



THE WOODLANDS TOWNSHIP – THE WOODLANDS FIRE DEPARTMENT

REQUEST FOR QUALIFICATIONS CONTRACT NUMBER C-2026-0258

Company Officer and Battalion Chief Promotional Exams

The Woodlands Township/The Woodlands Fire Department (the Township/WFD) invites you to present a Submittal in response to this “Request for Qualifications” to perform promotional testing to our prospective Company Officers and Battalion Chiefs.

The Woodlands Fire Department is a full career fire department providing Fire Suppression, ALS First Response, Hazardous Material Response, Technical Rescue and Dispatch services to citizens of The Woodlands, Texas.

The Woodlands Township/WFD appreciates your time and effort in preparing a Submittal. Please note that all Submittals must be submitted in a sealed envelope or container that is marked on the outside of the envelope or container with: Company Officer and Battalion Chief Promotional Exams – The Woodlands Fire Department, Contract Number C-2026-0258. Submittals are to be mailed or delivered to:

**The Woodlands Fire Department
Attn: Division Chief John Frost
16135 I-45 South
The Woodlands, TX 77385**

FACSIMILIE AND EMAIL TRANSMITTALS WILL NOT BE ACCEPTED.

Submittals must be received on or before 12:00PM p.m. (CST) on Friday, February 6, 2026, Submittals received after the Submittal date and time will not be considered.

By submitting a response to this RFQ, each firm acknowledges that they have read and fully understand this RFQ and have asked questions and received satisfactory answers from the Township/WFD regarding any provisions of this RFQ to which clarification was desired.

I. SUBMITTALS

Submittals shall be delivered in sealed envelopes or containers as noted on Page 1 and include one (1) original, three (3) complete copies and one (1) electronic copy (in PDF format) on flash drive. Submittals must be completed in ink or be typewritten. Submittals submitted by facsimile (fax) or email shall NOT be accepted. Late Submittals will NOT be accepted.

To be considered responsive, Submittal must include the information requested. Submittals should be organized in the order as shown below.

Submittal Information Order:

- Respondent Qualification Statement
- Respondent Information Form
- Certification Re: Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Addenda Acknowledgement
- Client Reference Form
- Conflict of Interest Questionnaire (CIQ) (copy attached)
- State of Texas House Bill 89 Verification (Respondent to provide firm's verification letter or form)

II. ADDITIONAL SUBMITTAL INFORMATION

All Respondent communications, including questions and interpretations/clarifications of the requirements with regards to any portion of this RFQ should be directed in writing via mail or email to:

The Woodlands Fire Department
Attn: Division Chief/Training John Frost
16135 I-45 South
The Woodlands, TX 77385
(281)-210-5839 – Direct
(936) 321-2114 - Fax
jfrost@thewoodlands-tx.gov

If a Respondent has a question or requires interpretations/clarifications about this RFQ, the Respondent should immediately notify the Division Chief/Training by email listed above.

Questions/clarifications regarding this RFQ must be received, in writing, by the Division Chief/Training on or before 12:00 p.m. on Friday, January 30, 2026.

Addendums relating to this RFQ will be available on the Township's website, www.thewoodlandstownship-tx.gov, by 12:00 p.m. on Tuesday, February 3, 2026. It shall be the Respondent's responsibility to ensure that they have received all Addenda in respect to this project. Respondents are advised that they must recognize, comply with, and attach a signed copy of the Addenda Acknowledgement.

A Respondent may withdraw a Submittal by providing written notice of the withdrawal to The Woodlands Fire Department, Division Chief/Training, before the Submittal deadline. Written

notice of withdrawal received after the Submittal deadline will require the Township/WFD written consent to withdrawal the Submittal.

III. GENERAL

a. Confidential Information

Any information deemed to be confidential by the Respondent should be clearly noted on the pages where confidential information is contained; however, the Township cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by the Respondent may not be considered confidential under Texas Law, or pursuant to a Court order.

b. Conflict of Interest

CHAPTER 176 OF THE TEXAS LOCAL GOVERNMENT CODE: Updated through H.B. 1491, effective June 29, 2007, Chapter 176 of the Texas Local Government Code requires that any vendor or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ (Conflict of Interest Questionnaire), the vendor or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. A copy of the COI Questionnaire is attached as a matter of convenience; however, for more information about the code, visit www.statutes.legis.state.tx.us; Code=Local Government; Chapter=176.

