

COMMUNITY HEALTHCORE  
CONTRACTS DEPARTMENT  
107 Woodbine Pl, Longview, TX 75601  
[Tom.Suess@communityhealthcore.com](mailto:Tom.Suess@communityhealthcore.com)

Tom Suess  
Facilities Manager

COMMUNITY HEALTHCORE  
LONGVIEW, TEXAS  
REQUEST FOR PROPOSAL  
INSTRUCTIONS/TERMS OF CONTRACT

RFP 1006-25 Agent- Sale of Property  
**COMPLETE RFP CAN BE FOUND AT**

<https://communityhealthcore.com/about-us/contractors/request-for-proposals/>

Questions regarding this REQUEST FOR PROPOSAL should be directed

To: [RFP.Questions@communityhealthcore.com](mailto:RFP.Questions@communityhealthcore.com)

Sealed proposals shall be received no later than:

**11am, Monday June 9th 2025 (updated )**

Please submit an Email to a secure email site at:

[RFP1006-25@communityhealthcore.com](mailto:RFP1006-25@communityhealthcore.com)

Please label the email subject:

**“Agent- Sale of Property”**

**Note: If you have submitted a proposal and want to replace it due to having more time available- please submit that proposal following these same instructions and you will be evaluated on the most recent proposal.**

The responder shall sign and date the proposal on each page. Proposals that are not signed, dated, or delivered by the time specified above will be rejected.

The enclosed REQUEST FOR PROPOSAL and ATTACHED DOCUMENTS are for your convenience in preparing a proposal for the enclosed referenced products and/or services for Community Healthcore. For any response include the RFP number and RFP Name on Submission.

Sabine Valley Regional MHMR Center dba Community Healthcore is the Health and Human Services Commission's (HHSC) designated Local Mental Health Authority and Local Intellectual & Developmental Disabilities Authority for the residents of Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk, and Upshur Counties, Texas.

Community Healthcore appreciates your time and effort in preparing a proposal. Please note that all proposals must be received at the designated location by the deadline shown above. Proposals received after the deadline will not be considered for the award of the contract and shall be considered void and unacceptable.

### **PUBLIC OPENING:**

Opening is scheduled to be **held 1:30 pm on June 9<sup>th</sup> 2025 (updated)** in the Ben Bane Room, 107 Woodbine, Longview, TX. You are invited to attend.

Community Healthcore is seeking proposals for **Real Estate Agent to advertise and support in selling property owned by the Center.** For a full description of the Scope of Work, see Attachment A.

Attachments: Documents listed below are a part of this Request for Proposal and required to be included in any response:

1. Attachment A – Detailed Scope of Work, Instructions for Response, and Scoring of RFP
2. Attachment A1 - Questions
3. Attachment B – Conflict of Interest Questionnaire for vendor doing business with local governmental entity
4. Attachment C – Standard Community Healthcore Contract
5. Attachment D – Response Cover

### **OTHER ASPECTS:**

**FUNDING:** Funds for payment are provided through Community Healthcore budget approved by the Board of Trustees for the fiscal year. State of Texas statutes prohibit the expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Community Healthcore fiscal year shall be subject to budget approval.

**LATE PROPOSALS:** Proposals received after the submission deadline will be considered void and unacceptable. Community Healthcore is not responsible for

lateness or non-delivery of mail, carrier, etc.

**ALTERING PROPOSALS:** Proposals cannot be altered or amended after the submission deadline. Any interlineation, alteration, or erasure made before opening time must be initialed by the signer of the proposal, guaranteeing authenticity.

**WITHDRAWAL OF PROPOSAL:** A proposal may not be withdrawn or canceled by the Responder without permission of Community Healthcore for ninety (90) days following the date designated for the receipt of the proposals, and the Responder so agrees upon submittal of their proposal..

**SALES TAX:** Community Healthcore is exempted by law from State of Texas Sales Tax and Federal Excise Tax.

**PROPOSAL AWARD:** Community Healthcore reserves the right to award proposals on a lump sum or unit price basis, whichever is the best value for the Center. Community Healthcore reserves the right to accept or reject any or all proposals.

**CONTRACT:** This proposal, when properly accepted by Community Healthcore, shall constitute a contract equally binding between the successful Responder and Community Healthcore. No different or additional terms will become a part of this contract with the exception of Change Orders or changes agreed to in writing by both parties.

**CHANGE ORDERS:** No oral statement of any person shall modify or otherwise change, or effect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing by the Community Healthcore Facilities Manager or by amending the actual contract and signed by the Executive Director.

**ETHICS:** The Responder shall not offer or accept gifts of value nor enter into any business arrangement with an employee, official or agent of Community Healthcore.

**EXCEPTIONS/SUBSTITUTIONS:** All proposals meeting the instructions of this invitation will be considered for award. Responders taking exception to the specifications, or offering substitutions, shall state these exceptions by attachment as part of the proposal. The absence of such a list shall indicate that the Responder has not taken exceptions and shall hold the Responder responsible to perform in strict accordance with the specifications of the RFP. Community Healthcore reserves the right to accept any or all or none of the exception(s)/substitution(s) deemed to be in the best value for Community Healthcore. The Responder may at his discretion elect not to submit a proposal on specific items. The Responder should note this by stating "No Proposal" on items he does not wish to submit a proposal.

**DESCRIPTIONS:** Any reference to model and/or make/manufacture used in proposal specifications is descriptive, not restrictive. It is used to indicate the type and quality desired. Proposals on items of like quality will be considered.

ADDENDA: Any interpretations, corrections or changes to this Request for Proposal (RFP) and Specifications will be made by addenda. Sole issuing authority of addenda shall be vested in Community Healthcore Contracts Department. Addenda will be communicated in the same method as the Request for Proposal. Responders shall acknowledge receipt of all addenda in their proposal.

PROPOSAL MUST COMPLY with all federal, state, county and local laws concerning these types of service.

DESIGN, STRENGTH, QUALITY of materials must conform to the highest standards of manufacturing practice.

