



REQUEST FOR PROPOSALS
For
ERP Software Solutions
2025-048

September 2025

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS

For

ERP Software Solutions

RFP # 2025-048

Sealed proposals will be accepted until 2:00 PM CT, **October 9, 2025**, and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

Contact Person for This Proposal

Title

Contact Person Telephone Number

Contact Person E-Mail Address

Street Address of Principal Place of Business

City/State

Zip

Mailing Address of Principal Place of Business

City/State

Zip

Point of Contact for Contract Negotiations

Title

Point of Contact Telephone Number

Point of Contact Person E-Mail

Address Acknowledgment of Addenda (initial): #1__#2___#3___#4___#5___

NOTE: Any confidential/proprietary information must be clearly labeled as “ confidential/proprietary”. All proposals are subject to the Texas Public Information Act.

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SECTION 1: OVERVIEW

1.0 PURPOSE

The North Central Texas Council of Governments (“NCTCOG”) seeks an experienced vendor or vendors to provide the goods or services described herein to the members of its TXShare Cooperative Purchasing Program (“TXShare”). The awarded contracts will be promoted via TXShare. The purpose of this Request for Proposals is to solicit responses that result in a contract with one or more vendor(s) that are qualified to provide one or more categories of the goods or services.

The desired service categories are as listed below:

Service Category #1: Enterprise Resource Planning (ERP) Software Solutions

Service Category #2: Other Ancillary Goods or Services

1.0.1 Definitions:

- “RFP” or “solicitation” – this Request for Proposals document;
- “Vendor” - interested business;
- “You” or “Offeror” - vendor responding with a proposal;
- “Contractor” – Offeror awarded a contract;
- “Governmental Entity” – a government agency or non-profit organization;
- “Customer” – a governmental entity.

1.0.2 Outcome

The desired outcome of this RFP is for NCTCOG to enter into a Master Services Agreement (“MSA”) with one or more fully licensed Contractors authorized to operate in the locations listed in Exhibit 3. These agreements will be awarded through the TXShare purchasing cooperative and made available to municipalities, counties, school districts, and other governmental entities (“Customers” or “Members”). Contracts will be non-exclusive and do not guarantee any specific volume of sales. Services will be provided on an as-needed basis, with each Customer independently negotiating their own orders. Vendors awarded contracts will be uniquely positioned to market their offerings to TXShare Members as needs arise.

SECTION 2: TXSHARE COOPERATIVE PURCHASING PROGRAM

2.0 BENEFITS OF A COOPERATIVE PURCHASING PROGRAM

2.0.1 How Does a Cooperative Purchasing Program Work?

A government cooperative purchasing program, such as TXShare, is a cooperative arrangement for acquiring goods or services that involves aggregating the demand of two or more government agencies to obtain a more economical purchase.

Government entities (cities, counties, water districts, school districts, etc.) sign up as members to use cooperative purchasing programs through a cooperative purchasing agreement. Additionally, non-profit organizations are allowed to sign up as members.

2.0.2 How Does a Government Entity Benefit?

Cooperatives help government agencies find the right goods and services that best fit their needs and expedite purchases without requiring additional solicitations (RFP or IFB) to comply with laws and regulations.

TXShare uses the North Central Texas Council of Governments (“NCTCOG”) as the lead public entity to publicly solicit and award contracts through a Request for Proposal (“RFP”) process. TXShare members are eligible to access these contracts by signing an intergovernmental agreement with the NCTCOG, thereby eliminating the need to complete their own RFP process.

Membership in the TXShare cooperative purchasing program provides the agencies with access to contracts for goods and services at pre-negotiated rates or prices. Typically, the entity member then purchases the goods or services by negotiating with the cooperative’s awarded vendors and places purchase orders, or enters into sub-agreements, based on the rates or prices listed in the cooperative purchasing program’s contracts.

2.0.3 How Does a Vendor Benefit?

A Request for Proposal (RFP) such as this one is a document that competitively solicits bids from potential vendors for goods or services. The lead public entity (NCTCOG) is an independent government entity that conducts the advertising and bid procedures required by state law.