IF YOU HAVE ANY QUESTIONS ABOUT COMPLIANCE, PLEASE CONSULT YOUR OWN LEGAL COUNSEL. COMPLIANCE IS THE INDIVIDUAL RESPONSIBILITY OF EACH PERSON OR AGENT OF A PERSON WHO IS SUBJECT TO THE FILING REQUIREMENT.

c. Form 1295 – Certificate of Interested Parties

In compliance with State of Texas Government Code, Section 2252.908, **the successful respondent awarded a contract by the Board of Directors of The Woodlands Township/WFD must complete Form 1295 – “Certificate of Interested Parties”**; and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at www.ethics.state.tx.us

d. House Bill No. 89

Respondent to supply documentation that certifies Respondent's firm is not currently engaged in and agrees for the duration of the contract for goods or services with the Respondent's firm, not to engage in, the boycott of Israel as defined by Section 808.001 of the Texas Gov't Code, nor is it engaged in business with Iran, Sudan, or foreign terrorist organizations as identified by the Texas Comptroller's office under Sections 806.051, 807.051 or 2252.152 of the Texas Gov't Code.

e. Confidentiality

It is a requirement of the WFD that information gathered from the exams remain confidential. Division Chief/Training shall serve as the liaison with the Respondent. Communications regarding an individual's results will occur between the Respondent and the Division Chief/Training (or his designee) only. If questions about the testing process

and/or results are raised by a candidate, conversations with Respondent will be facilitated through WFD Division Chief/Training using WFD's established process.

- f. **The selected respondent will be required to enter into a three-year contract with The Woodlands Township/WFD and provide and maintain the minimum insurance coverage (if applicable) required under the contract. Minimum insurance requirements are included as part of this Request for Qualifications.**

IV. SUBMITTAL EVALUATION

Written Submittals will be evaluated and rated by an Evaluation Committee made up of members of the Township/WFD staff. The Submittals will be evaluated using a point system (100) on the following categories:

- Firm's ability to deliver work as specified in the Scope of Services - (35)
- Firm's experience in providing similar services to fire departments of the size and complexity of The Woodlands Fire Department - (35)
- Level of expertise and experience of the proposed project team – (15)
- References - (15)

The Evaluation Committee will review, evaluate, and rank all eligible submittals. Submittal selection will be subject to final approval of the Fire Chief. If negotiations prove unsuccessful with selected Respondent, the next highest ranked firm will be contacted. The Township/WFD reserves the right to reject any or all Submittals.

V. SCOPE OF WORK

Respondent must commit to delivering the below noted services with appropriately trained and qualified personnel. **Services provided under Items 1. through 3. below must be performed at The Woodlands Fire Department designated facility.**

1. Multiple choice test from three (3) agreed upon industry leadership books.
The test will be of Scantron variety, and a test key will be provided prior to the written test date.
2. A fireground or large -scale simulation will be developed and presented to the candidate.
The candidate will be evaluated and scored on their ability to command the situation.
3. Assessment center activities: The company will conduct agreed upon assessment situations to the candidates for evaluation and leadership abilities.
4. Evaluators will be provided by the testing company and evaluators must be present on-site when conducting testing.

VI. QUALIFICATION STATEMENTS

To the extent possible, Submittals should be prepared on 8-1/2" x 11" paper and bound or stapled and should not exceed 20 pages (resumes not included in the page limit). Supplemental information and examples of aggregate and/or individual report formats may be attached to the Submittal as appendices.

A cover letter should be included with the Submittal identifying one contact person by name, address, telephone number, fax number and email address, who will be designated as customer service representative, and briefly outline how the firm will meet the needs for conducting the Company Officer and Battalion Chief Promotional Exams

Submittals should include a historical summary of the firm's experience in conducting Fire Service specific promotional testing and evaluations and key business data about the firm.

The Respondent will identify the staff (including all subcontractors) that will provide the services defined in this RFQ.

Identify a Project Manager as primary contact with the Division Chief/Training for the duration of the contract, and a consistent point of contact for scheduling exams and other work-scope matters.

For each member of the team, describe the role that she/he will serve. Indicate those members of the team who will work closely with Division Chief/Training.

Please indicate the members of your project team who are sub-contractors (if any) to your organization. Include the ratio of staff to subcontractors in your proposed project team.

Provide a short resume for each of the key staff members as appendices. Resumes should be no longer than one (1) page and should contain the following information about each project member:

- Position with the Company and work location
- Years with the Company
- Education, Licenses, and Certifications
- Work experience related to purpose of contract

Submittals shall outline:

- Proven practices and procedures that will be used to perform the services
- Program or procedure(s) recommendations
- Provide a separate document, signed by the official representative of the provider, of assurance that confidentiality requirements are acknowledged and shall be met.

