



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
MANAGED IT SERVICES**

PROCUREMENT SCHEDULE:

Issuance of Procurement	August 2, 2022
Vendors Question Submittal Period and Deadline	August 10, 2022, by 5 p.m.
Question and Answer Released	August 15, 2022
Proposal Due Date	September 1, 2022, by 3 p.m. CST
Evaluation Period	September 1 – 13, 2022
Contract Established	October 1, 2022

Issued By:

C2 Global Professional Services, LLC (C2 GPS)

P.O. Box 92377
Austin, Texas 78709

<https://c2gps.net>

C2 Global Professional Services, LLC is an Equal Opportunity employer/program and auxiliary aids and services are available upon request to include individuals with disabilities. TTY/TDD via RELAY Texas service at 711 or (TDD) 1-800735-2989 / 1-800-735-2988 (voice).

C2 Global Professional Services, LLC
Request for Qualifications

PART 1 PURPOSE AND BACKGROUND

1.1 Background

C2 Global Professional Services, LLC (C2 GPS) is a private for-profit organization that manages workforce services contracts for Workforce Development Boards / Workforce Investment Boards (WDB/WIB) in Texas, Florida and Nevada. C2 GPS strives to be the premier One-Stop Operator in selected local areas of the American Job Center (AJC) network established by the US Department of Labor (USDOL). C2 GPS currently employs approximately 850 staff and provides workforce services in ten locations - seven Workforce Development Areas in Texas, two in Florida and one in Nevada. Our partners include the Capital Area (Austin MSA), Lower Rio Grande Valley (McAllen-Edinburg-Mission MSA), Tarrant County (Fort Worth MSA), Alamo (San Antonio MSA), Golden Crescent (Victoria MSA), Coastal Bend (Corpus Christi MSA), Southeast Texas (Beaumont-Port Arthur MSA); in Florida two workforce regions we hold contracts with are Brevard County and the Capital (Tallahassee) regions and in Nevada, Workforce Connections Southern Nevada (Las Vegas MSA).

1.2 Purpose and Services Solicited

C2 GPS is soliciting responses for Managed IT Services from organizations that can provide the following services for roughly 30 remote employees:

- Live Help Desk
- Emergency On-site/Remote Response
- Scheduled Dedicated Engineer On-site/Remote
- Third Party Escalation Support

- Support for User Adds, Removes and Changes
- Support for User Applications and Hardware
- Support for Data Restore from Backup
- Secure C2 GPS computers/tools

1.3 Solicitation Process

This is a competitive procurement utilizing the Request for Qualifications (RFQ) method and as such, award does not have to be given to the lowest priced proposal, but rather to the offeror submitting the most responsive proposal satisfying the procurement criteria.

This RFQ document and procurement process complies with all applicable Federal, State and local policies governing procurements under the grant funds to be contracted as a result of this process. This procurement provides a standardized method of ensuring open, free, maximum competition and contains the necessary background, requirements, instructions, specifications for submitting a response to this solicitation, and the proposal evaluation/selection process. This is not a purchase agreement, contract, or commitment to purchase the solicited services, nor does it commit C2 GPS to pay for any costs incurred in preparation of a response to this procurement.

Procurement of services shall be done in accordance with the Texas Workforce Commission (TWC) Financial Manual for Grants and Contracts (FMGC), and the Department of Labor rules and regulations as follows:

1. Release of Request for Qualifications (RFQ)
2. Vendor Question and Answer (Q&A) Period
3. Issuance of any needed Addenda or Amendments
4. Release of Questions & Answers
5. Receipt of Proposals
6. Disqualification of Non-Responsive Proposals
7. Evaluation of proposals in accordance with the appropriated criteria using a standardized evaluation tool

8. Contract Negotiations begins with top ranked vendor
9. If negotiations are successful non-selection notification to non-selected proposers released
10. Contract Term Period Begins

1.4 Eligible Proposers

Entities possessing the capacity and demonstrated ability to perform successfully under the terms and conditions of a contract with C2 GPS and who are not debarred and/or suspended from conducting business with state and federal funded agencies are invited to respond.

