 **HISTORICALLY UNDERUTILIZED BUSINESSES SUBMITTAL REQUIREMENTS:** It is the policy of Texas Southern University to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses ("HUB") in all contracts. Accordingly, Texas Southern University has adopted MAPP 3.2.5 Policy on Utilization of Historically Underutilized Businesses. This policy applies to all contracts with an expected value of \$100,000 or more. If Texas Southern University determines those subcontracting opportunities are probable, then a HUB subcontracting plan is a required

element of the Qualifications. Failure to submit a required HUB Subcontracting plan will result in rejection of the Qualifications.

1.14.1 Statement of Probability: Owner has determined that subcontracting opportunities are probable in connection with this procurement solicitation. Therefore, an HSP is required as a part of an Offerors Qualifications.

1.14.2 The HUB Subcontracting goal for the RFQ is **26%** for Professional Services. Offerors are expected to make a good faith effort to meet this goal. The HSP may be prepared by the Architectural/Engineering firm listing all of the sub-consultants.

1.14.3 The HSP information may be downloaded from the Texas State Comptroller's website at the following URL link:

<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>

1.14.5 For information regarding Texas Southern University's HUB Program and HUB Subcontracting opportunities, please contact Mr. Sceffers Ward, Director of Procurement Services / HUB Coordinator, sceffers.ward@tsu.edu.

1.15 **CERTAIN PROPOSALS AND CONTRACTS PROHIBITED:** Under Section 2155.004, *Texas Government Code*, a state agency may not accept a proposal or award a contract that includes proposed financial participation by a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the proposal or contract is based. All vendors must certify their eligibility by acknowledging the following statement, "Under Section 2155.004, Texas Government Code, the vendor certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate." If a state agency determines that an individual or business entity holding a state contract was ineligible to have the contract accepted or awarded as described above, the state agency may immediately terminate the contract without further obligation to the vendor. This section does not create a cause of action to contest a proposal or award of a state contract.

1.16 **SALES AND USE TAXES:** Section 151.311, Tax Code, permits the purchase free of state sales and use taxes of tangible personal property to be incorporated into realty in the performance of a contract for an improvement to realty for certain exempt entities that include Texas Southern University. The section further permits the purchase tax-free of tangible personal property (other than machinery or equipment and its accessories and repair and replacement parts) for use in the performance of such a contract if the property is "necessary and essential for the performance of the contract" and "completely consumed at the job site." In addition, the section permits the purchase tax-free of a tangible service for use in the performance of such a contract if the service is performed at the job site and if "the contract expressly requires the specific service to be provided or purchased by the person performing the contract" or "the service is integral to the performance of the contract."

It is the responsibility of the Offeror to incorporate allowable tax savings into its Proposal.

1.17 **CERTIFICATION OF FRANCHISE TAX STATUS:** Offerors are advised that if successful it will be required to submit certification that it is not delinquent in the payment of any franchise tax status due under Chapter 171 of the Texas Tax Code, or that it is exempt from the payment of such taxes, or that it is an out-of-state legal entity and not subject to the Texas Franchise Tax, whichever is applicable. The Offeror further agrees that each

subcontractor and supplier under contract will also provide an appropriate certification of franchise tax status.

