



**REQUEST FOR PROPOSALS**

**INSURANCE BROKER SERVICES**

**Phase I Response Submittal Deadline: Friday, July 24, 2009  
Prior to 3:00 PM CST**

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#### Attachments:

Attachment “A” – List of Property Currently Covered by the Authority Property Insurance  
(available on the Authority’s website at [www.portsanantonio.us/businessopportunities](http://www.portsanantonio.us/businessopportunities))

Attachment “B” – Insurance Broker Qualification Questionnaire

Attachment “C” – Litigation Disclosure

Attachment “D” – Certification Regarding Debarment, Suspension, Proposed Debarment, and  
other Responsibility Matters

Attachment “E” – Conflict of Interest Questionnaire (Form CIQ)

**REQUEST FOR PROPOSAL  
FOR  
INSURANCE BROKER SERVICES  
PORT AUTHORITY OF SAN ANTONIO**

**I. INTRODUCTION AND PURPOSE**

The Port Authority of San Antonio (the "Authority") is seeking proposals from qualified insurance broker firms to meet the Authority's property insurance requirements and advise on addressing risk management requirements that are in the best interests of the Authority.

The Authority is using the following two-phase process to select insurance broker services provider.

Phase I - Responses to this RFP will be evaluated by the Authority to select one or more insurance broker firms that will be assigned specific market(s) in which they will represent the Authority. Responses to this RFP must include a list of preferred carriers in order of priority (see Attachment B, Item 10). **DO NOT CONTACT ANY MARKETS UNTIL AUTHORIZED TO DO SO BY THE AUTHORITY.**

Phase II - Following the initial selection process, each selected firm will be asked to submit firm quotes for specified property insurance coverage from their assigned markets. These quotes will be used to complete the selection of the Authority's Broker.

The Authority's evaluation committee will be comprised of members from the Authority Staff. The committee will determine which proposals are the most responsive. Following completion of Phase II, the committee will make a recommendation to the full the Authority's Board of Directors at a public meeting.

The Authority expressly reserves the right to accept one or more proposals, or reject all proposals received. Subsequent to formal action by the Authority's Board of Directors, all competing firms will be notified in writing of the results.

All firms meeting the requirements of this request are invited to respond to this RFP. Five copies of the proposal must be submitted to:

Wyndie Applewhite, Contracting Manager  
Insurance Broker Services RFP  
Port Authority of San Antonio  
907 Billy Mitchell Blvd., Suite 110  
San Antonio, TX 78226-1802

**II. BACKGROUND**

On 13 July 1995 President Clinton approved the recommendations of the Base Realignment and Closure Commission (BRAC Commission) to close Kelly Air Force Base. Immediately

following this action, the Mayor of the City of San Antonio appointed a committee of more than 160 citizens of the community (identified as the Initial Base Adjustment Strategy Committee (IBASC) to develop a strategic vision and plan for the redevelopment of Kelly Air Force Base. The recommendations of that committee ultimately resulted in the creation of the Greater Kelly Development Corporation, which subsequently was transformed into the Greater Kelly Development Authority, and recently, to the Port Authority of San Antonio by action of the State legislature.

The Authority is a public, political subdivision of the State of Texas. Members of its Board of Directors are appointed by the City Council of the City of San Antonio. The Authority has been formally recognized by the Department of Defense as the official Local Redevelopment Authority (LRA) for Kelly Air Force Base. The Authority has the responsibility for management and development of the real and personal property that was transferred to the Authority as a result of the closing of Kelly Air Force Base. The CEO reports directly to the Authority Board of Directors and has the overall responsibility of executing the policies and direction of the Board and oversees the activities of the Authority staff. The CEO has the responsibility to manage an annual budget of more than \$20,000,000 in operating expenses and \$25,000,000 in capital expenditures. The CEO has the overall responsibility for economic development of former Kelly Air Force Base property and the creation and/or retention of “good paying” jobs.

The Authority's vision for economic development is based upon three principal components: First, the Authority will become the primary land Port for international trade with Mexico (NAFTA) and South America. Second, it will become a center of excellence for aviation maintenance, repair and overhaul (MRO). Third, it will facilitate the development of a significant light manufacturing industry for San Antonio.

The real property managed by the Authority exceeds 9 million square feet and has an estimated replacement value in excess of \$500,000,000. Attachment “A” provides a detailed listing of property on which the Authority currently carries property insurance. General property insurance requirement range is shown below. These are subject to finalization in Phase II of the selection process.