SUCCESSFUL RESPONDER SHALL defend, indemnify and save harmless Community Healthcore and all its officers, agents, and employees from all suits, actions, or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the successful Responder, or of any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Successful Responder will indemnify and save harmless Community Healthcore from liability, claim or demand on their part, agents, servants, customers, and/or employees. Successful Responder shall pay any judgment with costs and fees which may be obtained against Community Healthcore growing out of such injury or damages.

WAGES: Successful Responder shall pay or cause to be paid, without cost to Community Healthcore, all Social Security, Unemployment, and Federal Income Withholding Taxes of all such employees and all such employees shall be paid wages and benefits as required by Federal and/or State Law. Proposers must maintain all documentation required by law for workers providing services to Community Healthcore.

TERM OF THE CONTRACT: This contract will commence on the date listed in Section I, Contract Effective Date. It will end on **August 31, 2025**, with the option for two, one-year extension.

TERMINATION OF CONTRACT: This contract shall remain in effect until the contract expires, delivery and acceptance of products, and/or performance of services ordered. Community Healthcore reserves the right to award the canceled contract to the next best Responder as it deems to be the best value for Community Healthcore.

TERMINATION OF FUNDING: The term of this Agreement shall be subject to continued funding by the Federal Government, the State of Texas, and agencies thereof, in support of the services provided by Contractor. Should there be fundamental changes in, or termination of, funding for said services, the Center may with thirty (30) days written notice terminate this agreement, without prejudice to the right of Contractor to all

payments due at the time of termination. Formal documentation of the funding changes shall be made available to the Contractor upon request.

**TERMINATION FOR DEFAULT:** Community Healthcore reserves the right to enforce the performance of this contract in any manner prescribed by law or deemed to be in the best interest of Community Healthcore in the event of breach or default of this contract. Community Healthcore reserves the right to terminate the contract immediately in the event the successful Responder fails to:

1. Meet schedules
2. Pay any fees; or
3. Otherwise perform in accordance with these specifications

Breach of contract or default authorizes Community Healthcore to exercise any or all of the following rights:

1. Community Healthcore may take possession of the assigned premises and any fees accrued or becoming due to date;
2. Community Healthcore may take possession of all goods, fixtures and materials of successful Responder therein and may foreclose its lien against personal property, applying the proceeds towards fees due or thereafter becoming due.

In the event the successful Responder shall fail to perform, keep or observe any of the terms and conditions to be performed, kept, or observed, Community Healthcore shall give the successful Responder written notice of such default; and in the event said default is not remedied to the satisfaction and approval of Community Healthcore within two (2) working days of receipt of such notice by the successful Responder, default will be declared and all the successful Responder's rights shall terminate.

Responder, in submitting this proposal, agrees that Community Healthcore shall not be liable for damages in the event that Community Healthcore declares the Responder in default.

**NOTICE:** Any notice provided by this proposal (or required by law) to be given to the successful Responder by Community Healthcore shall be conclusively deemed to have been given and received on the next day after such written notice has been deposited in the mail in Longview, Texas, by Registered or Certified Mail with sufficient postage affixed thereto, addressed to the successful Responder at the address so provided; provided this shall not prevent the giving of actual notice in any other manner.

**PATENTS/COPYRIGHTS:** The successful Responder agrees to protect and indemnify Community Healthcore from claims involving infringements of patents and /or copyrights.

**CONTRACT ADMINISTRATOR:** Under this contract, Community Healthcore may appoint a contract administrator with designated responsibility to ensure compliance

with contract requirements, such as but not limited to acceptance, inspection and delivery. The contract administrator will serve as liaison between Community Healthcore Facilities Department (which has the overall contract administration responsibilities) and the successful Responder.

**PURCHASE ORDER:** When specified a purchase order(s) will be generated by Community Healthcore for the successful Responder. When a purchase order has been generated the purchase order number must appear on all itemized invoices and packing slips. Community Healthcore will not be held responsible for any orders placed/delivered without a valid current purchase order when it has been specified by the contract that one shall be generated for purchase.

**INVOICES** shall show all information as stated above, shall be issued for each order and shall be mailed directly to the Community Healthcore Business Office, P.O. Box 6800, Longview, TX. 75608.

**PAYMENT** will be made upon receipt and acceptance by Community Healthcore of item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Chapter 2251, Government Code VTCA.

**ITEMS** supplied under this contract shall be subject to the approval of Community Healthcore. Items found defective or not meeting specifications shall be picked up and replaced by the successful Responder at the next service at no expense to Community Healthcore. If the item is not picked up within one (1) week after notification, the item will become a donation to Community Healthcore for disposition.

**SAMPLES:** When requested, samples shall be furnished free of expense to Community Healthcore.

**VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk, and Upshur Counties in the State of Texas.

**ASSIGNMENT:** The Successful Responder shall not sell, assign, transfer or convey this contract, in whole or in part, without prior written consent of Community Healthcore.

**SILENCE OF SPECIFICATION:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these shall be made based on this statement.

Each insurance policy furnished by successful Responder shall include, by endorsement to the policy, a statement that a notice shall be given to Community Healthcore by certified mail thirty (30) days prior to cancellation or upon any material change in coverage.

**TITLE AND RISK OF LOSS:** The title and risk of loss of goods shall not pass to Community Healthcore until Community Healthcore actually receives and takes possession of the goods at the point or points of delivery.  
**COMMUNITY HEALTHCORE** expressly reserves the right to accept or reject in part or in whole any or all proposals submitted and to waive any technicalities or formalities considered to be the best value for Community Healthcore.

**HISTORICALLY UNDERUTILIZED BUSINESSES** Community Healthcore is committed to developing, establishing and maintaining historically underutilized businesses' involvement in the total procurement process.

**MINIMUM STANDARDS FOR ALL PROSPECTIVE RESPONDERS:** A prospective Responder must affirmatively demonstrate/meet the following requirements:

1. Have adequate financial resources, or the ability to obtain such resources as required; please specify this within the proposal;
2. Be able to comply with the required or proposed delivery schedule. Include all details as appropriate including staffing levels, supervision, and how Responder will monitor the service;
3. Have a satisfactory record of performance evidenced by references;
4. Have a satisfactory record of integrity and ethics;
5. Have the ability to provide usage data on items ordered or delivered;
6. Have the ability to package and mark items for specific Community Healthcore units;
7. Be able to provide descriptive information as required, including a detailed scope of work to be provided and frequency if applicable;
8. Be otherwise qualified and eligible to receive an award; and,
9. Meet any additional requirements specified in the RFP.