All TXShare contracts are competitively bid and publicly awarded through this process. NCTCOG prepares the RFP incorporating the required cooperative purchasing language that allows its entity members across the nation to utilize the awarded contract(s).

Vendors respond to the RFP by submitting their proposals. NCTCOG evaluates the responses and awards a Master Services Agreement for the TXShare cooperative, thus establishing the availability for nationwide use of the resulting contracts.

Vendors who successfully compete in the RFP process and are awarded a contract will market to any public entity or non-profit and can then forgo the RFP process for an individual entity.

When marketing to a customer, the awarded vendor can provide a quote to the customer for its unique needs based on the pricing, terms and conditions of its contracts. For a vendor, being awarded a cooperative contract can help shorten the sales cycle. This is especially beneficial for smaller firms, like startups, which may not otherwise be able to access the government market.

2.0.4 Mutual Benefits

Performing a competitive bidding process typically takes more than 90 days to create the RFP solicitation, collect and evaluate proposals, then negotiate and award the contract. Reducing the amount of time that purchasing staff spend managing new solicitations and generating new contracts, especially for goods or services that don’t require too much customization, saves months of administrative time and effort. Reducing the need to respond to every bid process and market directly to the customer saves

time and money as well as is an “ace in the hole” for a vendor when closing the sale on its goods or services covered by a cooperative contract. Smaller government customers can achieve price-saving advantages from purchasing off a cooperative program with greater purchasing power.

Note: There is no obligation on the part of any Customer to purchase goods or services through the awarded contracts nor is there any guarantee, implied or otherwise, that the awarded contractor(s) will make any sales based on this solicitation.

2.1 NCTCOG OVERVIEW

The North Central Texas Council of Governments is a voluntary association of, by, and for local governments and was established to assist local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development.

NCTCOG serves a 16-entity metropolitan region surrounding the cities of Dallas and Fort Worth. Currently the Council has 236 members, including 16 counties, 168 cities, 23 independent school districts, and 29 special districts. The area of the region is approximately 12,800 square miles, which is larger than nine states, and the population of the region is over 7.0 million, which is larger than 30 states.

NCTCOG's governing structure is as follows: each member government appoints a voting representative from their governing body. These voting representatives make up the General Assembly, which annually elects a 17-member Executive Board. The Board also includes one ex-officio non-voting member of the legislature. The Executive Board is supported by policy development, technical advisory, and study committees, as well as professional staff.

2.2 TXSHARE PROGRAM EXPLANATION

NCTCOG intends to make the contract awarded from this solicitation available to other public entities through TXShare. By promoting their TXShare contract(s) to public entities, contractors reduce the need to repeatedly respond to public customer bids or requests for proposals. The contractor then realizes substantial efficiencies that will increase sales opportunities. Contractors agree to pay an administrative fee to TXShare calculated as a percentage of sales processed through the TXShare contracts awarded and held by the contractor. This administrative fee is not an added cost to be invoiced by the contractor to TXShare participants. This administrative fee covers the costs of contract marketing and facilitation incurred by TXShare.

Under the TXShare program, any public customer or non-profit can use the TXShare contract and its selected contractor(s) to make purchases necessary to pursue their own needs. Offerors awarded a contract under the TXShare program may offer their services nationwide if they desire to do so. The TXShare contract offers a unique advertising advantage to a contractor to promote its services, as the contract satisfies most public entities' procurement requirements.

2.3 CONTRACT MANAGEMENT AND REPORTING

The contractor will be required to track and report to NCTCOG its TXShare sales activities relating to the master contract. The contractor will be required to provide management reports on a quarterly basis. Examples of management report data include, but are not limited to:

- Participating public customer's name; pricing option chosen; total fee charged. NCTCOG and contractor will agree to form and content of reports after award of contract.