<b>COVERAGE</b>	<b>LIMITS</b>	<b>COMMENTS</b>	
<b>COMMERCIAL PROPERTY</b>		<b>DEDUCTIBLE</b>	
Real & Personal Property and Loss of Income	\$200,000,000 Annual Aggregate Limit	All Coverage & Perils As specifically scheduled Flood in excess of Governmental Flood	\$100,000
Flood	\$10,000,000	Flood except 645, 652, 655	\$100,000
Flood – 500 Year Plain	\$5,000,000	Flood 500 & 100 Year Plain (Real & Personal Property)	\$500,000
Flood – 100 Year Plain	\$1,000,000	Loss Income	\$250,000
Static Aircraft	\$795,000	Static Aircraft	\$25,000
		Coverage written on an occurrence basis by companies authorized to do business in State of Texas and rated A- or better by	

		A.M. Best Company and/or otherwise acceptable to the Authority.	
<b>COVERAGE</b>	<b>LIMITS</b>	<b>COMMENTS</b>	
COMMERCIAL LIABILITY		DEDUCTIBLE	TBD
General Aggregate	\$2,000,000		TBD
Products/Complete Operations Aggregate	\$2,000,000		TBD
Personal & Advertising Injury	\$1,000,000		TBD
Each Occurrence	\$1,000,000		TBD
Damage to Premise Rented to You	\$100,000		TBD

The Authority has over the last few years had liability and casualty coverage separated. This solicitation includes the consolidation of the coverages.

We also request the right for the Authority to name legal representation for defense of claims and litigation.

### III. PHASE I PROPOSAL REQUIREMENTS

Each Broker shall submit Proposals containing all information required by the RFP. Proposals that are 20 pages or less are strongly encouraged. Proposals shall consist of:

- **SUMMARY** - State Brokers understanding of this project and the proposed means of accomplishing it. Summary shall include a restatement of the work to be accomplished, their anticipated approach, and any unique problems and their solutions. Broker must state specifically what areas of knowledge and discipline they are applying and how they will handle areas outside of its base of experience.
- **COMPLETED ATTACHMENT “B”** - Insurance Broker Qualification Questionnaire
- **SMWBE CERTIFICATION OR SMALL BUSINESS PARTICIPATION PLAN**
- **ATTACHMENT “C”** – Litigation Disclosure
- **ATTACHMENT “D”** – Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters
- **ATTACHMENT “E”** – Conflict of Interest Questionnaire (Form CIQ)
- **BROCHURES AND FINANCIAL STATEMENTS** – includes company brochures. Also include financial statements for the last three (3) years and other relevant information about your company that you wish the Authority to consider.

- **ORGANIZATIONAL CHART** – Broker should provide a current organizational chart of the office that will handle the Authority’s business that includes information about staffing levels.

Failure to respond to all the Portions of this RFP may result in the Broker’s response being deemed non-responsive. An officer or Principal of the Broker having sufficient authority to bind the respondent must sign the proposal; however proposals may be signed by an agent if accompanied by written evidence of authority.

Any cost or expense incurred by the Broker that is associated with the preparation of the Qualifications Proposal, preparation of insurance price quotes in response to Phase 2, or during any phase of the selection process and contract negotiation, shall be at the Broker’s sole cost and expense.

#### **IV. TIME TO COMPLETE:**

The following is the anticipated schedule for this selection process:

- Sunday, June 28, 2009 – RFP advertised by the Authority
- Thursday, July 9, 2009, 9:00 AM CST, at the Authority’s East Conference Room – Pre-proposal Conference
- No later than Thursday, July 16, 2009 – RFP clarification questions due to the Authority
- No later than Monday, July 20, 2009 – the Authority will issue an addendum with answers to questions, if required
- Friday, July 24, 2009 – no later than 3:00 PM CST – Phase I Proposals (Qualifications Statements) due to the Authority
- Friday, July 31, 2009 – Phase I evaluation completed, selected brokers notified of their assigned markets
- Monday, August 3, 2009 – requirements for Phase II - Quote Submission issued to selected brokers by the Authority
- Monday, August 10, 2009 – bidder tour of the Authority facilities
- Monday, August 17, 2009 – no later than 3:00 PM CST - Phase II Quotes due to the Authority
- Thursday, September 17, 2009 – The Authority evaluation committee recommends final selection to the Authority’s Board of Directors
- Thursday, September 24, 2009 – The Authority notifies selected broker
- Sunday, November 1, 2009 – effective date of property insurance coverage