ANY QUESTIONS concerning the Request for Proposal and specifications should be directed to Community Healthcore Facilities Department should be emailed to [Tom.Suess@communityhealthcore.com](mailto:Tom.Suess@communityhealthcore.com).



## ATTACHMENT A

I.	Detailed Scope of Work.....	Page 1
II.	Instructions for Response.....	Page 2
III.	Scoring of the RFP.....	Page 3

### I. Detailed Scope of Work: RFP 1006-25 Agent-Sale of Property

Community Healthcore is seeking: A real-estate agent or agency to support the sale of Center property.

**Specific items/requirements:** Listed are all of the properties that could be sold. We do not expect all to be sold at once. Not all properties have been appraised at this time.

Address/City/ State	Property Type	Appraisal (Opinion of Value)
303 Evergreen Longview, TX	Residential House	\$220,000
3701 Teri Lyn Longview, TX	Residential House	\$250,000
414 S Center St Longview, TX	Residential and additional lot	\$350,000
3770 PR 3439 Longview, TX	Residential home and lot	
425 S Main Longview	Residential House	
1510 Seventh St Longview, TX	Lot (zoned commercial)	\$195,000
523 Suncamp Rd White Oak TX	Commercial Residence	\$230,000
4217 Hazel St Texarkana TX	Residential House	\$230,000
204 N Alamo Marshall, TX	Commercial Building	
401 N Grove Marshall, TX	Commercial Building	
502 E Rusk Marshall, TX	Commercial Building	
304 Allen Street Marshall TX	Residential lot	
7470 Hwy 154 Marshall, TX	Commercial Residence	
607 Main St Atlanta Texas	Commercial Lot	

Community Healthcore desires to sell at FMV up to multiple properties that it owns. Community Healthcore is a unit of local government and must follow Local Government Code, CHAPTER 272. SALE OR LEASE OF PROPERTY BY MUNICIPALITIES, COUNTIES, AND CERTAIN OTHER LOCAL GOVERNMENTS (Exhibit A) and Follow Community Healthcore's Procedure 3.02.03 Disposition of Real Property (Exhibit B).



To this end, Community Healthcore is seeking an agent who will perform the following:

1. Actively Promote Properties to obtain multiple sealed bids from the public. This activity includes taking pictures and videos of the properties and then sharing on multiple sites.
2. Showing the properties to the interested parties who may wish to submit a sealed bid.
3. Work together with Center staff to evaluate sealed bids once opened.
4. Coordinate activities related to the sale of the property: Completed needed paperwork for the sale of the property. This will include any presale interests, inspections,

The Center will receive and maintain all sealed bids until the time of opening.

Properties are sold independent of the other properties with the exception of Main Street Property which are sold as a set.

## RESPONDENTS

Describe your proposal as to how you will promote properties. Be specific

Please list the necessary activities related to the sale of the property and how you propose to have them completed. Clearly identify when Center is performing the action or you as the Responder is performing the action.

Describe your method of payment for your services. You can offer a flat fee per property, a percentage of the sale price per property, or a combination of the above, or some other method. Be clear what the milestones are to any payment system.

## II. Instructions for Response

### A. Return Attachment A-1

- a. Questionnaire next page

### B. References

- a. Community Healthcore requests Responder to supply, with this RFP, a list of at least three (3) professional references where like services have been supplied by their firm. Include name of firm, address, telephone number and name of representative. References will only be checked on those responders with a high score that are in the final evaluation.

### C. Other

- a. Any other information you deem to be relevant in selecting you as the best value for this project,
- b. Affirm/demonstrate the Proposers to meet all of the Minimum Standards for all Prospective Responders.
- c. Acknowledgements of RFP and all RFP Addenda's

### III. Scoring of the RFP

The contract will be awarded based on best value, as determined by considering all relevant factors as established by the Department of State Health Services in 25 Texas Administrative Code Section 412.55 (b) (1)-(19) and (c).

**A. Factors to be considered include:**

- 1) History and experience of you and/ or your organization has had to provide the Center with the best outcome for selling the properties.
- 2) A Service delivery that provides timely and effective advertising and other factors needed to reach as many prospective bidders as possible.
- 3) Pricing and maintaining a reasonable cost that produces the best response
- 4) Ability to get started by June 1, 2025 and provide a quality service to the Center.

**B. Proposals will be scored using the following criteria:**

REF	Description	Points
1	1-Organizational History and Experience	150
2	2-Service delivery based on specifications	300
3	3-Pricing and other cost	300
4	4-Operational start date	100
	<b>TOTAL</b>	<b>750</b>

The selected Vendor will be the best value as determined by the Center.

Please direct any questions you have about this RFP to Tom Suess, Facilities Manager, email [Tom.Suess@communityhealthcore.com](mailto:Tom.Suess@communityhealthcore.com)

## **ATTACHMENT A-1 QUESTIONS – RFP 1006-25 Agent- Property Sale**

**Attachment A-1 Questions** (answer can be provided on this sheet or add an attachment)

1- Organizational History and Experience

Responder should provide a comprehensive description of responder's organization, outlining its experience as a Agent/ Agency. Tell us what sets you apart from other similar service providers.

2- Service Delivery

Responder should describe what types of outreach and tools you will use in order to attract several bidders on the properties. Include examples if applicable

3- Pricing and Other Cost

Respondent should describe why their pricing structure is the best value for the Center and will allow you to attract as many serious bidders for the sale.

Identify any other cost the center would be responsible for in the implementation of a contract based on that rate.