Historically Underutilized Businesses (HUB) are encouraged to apply. Vendors who qualify as HUBs must attach a copy of the certificate issued by the State of Texas as documentation to receive the bonus points. Vendors who are not debarred and/or suspended from conducting business with state and federal funded agencies are invited to respond.

In addition, violation of the following provisions may cause an application to be rejected:

- a) Vendors shall not under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to an employee, or agent of C2 GPS to influence their selection.
- b) No employee or agent of C2 GPS shall participate in the selection or administration of a contract if a conflict of interest, or potential conflict, is involved.
- c) Vendors shall not engage in any activity that restricts or eliminates competition.
- d) The contents of a successful bid may become a contractual obligation. Failure of the Vendor to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful offeror as a basis for release of proposed services at stated price/cost.

PART 2 INFORMATION AND GENERAL INSTRUCTIONS

2.1 C2 GPS Targeted Contract Areas for

The estimated 30 remote C2 GPS employees are located at the current 10 different workforce regions contracted with C2 GPS; all workforce contracted regions will benefit from this procurement. C2 GPS reserves the right to increase or decrease the number of remote employees as workforce regions are added or cancelled.

2.2 Type of Contract and Payment Terms

The contract executed as a result of this RFQ will be a fee for services, cost reimbursement contract. C2 GPS will reserve the right to vary or change the terms of any contract solicited under this RFQ, including funding levels, the scope of work, adding additional workforce regions and shortening or extending the contract period, as it deems necessary.

Amounts and details about the Managed IT Services requirements will be contingent upon continued funding and subject to any changes in legislation, regulations, or policies promulgated by the Federal funding sources, the U.S. Department of Labor, or the Texas Workforce Commission (TWC).

Payment for contracted services will be reimbursed by submitting an invoice with proper documentation to the C2 GPS administrative fiscal department for payment. The invoice will be paid within 30 days of receipt of complete and accurate information.

2.3 Service Contract Term Period and Renewal

Subject to the availability of funding, the initial contract term period will begin October 1, 2022, to September 30, 2023. C2 GPS reserves the right to offer up to four additional one-year (twelve month) extensions allowing for a total 5-year contract based on the evaluation of the services, customer service, availability of funds, and capacity of the contractor (s) to meet standards for the Managed IT Services.

Contract Term Periods	
First Year:	October 1, 2022 – September 30, 2023
Option Year 2	October 1, 2023 – September 30, 2024
Option Year 3	October 1, 2024 – September 30, 2025
Option Year 4	October 1, 2025 – September 30, 2026
Option Year 5	October 1, 2026 – September 30, 2027

2.4 Insurance Requirements

The selected vendor will be required to maintain insurance coverage for the period of the contract. The vendor must obtain insurance adequate to cover the vendor's employees against personal and bodily injury and property damage when on-site. C2 GPS must be listed as an additional insured on each policy with waiver of subrogation. The following minimum insurance coverage and limitations will be required:

- General liability insurance for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.
- Workers Compensation insurance shall be required for all the Vendor's employees that will be working under this contract.
- Insurance benefits as required by law.

Upon being awarded the contract, the Contractor will be required to submit proof of insurance.

2.5 General Conditions

- 1) C2 GPS reserves the right to request additional information and/or negotiate issues prior to making a selection.
- 2) C2 GPS will negotiate a contract for services from proposals received for funding. C2 GPS reserves the right to require specific modifications to proposals accepted for funding before agreeing to contract, including the increase or decrease in specific line items of cost or other modifications, to bring the proposal into compliance with all applicable laws, rules and regulation(s),

requirements of this request, and/or C2 GPS and the funding source(s) policies and procedures.