The Submittal should identify a minimum of three (3) references, with a maximum of five (5), from other governmental agencies, particularly other fire departments, for similar scope of work services within the past five (5) years. Utilizing the Reference Form provided, including contact names and telephone numbers, indicate how long your firm has provided promotional exam services to these clients, and the approximate number and type of exams conducted in each organization.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

RESPONDENT INFORMATION FORM

Full Legal Company Name: _____

Company Street Address: _____

Company Mailing Address: _____

Company Telephone Number: _____ Fax Number: _____

County: _____ Minority Owned: _____ No. of Employees: _____

Corporation ____ Partnership ____ Proprietorship ____ L.L.C. ____ L.L.P. ____

Year Established ____ No. of Years in Business ____ Federal ID No. _____

Principals:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion

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 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

The undersigned certifies that the potential contractor will not knowingly enter into any subcontract with a person who is excluded, debarred, suspended, declared ineligible or voluntarily excluded from participation in this covered transaction, unless authorized by The Woodlands Fire Department, Texas. The undersigned further certifies that the potential contractor will include this section regarding exclusion, debarment, suspension, ineligibility and voluntary exclusion without modification in any subcontracts or solicitations for subcontracts.

The undersigned swears that he/she is authorized to legally bind the prospective contractor to the above-described certification and is fully aware that this certification is made under penalty of perjury under the laws of the State of Texas.

Signature/Authorized Certifying Official

Typed Name and Title

Prospective Contractor/Firm

Date Signed

RESPONDENT ADDENDA ACKNOWLEDGEMENT

Respondent has read and fully understands this RFQ and has asked questions and received satisfactory answers from the Township/WFD regarding any provisions of this RFQ to which clarification was desired.

Respondent must initial next to each addendum received to verify receipt:

Addendum #1: _____

Addendum #2: _____

Addendum #3: _____

Signature

Email

Name (please print)

Date

Company

Phone

CLIENT REFERENCE FORM

REFERENCE ONE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
Provided services to this entity for how long?	
Approx. number & type of exams conducted for this entity? <i>(you may write about this on a separate sheet and attach it)</i>	

REFERENCE TWO	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
Provided services to this entity for how long?	
Approx. number & type of exams conducted for this entity? <i>(you may write about this on a separate sheet and attach it)</i>	

REFERENCE THREE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
Provided services to this entity for how long?	
Approx. number & type of exams conducted for this entity? <i>(you may write about this on a separate sheet and attach it)</i>	

CLIENT REFERENCE FORM CONTINUED

REFERENCE FOUR	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
Provided services to this entity for how long?	
Approx. number & type of exams conducted for this entity? <i>(you may write about this on a separate sheet and attach it)</i>	

REFERENCE FIVE	
Entity Name	
Contact Person	
Telephone Number	
E-mail Address	
Provided services to this entity for how long?	
Approx. number & type of exams conducted for this entity? <i>(you may write about this on a separate sheet and attach it)</i>	

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ**

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).

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 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 knowingly 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 who has a business relationship 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 the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship._____
Name of Officer

This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. 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, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4_____
Signature of person doing business with the governmental entity_____
Date

Adopted 06/29/2007

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.

MINIMUM INSURANCE REQUIREMENTS

Contractor agrees to maintain and require its subcontractors to maintain at all times during the agreement/contract term the following coverages at no less than the limits indicated:

Worker's Compensation Insurance

Statutory

Employers Liability

\$100,000

Automobile Liability

(Including Owned and Non-Owned autos)

\$500,000 each occurrence
Combined Single Limits or
Equivalent

Commercial General Liability

Combined Single Limits for Bodily Injury and Property Damage:
Each occurrence for premises/operations:

Broad form CGL liability coverage	\$1,000,000
Products/Operations aggregate	\$1,000,000
Advertising Injury	\$1,000,000
General Aggregate	\$2,000,000

Umbrella Liability

\$1,000,000 each occurrence
\$1,000,000 annual aggregate
\$ 25,000 self-insured retention

Coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township, must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to The Woodlands Township who shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement/Contract. There shall be no right of subrogation against The Woodlands Township and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of services, Supplier shall furnish certificates evidencing compliance with all requirements herein. **The limits of such insurance shall in no way be construed as limiting Contractor's obligation to completely defend, indemnify and hold harmless The Woodlands Township.**