2.4 ADMINISTRATIVE FEE

TXShare will collect an administrative fee, in the form of a percentage of sales, that will apply to all sales between the contractor and public entities using the cooperative program awarded contract. NCTCOG is included as a public entity customer as it may also make purchases through the contract. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The administration fee for this program will be 2.5% of sales.

2.5 INTERLOCAL AGREEMENT

Governmental entities are extended the opportunity to purchase from contracts awarded by the NCTCOG TXShare purchasing cooperative by virtue of an interlocal agreement between the entity and NCTCOG. However, all parties understand, and all parties hereby expressly agree, that the NCTCOG is not an agent of, partner to or representative of those government entities and that NCTCOG is not obligated or liable for any action or debts that arise out of the government customer's purchase.

2.6 STANDARD TERMS AND CONDITIONS

The NCTCOG Procurement Standard Terms and Conditions can be found at www.nctcog.org in the "Open Solicitations" section, or by clicking [here](#). Proposers shall certify its compliance with these requirements as part of their proposal response by completing the certifications included with the RFP document "Attachments" section. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

2.7 RESPONDENT ELIGIBILITY

Firms that are legally required to register with the Texas Secretary of State must provide their current filing number in the Company Profile section of their proposal. Proposals submitted by entities that are required to register and maintain an active status to transact business in Texas, but do not include a valid filing number or are not in good standing at the time of submission, may be considered non-responsive and may not be evaluated further.

SECTION 3: GENERAL INFORMATION

3.0 CONTRACT INTENT

NCTCOG intends to contract with one or more qualified Offeror(s) based upon the qualifications of the Offeror and the categories of goods or services they can provide. However, NCTCOG anticipates exploring any viable alternative for providing these goods or services and may decide, after reviewing the proposals submitted, to reject all proposals and not to enter into any agreement.

3.1 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist vendors in the preparation of proposals necessary to properly respond to this solicitation. The solicitation is designed to provide interested vendors with sufficient basic information to submit proposals meeting minimum requirements but is not intended to limit a submission's content or to exclude any relevant or essential data there from. You are at liberty and are encouraged to expand upon the specifications to give additional evidence of your ability to provide the services requested in this solicitation.

3.2 ADDENDA

Addenda to this solicitation will be made available to vendors of record by posting the addenda on the Bidnet Direct website. It is the vendor's responsibility to check for any addenda that may be issued. You shall acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP and submit with your proposal.

3.3 SOLICITATION SCHEDULE

The anticipated schedule for the RFP process is given below. All times indicated are Central Time (CT).

The anticipated schedule is as follows:

RFP Issued	September 2, 2025	
Pre-Proposal Conference	September 16, 2025	10:00 AM CT
Inquiry Period Ends	September 19, 2025	5:00 PM CT
Proposal Due Date	October 9, 2025	2:00 PM CT
Planned Contract Award	December 2025	

NCTCOG reserves the right to change this schedule at any time.

3.4 PRE-PROPOSAL CONFERENCE

There will be a non-mandatory pre-proposal conference at 10 AM on **September 16, 2025**, via Microsoft Teams. The invitation information is available in the Pre-Bidding Events details listed in Bidnet Direct by Sovra ("Bidnet Direct").

3.5 QUESTIONS AND REQUESTS FOR CLARIFICATION (INQUIRY)

Vendors will have the ability to submit questions in writing via the Bidnet Direct by Sovra ("Bidnet Direct") platform until the proposal deadline. However, it is important to note that questions received less than seven (7) days prior to the proposal due date may not be answered in a timely manner. Vendor-specific questions about the process will often be answered directly. However, substantive questions that are not properly addressed in the solicitation information will be properly published to all vendors as an addendum or "Question & Answer" document. Proposers are responsible for reviewing the Bidnet Direct website for any updates related to this RFP prior to the closing date.

3.6 PROPOSAL SUBMISSION

The NCTCOG utilizes Bidnet Direct by Sovra ("Bidnet Direct") as the central eProcurement portal for all formal procurement opportunities. To respond to this RFP, as well as receive notifications, updates, addenda, and other information regarding this solicitation, NCTCOG requires that Respondents be registered with Bidnet Direct.

