

**Corporate Background and Experience
TARRANT COUNTY
Community Youth Development (CYD)**

This section details the respondent’s corporate background and experience.

Describe the respondent’s corporate background as it relates to projects similar in scope and complexity to the project described in this RFP.

Respondent must have at least two (2) years of experience in managing budgets, grants, contracts for social services, as well as have at least two (2) years of experience in providing programs to youth and families. Include how your organization meets this requirement.

RESPONDENT INFORMATION
Organization Name:
Type of Organization <u>Please check all that apply:</u> <input type="checkbox"/> Non-Profit <input type="checkbox"/> For-Profit <input type="checkbox"/> Governmental Entity <input type="checkbox"/> HUB Include <u>Proof of Organization Status as ATTACHMENT A</u> Include <u>List of Board of Directors as ATTACHMENT B (if applicable)</u>
History of Organization:
Services Provided by Organization:
History of success in providing community youth-based services in the 76106 and 76164 ZIP codes or larger community, including history of CYD funding (if applicable):

REFERENCES
Include a description and at least three (3) references from projects performed within the last five (5) years that demonstrate the respondent’s ability to perform the scope of work described

in the RFP. CYD cannot be used as a reference. Include contract dates and contact information (customer points of contact, address, and email address). The respondent must explain whether it performed the work as a prime contractor or subcontractor. If the respondent performed the work as a subcontractor, the respondent must describe the scope of subcontracted activities.

Reference 1

Contract Date(s):

Customer Point of Contact:

Address:

Email Address:

- Prime Contractor**
 Subcontractor

Scope of Work:

Reference 2

Contract Date(s):

Customer Point of Contact:

Address:

Email Address:

- Prime Contractor**
 Subcontractor

Scope of Work:

Reference 3

Contract Date(s):

Customer Point of Contact:

Address:

Email Address:

- Prime Contractor**
 Subcontractor

Scope of Work:

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MONITORING

Respondent that has monitoring reports from any Texas state agency or federal funding entity and/or audits performed on their agency in the past three (3) years must submit those monitoring reports with this response that will demonstrate that their agency is competent in managing and budgeting their organization's programs and operations.

Note: This should not include CYD monitoring reports (already on file with CYD).

Include Monitoring Reports as ATTACHMENT C (if applicable).

** Attachment is your response to this section*

POLICIES & PROCEDURES

Respondent must have established Organization Policies & Procedures to ensure the following:

1. Establish and maintain effective internal controls;
2. Comply with Federal and State statues, regulations, and terms & conditions;
3. Evaluate and monitor compliance;
4. Take prompt action on audit findings;
5. Safeguard and protect personally identifiable information;
6. Human Resources (recruiting and hiring of new employees, orientation and training of current employees, employee benefits, retention, and nepotism);
7. Standards of conduct covering conflicts of interest; and
8. Governing the performance of its employees.

These policies and procedures should be (as a best practice) established in compliance with guidelines in:

1. "Standards for Internal Control in the Federal Government" (the "Green Book," issued by the Comptroller General of the United States) and
2. The "Internal Control Integrated Framework" (issued by the Committee of Sponsoring Organizations of the Treadway Commission – COSO).

Include Organization Policies & Procedures as ATTACHMENT D.

** Attachment is your response to this section*

FINANCIAL CAPACITY

Respondent must supply evidence of financial stability sufficient to demonstrate reasonable stability and solvency appropriate to the requirements of this procurement. Respondents must submit a current financial statement plus two (2) years of audited financial reports including all supplements, management discussion and analysis, and actuarial opinions. At a minimum, such financial statements and reports shall include: balance sheet; statement of income and expense; statement of changes in financial position; cash flows; and capital expenditures. If the respondent is a corporation that is required to report to the Securities and Exchange Commission, it must submit its two most recent SEC Forms 10K, Annual Reports. If

any change in ownership is anticipated during the twelve (12) months following the proposal due date, the respondent must describe the circumstances of such change and indicate when the change is likely to occur.

Corporate Guarantee: If the respondent is substantially owned or controlled, in whole or in part, by one or more other legal entities, the respondent must submit the information required for each such entity, including the most recent financial statement for each such entity. The respondent must also include a statement that the entity or entities will unconditionally guarantee performance by the respondent of each and every obligation, warranty, covenant, term and condition of the contract. If Tarrant County determines that an entity does not have sufficient financial resources to guarantee the respondent’s performance, Tarrant County may require the respondent to obtain another acceptable financial instrument or resource from such entity, or to obtain an acceptable guarantee from another entity with sufficient financial resources to guarantee performance.

Include all documents requested under this section: Financial Capacity as ATTACHMENT E.
* *Attachment is your response to this section*

Value-Added Benefits

Describe any services or deliverables that are not required by the RFP that the respondent proposes to provide at no additional cost to Tarrant County. Respondents are not required to proposed value-added benefits, but inclusion of such benefits may result in a more favorable evaluation.

Assumptions

State any business, economic, legal, programmatic, or practical assumptions that underlie the respondent’s response to the Business Proposal. Tarrant County reserves the right to accept or reject any assumptions. All assumptions not expressly identified and incorporated into the contract resulting from this RFP are deemed rejected by Tarrant County.

ATTACHMENTS:

- ATTACHMENT A – Proof of Organization Status**
- ATTACHMENT B – List of Board of Directors (if applicable)**
- ATTACHMENT C – Monitoring Reports (if applicable)**
- ATTACHMENT D – Organization Policies & Procedures**
- ATTACHMENT E – Financial Capacity**