- 1.18 **PREVAILING MINIMUM WAGE RATE DETERMINATION:** Offerors are advised that the Texas Prevailing Wage Law applies to this Project will be administered in accordance with the policies and procedures set forth in Texas Southern University's document, entitled "Prevailing Wage Guidelines." A copy will be provided with the Owner's Agreement.
- 1.19 **REQUIRED NOTICES OF WORKERS' COMPENSATION INSURANCE COVERAGE:** Section 406.096, Texas Labor Code, and the rules of the Texas Workers' Compensation Commission, require workers' compensation insurance coverage for all persons providing services on a building or construction project for a governmental entity.
- 1.20 **DISCLOSURE OF INTERESTED PARTIES STATUTE:** In its proposal, offerors must agree to comply with Section 2252.908, Texas Government Code ("Disclosure of Interested Parties Statute") and 1 Texas Administration Code Sections 46.1 through 46.3 ("Disclosure of Interested Parties Regulations") as implemented by the Texas Ethics Commission ("TEC"), including, among other things, providing the TEC and University with the information required by the Disclosure of Interested Parties Statute and the Disclosure of Interested Parties Regulations on the form promulgated by the TEC and set forth in APPENDIX EIGHT. The form will be required to be submitted to Owner prior to the countersigning of the final agreement and not submitted with this RFQ.
- 1.21 **STATE REGISTRATION OF ARCHITECTURE FIRMS (IF APPLICABLE):** Offerors are advised that the Texas Board of Architectural Examiners requires that any firm or business entity providing architectural services to the public, other than a sole proprietor doing business under his/her name must annually register information regarding the firm or business entity with the Texas Board of Architectural Examiners. The Texas Board of Architectural Examiners, 333 Guadalupe Street, Suite 2-350, Austin, Texas 78701, telephone (512) 305-9000, has jurisdiction over individuals licensed under the Architects' Registration Law, Chapter 1051, Texas Occupations Code.
- 1.22 **STATE REGISTRATION OF ENGINEERING FIRMS (IF APPLICABLE):** Offerors are advised that the Texas Board of Professional Engineers requires that any entity providing engineering services to the public must register with the Texas Board of Professional Engineers. An entity is defined as a sole proprietorship, firm, partnership, corporation, or joint stock association.
- 1.23 **VENDOR PERFORMANCE:** In accordance with Texas Government Code, 2155.074 and 2155.75, vendor performance may be used as a disqualification factor in the award. Vendor performance information on the Controller of Public Accounts web site may be accessed at: http://www.window.state.tx.us/procurement/prog/vendor_performance/. The Owner may conduct reference checks with other entities regarding past performance. In addition to evaluating performance through the Vendor Performance Tracking System (as authorized by 34 Texas Administrative Code §20.108), the Owner may examine other sources of vendor performance including, but not limited to, notices of termination, cure notices, assessments of liquidated damages, litigation, audit reports, and non-renewals of contracts. Such sources of vendor performance may include any governmental entity, whether an agency or political subdivision of the State of Texas, another state, or the Federal government. Further, the Owner may initiate such examinations of vendor performance based upon media reports. Any such investigations shall be at the sole

discretion of the Owner, and any negative findings, as determined by the Owner, may result in non-award to the Offeror.

- 1.24 **NON-DISCRIMINATION:** In their execution of this agreement, Offeror, consultants, their respective employees, and others acting by or through them shall comply with all federal and state policies and laws prohibiting discrimination, harassment, and sexual misconduct. Any breach of this covenant may result in termination of this agreement.
- 1.25 **NON-BOYCOTT ISRAEL VERIFICATION:** Pursuant to Section 2270.002 of the *Texas Government Code*, Offeror certifies that either (i) it meets an exemption criterion under Section 2270.002; or (ii) it does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. Offeror shall state any facts that make it exempt from the boycott certification in its Response.

End of Section 1

SECTION 2 – EXECUTIVE SUMMARY

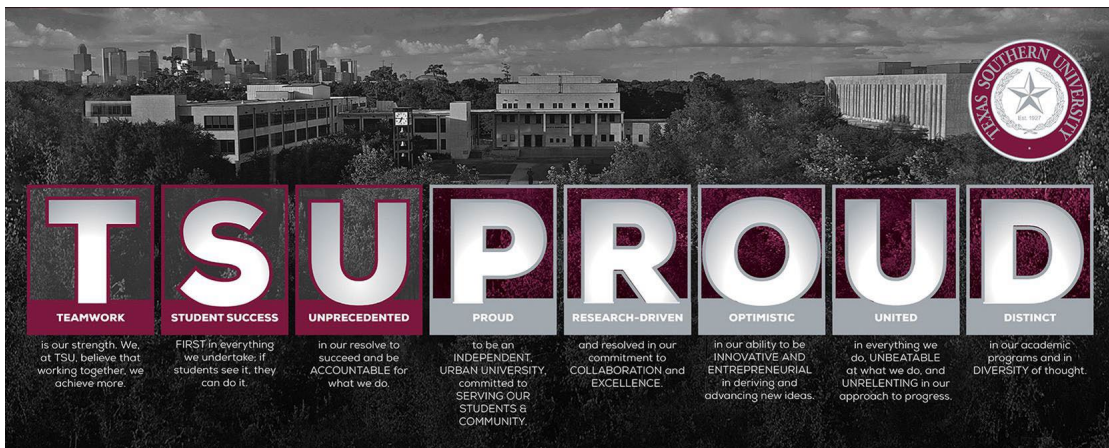
2.1 **HISTORICAL BACKGROUND:** Texas Southern University (“TSU”) is an elite, Carnegie R2 Institution and proud to be the premiere producer of diversity for building a talent strong Texas. The Owner one of the largest Historically Black College/University (“HBCU”) in the nation and destined to become the first HBCU with the coveted Carnegie R1 status.