- 3) The contents of a successful proposal may become a contractual obligation, if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to successful proposer(s) as a basis for release of proposed services at stated price/cost. Any damages accruing to C2 GPS as a result of the proposer's failure to contract may be recovered from the proposer.
- 4) C2 GPS reserves the right to waive any defect in this procurement process or to make changes to this solicitation as deemed necessary, accept or reject any or all proposals received; to cancel this RFQ in part, or in its entirety; or to reissue the RFQ.
- 5) C2 GPS specifically reserves the right to vary the provisions set forth herein at any time prior to the execution of a contract where such variance is deemed to be in the best interest of C2 GPS or the funding source(s).
- 6) Any costs incurred by the Proposer prior to the commencement date of a contract will not be paid unless a pre-contract agreement signed by both parties has been established.
- 7) All proposals and any attachments, appendices, or other information submitted as a part of a proposal become the property of C2 GPS upon submission and are subject to the Texas Public Information Act. Proprietary information, trade secrets or other confidential information, submitted as part of a proposal, shall be clearly marked on each page it appears.
- 8) C2 GPS reserves the right to contact any individual, agencies or employers listed in a proposal, to contact others who have experience and/or knowledge of the proposer's relevant performance and/or qualification, and to request additional information from any and all proposers. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of a contract resulting from this procurement.
- 9) Proposers may not under penalty of law, offer any gratuities, favors, or anything of monetary value to any officer or employee of C2 GPS, or to any consultant,

employee or member of any Workforce Development/Investment Board with which C2 GPS has a contract for the purpose of having the effect of influencing favorable disposition toward their own proposal or any other bid submitted hereunder.

- 10) No award shall be made until the proposer has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the Proposer, nor any of its principals, officers or directors are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- 11) No award shall be made prior to submitting a Certification Regarding Conflict of Interest stating adherence to C2 GPS or Workforce Development/Investment Board (WDB/WIB) policies regarding free and open competition and no conflicts of interest.
- 12) Awards resulting from review and evaluation of proposals will be contingent upon satisfactory negotiation of a contract.
- 13) A contract with the selected proposer may be withheld, at C2 GPS's sole discretion, if the proposer currently has outstanding issues of questioned/disallowed costs or non-compliance with relevant statutes, regulations, or contracts, until such issues are satisfactorily resolved. Contract awards may be withdrawn by C2 GPS if resolution of these issues is not satisfactory to C2 GPS or the funding source(s).
- 14) The selected vendor shall not assign or transfer any interest in the contract in whole or in part without prior approval from C2 GPS.
- 15) C2 GPS reserves the right to increase or decrease the quantities or magnitude of the services requested at the time of award and/or throughout the term of this contract including adding additional workforce regions.

2.6 Administrative Requirements

Following are general administrative requirements that apply to all C2 GPS contractors.

1. Nature of Agreement. C2 GPS contractors secured from this Request are considered to be independent contractors as defined in the Governor's Uniform Grant and Contract Management Standards (UGCMS) and in the Texas Workforce Commission's Financial Manual for Grants and Contracts and Florida DEO requirements. C2 GPS may refer to the agreement between itself and the contractor/vendor as a contract; although it will be understood all federal or state requirements applicable to contractors/vendors will apply to C2 GPS contractors.
2. General Rule. C2 GPS contractors must comply with cost principles and administrative requirements set out in the federal Uniform Guidance Regulation (Super Circular) 2 CFR Part 200, 2 CFR Part 225, 2 CFR Part 230, and 48 CFR Chapter 1, Part 31, as supplemented by the final rules promulgated by the Texas Office of the Governor under the Uniform Grants and Contract Management Standards (UGCMS) and the Texas Workforce Commission's Financial Manual for Grants and Contracts.

2.7 Vendor Debriefing

C2 Global Professional Services, LLC (C2 GPS) is the responsible and only authority for handling protests regarding the procurement and bid selection process. The purpose of a Debriefing is to promote the exchange of information between a vendor and C2 GPS staff pertaining to the proposal process and the bid evaluation system. The goal of a Debriefing is to assist a vendor in improving the quality of future bids. C2 GPS will not host a Debriefing with a vendor who has engaged in the Hearing process described below.

A Debriefing shall include an informal exchange of information pertaining to C2 GPS' proposal process and bid evaluation system and shall serve as an educational function for vendors. During a Debriefing the vendor will receive information on the evaluations process. C2 GPS reserves the right to limit the amount of time allocated for a Debriefing.

