

Request for Quotation

Head Start of Greater Dallas, Inc. is requesting quotes on the Grease Trap and Line Cleaning service on a frequency of 91 days as opposed to an on call basis. Pricing is based on servicing traps 8:00 A.M. – 5:00 P.M. Monday through Friday; pricing is also based on by per gallon and by the hour.

Head Start of Greater Dallas has approximately 19 facilities in Dallas County which require these services for accreditation and licensing purposes.

The Request for Quotation includes:

- Certificate of Independent Price Determination
- Instructions/General Conditions
- Quote Sheet/Specification
- List of Location of Head Start Centers
- Standard Terms and Conditions for Attachment
- 2046 Form.

THIS QUOTATION WILL NOT BE OPENED OR READ PUBLICLY.

Delivery Date: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Name: _____ Title: _____

Signature: _____

Printed Name: _____

Telephone: _____

E-Mail Address: _____

Fax#: _____

**CERTIFICATE OF INDEPENDENT
PRICE DETERMINATION**

By submission of this proposal, the bidder certifies, and in the case of a joint proposal, each party thereto certifies, as to its own organizations, that in connection with this procurement:

The prices in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to proposal opening, directly or indirectly to any other bidder or to any competitor;

No attempt has been made or will be made by the bidder to induce any person or firm to submit or not to submit a proposal for the purpose of restricting competition.

EACH PERSON SIGNING THIS PROPOSAL CERTIFIES THAT:

He is the person in the bidder's organization who is responsible for the decision as to prices offered herein and that he has not participated in, and will not participate in any action contrary to the statements above;

or

He is not the person in the bidder's organization who is responsible for the decision as to the prices being offered herein but that he has been authorized in writing to act as agent for the persons responsible for such decisions. In certifying that such persons for whom he acts and himself have not participated and will not participate in any action contrary to the statements above.

Authorized Signature Title Date

In accepting this proposal, the institution certifies that the institution's officers, employees or agents have not taken any action which may have jeopardized the independence of the bid referred to above.

Head Start of Greater Dallas, Inc. Representative

Acceptance of this certification does not constitute the formation of a contract.

INSTRUCTION TO VENDORS:

1. Submission of Quotations:

Hand-carried quotations or quotations submitted via carrier service are to be delivered to:

Head Start of Greater Dallas, Inc.
3954 Gannon Lane, Dallas, TX 75237
Attn: Purchasing Department

2. Quotation must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Quotation: 08-GT & LC
Due: May 1, 2008, 11:30 A.M.

LATE PROPOSALS WILL NOT BE ACCEPTED

3. Quotation must be signed by an authorized individual to contractually bind their companies when submitting the quote. Failure to sign the quote will be considered as a “mistake in Quote”, and the quote will be rejected as “non-responsive”.

4. Purchases made against this Request for Quotation are for HSGD use and are exempt from State Sales Tax and Federal Excise Tax. Please do not include taxes in your quotation.

5. Quotation written in pencil will NOT be accepted. All prices must be in typed or written in ink format.

6. Vendors finding errors, omissions and corrections that need to be made in their specifications should inform the purchasing department at least 5 working days before quotation is due.

7. Vendors should provide at least (5) references including their names, addresses, telephone and fax numbers.

8. Head Start of Greater Dallas, Inc. reserves the right to accept or reject any and all quotations received in response to this RFQ. A contract accepted from this quotation will be based upon the factors described in this RFQ.

Insurance Requirement

The successful bidder shall be awarded the contract as an “Independent contractor” as defined by the U.S. department of Labor. Therefore, all vendors must provide proof of Workman’s Compensation Insurance, General Liability Insurance (min. \$500,000), Automobile Insurance, and other related insurance coverage. All employees of the company working on site at the centers must be under the above insurance coverage. The Agency in the case of Liability insurance shall be named “co-insured” in the Certificate Holder box on the policy. The cancellation notice date shall be 30 days. The vendor understands that if during the life of the contract the insurance coverage expires and is not renewed, HSGD reserves the right to withhold payment until a new certificate of insurance is presented.