Since its founding in 1927, TSU has evolved from its origins as a small junior college into an elite, nationally competitive, Texas Southern is proud to be one of 11 HBCU’s designated as a Doctoral University of High Research Activity (R2) by The Carnegie Classification of Institutions of Higher Education. Recognized for not only its research, TSU has demonstrated a committed in every facet of university life from academics to athletics. Texas Southern University currently offers more than 120 undergraduate and graduate programs and concentrations at the baccalaureate, graduate-master, graduate-doctoral, and professional level. These programs are organized into 11 colleges and the campus is situated on more than 150-acres of land in the heart of Houston’s historic Third Ward community.

As the institution celebrates 95 years of providing learners with social and upward mobility through education, the administration has paid tribute to its rich past, while celebrating its present state, and envisioning its future.

Currently, Texas Southern University enrollment is approximately 8,000 students. The institution is currently finalizing a new strategic plan for the campus community. Preliminary strategies and goals contemplate the institution moving to 10,000 students by 2025 and 15,000 students in fall 2030.

Texas Southern University is committed to transforming lives and achieving unprecedented success at an accelerated pace. The Board of Regents, President, Administration, Faculty, and Staff live the mission of TSU everyday through their respective commitment to the students. Texas Southern University is PROUD to be the first public institution in Houston.



2.2 MISSION STATEMENT:

Texas Southern University is a comprehensive research, teaching, and public service institution whose mission is the advancement of knowledge and the pursuit of excellence. The University is committed to ensuring equality, by offering innovative programs that are responsive to its urban setting, and transforming diverse students into lifelong learners, engaged citizens, and creative leaders in their local, national, and global communities.

2.3 SERVICES DESCRIPTION AND SCOPE: The scope of services requested is to provide, upon notification of a need, a proposal, and after contracting through a properly executed assignment document; maintenance/repair services and parts to the Texas Southern University Aviation Program including, but not limited to, the following:

2.3.1 The firm shall adequately provide maintenance, repair and parts, flight system renewals and technical assessments to help mitigate the cost and damage of premature aircraft performance issues. Identify aircraft components that have deteriorated and present any safety hazards, demanding immediate attention, and provide recommendations on repairs before approval to repair.

2.3.2 Provide assessment reports that certify the condition of existing aircrafts. Reports shall identify inspections needed or conducted, maintain flight hours per aircraft, etc.

2.3.3 Reports shall include comprehensive information on the of each TSU aircraft, expectations for future performance and solution options for maintaining acceptable performance and extended operation life.

2.3.4 Reports shall also seek to determine the cause of premature performance problems and provide cost-effective remedial work solutions.

2.3.6 Progress report reviews to identify materials, techniques and details that should be modified to achieve maximum performance.