Step 1: Vendors who desire a Debriefing must submit a written request within ten (10) calendar days of receipt of C2 GPS' notification of the procurement decision. C2 GPS shall acknowledge receipt of the request for a Debriefing in writing within five (5) working days of receipt, along with the date and time of the scheduled Debriefing.

The Request for a Debriefing must be sent by registered mail or hand delivered (receipt will be issued), clearly identified externally as "Dated Material" and addressed to:

Ramsey Olivarez
C2 Global Professional Services, LLC
ATTN: RFQ for Managed IT Services
P.O. Box 92377
Austin, Texas 78709

Telefax, facsimile and e-mail requests for a Debriefing will NOT be accepted.

Step 2: The Debriefing shall be scheduled at a convenient location no later than ten (10) working days from the date the written request is received by C2 GPS.

Step 3: C2 GPS and the independent evaluators (if utilized) of the specific bid proposal shall meet with the vendor and shall review: 1) the proposal and bid evaluation process; and 2) how the appealing party's proposal/bid was scored and ranked; suggestions on how to improve future bids (if applicable).

2.8 Appeal/Hearing Request

An Appeal occurs when an unsuccessful vendor believes that they were treated unfairly in the bid proposal and award process and that they, rather than the organization(s) selected for the award, deserve the procurement contract. C2 GPS will not grant a Hearing to a vendor who has engaged in the Debriefing process described above.

Step 1: If a vendor wishes to appeal the decision of C2 GPS regarding their bid proposal, the complainant vendor must submit to the CEO, a written Request for

a Hearing within ten (10) calendar days of receipt of C2 GPS' notification of the procurement decision. C2 GPS shall acknowledge receipt of the request for a Hearing in writing within five (5) working days of receipt, along with the date and time of the scheduled Hearing. The Request for a Hearing must be sent by registered mail or hand delivered (receipt will be issued), clearly identified externally as "Dated Material" and addressed to:

Chakib Chehadi, CEO/President
C2 Global Professional Services, LLC
ATTN: RFQ for Managed IT Services
P.O. Box 92377
Austin, Texas 78709

Telefax, facsimile and e-mail notices will NOT be accepted.

Step 2: The written Request for a Hearing sent to the CEO must include the following information:

- The funding decision being appealed (*i.e.*, specific date of the RFQ/IFB and C2 GPS action taken).
- Name, address and phone number of the protesting party(ies).
- A description of any alleged acts or omissions by C2 GPS that form the basis for the protest (this must include the specific concerns and the specific grounds for the protest).
- Any written information the vendor believes is relevant to the protest.
- The remedy sought by the vendor.

Step 3: Upon written request, C2 GPS staff shall make available to the vendor all requested documents not exempted from disclosure under state or federal law. C2 GPS will provide copies of these documents upon payment of the standard fees for record duplication.

Step 4: A Hearing shall be scheduled at a C2 GPS Office, at a mutually agreed time and date but no later than twenty (20) calendar days from the date the request for a Hearing is received by C2 GPS.

Step 5: The CEO or his/her designee shall act as the Hearing Officer. The CEO shall also appoint a Committee of C2 GPS staff to serve as the Hearings Committee. Such committee shall consist of the Hearing Officer and either two (2) or four (4) additional committee members.

Step 6: The Hearings Committee shall meet with the protesting party to discuss the specific concerns and the specific grounds for the protest identified in the Request for a Hearing (see Step 2(c) above). Only those issues presented in the Request for a Hearing will be addressed at the Hearing. The Hearings Committee shall evaluate the appropriate actions which should be taken while abiding by C2 GPS funding rules and regulations and which are consistent with the C2 GPS' procurement policies.

Step 7: A determination will be made within ten (10) business days from the date of the Hearing. Should the Hearings Committee determination result in a different outcome for the vendor, such recommendation shall be presented to C2 GPS for consideration and possible action within five business days. However, C2 GPS is NOT obligated to accept the Hearings Committee determination and/or recommendations.