Specification and General Instructions

- a) Scraping down the sides of the trap with the appropriate equipment.
- b) Washing out trap with high-pressure hose and clean water, **BACK WASHING IS NOT ACCEPTABLE.**
- c) Pumping must remove all waste leaving the trap as clean and dry as possible.
- d) Remove all foreign materials found in the trap.
- e) Hauling away waste must be done in an approved truck.
- f) Disposal and treatment of waste shall be conformed to Federal, State, County and City laws and ordinances.
- g) Grease trap shall be completely pumped (i.e. – dry-pumped removing the grease mat, liquids, sludge and wash down material from the interior walls).
- h) Report any problems/damage with the interceptor/trap to the center managers and the MRWPCA Source Control Division (i.e. – missing or broken baffles, screens and pipes).
- i) Bacterial products used in the maintenance of traps must be pre-approved by the MRWPCA. Products having a content of enzymes, surfactants or solvents that is greater than 10% of the volume will not be approved for use.
- j) Cleaning shall include the complete removal of all contents, including floating materials, wastewater, and bottom sludge and solids.
- k) Open grease trap lids, put vacuum hose in trap, pump trap until empty, scrape walls and rinse-down, re-pump; and put lids back.
- l) To hydro jet lines – get incoming/outgoing lines

Documentation:

- a) All vendors must furnish, with their quote, a copy of their current and valid Department of Environmental Health & Conservation Cities of Jurisdiction – Liquid or Liquid Industrial Waste Collection Permit.
- b) All vendors must furnish HSGD with a certificate of liability insurance coverage for accidental/inappropriate charge of waste material with your quote.
- c) Prior to beginning work, the successful vendor must submit a Certificate of Insurance. See “Insurance Requirements”
- d) A Material Safety Data Sheet (MSDS) must be submitted to the appropriate agency for approval of the product prior to beginning treatment. The MSDS, or other information submitted, must identify all active and inactive ingredients of the product.
- e) Receipt of services must be signed by an authorized signatory from the center where the service was performed every time. Disposal ticket should be provided with each invoice.
- f) Purchase order number is essential for every job and must be obtained from purchase department as mandatory procedure when job are assigned.
- g) A list of at least five (5) references where similar services have been provided by their firm. Include therein name of firm, address, telephone number and name of representative.

**HEAD START OF GREAT DALLAS INC.
QUOTATION FORM/SPECIFICATION**

Submitted By: _____

GREASE TRAP

<i>Centers</i>	<i>Quantity Needed</i>	<i>Size</i>	<i>Description</i>	<i>Price</i>	<i>Extension</i>
1. AM Brooks	1	1000 Gal			
2. Bachman	1	1000 Gal			
3. David Place	1	1000 Gal			
4. East Dallas	1	50 Gal			
5. Early Head Start	1	50 Gal			
6. Emanuel Lutheran	1	50 Gal			
7. Ferguson Oates	1	1000 Gal			
8. Gannon Day Care	1	2000 Gal			
9. Grand Prairie	1	1000 Gal			
10. Jerry R. Junkins	1	1000 Gal			
11. Lake June	1	1000 Gal			
12. Lancaster Kiest	1	1000 Gal			
13. Margare H. Cone	1	1000 Gal			
14. Mesquite HS	1	1000 Gal			
15. Rosie M. Harris	1	1000 Gal			
16. Science Place II	1	1000 Gal			
17. Sunnyview	1	1000 Gal			
18. Wesley Rankin	1	1000 Gal			
19. West Garland	1	50 Gal			

HEAD START OF GREAT DALLAS INC. QUOTATION FORM/SPECIFICATION

Submitted By: _____

Line Cleaning

<i>Centers</i>	<i>Quantity Needed</i>	<i>Size</i>	<i>Description</i>	<i>Price</i>	<i>Extension</i>
1. AM Brooks					
2. Bachman					
3. Brookhaven					
4. David Place					
5. East Dallas					
6. Ferguson Oates					
7. Gannon Day Care					
8. Grand Prairie					
9. Jerry R. Junkins					
10. Lake June					
11. Lancaster Kiest					
12. Lake West					
13. Margare H. Cone/Early Head Start at MC					
14. Mesquite HS					
15. Robbie Jones					
16. Rosie M. Harris					
17. Science Place II					
18. Sunnyview					
19. West Garland					

HEAD START OF GREATER DALLAS, INC.