2.3.7 Provide maintenance, repairs and parts for all TSU aircraft listed below.

Registration	Make	Model	Year	Serial Number	Airframe Total Time
N2855U	Piper	PA34-200T	1979	34-7970294	7778.8
N4532B	Grumman	AA-5B	1979	AA5B-1169	3040.6
N501TS	Cessna	172M	1978	172-66893	6198.1
N6511V	Cessna	172RG	1980	172RG0741	8316.2
N6851E	Cessna	172N	1978	172-72074	8674.6
N73786	Cessna	172N	1976	172-67678	6961.9

N74374	Grumman	AA-5B	1975	AA5B-0209	3444.1
N80475	Cessna	172M	1976	172-6608	15263.6
N927TS	Cessna	172S	2023	172-13067	120.0

Location: Ellington Field (KEFD), Houston, Texas

2.4 **SCHEDULE:** Key schedule milestones (subject to change) are:

- 2.4.1 Owner publishes RFQ 6/25/2024
- 2.4.2 RFQ submittal of questions deadline (12:00 p.m.)7/3/2024
- 2.4.3 Deadline for submittal of Qualifications and HSP (11:00 a.m.).....7/11/2024

The schedule of events presented above represents a basic timeline for the solicitation. Time is of the essence for the Owner to bring the successful Offeror under contract to begin Maintenance/Repair IDIQ services. Offeror shall expedite contract negotiations to meet and/or improve on this schedule.

2.5 **CRITERIA AND WEIGHT/VALUE:** Qualifications will be evaluated and ranked in accordance with the following criterion:

Category	Weight
CRITERION 1: Offeror’s Statement of Qualifications and Availability	25%
CRITERION 2: Offeror’s Ability to provide IDIQ Maintenance, Repairs and Parts	25%
CRITERION 3: Qualifications of Assigned Offeror’s Personnel and their likely roles.	25%
CRITERION 4: Offeror’s Performance on Past Representative Projects for IDIQ A/E Services	10%
CRITERION 5: Offeror’s Knowledge of Best Practices	15%
Total of Weighted Value	100

End of Section 2

SECTION 3 – REQUIREMENTS FOR STATEMENT OF QUALIFICATIONS

Offerors shall carefully read the information contained in the following criteria and submit a complete statement of qualifications to all questions in Section 3 formatted as directed in Section 4. Incomplete statements will be considered non-responsive and subject to rejection. Submittal must have a “Cover Letter” with complete contact information for Offerors principal, including direct e-mail, phone and fax, and Offerors HUB Statement of Commitment.

3.1 CRITERIA ONE: OFFERORS STATEMENT OF QUALIFICATIONS AND AVAILABILITY TO PROVIDE MAINTENANCE AND REPAIR SERVICES FOR TSU AIRCRAFTS:

- 3.1.1 Provide a statement of interest for services including a narrative describing the Offerors unique qualifications as they pertain to services in this RFQ.
- 3.1.2 Indicate whether services will be provided in whole, or in part, by your firm. If certain services are to be provided by another firm, indicate your firm's business relationship (joint venture, consultant agreement, etc.) with the associated firm(s).
- 3.1.3 Provide a statement on the availability and commitment of the Offeror, its principal(s), and assigned professionals to undertake the services, including their geographical availability.
- 3.1.4 Provide a brief history of the Offeror and each consultant proposed for the services.
- 3.1.5 Provide all necessary certifications
- 3.1.6 Provide the Offeror contact information and designated representative for this procurement process.

3.2 CRITERIA TWO: OFFERORS ABILITY TO PROVIDE IDIQ MAINTENANCE AND REPAIR SERVICES FOR TSU AIRCRAFTS:

- 3.2.1 Provide the following information for the Firm:
 - Legal name of the company as registered with the Secretary State of Texas,
 - Address of the office that will be providing services,
 - Number of years in business,
 - Type of operation (Individual, Partnership, Corporation, Joint Venture, etc.),
 - Number of employees by skill group, and
 - Annual revenue totals for the past ten (10) years.
- 3.2.2 Include a brief narrative of your firm's history, current organizational structure including local, regional, and national offices, if applicable, and scope of services offered by your nearest company office.
- 3.2.3 Submit a current, audited financial statement of the firm, or include a statement indicating your firm's agreement to submit an audited statement if selected.
- 3.2.4 Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please explain the impact both in organizational and directional terms.
- 3.2.5 Provide any details of all past or pending litigation or claims filed against your company that would affect your company's performance under a Contract with the Owner.