If the Hearing Committee's determination does not result in a different outcome to the vendor, such information need not be presented to C2 GPS and the vendor shall be informed in writing by the Hearings Officer of the Hearing outcome.

PART 3 PROPOSAL SUBMISSION INFORMATION

3.1 Procurement Schedule

The following represents the Timeline for the Managed IT Services (Central Standard Time)

Issuance of Procurement	August 2, 2022
Vendors Question Submittal Period and Deadline	August 10, 2022, by 5 p.m.
Question and Answer Released	August 15, 2022

Proposal Due Date	September 1, 2022, by 3 p.m. CST
Evaluation Period	September 1 – 13, 2022
Contract Established	October 1, 2022

3.2 Vendors Question Period and Answer Release

The Vendor Question period provides the opportunity to request clarification about the scope and nature of the services required or to ask technical questions. To submit questions regarding this RFQ please e-mail Ramsey Olivarez at ramsey@c2gps.net beginning August 2 through August 10, 2022, by 5 p.m. Vendors must include the name of the procurement in the subject line of any communication sent via e-mail. Responses to written questions received during the question period will be addressed in the Q&A provided on August 15, 2022. Questions and Answers will be posted on the C2 GPS website: <https://www.c2gps.net/>. Proposers must not communicate with any other C2 GPS staff regarding this procurement.

3.3 Submittal of Proposals

The deadline for receipt of submission (e-mail) to this RFQ is September 1, 2022, **before 3 p.m. (CST)** in order to be considered for evaluation and selection. No exceptions will be made regarding the submission deadline. All responses must be e-mailed to Ramsey Olivarez at ramsey@c2gps.net.

3.4 Withdraw of Proposal

The applicant or his/her authorized representative may withdraw proposal prior to the deadline by written request sent by registered mail or in person, provided that the identity and authority of the individual making the request is made known and a receipt for the return of the proposal is provided.

3.5 General Instructions for Submittal

Format – The proposal must be typed in no smaller than 12-point font and submitted on 8 1/2 x 11-inch paper. Emphasis must be placed on addressing the criteria questions in a clear and concise manner.

Proposal Submission – Submit one complete proposal in a single PDF file by e-mail to Ramsey Olivarez at ramsey@c2gps.net. **The proposal must contain all the elements required in the RFQ package including the signature attachments to be determined responsive.** All proposal pages must be legible, and complete.

Cover Sheet - All items on the Cover Sheet must be completed. Identify the primary contact person, as well as the Signatory Authority -- the person with the legal authority to negotiate and sign a contract. (This is the person who must sign the certification forms.)

Resumes – Requested resumes

Proposal Questions -- Submit a written response to each of the criteria questions contained in Part 5, Proposal Questions. Failure to follow the narrative format will result in a reduced evaluation score.

Signed Assurances

3.6 Sequence of Submission

The proposal e-mail must contain all the elements included with this RFQ packet. Note that the signer of the 'Assurances and Certifications' certifies that they have authority to bind the proposing organization to contractual obligation. This signatory should execute all forms requiring signature. Please submit in the following sequence:

1. Attachment A: Proposal cover sheet
2. Proposal Narrative/Statement of Work Criteria Responses
3. Resumes

4. Attachment B: References/Past Experiences

PART 4 SELECTION PROCESS

4.1 Determining Responsiveness

C2 GPS staff initially will review the proposals received to determine if they include required signed Attachments in the correct format described in the RFQ to be determined complete and responsive. In addition, for proposals to be considered responsive to be evaluated and ranked, the following requirements must be met:

1. The proposals must have been submitted by the due date.
2. The proposal must have required signatures.
3. The proposals must meet the specific services requested and described in the Procurement Packet.

All proposals will be screened for inclusion of all required information prior to release to the evaluation team. C2 GPS staff may determine proposals incomplete and non-responsive and exclude from further consideration in the procurement evaluation process or may elect to reject all proposals and re-issue the procurement.

Once determined responsive, an evaluation team reviewing independently using a standardized instrument will begin the Evaluation phase. The evaluation results will provide a ranking for the proposals from highest to lowest average score that will be used to begin contract negotiations.