Registration with Bidnet Direct is free and allows Respondents to view all the NCTCOG's active procurement solicitations. The landing page for this project is found [here](#).

Electronic submission of proposals shall be made in English, in searchable PDF format, and must be uploaded via Bidnet Direct no later than **2:00 P.M. (Central Time) – October 9, 2025**.

It is the responsibility of the respondent(s) to ensure that the proposals are submitted in the Bidnet Direct portal by the designated due date and time. NCTCOG assumes no responsibility for delays caused by connectivity, website access, or any other access limitations. Late proposals will not be accepted by Bidnet Direct nor by NCTCOG through any other means of delivery and will not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening.

Submission Support and Guidance:

For assistance with the submission process, please refer to this helpful video: [Creating and Submitting a Bid](#).

It is **strongly recommended** that proposals be submitted at least 12 to 24 hours prior to the deadline to allow sufficient time for Bidnet Direct to address any technical issues that may arise with the platform.

For Bidnet Direct Vendor Support, please contact:

- **Phone:** (800) 835-4603 (Option 2)
- **Email:** support@bidnet.com

Proposals received will be publicly opened after the response submission deadline on Bidnet Direct. Only the names of the vendor submitting the proposal will be read aloud. No other information will be disclosed at that time.

Proposal information is restricted and not publicly available until after award of a contract. All documents associated with the proposal submitted, unless the respondent indicates a portion of the proposal is proprietary, may be subject to public inspection in accordance with the Public Information Act. All information obtained in the course of this solicitation will become property of NCTCOG.

NOTE: Any confidential/proprietary information must be clearly labeled as “confidential/proprietary”. All proposals are subject to the Texas Public Information Act.

3.7 PUBLIC OPENING

The public opening for this RFP will be conducted beginning approximately 2:05 PM CT on the date proposal submissions are due. The opening meeting will be held virtually via Microsoft Teams and will be recorded. Please note that a large volume of proposals may result in a lengthy opening process. The meeting access information is included below.

Microsoft Teams [Need help?](#)
[Join the meeting now](#)
Meeting ID: 294 582 344 149 4
Passcode: aW9RW6Zd

Dial in by phone
[+1 903-508-4574,,562460160#](#) United States, Tyler
[Find a local number](#)
Phone conference ID: 562 460 160#
For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Only the names of the Offerors submitting a proposal will be read aloud. No other information will be disclosed at the time of opening.

Any part of the proposal that you desire to declare as confidential information must be noted as such where the information is found in the proposal. Claims of confidentiality are subject to the opinion of the Texas Office of the Attorney General, should NCTCOG receive an open records request.

SECTION 4: EVALUATION AND AWARD

4.0 TIME FOR EVALUATION

Unless stated otherwise elsewhere in this Request for Proposals, all proposals of qualification submitted shall remain valid for a minimum of ninety (90) calendar days after the due date to allow adequate time for evaluation and award.

4.1 EVALUATION PROCESS

All submissions in response to this solicitation will be evaluated in a manner consistent with the NCTCOG and all applicable rules and policies.

A proposal review committee will be assembled to perform the evaluations. In the initial phase of the evaluation process, the evaluation committee will review all proposals that have been received before the solicitation due date. Non-responsive submissions (those not conforming to the solicitation requirements) will be eliminated. Each respondent bears sole responsibility for the items included or not included in the response submitted by that respondent. NCTCOG reserves the right to disqualify any submission that includes significant deviations or exceptions to the terms, conditions, and/or specifications in this solicitation.

4.2 BAFO AND CLARIFICATION REQUESTS

Once proposals have been submitted, the NCTCOG evaluates the proposals and determines which of those are determined to be reasonably qualified for award. Those so determined will be reviewed and scored. Clarification requests may be requested of firms where clarifying information is necessary to better understand the meaning of any part of a bid submission. Best and final offers ("BAFO") for those reasonably qualified may be obtained by allowing the submission of a BAFO before the final decision is made to award a contract.