- 3.2.6 Provide details of any conditions that would adversely affect your company's performance under a contract with the Owner.
- 3.2.7 Is your company currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, specify date(s), details, circumstances, and prospects for resolution.
- 3.2.8 Does any relationship exist by relative, business associate, capital funding agreement, or any other such kinship between your firm and any Owner employee, officer, or Regent? If so, please explain.
- 3.2.9 Provide a claims history under professional malpractice insurance for the past five (5) years for the Prime Firm and any team members proposed to provide services.

3.3 **CRITERIA THREE: QUALIFICATIONS OF ASSIGNED RESPONDENT'S PERSONNEL AND THEIR LIKELY ROLES**

- 3.3.1 Identify the key professionals that will be involved in providing IDIQ Maintenance, Repair Services and Parts and their likely roles. Specifically name the person who will support the oversight efforts with Texas Southern University.
- 3.3.2 Provide resumes stating the experience and expertise of the professionals that will be involved in providing IDIQ Maintenance, Repair Services and Parts, including their experience with similar tasks, the number of years with the firm, and their city of residence.
- 3.3.3 Indicate whether the Offeror intends to use consultants or sub-consultants in rendering professional services to the Owner. If so, indicate the roles of such consultants and describe the Offeror's process in working with consultants and integrating them into the process of providing IDIQ Maintenance, Repair Services and Parts.
- 3.3.4 Describe Respondent's relevant experience and ability to perform services described in Section 2.3 of this RFQ.
- 3.3.5 Clearly identify the members of the proposed team who worked on the listed projects in Criteria 3.4 and describe their roles in those projects.
- 3.3.6 Describe your experience in performing Design Phase reviews of construction documents to ensure that systems can be properly tested or commissioned.

3.4 **CRITERIA FOUR: OFFERORS PERFORMANCE ON PAST REPRESENTATIVE PROJECTS:**

- 3.4.1 List a minimum of five (5) projects and/or programs for which Offeror has provided Maintenance, Repair Services of Aircrafts that are most closely related to these services described in this RFQ and completed in the past ten (10) years, particularly project(s) for Texas Southern University or for another major public university. List the projects in order of priority, with the most relevant project first. Provide the following information for each project listed:
 - Project Name or Client Program, location, contract delivery method, dates of services, and description:
 - Final project size in gross square feet,
 - Type of Aircrafts,
 - Description of services Respondent provided for the project.

- Name of project manager (individual responsible to the owner for the overall success of the project),
- 3.4.2 Provide current client references that can furnish information related to your firm's and your staff's performance on each project listed under Criteria 3.4.1, including;
- The Owner's name and representative who served as the day-to-day liaison during the design and construction phases of the project, including telephone number and email address.
 - Contractor's name and representative who served as the day-to-day liaison during the Preconstruction and/or construction phase of the project, including telephone number; and email address.
 - Length of business relationship with the Owner.
- 3.4.3 References shall be considered relevant based on specific project participation and experience with the Offeror. The Owner may contact references during any part of this process. The Owner reserves the right to contact any other references at any time during the RFQ and contracting process.

3.5 **CRITERIA FIVE: OFFERORS KNOWLEDGE OF BEST PRACTICES:**

- 3.5.1 Describe Respondent's quality assurance program. Explain the methods used to ensure quality control during the programming, design, and documentation phases of a project. Provide specific examples of how these techniques or procedures were used from any five (5) projects listed in response to Section 3.4.1 or 3.4.3 of this RFQ.
- 3.5.2 Describe Respondent's philosophy, methodology, controls, and its processes for successful management of cost and schedule.
- 3.5.3 Describe Respondent's team demonstrated technical competence and management qualifications with institutional projects, particularly those for higher education.
- 3.5.4 Provide any other details regarding special services, processes, advantages, or other benefits offered to the Owner by the Respondent.