Questions concerning this RFP are to be submitted only in writing no later than, prior to 3:00 PM CST, Thursday, July 16, 2009, and shall be directed in writing by email to: [contractinginfo@portsanantonio.us](mailto:contractinginfo@portsanantonio.us); or by fax to: (210) 362-7832. Please reference the title of this RFP, Insurance Broker Services, for all inquires. The Authority specifically requests the Respondents restrict all contact and questions regarding this RFP as indicated above.

Upon receipt of inquiries received by email and/or fax, and those inquires and clarifications provided during the Pre-proposal Conference, the Authority will provide, in an Addendum document, a summary of all inquiries, responses and clarifications and provide a copy of the

addendum on the Authority's website at [www.portsanantonio.us/businessopportunities](http://www.portsanantonio.us/businessopportunities). The addendum document will be available prior to the close of business on Monday, July 20, 2009.

**V. PHASE I PROPOSAL DUE DATE:**

Phase I Proposals will be accepted until 3:00 PM Central Standard Time, Friday, July 24, 2009. Proposals received after this time and date will be rejected and will not be considered by the Authority.

**VI. PHASE II – PROPERTY INSURANCE PRICE QUOTES**

Upon completion of the evaluation of Phase I proposals, one or more brokers will be selected and assigned market(s) for Phase II. Phase II proposals will consist of property insurance price quotes, net of all costs and commissions, for assigned markets.

**VII. SELECTION CRITERIA:**

The Authority will conduct a comprehensive, fair and impartial evaluation of all responses received in response to this RFP. Responses will be evaluated by an Authority's selection review panel. The criteria for evaluation of responses, and selection of the qualified respondent(s), will be based on the factors listed below. The review panel may select some or none of the Respondents for interviews. If the Authority elects to conduct interviews, Respondents may be interviewed and re-scored based upon these same criteria. The Authority may also request additional information from Respondents at any time prior to final approval of a selected Respondent. Respondents are requested to submit a complete response to each of the following Criteria. Responses requiring additional space should be brief and submitted as an attachment to your submittal package. Please reference each response by its corresponding item number.

**The Authority reserves the right to select one or more, or none of the Respondents to provide the services. Final approval of a selected Respondent is subject to the recommendation of the Authority's Selection Review Committee and the approval of the Authority's Board of Directors.**

**PHASE 1 Evaluation Criteria**

**A. Responsiveness to the Request for Proposal (20%)**

1. Requested information included and thoroughness of response.
2. Understanding and acceptance of the scope of services
3. Acceptance of the RFP and contract requirements.
4. Clarity and conciseness of the response.

**B. Broker's capability to provide the services requested and information contained in the Insurance Broker of Record Qualification Questionnaire (Attachment A) (10%).**

1. Background of Broker and support personnel, including professional qualification and length of time working in Broker capacity.
2. Relevant experience of the Broker.
3. Specific experience with public entity clients, especially large economic development authorities, including problems experienced with those clients and the Broker's solutions.
4. Other resources, including total number of employees, number and location of offices, and affiliated companies.
5. Past performance as determined by reference checks. Bidders should provide reference contact's name, current phone number and current fax number in response to Attachment B - Items 13 and 14. The Authority reserves the right to contact other entities besides reference provided by bidders when doing reference checks.

**C. Plan for local small, minority and/or women owned business enterprise participation in the contract and related subcontracts (5%).**

A. It is the policy of the Authority to involve qualified small business and local business enterprises to the fullest extent possible in the selection of professional and discretionary contracts. Your proposal will be evaluated and points given based on its contribution toward the Authority's overall SMWBE goals for Professional and Construction services.