AGENCY LOCATIONS

**A.M. Brooks &
E. Triad Offices**
6502 Military Pkwy
Dallas 75227-3703
(214) 275-2050
(214) 275-2059-Fax
*Carmenlita Harris

Bachman
3641B W. Northwest
Highway
Dallas 75220-5935
(214) 357-5782
(214) 357-0101-Fax
*Jeff Sundberg

Brookhaven
3939 Valley View Lane Bldg. E
Farmers Branch, TX 75244
(972) 331-9565
((972) 241-8507-Fax
*Anita Louise Jackson

Dauids's Place
1000 South Carroll Avenue
Dallas TX 75223
(214) 823-3309
(214) 823-0701-Fax
*Peggy Polk

East Dallas
4220 Junius Street
Dallas 75246-1429
(214) 824-2525
(214) 824-2223-Fax
*Emilia Reyna

Fergusone Oates
2345 Oates Drive
Dallas, TX 75228
(214) 324-2831
(214) 324-2792-Fax
*Lue Alma Sumlin

* Site Manager

Gannon Lane
3950 Gannon Lane,
Dallas, TX 75237
(972) 283-7700
(972) 296-8949
*Dwuna Duty-Richards

Grand Prairie
550 S. Carrier Pkwy.,
Suite 500
Grand Prairie 75051-
1555
(972) 237-4433
(972) 237-4438-Fax
*Dana Clark

**Jerry Junkins Child
Development Center**
321 Calumet Avenue
Dallas 75211-3515
(214) 331-3882
(214) 331-3884-Fax
*James J. Keller

Lake June
9030 Lake June Road
Dallas 75217-2634
(214) 398-9696
(214) 398-8510-Fax
*John Harris

**Lancaster-Kiest &
S. Triad Offices**
3200 S. Lancaster Rd.
#301-308
Dallas 75216-4529
(214) 374-5533
(214) 374-5534 -Fax
*Beverly Fullalove

**Lake West &
Early Head Start @ Lake West**
3737 Goldman St. Suite 100, Bldg B.
Dallas, TX 75212
(214) 267-0524
(214) 637-9034
*Mary Lynn/alba Khan

**Margaret H. Cone &
Early Head Start @ Margaret Cone**
2919 Troy Street
Dallas, Tx 75210
(214) 217-3170
(214) 421-7521
*Felicia Bluit/Mary Lynn

Mesquite Head Start
650 Lee Street
Mesquite, TX 75149
(214) 231-1511
(214) 285-4260
*Chanda Cunningham

Robbie Jones
1920 Walnut Plaza
Carrollton, TX 75006
(972) 416-6876
(972) 416-6876 -Fax
*Lea Wanda Kearney, Site Manager

Rosie M. Harris
5700 Jarvis Circle
Dallas 75215-5228
(214) 421-0106
(214) 421-2964-Fax
*Gloria Calhoun

Science Place II
Science Place II Building
Fair Park
1620 - 1st Avenue
Dallas 75210-1020
(214) 426-1188
(214) 426-2782-Fax
*Coleone Evette Taylor

Sunnyview
2927 Stag Road
Dallas 75241-1698
(214) 372-3051
(214) 372-8421-Fax
*Evelyn Jackson

West Garland
3709 W. Walnut St.
Garland 75042-6239
(972) 485-1140
(972) 276-9876-Fax
*Marilyn Van Dusen

Standard Terms & Conditions Attachment

(PLEASE SIGN AND ATTACH TO YOUR PROPOSAL)

Termination: The agreement entered into by Head Start of Greater Dallas and _____, named henceforth as "Contractor," and to which this is attached shall terminate automatically on June 30, 2006 unless otherwise stated in the body of the agreement to which this is attached. If there is a loss of funding or failure of the Contractor to perform satisfactorily, Head Start of Greater Dallas reserves the right to terminate this agreement with thirty (30) days written notice at any time.