End of Section 3

SECTION 4 – FORMAT FOR STATEMENT OF QUALIFICATIONS

4.1 GENERAL INSTRUCTIONS:

- 4.1.1 Qualifications shall be prepared SIMPLY AND ECONOMICALLY, providing a straightforward, CONCISE description of the Offerors ability to meet the requirements of this RFQ. Emphasis shall be on the QUALITY, completeness, clarity of content, responsiveness to the requirements, and an understanding of Owner's needs.
- 4.1.2 Qualifications shall be a **MAXIMUM OF FIFTY (50) PRINTED PAGES**. Also, all information submitted must be placed on a flash drive capable of holding all information. **No password, encrypted flash drives**. The cover, table of contents, divider sheets, HUB Subcontracting Plan, and Execution of Offer do not count as printed pages. Each bound copy must be in the following order:
- Cover,
 - Cover Letter,
 - Table of Contents,
 - Criteria One: Offeror's Statement of Qualifications and Availability to Provide IDIQ Maintenance & Repair Services for TSU Aircrafts,
 - Criteria Two: Offeror's Ability to Provide IDIQ for Maintenance & Repair Services for TSU Aircrafts
 - Criteria Three: Qualifications of Assigned Offeror's Personnel and Their Likely Roles
 - Criteria Four: Offeror's Performance on Past Representative Engagements for IDIQ Maintenance and Repair Services for TSU Aircrafts,
 - Criteria Five: Offeror's Knowledge of Best Practices,
- 4.1.3 HUB Subcontracting Plan (HSP) Submittal Requirements: It is the policy of Texas Southern University to promote and encourage contracting and subcontracting opportunities for Historically Underutilized Businesses (HUB) in all contracts. Accordingly, the Owner has adopted HSP, Refer to website for link to Policy on Utilization of Historically Underutilized Businesses at:
- <http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>.
- 4.1.3.1 HUB Achievement Form.
- 4.1.3.2 **NOTE: The HUB Policy applies to all contracts with an expected value of \$100,000 or more and the HUB Subcontracting Plan is a required element of this request for proposal. Failure to submit a required HUB Subcontracting Plan will result in the disqualification of your RFP response.**
- 4.1.4 Offerors shall carefully read the information contained in this RFQ and submit a complete response to all requirements and questions as directed.
- 4.1.5 Qualifications and any other information submitted by offerors in response to this RFQ shall become the property of the Owner.
- 4.1.6 Qualifications that are qualified with conditional clauses, alterations, items not called for in the RFQ documents, or irregularities of any kind are subject to rejection by the Owner, at its option.

- 4.1.7 The Owner makes no representations of any kind that an award will be made as a result of this RFQ. The Owner reserves the right to accept or reject any or all Qualifications, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFQ when deemed to be in Owner's best interest.
- 4.1.8 Qualifications shall consist of answers to questions identified in Section 3 of the RFQ. It is not necessary to repeat the question in the Qualifications; however, it is essential to reference the question number with the corresponding answer. Separate each section of your proposal by use of a divider sheet with an integral tab for ready reference. Identify the tabs in accordance with the parts under Section, which is to be consistent with the Table of Contents. **TAB IDENTIFICATION BY NUMBERS ONLY IS NOT ACCEPTABLE.**
- 4.1.9 Failure to comply with all requirements contained in this RFQ may result in the rejection of the Qualifications.

4.2 PAGE SIZE, BINDING, DIVIDERS, AND TABS:

- 4.2.1 Qualifications shall be printed on letter-size (8-1/2" x 11") paper and assembled with spiral-type bindings or staples. **DO NOT USE METAL-RING HARD COVER BINDERS.**
- 4.2.2 Additional attachments shall NOT be included with the Qualifications. Only the responses provided by the Offeror to the questions identified in Section 3 of this RFQ will be used by the Owner for evaluation.
- 4.2.3 Separate and identify each criteria response to Section 3 of this RFQ by use of a divider sheet with an integral tab for ready reference.

4.3. TABLE OF CONTENTS:

- 4.3.1 Submittals shall include a "Table of Contents" and give page numbers for each part the Qualifications.

4.4 PAGINATION:

- 4.4.1 Number all pages of the submittal sequentially using Arabic numerals (1, 2, 3, etc.); the Offeror is not required to number the pages of the HUB Subcontracting Plan.