NCTCOG reserves the right to be the sole judge as to the overall acceptability of any submission or to judge the individual merits of specific provisions within competing offers.

4.3 ORAL PRESENTATIONS / DEMONSTRATIONS

NCTCOG reserves the right to require a presentation by the firm to supplement their written submission. These presentations will be scheduled, if required, after Proposals are received and prior to the award of the Contract.

4.4 AWARD OF THE CONTRACT

Upon completion of the evaluation process, NCTCOG may award the contracts to one or more respondent(s) whose submission is determined to be the most advantageous to NCTCOG.

4.5 PROPOSAL EVALUATION CRITERIA

Submissions will be evaluated based on the following criteria:

Weighted Scoring Criteria	Description	Weighted Maximum Percentage Points
<i>References</i>	Points will be awarded on a pass/fail basis for the <u>clear inclusion</u> of the required information regarding <i>References</i> , as detailed in Section 6.0.	5%
<i>Project-Related Experience and Qualifications</i>	Points will be awarded based on the <u>clarity and quality of the response</u> regarding <i>Project-Related Experience and Qualifications</i> , as detailed in Section 6.0.	25%
<i>Technical Proposal</i>	Points will be awarded based on the <u>clarity and quality of response</u> to the required elements of the <i>Technical Proposal</i> , as detailed in Section 6.0.	50%
<i>Proposal Pricing</i>	Points will be awarded based on proposed <i>Pricing</i> , as detailed in Section 6.0.	20%
TOTAL POSSIBLE PERCENTAGE POINTS		100%

SECTION 5: SPECIFICATIONS

5.0 INTRODUCTION AND BACKGROUND

TXShare, a cooperative purchasing program serving municipalities and other governmental entities across the United States, is issuing this Request for Proposal (RFP) on behalf of its members to secure proven, configurable Enterprise Resource Planning (ERP) software solutions tailored to the unique operational needs of public sector organizations. This RFP seeks to establish cooperative agreements with experienced vendors capable of delivering modern, scalable ERP platforms, along with the necessary implementation services, to help TXShare member entities replace outdated legacy systems.

The goal of this cooperative initiative is to leverage the collective purchasing power of TXShare members, from small towns to large metropolitan areas, to obtain cost-effective, adaptable ERP solutions that enhance operational efficiency, transparency, and service delivery. The selected solution(s) should support a wide range of government functions including, but not limited to finance, human resources, utility billing, procurement, permitting, and other administrative services.

Public agencies today face increasing demands to modernize operations while managing limited budgets and addressing rising expectations from constituents. Many continue to rely on fragmented or antiquated systems that hinder productivity, increase risk, and make it difficult to access and analyze critical data. TXShare members require ERP systems that not only reduce manual processes but also provide real-time data integration, robust reporting capabilities, and user-friendly interfaces to empower better decision-making.

TXShare invites vendors to propose ERP solutions that are flexible and configurable to meet the diverse operational and technical requirements of its members, regardless of size or internal infrastructure. Proposals should address key challenges in system integration, data migration, training, support, and long-term scalability, while also supporting the overarching strategic goals of efficiency, transparency, and service improvement across the cooperative.

5.1 KEY CHALLENGES TO ADDRESS

- **Challenge 1: Legacy, Disconnected Systems and Integration Gaps**

Agencies often operate with a patchwork of legacy systems that are siloed across both core administrative functions such as finance, human resources, payroll, procurement, and asset management, and the broader operational departments that directly serve the public, including permitting, inspections, code enforcement, fleet management, public works, parks and recreation, community development, utility services and other citizen-facing services. This fragmentation leads to duplicated data entry, inconsistent reporting, limited self-service capabilities, and inefficiencies that hinder both internal operations and public service delivery.