4- Operational Start Date

If awarded a contract, verify and describe responder's ability to be operational on June 1, 2025

**ATTACHMENT B – CONFLICT OF INTEREST QUESTIONNAIRE**

<b>CONFLICT OF INTEREST QUESTIONNAIRE</b> <b>For vendor doing business with local governmental entity</b>		<b>FORM CIQ</b>
<p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>	<b>OFFICE USE ONLY</b>  <div style="border: 1px solid black; height: 150px; margin-top: 5px;"></div>	
<p><b>1</b> Name of vendor who has a business relationship with local governmental entity.</p>		
<p><b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)</p>		
<p><b>3</b> Name of local government officer about whom the information is being disclosed.</p> <div style="text-align: center; margin-top: 20px;"> <hr style="width: 30%; border: 0; border-top: 1px solid black;"/>         Name of Officer       </div>		
<p><b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.</p> <div style="margin-top: 40px;"> <p>A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?</p> <div style="display: flex; justify-content: center; gap: 50px; margin-top: 10px;"> <span><input type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div> <p>B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?</p> <div style="display: flex; justify-content: center; gap: 50px; margin-top: 10px;"> <span><input type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div> </div>		
<p><b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.</p>		
<p><b>6</b> <input type="checkbox"/> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).</p>		
<p><b>7</b></p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 45%;"> <hr style="width: 80%; border: 0; border-top: 1px solid black;"/>         Signature of vendor doing business with the governmental entity       </div> <div style="width: 45%;"> <hr style="width: 80%; border: 0; border-top: 1px solid black;"/>         Date       </div> </div>		

**CONFLICT OF INTEREST QUESTIONNAIRE**  
**For vendor doing business with local governmental entity**

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

**Local Government Code § 176.001(1-a):** "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

**Local Government Code § 176.003(a)(2)(A) and (B):**

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

\*\*\*

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

**Local Government Code § 176.006(a) and (a-1)**

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

## ATTACHMENT C – SAMPLE STANDARD CONTRACT

### ATTACHMENT - C- NON-COMMUNITY SERVICES RFP CONTRACT

STATE OF TEXAS §

COUNTY OF GREGG §

#### Community Healthcore Non-Community Services Contract

#### *I.*

Name of Legal Entity and Doing Business As (d/b/a) Name, if applicable (herein referred to as “Contractor”)	
Contractor’s Representative	
Contractor’s Professionals	
Contractor’s Mailing Address	
Contractor’s Email Address	
Taxpayer Identification No. (EIN or SSN for Individual)	Contractor’s Telephone Number
Contract Effective Date	Contract Expiration Date August 31, 2020
Program Name(s) and Unit Number(s) Served	Contract Number E-
Program Manager/Supervisor	Program Manager/Supervisor Telephone Number
Payment	Total Contract Amount Not To Exceed

#### **II.**

#### **2.1 Services:**

#### **Exhibit B –Scope of Work**

Center will ensure that all contracted services provided by licensed independent practitioners will be within the scope of their professional licenses.

Only Contractor and ‘Contractor’s Professionals’ as identified in Section I are approved for professional work hereunder. In the event that Contractor adds/changes/subtracts “Contractor’s Professionals”, Contractor shall submit an amended Section I “Contractor’s Professionals” list reflecting the same.

**2.2**     *Payment:*

**Payment for Service:**

This contract may not exceed the total amount authorized in Section I. Services are reimbursed at the payment amount for actual work provided. Total amount paid out through this contract may be less than the total amount authorized.

Payment will be made based upon a completed claim form approved either by the Executive Director, or by the Center employee(s) authorized to approve billing(s). Payment for services is conditioned upon the Contractor completing the documentation necessary for the Center to process the claim(s). Such documentation must be complete, legible, and properly signed with title, date, and time as required. The contents must meet standards, reporting requirements and rules set forth by the Texas Health and Human Services Commission (HHSC) and the Center.

Contractor will ensure invoices are submitted in proper form and in the Business Office by the 15<sup>th</sup> of the month after services have been provided. At the end of the Fiscal Year (August 31), Contractor will ensure all invoices for services will be submitted in proper form and in the Business Office by September 15<sup>th</sup>, 2020.

This Agreement (Section I through Section V) constitutes the sole and only agreement of the parties hereto and supersedes any prior understanding, written or oral agreement between the parties. For the faithful performance of the terms of this contract, the parties hereto in their capacities stated, affix their signatures and bind them.

*EXECUTED THIS DAY OF, 2019.*

<b>CENTER:</b>  <b>COMMUNITY HEALTHCORE</b> <b>P.O. Box 6800</b> <b>Longview, Texas 75608</b>	<b>NAME OF CONTRACTOR:</b>
<b>SIGNATURE:</b>    <b>INMAN WHITE, EXECUTIVE DIRECTOR</b>	<b>SIGNATURE OF CONTRACTOR OR REPRESENTATIVE:</b>

**Sections III through V continue on next page.**



### III.

THIS AGREEMENT is made and entered into by and between Sabine Valley Regional MHMR Center (d/b/a Community Healthcore), a community center under the provisions of Chapter 534 of the Texas Health & Safety Code, as amended, (the "Center") and the Contractor (Section I) for the purpose of providing community based services currently not available to the Center through its present staff of employees. The Center is authorized to enter into this Contract by Texas Government Code, Chapter 2254, to contract for services.

WHEREAS, the Center is the Health and Human Services Commission (HHSC) designated mental health local authority established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of mental health services for the residents of Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk and Upshur Counties, Texas; and

WHEREAS, the Center is the Health and Human Services Commission (HHSC) designated intellectual and developmental disabilities local authority established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of intellectual and developmental disability services for the residents of Bowie, Cass, Gregg, Harrison, Marion, Panola, Red River, Rusk and Upshur Counties, Texas; and

WHEREAS, Contractor desires to contract with Center to provide services; and

WHEREAS, Contractor agrees and certifies that Contractor has current professional and educational qualifications and certifications, registrations, licenses, and permits required for performance of this contract.