Relationship of Parties: It is understood by the parties that the Contractor, is an independent entity with respect to Head Start of Greater Dallas, and not an employee of Head Start. HSGD will not provide fringe benefits, including health insurance, paid vacation, or any other employee benefit, for the benefit of the Contractor or the Contractor's employees. The Contractor shall provide proof of liability insurance within ten (10) days naming HSGD as co-insured upon execution of the agreement.

Notices: All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid.

Entire Agreement: The Agreement, with this attachment, contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement and these Terms and Conditions supersede any prior written or oral agreements between the parties.

Amendment: The Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

Severability: If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

Indemnity: The Contractor is acknowledged as an independent contractor of the agency and as such will indemnify and hold harmless the agency for any and all loss, expense, and/or claims associated with or arising out of such injury or damage due to the activities or from any act or omission of the contractor, its Board members (if applicable), employees, representatives, family members, invitee, and volunteers.

Waiver of Contractual Right: The failure of either party to enforce any provision of the Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed by the laws of the State of Texas unless superseded by federal law.

Equal Opportunity: During the performance of this contract, the CONTRACTOR agrees to follow:

1. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, age, religion, disability, political belief, sex or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, age, religion, disability, political belief, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be prepared by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.
2. The CONTRACTOR shall, in all solicitation or advertisements for employees placed by or on behalf of the CONTRACTOR; state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, or national origin.

CERTIFICATIONS: By returning a signed proposal the Contractor agrees to and certifies:

- 1) The CONTRACTOR shall be in compliance with the Copeland Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR part 3, providing that each contractor and sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the AGENCY.
- 2) The FEDERAL GOVERNMENT and AGENCY shall have “rights to inventions made under this agreement” in accordance with 37 CFR part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements,” and any further implementing regulations issued by HHS.
- 3) The CONTRACTOR shall take action to insure that all work is performed in accordance with OSHA guidelines and OSHA required record keeping and training is current and on going.
- 4) The CONTRACTOR shall, in case actual on-site labor costs exceed \$2,000.00, comply with the Davis-Bacon Act and pay employee’s the rate of pay in accordance with Department of Labor “prevailing wages” schedule and supply the Agency with the DOL required certification forms and payroll records.
- 5) The CONTRACTOR shall be in compliance with the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the HHS and the appropriate Regional Office of the Environmental Protection Agency.
- 6) The CONTRACTOR shall to the best of its knowledge or belief, not be currently be debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal or state agency, and are not currently or previously within the past three years

been indicted or convicted either civilly or criminally by a governmental entity (local, state or federal) for violations of procurement, consumer, and/or felony statutes.

- 7) The CONTRACTOR shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order (over \$100,000) unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, so that such provisions shall be binding upon each subcontractor or vendor.
- 8) (Certification per 31 U.S.C. 1352):
- a. The Contractor certifies, to the best of his or her knowledge and belief, that:
 - b. No Federal funds have been or shall be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer, employee, or any other person of influence (such as a Member of Congress) within or without the Agency in connection with the awarding of this contract or agreement.
 - c. If such funds have been paid or will be paid as outlined in subsection 5.a) the Contractor shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with it's instructions.
 - d. That the Contractor shall require the language of this section (5.) be included in the award documents for all subawards at all tiers, and that all subrecipients shall certify and disclose accordingly.
 - e. This section is a material representation of fact upon which reliance was placed when this transaction was made or entered into and submission is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code (Byrd Anti-Lobbying Amendment).

In the event of the CONTRACTOR'S' noncompliance with the above terms, conditions, and certifications or with any state or federal rules, regulations, or orders, this agreement may be canceled, terminated, or suspended, in whole or in part, and the CONTRACTOR may be declared ineligible for further Government contracts. No other terms and conditions may take precedence without the written permission of the Agency.