Goal: Implement a modern, integrated ERP and enterprise platform that unifies core systems (e.g., financials, HR, procurement, payroll, time and attendance) and delivers strong, native support for local government operations, including community development, permitting, inspections, parks and recreation, utility billing, citizen service portals, and asset/fleet management. The solution should support interoperability through APIs or middleware, enabling real-time data sharing, streamlined workflows, and a consistent user experience for staff, residents, and external partners.

Vendor Response Minimum Requirements:

Vendors must clearly demonstrate their ability to support a modern, integrated ERP and enterprise platform. Responses should address the following:

- **Operational Integration Strategy**

Explain how your solution supports not just core administrative systems, but also operational domains such as community development, parks, inspections, utilities, public works, and citizen engagement. Include examples of workflows that span these departments.

- **Comprehensive Integration Strategy**
Describe your approach to integrating both core administrative systems (e.g., finance, HR, payroll, procurement) and extended systems (e.g., permitting, inspections, fleet, utility billing, citizen portals). Include how your solution supports interoperability across departments and platforms.
- **Examples of Successful Implementations**
Provide case studies or references from public sector clients with similar complexity and scope. Highlight successful integrations of both core and extended systems, including any third-party or legacy applications.
- **Tools, Middleware, and APIs**
Identify the tools, middleware platforms, or APIs used to enable integration. Include support for real-time data exchange, workflow automation, and mobile or field-based access.
- **Support for Data Governance and Reporting**
Explain how your solution ensures data consistency, supports centralized reporting, and aligns with public sector data governance standards.
- **Scalability and Future-Readiness**
Describe how your platform accommodates future expansion, including the addition of new modules, cloud migration, or integration with emerging technologies.

- **Challenge 2: Data Quality, Standardization, and Migration**

Legacy systems contain inconsistent or poor-quality data. Accurate migration and standardized data structures are critical.

Goal: A robust data migration approach that includes validation, cleansing, governance tools, and ongoing data integrity monitoring.

Vendor Response Minimum Requirements:

- Migration methodology and tools
- Data governance and reconciliation processes

- **Challenge 3: Real-Time Reporting and Transparency**

Manual reporting limits transparency and slows down compliance processes.

Goal: User-friendly, automated reporting tools and dashboards to support decision-making, compliance, and public transparency.

Vendor Response Minimum Requirements:

- Reporting capabilities tailored for public sector standards (e.g., ACFRs, budget reports)
- Examples of real-time dashboards and compliance tracking

- **Challenge 4: Security, Compliance, and Access Control**

Public agencies manage sensitive data under strict regulatory requirements.

Goal: Secure ERP systems that support NIST, IRS Pub 1075, HIPAA, CJIS, etc., with role-based access, encryption, audit logs, and third-party compliance certifications.

Vendor Response Minimum Requirements:

- Security protocols and compliance coverage
- Access control design and audit capabilities

- **Challenge 5: Workflow Automation Across Departments**

Processes such as procure-to-pay or hire-to-retain are fragmented across departments.

Goal: End-to-end workflow automation with role-based dashboards, eliminating manual steps and improving coordination.

Vendor Response Minimum Requirements:

- Description of process automation capabilities
- Examples of cross-departmental efficiency gains

- **Challenge 6: Change Management and User Adoption**

Adoption is often hindered by limited technical skills and resistance to change.

Goal: A user-friendly system backed by robust onboarding, training, and change management strategies tailored to the public sector.

Vendor Response Minimum Requirements:

- Training and support plans
- Describe the change management methodologies and engagement tools that will be used.
- Clearly identify the roles and responsibilities of individuals or teams responsible for communicating and coordinating the change management effort.

- **Challenge 7: Staffing Constraints and Skill Level Gaps**

Many smaller public entities have limited support teams who either do not have the time or the skill sets required to implement or support a full ERP solution.

Goal: Available and reliable support infrastructure and resources capable of supporting smaller organizations during implementation and throughout operation without significantly impacting Challenge 9.