4.5 FEE PROPOSAL AND NEGOTIATION:

The Offeror(s) ranked highest (highest Oral Presentation Score) shall be asked to submit a suitable fee schedule for A/E services. Fees can be an hourly fee or lump sum basis as services are needed by TSU. Negotiations will be conducted between the candidate firm and the University's Negotiation Committee.

If the procurement officer determines that a satisfactory contract cannot be negotiated, the negotiations shall be terminated. In such instances, the University shall commence negotiations with the candidate firm ranked two (2). After completing negotiations, the University will proceed with the contract award after the Board of Regent's approval.

End of Section 4

SECTION 5 – EXECUTION OF OFFER AND ATTACHMENTS

5.1 EXECUTION OF OFFER:

NOTE: THIS EXHIBIT MUST BE SIGNED AND RETURNED WITH THE QUALIFICATION. QUALIFICATIONS THAT DO NOT INCLUDE THIS EXHIBIT WILL BE DISQUALIFIED. THE QUALIFICATION SHALL BE VOID IF FALSE STATEMENTS ARE CONTAINED IN THIS EXHIBIT.

By signature hereon, Offeror certifies that:

- 5.1.1 All statements and information prepared and submitted in the response to this RFQ are current, complete, and accurate.
- 5.1.2 Offeror has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.
- 5.1.3 Neither Offeror nor the firm, corporation, partnership, or institution represented by Offeror or anyone acting for such firm, corporation, or institution has (1) violated the antitrust laws of the State of Texas under Texas Business & Commerce Code, Chapter 15, or the federal antitrust laws; or (2) communicated the contents of this RFQ either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFQ.
- 5.1.4 When a Texas business address shown here on that address is, in fact, the legal business address of Offeror and Offeror qualifies as a Texas Resident Bidder under 1 TAC § 111.2.
- 5.2 Under Government Code § 669.003, relating to contracting with an executive of a state agency, Offeror represents that no person who, in the past four years, served as an executive of the Texas Comptroller of Public Accounts, Texas Southern University or any other state agency, was involved with or has any interest in this Proposal or any contract resulting from this RFQ. If Offeror employs or has used the services of a former executive head of Texas Southern University or other state agency, then Offeror shall provide the following information: Name of former executive, name of state agency, date of separation from state agency, position with Offeror, and date of employment with Offeror.
- 5.3 Texas Southern University is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing Offerors/vendors with the Federal General Services Administration's System for Award Management (SAM), <http://www.sam.gov>, which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.
- 5.4 Offeror certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Offeror is in compliance with the State of Texas statutes and rules relating to procurement and that Offeror is not listed on the federal government's terrorism watch list as described in

Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.sam.gov>.

- 5.5 Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that any contract resulting from this IFB may be terminated and payment withheld if this certification is inaccurate.
- 5.6 The Offeror must comply with all applicable laws at all times, including, without limitation, the following: (i) §36.02 of the Texas Penal Code, which prohibits bribery; (ii) §36.09 of the Texas Penal Code, which prohibits the offering or conferring of benefits to public servants; (iii) §2155.003, Gov't Code, which prohibits the chief clerk or any other employee of the TSU from having an interest in, or in any manner be connected with, a contract or bid for a purchase of goods or services by an agency of the state or accept from any person to whom a contract has been awarded anything of value or a promise, obligation, or contract for future reward or compensation.
- 5.7 Offerors must comply with all applicable Texas and federal laws and regulations relating to the hiring of former state employees (see e.g., Texas Government Code Chapters 572 and 573). Such “revolving door” provisions generally restrict former agency heads from communicating with or appearing before the agency on certain matters for two years after leaving the agency. The revolving door provisions also restrict some former employees from representing clients on matters that the employee participated in during state service or matters that were in the employees’ official responsibility. Offeror, by signing this solicitation, certifies that it has complied with all applicable laws and regulations regarding former state employees.
- 5.8 By signature hereon, Offeror certifies that no relationship, whether by relative, business associate, capital funding agreement or by any other such kinship exist between Offeror and an employee of Owner, or Offeror has not been an employee of Owner within the immediate twelve (12) months prior to Offeror’s RFQ response. All such disclosures will be subject to administrative review and approval prior to the Owner entering into any contract with Offeror.
- 5.9 By signature hereon, Offeror signifies his compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.
- 5.10 By signature hereon, Offeror agrees to complete a Cybersecurity Training Program. Pursuant to Section 2054.5192, *Texas Government Code*, Offeror and its subcontractors, officers, and employees, who are provided credentials granting access to Owner’s computer system also known as Owner’s information system, must complete a cybersecurity training