<b>SMWBE Participation Category</b>	<b>Professional Services</b>
MBE	31.0%
WBE	10.0%
AABE	2.2%
SBE	50.0%

B. Only companies certified as SBE, MBE, WBE, AABE or DBE through a State Authorized Certification Agency or the South Central Texas Regional Certification Agency (SCTRCA) or other approved agency (State of Texas HUB Certification etc.) can be applied toward the contracting goals. Proof of certification must be submitted utilizing, in part or in whole, an SBE, MBE, AABE, WBE, or DBE firm in order to receive any points under this criteria. If not certified, please call the SCTRCA at (210) 227-4722 or write them at 305 E. Euclid, Suite 102, San Antonio, Texas 78212. If requesting acceptance of a certification issued by an agency, other than SCTRCA, please notify the Authority's Contracting Division in writing no later than five (5) calendar days after the due date of this RFQ.

C. Proposals will include the following information:

Estimated Prime consultant's and applicable sub-consultant's percent (%) participation in this project and all associated certification documentation.

D. Of the five percentage (5%) points for this Criterion C, points will be awarded on the following basis:

1. A Small Business Enterprise (SBE) shall receive two (2%) of the selection points.

2. A Minority Business Enterprise (MBE) shall receive one (1%) of the selection points.
3. A Woman-Owned Business Enterprise (WBE) shall receive one (1%) of the selection points.
4. An African-American Business Enterprise (AABE) shall receive one (1%) of the selection points.

## **PHASE II Evaluation Criteria**

### **A. Economic evaluation of the Insurance Quote (65%).**

#### **LIST OF RFP ATTACHMENTS**

Attachment A – Detailed Listing of Property on which the Authority Currently Carries Property Insurance

Attachment B – Insurance Broker Qualification Questionnaire

Attachment C – Litigation Disclosure

Attachment D – Certification Regarding Debarment, Suspension, Proposed Debarment, and Other Responsibility Matters

Attachment E – not available at this time, Draft Contract will be provided during Phase II

**ATTACHMENT "A"**  
**LIST OF PROPERTY CURRENTLY COVERED BY THE AUTHORITY PROPERTY**  
**INSURANCE**

**(see attached Spreadsheet – file may be accessed on the Authority’s website at**  
**[www.portsanantonio.us/businessopportunities.us](http://www.portsanantonio.us/businessopportunities.us))**

**ATTACHMENT "B"**  
**INSURANCE BROKER QUALIFICATION QUESTIONNAIRE**

The purpose of this questionnaire is to assist the Authority in selecting an Insurance Broker for the Authority's property insurance program.

1. Name of Agency/Company:
2. Address:
3. Point of Contact for Proposal:
4. Telephone Number/Fax Number:
5. If the Proposal is based on a teaming arrangement, identify Prime firm, subcontractor firms, and describe allocation of work scope.
6. Give Brief Description of the Agency/Company and it's Qualifications:
7. Proposed Account Executive and Brief Description of Their Qualifications, including:
  - Number of Clients
  - Type of Clients, in particular public entities, business park developers, and/or economic development authorities
  - Length of Time with the Agency/company:
  - Length of Service in Insurance or Risk Management
  - Professional/Associate Designations
  - Experience
    - \_\_\_ Years Commercial Underwriting
    - \_\_\_ Years Commercial Claims
    - \_\_\_ Years Agency Marketing Functions
    - \_\_\_ Years Personal Lines Underwriting
    - \_\_\_ Years Agency Account Servicing
    - \_\_\_ Years Risk Management
8. Assistant's Qualifications
  - Number of Clients
  - Type of Clients, in particular public entities, business park developers, and/or economic development authorities.
  - Length of Time with the Agency/company:
  - Length of Service in Insurance or Risk Management
  - Professional/Associate Designations
  - Experience
    - \_\_\_ Years Commercial Underwriting
    - \_\_\_ Years Commercial Claims
    - \_\_\_ Years Agency Marketing Functions
    - \_\_\_ Years Personal Lines Underwriting

\_\_\_\_ Years Agency Account Servicing  
 \_\_\_\_ Years Risk Management

9. List of Current Broker Major Markets and Volume:
10. List in Order of Preference the Markets that Broker Would Prefer to be Assigned if Selected to provide Property Insurance Price Quotes in Phase 2:
11. Agency/Company Qualifications (If company is national broker, respond for the office or branch proposed to be the lead on this account)
  - Date Founded/Opened:
  - Total Number of Employees:
  - Number of Clients:
  - Approximate Total Client Premium volume:
  - Approximate Average Size of All Accounts:
  - Size of Largest Single Account:

12. Support for Authority Services Available

Service	In-House Staff	Available Through Affiliate
Claims		
Claims Audit		
Risk Management Information Systems		
Loss Control		
Rehabilitation		
Contract Bonding		
Actuarial		
Training		
Bid Request Development		

13. List four current Texas clients, including names of point of contact, current telephone number and current fax number. Clients selected should be those clients that are comparable to the Authority in terms of type of organization, nature of business activity, size, and/or insurance requirements.
14. List three most recent Texas clients that did not renew their contract for your services, including name of point of contact, current phone number and current fax number.