I have read the above and agree to abide by these terms and conditions. I further by my signature certify that I am an authorized representative of the CONTRACTOR with authority to obligate such to comply with the above with the exception of the following:

Exceptions:

Contractor _____ Date _____

Company _____

Received and Acknowledged by _____ Date _____

Head Start of Greater Dallas, Inc.

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

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

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

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

- 1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the Texas Department of Human Services may pursue available remedies, including suspension and/or debarment.
2. The potential contractor shall provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract," "debarred," "suspended," "ineligible," "participant," person, "principal," "proposal," and "voluntarily excluded," as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it shall not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the Texas Department of Human Services, as applicable.
Do you have or do you anticipate having subcontractors under this proposed contract?..... [] Yes [] No
5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts"; and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the Texas Department of Human Services may pursue available remedies, including suspension and/or debarment.

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

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

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

Name of Contractor Vendor ID No. or Social Security No. DHS Contract No. (if applicable)

Date Printed/Typed Name and Title of Authorized Representative

Signature of Authorized Representative

DEFINITIONS

Covered Contract/Subcontract.

- (1) Any nonprocurement transaction which involves federal funds (regardless of amount and including such arrangements as subgrants) and are between DHS or its agents and another entity.
- (2) Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$25,000) under a grant or subgrant.
- (3) Any procurement contract for goods or services between a participant and a person under a covered grant, subgrant, contract or subcontract, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction:
 - a. Principal Investigators.
 - b. Providers of audit services required by the Texas Department of Human Services or federal funding source.
 - c. Researchers.

Debarment. An action taken by a debarring official in accordance with 45 CFR Part 76 (or comparable federal regulations) to exclude a person from participating in covered contracts. A person so excluded is "debarred."

Grant. An award of financial assistance, including cooperative agreements, in the form of money, or property in lieu of money, by the federal government to an eligible grantee.

Ineligible. Excluded from participation in federal nonprocurement programs pursuant to a determination of ineligibility under statutory, executive order, or regulatory authority, other than Executive Order 12549 and its agency implementing regulations; for example, excluded pursuant to the Davis-Bacon Act and its implementing regulations, the equal employment opportunity acts and executive orders, or the environmental protection acts and executive orders. A person is ineligible where the determination of ineligibility affects such person's eligibility to participate in more than one covered transaction.

Participant. Any person who submits a proposal for, enters into, or reasonably may be expected to enter into a covered contract. This term also includes any person who acts on behalf of or is authorized to commit a participant in a covered contract as an agent or representative of another participant.

Person. Any individual, corporation, partnership, association, unit of government, or legal entity, however organized, except: foreign governments or foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, and entities consisting wholly or partially of foreign governments or foreign governmental entities.

Principal. Officer, director, owner, partner, key employee, or other person within a participant with primary management or supervisory responsibilities; or a person who has a critical influence on or substantive control over a covered contract whether or not the person is employed by the participant. Persons who have a critical influence on or substantive control over a covered transaction are:

- (1) Principal investigators.
- (2) Providers of audit services required by the Texas Department of Human Services of federal funding source.
- (3) Researchers.

Proposal. A solicited or unsolicited bid, application, request, invitation to consider or similar communication by or on behalf of a person seeking to receive a covered contract.

Suspension. An action taken by a suspending official in accordance with 45 CFR Part 76 (or comparable federal regulations) that immediately excludes a person from participating in covered contracts for a temporary period, pending completion of an investigation and such legal, debarment, or Program Fraud Civil Remedies Act proceedings as may ensue. A person so excluded is "suspended."

Voluntary exclusion or voluntarily excluded. A status of nonparticipation or limited participation in covered transactions assumed by a person pursuant to the terms of a settlement.

With a few exceptions, you have the right to request and be informed about the information that the Department of Human Services (DHS) obtains about you. You are entitled to receive and review the information upon request. You also have the right to ask DHS to correct information that is determined to be incorrect (Government Code, Sections 552.021, 552.023, 559.004). To find out about your information and your right to request correction, please refer to the contact information in your application, procurement, or renewal package.