Proposals with a total averaged score less than 70 points will be considered nonresponsive and will be disqualified from further consideration, negotiations will begin with the top ranked vendor. If C2 GPS is unable to reach successful negotiations with the top ranked vendor, negotiations will terminate and will begin with the next vendor in the order of the ranking until a contract is reached or C2 GPS has rejected all proposals. **C2 GPS reserves the right to request Best and Final Offers (BAFO) from all responsive vendors.**

4.2 Sample Selection Criteria

C2 GPS will evaluate proposals and select vendor(s) on the basis of the following criteria:

<i>CRITERIA</i>	POINTS (Total 105)
(1) Demonstrated Experience in Providing and Delivering Services	35
(2) Managed IT Services Work Plan	35
(3) Pricing/Cost Reasonableness	30
(4) Historical Underutilized Business (HUB)	5
Total	105

(1) Demonstrated Experience in Providing and Delivering Services (35 Criteria Points): Vendors must demonstrate organizational, effectiveness and competency in delivering comparable or related services in the prior three years. Proposed Managed IT Services assigned staff should be identified, and resumes submitted as attachments. Three references should be included in Attachment B.

(2) Managed IT Services Work Plan Description (35 Criteria Points): The vendor must demonstrate a thorough understanding of services solicited and described in Section “1.2 Purpose and Services Solicited”. Details regarding how the remote/on-site delivery of services will be provided. Vendors should describe in this criteria the work plan for the live help desk and service support for the estimated 30 remote users – user adds, remove and changes, user applications and hardware and the support for data restore and back-up. The work plan should address the strategies, tactics and process proposed.

(3) Pricing/Cost Reasonableness (30 Criteria Points): All associated cost for providing the types of proposed Managed IT Services should be included in the proposal budget.

(4) Historical Underutilized Business (5 Criteria Points): Points for this criterion will only be awarded to the proposing contractor Proposer must attach a current signed

certification to receive points. Pending certifications will not be considered. The five points will only be awarded to the proposing agency only.

PART 5 PROPOSAL SUBMISSION INSTRUCTIONS

Proposers should prepare their responses to align with each of the evaluation Criteria Sections of the Managed IT Services RFQ. The responses to the questions should be composed in a concise, direct style that can readily be converted to a contractual Statement of Work.

The name of any subcontractor who the vendor's firm is interested in contracting with on this project must be included in the proposal responses. All subcontractors will be evaluated according to their proposed role in the project.

Amendments/Addendum items may be inserted into the solicitation specifications should they have need during the solicitation process, the Amendments/Addendum will be made available to all respondents who make a request via e-mail and will be posted on the C2 GPS website.

PROPOSAL NARRATIVE QUESTIONS – PROPOSALS SHOULD ADDRESS EACH OF THE FOLLOWING CRITERIA/QUESTIONS:

5.1 Criteria (1): Demonstrated Experience in Providing and Delivering Services (35 points)

- (1) Describe your organization, include the length of time in business, etc. and record of providing Managed IT Services within the last three years.
- (2) Provide the resumes noting qualifications and experience of proposed staff that would be assigned to this contract.
- (3) Provide three references where Managed IT Services have been provided within the last three years on Attachment J.

5.2 Criteria (2): Managed IT Services Work Plan Description (35 points)

(1) Describe your proposed work plan to address the following IT Managed services for an estimated 30 remote employees:

- Live Help Desk
- Emergency On-site/Remote Response
- Scheduled Dedicated Engineer On-site/Remote
- Third Party Escalation Support
- Support for User Adds, Removes and Changes
- Support for User Applications and Hardware
- Support for Data Restore from Backup
- Secure C2 GPS computers/tools

(2) Provide a description of any required actions, activities and timeframes anticipated if on-site IT services were needed.

5.3 Criteria (3): Pricing/Cost Reasonableness (30 points)

(1) Provide all associated cost for IT Managed Services requested services, all cost and related services should be explained in the proposed budget. Provide any additional costs if on-site IT services were needed.