NOW, THEREFORE, in consideration of the mutual agreements contained within this Contract and other good and valuable consideration, the receipt and sufficiency of which are acknowledged by both parties, Center and Contractor agree as follows:

#### I.

##### *The Contractor agrees:*

- 4.1 Contractor's Obligations: Contractor agrees to provide services listed under Section 2.1. Contractor must notify and coordinate with Center a schedule for providing services under this Contract. Contractor's schedule must be mutually agreed upon by Contractor and Center. Contractor must, in the performance of this Contract, interact with staff, other contractors or consultants of Center in a cooperative manner and will consult with such persons regarding services provided under this Contract as necessary. Contractor attests that services shall be provided as represented in the Contract.
- 4.2 Confidentiality. In accordance with Texas Health and Safety Code, Chapter 611, Contractor must maintain the confidentiality of information received during the performance of this Contract, including information which discloses confidential personal information or identifies any person served by Center except as provided by Section 611.004 or 611.045.

- 4.3 Reports and Records. Contractor must complete and file in a timely manner reports, records or documentation in a format specified by Center to enable Center to document the reasonableness and necessity of the costs of services rendered under this Contract.
- 4.4 Record Retention. Contractor must retain all financial records, supporting documents, statistical records and any documents pertinent to this Contract until six (6) years after termination of this Contract or until any audits, in progress at the end of the six (6) year period, are complete, whichever is later.
- 4.5 Access. Pursuant to Health and Safety Code 534.060 Contractor must permit representatives and agents of Center, including independent financial auditors or other authorized governmental agencies to have

unrestricted access to all facilities, records, data and other information under the control of Contractor as necessary to enable Center to audit, monitor and review all financial activities and services associated with Center's funds. This provision shall survive the completion of the contract period and such access shall remain in effect during the pendency of any audit.

- 4.6 Compliance. To the extent such provisions are applicable to Contractor, Contractor agrees to fully comply with all applicable local, state, and federal laws, rules, regulations, handbooks, standards and guidelines now in effect and that become effective during the term of this Agreement including but not limited to all applicable standards set forth in HHSC Community Standards found in Title 25 of the Texas Administrative Code, Chapter 412, Subchapter G and Title 40 of the Texas Administrative Code, Chapter 5, a current copy of which may be requested from the Local Authority or may be obtained at the following website address: [www.sos.state.tx.us/tac/index](http://www.sos.state.tx.us/tac/index).

Each party to this Agreement agrees that no person, on the basis of race, color, national origin, religion, sex, sexual orientation, age, disability, or political affiliation, will be excluded from participation, be denied the benefits of, or be subject to discrimination in the provision of any services hereunder.

Contractor agrees to fully comply with The Business Code of Conduct provided by Community Healthcore and will adhere to terms contained therein.

Contractor represents and warrants that it will comply with all State and Federal training requirements including any funding or oversight agency requirements.

- 4.7 Certifications, Registrations, Licenses and Permits. Contractor and Contractor's Professionals must maintain all certifications, registrations, licenses or permits required by law to remain in good standing in the profession during the term of this Contract. In addition, Contractor must inform Center immediately of any changes to such certifications, registrations, licenses, or permits during the term of this Contract. Contractor certifies that its license, permit, or certificate has not been suspended or revoked by any Health and Human Service agency or Public Safety and Criminal Justice agency.
- 4.8 W-9 Form. Contractor must provide Center with a completed IRS Form W-9, (Payer's Request for Taxpayer Identification Number and Certification), upon execution of this Contract.
- 4.9 Conviction Disclosure.

1. Contractor, by its signature on this contract, certifies that no employee, officer or director of Contractor's business has been or is convicted of any crime related to any state or federally funded program.
2. The Contractor shall identify in writing, delivered to the office of the Center's Executive Director, any employee, officer, volunteer or director of Contractor's business who is in direct contact with persons referred to Contractor by Center and has been convicted, received a probated sentence, arrested (or for whom there exists an arrest warrant), or for whom there exists a wanted persons notice, related to any crime relevant to that person's employment and/or duties. For purposes of this Contract, a crime relevant to a person's employment and/or duties shall be defined as any sexual offense, drug related offense, homicide, theft, assault, battery, or any other crime involving personal injury or threat to another person.
3. If any employee, officer, volunteer or director of Contractor's business who is in direct contact with

persons served by Center has been convicted of a crime listed in Section 4.9.2 of this Contract, Contractor must remove the employee, officer, volunteer or director from direct contact with such persons unless otherwise agreed to by Center in writing.

4. Failure to disclose any information required under this Section or making a false certification relating thereto is cause for immediate termination of this Agreement by the Center.

- 4.10 Contractual Abeyance or Bar. Contractor certifies that it is not presently held in abeyance or barred from the award of a federal or state contract during the term of this Contract. Contractor must notify Center if Contractor is or becomes held in abeyance or barred from the award of a federal or state contract during the term of this Contract.
- 4.11 Franchise Tax. Contractor certifies that it is current in its payment of any required Texas franchise tax. A false statement regarding franchise tax status will be treated as a material breach of this Contract and will constitute grounds for termination of this Contract at the option of Center. If Contractor becomes delinquent in the payment of its Texas franchise tax during the term of this Contract, payment to Contractor may be withheld until such delinquency is remedied.
- 4.12 Reporting Requirements Imposed by Law.
1. Contractor must report to the DFPS Abuse, Neglect and Exploitation Investigator by telephone at 800-252-5400, any suspicion, knowledge, or allegation that any person has committed abuse, neglect or exploitation of any person served by the Center. Such reports must be made immediately, if possible, but in no case not more than one hour after the incident, as required by TAC Title 40, Chapter 4, Subchapter L and Title 25, Chapter 414, Subchapter L (relating to Client Abuse, Neglect, and Exploitation in HHSC Facilities). Allegations involving the clinical practice of a licensed professional shall be referred to the appropriate licensing authority for review for possible peer review and reporting in disciplinary boards in accordance with procedures outlined in TAC Title 40, Chapter 4, Subchapter L and Title 25, Chapter 414, Subchapter L.
  2. Contractor must report by telephone to the appropriate Center personnel at (903) 758-2471, any allegation that a person has committed abuse, neglect, or exploitation of any person served by the Center immediately, but in no event later than 24 hours after the incident. Contractor shall further notify the Center of any action taken against any of Contractor's employees accused of abuse, neglect, or exploitation of persons served by the Center.
- 4.13 Workplace and Confidentiality Guidelines Regarding AIDS/HIV. As required by the Texas Health and Safety Code, Chapter 85, Contractor must adopt and implement workplace guidelines similar to the guidelines of HHSC and Center, concerning persons with AIDS/HIV infection. As required by Texas Health and Safety Code, Chapter 85, Contractor must also adopt and implement guidelines for Contractor and/or Contractor's employees and for any persons served by Contractor pursuant to this Contract, consistent with guidelines published by the Department of Health (and succeeding Department) and with State and federal law and regulations, regarding confidentiality of AIDS and HIV-related medical information.
- 4.14 Certification of Child Support Payment Obligor. As provided by Texas Family Code, Section 231.006, a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services or receive a state-funded grant or loan. Under Section 231.006, Contractor certifies that she/he/it is not ineligible to receive the payments specified in this Contract and acknowledges that this Contract may be terminated and payment may be withheld if this certification is inaccurate. Contractor shall notify the Center, in writing, not later than 24-hours after learning of any circumstance that changes its certification under this section.
- 4.15 Certification Regarding Procurement. Contractor certifies that she/he/it has not offered, given or agreed to give anything of value to an employee or officer of Center in connection with procurement of this Contract.
- 4.16 Conflict of Interest. Contractor certifies that no employee or officer of Contractor has participated in the selection, award, or administration of this Contract in which a conflict of interest exists, as such is defined in the Contracts Management Rule (TAC, Title 40, Chapter 2, Subchapter B and Title 25, Chapter 417,