15. Does the Agency/company anticipate any mergers, transfer of organizational ownership, management reorganization, or departure of key employees within the next twelve months that may affect the organization's ability to carry out its proposal?
16. Is your Agency/company, and affiliates or subsidiaries subject to any contract that creates a conflict of interest with and/or prohibits you, your company, its affiliates and or subsidiaries from providing broker services to the Authority?
17. Is the Agency/company authorized to do business in the state of Texas?
18. List the amount of Errors and Omissions Insurance:

**ATTACHMENT "C"**  
**LITIGATION DISCLOSURE**

Failure to fully and truthfully disclose the information required by this Litigation Disclosure Form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

1. Have you or any member of your Firm or Team to be assigned to this engagement ever been convicted of a felony or misdemeanor greater than a Class C in the last five (5) years? If yes, please indicate the names of the person(s), the nature, and the status and/or outcome of the conviction. Any such information should be attached to this form and submitted with your proposal.
2. Have your or any member of your Firm or Team been terminated (for cause or otherwise) from any work being performed for the Authority; the City of San Antonio; any other Federal, State or Local Government, or Private Entity in the last five (5) years? If yes, please indicate the names of the person(s), the nature, and the status and/or outcome of the termination, as applicable. Any such information should be attached to this form and submitted with your proposal.
3. Have you or any member of your Firm or Team been involved in any claim or litigation with the Authority; the City of San Antonio; any other Federal, State or Local Government; or Private entity in the last ten (10) years? If yes, please indicate the names of the person(s), the nature, and the status and/or outcome of the claim or litigations, as applicable. Any such information should be attached to this form and submitted with your proposal.

**ATTACHMENT "D"**  
**CERTIFICATION REGARDING DEBARMENT, SUSPENSION, PROPOSED DEBARMENT,  
AND OTHER RESPONSIBILITY MATTERS**

- (a)
- (1) The Consultant certifies, to the best of its knowledge and belief, that --
- (i) The Consultant and/or any of its Principals --
- (A) \_\_\_ Are \_\_\_ Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;
- (B) \_\_\_ Have \_\_\_ Have not, within the three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
- (C) \_\_\_ Are \_\_\_ are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision; and
- (ii)
- (A) The Consultant, aside from the offenses enumerated in paragraphs (a)(1)(i)(A), (B), and (C) of this provision, \_\_\_ has \_\_\_ has not within the past three years, relative to tax, labor and employment, environmental, antitrust, or consumer protection laws --
- (1) Been convicted of a Federal or state felony (or has any Federal or state felony indictments currently pending against them); or
- (2) Had a Federal court judgment in a civil case brought by the United States rendered against them; or
- (3) Had an adverse decision by a Federal administrative law judge, board, or commission indicating a willful violation of law.
- (B) If the Consultant has responded affirmatively, the Consultant shall provide additional information if requested by the Contracting Office; and
- (iii) The Consultant \_\_\_ has \_\_\_ has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.
- (2) "*Principals*," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions). This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Consultant shall provide immediate written notice to the Contracting Office if, at any time prior to contract award, the Consultant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Consultant's responsibility. Failure of the Consultant to furnish a certification or provide such additional information as requested by the Contract Administrator may render the Consultant nonresponsive.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph

(e) of this provision. The knowledge and information of a Consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(f) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Consultant knowingly rendered an erroneous certification, in addition to other remedies available to the OWNER, the Contracting Officer may terminate the contract resulting from this solicitation for default.

FIRM NAME

\_\_\_\_\_  
(Signature of Firm's Representative)  
NAME

\_\_\_\_\_  
TITLE

**ATTACHMENT "E"**  
**CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)**

# CONFLICT OF INTEREST QUESTIONNAIRE

# FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

## OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

2

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 September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

4

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

Yes  No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

Yes  No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

Yes  No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

7

\_\_\_\_\_  
Signature of person doing business with the governmental entity

\_\_\_\_\_  
Date