5.4 Criteria (4): Historical Underutilized Business (HUB) (5 points)

(1) Points for this criterion will only be awarded to the proposing vendor. Proposer must attach a current signed certification to receive points. Pending certifications will not be considered. The five points will only be awarded to the proposing agency only.

ATTACHMENT A
RFQ Managed IT Services

A Proposal Submitted in Response to C2 Global Professional Services, LLC

Managed IT Services

Submitted By:

Full Legal Name of Respondent: [Click here to enter text.](#)

Date of Proposal Submission: [Click here to enter a date.](#)

**ATTACHMENT A: CERTIFICATION BY PROPOSER of Legal and Signatory Authority
(including HUB statement) for RFQ for Managed IT Services**

I. IDENTIFICATION OF RESPONDENT (All fields are required)

Name of Individual Responding: [Click here to enter text.](#)

Name of Firm (if applicable): [Click here to enter text.](#)

Mailing Address: [Click here to enter text.](#)

E-mail: [Click here to enter text.](#)

City: [Click here to enter text.](#)

State:

Zip Code: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Fax: [Click here to enter text.](#)

How many years has your firm been providing same/similar services? [Click here to enter text.](#)

How many years of direct knowledge working with Contractors in a workforce environment? [Click here to enter text.](#)

How many years of experience do you have working with for-profits? [Click here to enter text.](#)

NOTE: C2 GPS ensures that small, minority, disadvantaged, and women's businesses are utilized as sources for acquisitions whenever possible. Auxiliary aids and services are available upon request to individuals with disabilities. Please check if your firm is a historically underutilized (disadvantaged) business (HUB), as defined by the Texas Government Code 407.101 or other state.

Is your firm registered with a state entity as a Historically Underutilized Business (HUB)?

[Click here to enter text.](#) If HUB please attach
certification.

Provide a brief description of your organization legal status, size, and whether it is local, regional or national in operation: [Click here to enter text.](#)

II. DESCRIPTION OF SERVICES PROVIDED

What types of reporting tools will be used? [Click here to enter text.](#)

When can you/will you be available to perform services?

III. SIGNATURE

Respondent certifies that each attachment to this Statement of Qualifications has been completed and is submitted as an integral part to this Statement.

I certify that I am authorized to submit this Statement on behalf of the above-named organization. If any information changes significantly, C2 GPS will be notified. I certify that the contents of this document are true and correct.

Signature of Authorized Representative (above)

Date Proposal Form Submitted

ATTACHMENT B: REFERENCES / PAST EXPERIENCES

Submit a minimum of three (3) references of active clients. The active clients must be current customers at the time of response submission and must be three distinct customers. If your firm currently has or previously had a contract with C2 GPS, do not include it as one of the three references.

Failure to provide and include the following information with your response by the submission date of the bid may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by the C2 GPS will result in a score of zero.

Reference 1

[Click here to enter](#) Company Name.

[Click here to enter](#) Contact Name.

[Click here to enter](#) Address, City, State, Zip.

[Click here to enter](#) Phone Number.

[Click here to enter](#) Fax number

[Click here to enter](#) E-mail Address.

Types of Services provided: [Click here to enter text.](#)

Contract Term (how many years provided services (To/From dates): [Click here to enter text.](#)

Reference 2

[Click here to enter](#) Company Name.

[Click here to enter](#) Contact Name.

[Click here to enter](#) Address, City, State, Zip.

[Click here to enter](#) Phone Number.

[Click here to enter](#) Fax number

[Click here to enter](#) E-mail Address.

Types of Services provided: [Click here to enter text.](#)

Contract Term (how many years provided services (To/From dates): [Click here to enter text.](#)

Reference 3

[Click here to enter](#) Company Name.

[Click here to enter](#) Contact Name.

[Click here to enter](#) Address, City, State, Zip.

[Click here to enter](#) Phone Number.

[Click here to enter](#) Fax number

[Click here to enter](#) E-mail Address.

Types of Services provided: [Click here to enter text.](#)

Contract Term (how many years provided services (To/From dates): [Click here to enter text.](#)