Subchapter B). In the performance of this Contract, Contractor shall not allow himself or any officer,

employee or agent to receive any funds under this Contract if the contractor, officer, employee or agent has a conflict of interest, real or apparent. Such a conflict would arise when: (a) the contractor, employee, officer or agent, (b) any member of his immediate family, his or her partner, or (c) an organization which employs or is about to employ, any of the above, has a financial or other interest in any entity selected for referrals or awards under this Contract.

4.17 Independent Contractor

1. The relationship between the Center and Contractor shall be that of an independent contractor. It is agreed that Contractor and Contractor's personnel will not be considered an employee, agent, partner, joint venturer, ostensible or apparent agent, servant, or borrowed servant of the Center.
2. The Center will not hire nor have any input whatsoever in the hiring of assistants or employees of Contractor.
3. The Contractor will supply any tools, supplies or implements necessary to perform the services contemplated under this Agreement.
4. The Contractor assumes all responsibility for profit or loss under this Agreement.
5. The Contractor agrees and represents that he/she/it performs services for persons or entities other than the Center. The Contractor agrees and represents that he/she/it makes the services to be provided under this Agreement available to the general public on a regular and consistent basis.
6. The Center will not require, either explicitly or implicitly, Contractor to devote substantially full time to the Center's business.

4.18 Professional Judgment. Contractor and its personnel shall exercise its own professional judgment in the performance of services to the persons served.

4.19 Services.

1. The community-based services to be provided by Contractor will be provided in accordance with the Plans of Care, Individual Habilitation Plans or Community Placement Plans of persons served.
2. Contractor agrees that no person who is eligible for services under this agreement will be denied services solely on the basis of the person's arrest, charge, fine, probation, indictment, incarceration, deferred adjudication, community supervision, sentencing or conviction of a criminal offense.
3. Contractor agrees that it may not restrict or expand the definitions of priority population or any other consumer defined in this agreement.
4. Contractor agrees that it will not deny services to a consumer serviced under this Contract because of consumer's inability to pay.
5. Contractor must ensure that if any services provided by Contractor, now or in the future, are funded by Title XIX of the Social Security Act relating to the services of an Intermediate Care Facility / Intellectual and Developmental Disabilities (ICF/IDD), an Intermediate Care Facility (ICF), or a Skilled Nursing Facility (SNF), no funds received by Contractor from Center shall be used to pay for services reimbursed under Title XIX. Contractor further must notify Center if Contractor intends to participate in any Title XIX program and, if Contractor participates in such a program, to notify



Center if any Program Resident, not already receiving Medicare or Medicaid assistance, becomes eligible for such assistance.

- 4.20 Center Approval of Contractor Personnel. Contractor agrees not to subcontract or assign any services until such subcontractors are approved by Center. Any subcontractors or employees of Contractor are the direct responsibility of Contractor.
- 4.21 Receipts and Records. Contractor agrees to provide the Center upon request with original receipts for the purchases of all goods and services involving the use of Center funds as well as all other financial and supporting documents and statistical records. Contractor shall retain these and any other records pertinent to the services for which a claim or cost report was submitted to the Center, including Plans of Service, for a period of six (6) years.
- 4.22 Reporting Regarding Licensure. Contractor agrees that it shall report to Center any allegation that a professional licensed or certified by the State of Texas and employed by the Contractor has committed an action that constitutes grounds for the denial or revocation of the certification or licensure. Contractor will further report to Center if any professional has had his/her license revoked. If Contractor's employee has such a denial or revocation, and Contractor fails to remove such employee, then this Contract may be terminated without prior notice.
- 4.23 Quality Management and Monitoring. Contractor agrees to conduct quality management activities, including organizational self-assessments and measures of satisfaction as specified by the Center; to comply with utilization management requirements as specified by the Center; and to comply with Center's monitoring procedures, including submission of reports and data and other information requested by Center.
- 4.24 Independent Contractor Indemnification
1. It is the intent of the Center and Contractor that Contractor is an Independent Contractor and not an agent, servant, or employee of Center for any purpose. Center shall have no right to control the means, methods or details of contractors work. Contractor shall furnish all necessary tools, supplies and materials to perform the work. Center and Contractor agree that nothing contained herein shall be deemed to create any type of employment, agency, servant, partner, or joint venture relationship between Contractor and Center. Contractor shall exercise his/her own independent judgment in the performance of this contract.
  2. Contractor and Center understand and agree that:
    - a. Center will not withhold or pay on behalf of Contractor any sums for income tax, unemployment insurance, social security, or any other withholding, or make available to Contractor any of the benefits, including worker's compensation insurance coverage, afforded to employees of Center;
    - b. All such withholdings, payments and benefits, if any, are the sole responsibility of Contractor; and
    - c. CONTRACTOR AGREES TO INDEMNIFY AND HOLD HARMLESS CENTER FROM ANY DAMAGES, CLAIMS, OR LIABILITY, INCLUDING ATTORNEY FEES AND PENALTIES, ADMINISTRATIVE DISALLOWANCES, LEGAL EXPENSES, INCURRED BY CONTRACTOR WITH RESPECT TO SUCH PAYMENTS, WITHHOLDINGS, AND BENEFITS.
- 4.25 CONTRACTOR SHALL INDEMNIFY AND HOLD HARMLESS CENTER, ITS TRUSTEES, BOARD, OFFICERS, EMPLOYEES, AND AGENTS FROM AND AGAINST ALL LIABILITIES, SUITS, ACTIONS, CLAIMS, EXPENSES (INCLUDING ATTORNEYS' FEES AND COSTS RELATED TO THE INVESTIGATION OF ANY SUCH CLAIM, ACTION, OR PROCEEDING), OBLIGATIONS, LOSSES, FINES, PENALTIES, AND ASSESSMENTS RESULTING FROM OR ARISING OUT OF THE NON-