program certified under Section 2054.519, *Texas Government Code* as selected by the Owner. The cybersecurity training program must be completed during the term and any renewal period of this Agreement. Respondent shall verify in writing completion of the program to the Owner within the first thirty (30) calendar days of the term and any renewal period of the Agreement. Failure to comply with the requirements of this section are grounds for termination for cause of the Agreement.

- 5.11 By signature hereon, Offeror agrees that any payments that may become due under any agreements or other contractual arrangements, which may result from the submission of Offeror's Qualifications, will be applied towards any debt including, but not limited to, delinquent taxes and child support that is owed to the State of Texas.
- 5.12 By signature hereon, Offeror certifies that no member of the Board of Regents of the Texas Southern University, or the executive officer's of the Owner has a financial interest, directly or indirectly, in the transaction that is the subject of the contract, and that no member of the Board of Regents has a "substantial interest" (as that term is defined in Section 51.923 of the *Texas Education Code*) in the Respondent.
- 5.13 Pursuant to Chapter 2274, *Texas Government Code*, Offeror certifies that it does not have a practice, policy, guidance, or directive that discriminates against a firearm entity of firearm trade association; and will not discriminate during the term of the Agreement against a firearm entity or firearm trade association.
- 5.14 Pursuant to Chapter 2274, *Texas Government Code*, Offeror certifies that it does not boycott energy companies as defined in Section 809.001(1)(a), *Texas Government Code*, (i.e., fossil fuel companies); and will not boycott energy companies during the term of the Agreement.
- 5.15 Offeror certifies that it does not require its customers to provide any documentation certifying the customer's COVID-19 vaccination or post-transmission recovery, on entry to, to gain access to, or to receive service from the Offeror 's business. Respondent acknowledges that such a vaccine or recovery requirement would make Offeror ineligible for a state-funded contract.
- 5.16 Pursuant to Section 2274.0102, *Texas Government Code*, Offeror certifies that neither it nor its parent company, nor any affiliate of Offeror is majority owned or controlled by citizens or governmental entities of China, Iran, North Korea, Russia, or any other country designated by the Governor under Section 2274.0103, *Texas Government Code*, or headquartered in any of those countries.

Offeror represents and warrants that the individual signing this Execution of Qualification is authorized to sign this document on behalf of Offeror and to bind Offeror under any future contract resulting from this RFQ.

Submitted and Certified By:

(Offeror's Name)

(Title)

(Street Address)

(Telephone Number)

(City, State, Zip Code)

(Fax Number)

(Authorized Signature)

(Email Address) required for RFQ Notification

(Date)

End of Section 5

ATTACHMENT:

- House Bill 1295 (Certificate of Interested Parties)

HOUSE BILL 1295 (CERTIFICATE OF INTERESTED PARTIES)

In 2015, the Texas Legislature adopted House Bill 1295, which added section 2252.908 of the Government Code. The law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a disclosure of interested parties (Form 1295) to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The Texas Ethics Commission has adopted rules requiring the business entity to file Form 1295 electronically with the Commission.

Complete filing instructions are included in this bid, in which this form must be submitted. The link to the form can be located at the following link: <https://www.ethics.state.tx.us/filinginfo/1295/>.



TEXAS SOUTHERN UNIVERSITY

PROCUREMENT SERVICES

Attn: Greg Williams
3100 Cleburne Street
Mack O. Hannah Hall, Suite 333
Houston, Texas 77004-4598

www.tsu.edu