PERFORMANCE OR THE NEGLIGENT PERFORMANCE OF CONTRACTOR'S OBLIGATIONS UNDER

THIS AGREEMENT, WHETHER BY THE CONTRACTOR, HIS DIRECTORS,  
OFFICERS, EMPLOYEES, OR AGENTS.

4.26 Insurance.

1. Contractor agrees to maintain and to cause its personnel providing services under this Agreement to maintain, at its sole cost and expense or the cost and expense of its personnel, policies of general and professional liability insurance coverage in order to insure Contractor and Center against any claim for damages arising in connection with Contractor's responsibilities or the responsibilities of Contractor's personnel under this Agreement.
2. Contractor shall furnish a Declaration of Insurance. Such insurance shall be in the amounts specified in Exhibit A. The Center may withhold payments under the terms of this Agreement until the Contractor furnishes the Center the Declaration of Insurance from the insurance carrier, or carriers, showing that such insurance is in full force and effect. Contractor shall give the Center 30 days prior written notice of any proposed cancellation of any of the above-described insurance policies.

V.

**The Center and Contractor mutually agree:**

- 5.1 Term of the Contract. This contract will commence on the date listed in Section I, **Contract Effective Date**. It will end on August 31, 2020 with the option for two, one year extensions.
- 5.2 Immediate Termination. Center may terminate this Agreement immediately if (a) Center has cause to believe that termination of the Agreement is in the best interests of the health and safety of the persons served under this Agreement; (b) Contractor has become ineligible to receive Center funds; (c) Contractor or its employees has its Texas license or certification suspended or revoked.
- 5.3 Termination of Funding. The term of this Agreement shall be subject to continued funding by the Federal Government, the State of Texas, and agencies thereof, in support of the services provided by Contractor. Should there be fundamental changes in, or termination of, funding for said services, the Center may with thirty (30) days written notice terminate this agreement, without prejudice to the right of Contractor to all payments due at the time of termination. Formal documentation of the funding changes shall be made available to Contractor upon request.
- 5.4 Termination Upon Default. Either party may terminate this Agreement upon 30 days written notice if the other party is in default of any of the provisions herein.
- 5.5 Termination Without Cause. This Agreement may be terminated by either party, without cause, upon sixty (60) days written notice to the other party. The parties agree that this Contract is not intended to and does not confer any property rights upon the Contractor such that due process under the State or Federal Constitutions is required prior to termination.
- 5.6 Responsibilities Prior to Termination. Following written notification of intent to terminate and until the agreed upon date of termination, Contractor will continue to have the responsibility to provide services under this Contract and Center will continue to have the responsibility to pay for the services in the manner specified in this Contract.
- 5.7 Automatic Extension. In the event Center and Contractor are still negotiating, preparing, and/or reviewing the services of this Contract upon the termination date, this Contract shall automatically extend up to 90

days.

- 5.8 Effect of Termination. Upon termination of this Contract, Contractor and Center will be discharged from any further obligation created under the terms of this Contract, except for the equitable settlement of the respective accrued interests or obligations incurred prior to termination. Termination does not, however, constitute a waiver of any remedies for breach of this Contract. In addition, the obligations of Contractor to retain records and maintain the confidentiality of information shall survive this Contract.
- 5.9 Contract Monitoring. The Center is responsible for routine monitoring of this Agreement to ensure the Contractor complies with the terms of this Agreement and to ensure that outcomes are appropriately managed. At least annually the Program Manager/Director will complete an evaluation of the contractor's performance. When a contractor works at multiple sites under different Program Managers/Directors, the respective staff will collaborate to complete the evaluation.
- 5.10 Withholding of Payment. Notwithstanding anything to the contrary herein, the Contractor agrees that payments due under this Contract may be withheld, in whole or in part, in the event of noncompliance with any federal or state law, rule, or regulation applicable to the service provided, or if the services specified herein have not been satisfactorily completed in accordance with the terms and conditions of this Contract.
- 5.11 Severability. In the event any provision of this Contract becomes unenforceable or void, all other provisions of this Contract will remain in effect.
- 5.12 Amendment. Unless otherwise specifically provided herein, this Agreement may be amended or changed only by mutual written signed consent of an authorized representative of the Center and Contractor.
- 5.13 Entire Agreement. This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings, written or oral agreement between the parties respecting the subject matter herein.
- 5.14 Changes Condition. If Contractor is required to comply with an additional requirement pursuant to compliance with new and unforeseeable statutes, regulations, standards, resolutions, settlements, or plans, and compliance results in a material change in Contractor's rights or obligations under the Agreement and creates significant, unanticipated costs, the parties may agree to renegotiate the agreement. However, any changes to this Agreement or performances hereunder required by statute, regulation, administrative ruling, or court decision, are automatically incorporated into this Agreement upon the effective date of such statute, regulation, court decision, or administrative ruling.
- 5.15 Governing Law and Venue. This Agreement shall be construed and enforced in accordance with the laws of the State of Texas, and venue shall lie in Gregg County, Texas.
- 5.16 Authority to Bind Center. This Agreement is not binding upon the Center unless and until it has been executed by the Executive Director.
- 5.17 Contractor's Authority. The person or persons executing and signing this Agreement on behalf of the Contractor guarantee that they have been fully authorized by the Contractor to execute the Agreement and to legally bind the Contractor to all the terms and provisions of the Agreement.
- 5.18 Exhibits. All Exhibits referred to in this Agreement and attached hereto are incorporated herein by this reference.
- 5.19 Dispute Resolution. In the event a dispute arises between the parties involving the provision or interpretation of any term or condition of this Agreement, and both parties desire to attempt to resolve the dispute prior to termination or expiration of the Agreement, or withholding payments, then the parties may refer the issue to a dispute resolution panel composed of at least three persons selected by the Center's Executive Director or his designee and adhere to the following steps:

1. At least one member of the panel must be an employee of the Contractor and at least one member must be an employee of the Center.
2. The panel shall hold a conference within the time period specified by the Center's Executive Director or his designee.
3. The panel shall make written recommendations concerning the resolution of the dispute based upon information presented by the Center and Contractor.
4. The recommendations shall be submitted to the Contractor within the specified time frame.
5. The Center's Executive Director or his designee serves as the final authority in the resolution process and may accept or reject all or part of the panel's recommendations.
6. Contractor shall be notified of the Center's Executive Director or his designee's final determination in writing.



*Exhibit A*

### Guidelines for Insurance Requirements For Contractors

SERVICES PROVIDED	LINE OF COVERAGE	LIMIT OF LIABILITY GUIDELINES
<i>Administrative (Company)(1)</i>	General Liability (Premises/Operations) Workers' Compensation  Automobile Liability (include Hired & Non-owned Autos)	\$1,000,000/\$2,000,000  WC – Statutory Employers' Liability - \$500,000 \$1,000,000 Combined Single Limit
<i>Administrative (Individual) (2)</i>	General Liability (Premises/Operations) Automobile Liability	\$500,000/\$1,000,000  \$500,000 Combined Single Limit
<i>Consumer Services (Company) (3)</i>	Professional Liability General Liability (Premises/Operations) Workers' Compensation  Automobile Liability (include Hired & Non-owned Autos)	\$1,000,000/\$3,000,000 \$1,000,000/\$2,000,000  WC – Statutory Employers' Liability - \$500,000 \$1,000,000 Combined Single Limit
<i>Professional, Consumer Services (Individual) – Physicians (4)</i>	Professional Liability General Liability (Premises/ Operations) (5) Automobile Liability	\$1,000,000/\$3,000,000 \$1,000,000/\$2,000,000  \$500,000 Combined Single Limit
<i>Professional, Consumer Services (Individual) – Non-Physician (6)</i>	Professional Liability General Liability (Premises/ Operations)(5) Automobile Liability	\$500,000/\$1,000,000 \$500,000/\$1,000,000  \$500,000 Combined Single Limit
<i>Professional (Individual) – With Family Contact (7)</i>	No insurance requirements. Signed hold harmless agreement in lieu of insurance.	
<i>Building Construction (Company) (8)</i>	General Liability (Premises/ Operations and Completed Operations) Workers' Compensation  Automobile Liability (include hired and non-owned autos)	\$2,000,000/\$4,000,000 (minimum)  WC – Statutory Employers' Liability - \$500,000 \$2,000,000 Combined Single Limit (minimum)
<i>General Building Services (Company) (9)</i>	General Liability (Premises/ Operations and Completed Operations) Workers' Compensation  Automobile Liability (include hired and non-owned autos)	\$1,000,000 (minimum)  WC – Statutory Employers' Liability - \$500,000 \$1,000,000 Combined Single Limit (minimum)
<i>General Building Services (Individual) (10)</i>	General Liability (Premises/ Operations and Completed Operations)	\$500,000 (Minimum)

	Automobile Liability	\$250,000 Combined Single Limit (Minimum)
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- (1) Administrative (company) contractor examples: cabling companies
  - (2) Administrative (individuals) contractor examples: IT programmer, accountant, grant writer
  - (3) Consumer Services (company) contractor examples: Vocation programs, respite programs, residence programs
  - (4) Professional, Consumer Services (individual) – Physicians contractor is limited to medical doctors
  - (5) General liability coverage is not required for individuals rendering services strictly on the center's premises
  - (6) Professional, Consumer Services (individual) – Non-physician contractor examples: psychologists, nurses, therapists, etc.
  - (7) Professional – With Family Contact (individual) is limited to clients being cared for by family members for whom the family receives some compensation and/or reimbursement from the center.
  - (8) Building Construction (Company) contractor examples: General contractors, subcontractors, architects, engineers, etc.
  - (9) General Building Services (Company) contractor examples: Lawn maintenance, building maintenance, janitorial services, etc.
  - (10) General Building Services (Individual) contractor examples: Lawn maintenance, building maintenance, janitorial services, etc.
- The center should be named as additional insured on each of the above policies.
  - The center should obtain a certificate of insurance to verify coverage and to ensure notification in the event of any material changes in the policy.
  - An umbrella policy may serve to meet the above limit of liability requirements.

## ATTACHMENT D – RESPONSE COVER SHEET

Name of Legal Entity and Doing Business As (d/b/a) Name, if applicable
Respondent's Representative
Respondent's Mailing Address
Respondent's Email Address
Respondent's Telephone Number

**Pursuant to the advertisement for proposal to be received,**

I/We \_\_\_\_\_  
Company Name

Located at \_\_\_\_\_  
Company Address

hereby submit our proposal. This proposal is made without collusion on the part of any person, firm or corporation.

Signature: \_\_\_\_\_

Printed name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

E-mail Address \_\_\_\_\_