Vendor Response Minimum Requirements:

- Customer support model and available resource documentation
- Clear cost models for purchase elevated levels of support
- Clearly defined roles of the company's support resources

- **Challenge 8: Project and Timeline Management**

ERP projects are complex and vulnerable to scope creep and delays.

Goal: Strong project governance, risk management, and realistic, phased implementation timelines that minimize operational disruption.

Vendor Response Minimum Requirements:

- Project management methodology

- **Challenge 9: Budget Constraints and Pricing Flexibility**

Public entities face tight, unpredictable funding cycles.

Goal: Flexible, cooperative pricing models that scale with agency size and budget, including options for phased or modular deployment.

Vendor Response Minimum Requirements:

- Pricing structures for proposed software solution

- Strategies to accommodate different funding models

- **Challenge 10: Future Readiness and Strategic Alignment**

Public agencies must invest in ERP solutions that not only solve today’s problems but also evolve with tomorrow’s needs. As technology, regulations, and constituent expectations continue to change, TXShare members require ERP platforms that are adaptable, forward-looking, and capable of supporting innovation, scalability, and long-term value.

This includes the ability to effectively scale in both directions, supporting the complex requirements of large metropolitan governments while also remaining accessible, cost-effective, and operationally feasible for smaller agencies with limited IT staff. Smaller agencies may have less complexity, but require the same functionality and future readiness as larger peers. ERP solutions must offer modular, right-sized implementations without sacrificing capability, security, or innovation.

Goal: Select ERP solutions that demonstrate a clear product roadmap, commitment to innovation, and alignment with the future operational, technical, and strategic needs of diverse public sector entities, from small towns to large metropolitan areas.

ERP vendors must demonstrate a commitment to developing and maintaining robust solutions for operational departments, many of which have been historically underserved. Future readiness must include the evolution of systems that support inspections, public works, parks and recreation, and other community services, ensuring these functions are not left behind in modernization efforts.

Vendor Response Minimum Requirements:

- Scalability Across Agency Sizes
 - Explain how your solution is designed to support organizations ranging from under 50 employees to over 5,000. Include how your platform adjusts complexity, configuration, and cost based on organization size while maintaining full functional availability.
- Product Roadmap and Innovation Strategy

Describe your ERP solution’s roadmap for the next 3–5 years. Highlight planned innovations (e.g., AI, mobile-first design, ESG reporting, citizen engagement tools) and how they align with public sector modernization.
- Scalability and Modularity

Explain how your solution supports phased implementation, modular growth, and the ability to scale across agencies of varying sizes and complexities.
- Customer-Driven Development

Describe how customer feedback influences your product development. Include opportunities for TXShare members to participate in beta programs or co-development initiatives.
- Technology and Regulatory Alignment

Explain how your platform stays current with emerging technologies and evolving regulatory requirements (e.g., cybersecurity, accessibility, data privacy).
- Future-Proofing and Investment Protection

Provide assurances regarding long-term support, upgrade paths, and strategies to protect member investments over time.

5.2 MINIMUM SOLUTION REQUIREMENTS

The proposed solution must meet the following minimum requirements to support the diverse needs of TXShare's members:

- **Pilot Testing:** A testing phase to ensure that the solution meets the needs of all stakeholders and functions as expected before full-scale deployment.
- **Compatibility:** Support for integration with existing government systems (e.g., (e.g., GIS, CAD, permitting and land management, asset management, fleet management, payment processing systems, plan review, document management, and public engagement) and a variety of communication technologies.
- **Data Security:** Compliance with security regulations, ensuring secure data transmission and storage.
- **Maintenance and Support:** Ongoing system monitoring, software updates, troubleshooting, and user support as part of a comprehensive maintenance plan.
- **Training and Onboarding:** A detailed training and onboarding plan for system users (internal and external stakeholders) to ensure smooth implementation and long-term success.
- **Scalability:** The solution must be scalable to accommodate future growth, including adding new features, and technical upgrades.
- **Disaster Recovery and Business Continuity:** A robust disaster recovery and business continuity plan to ensure system uptime during emergencies.
- **Performance Guarantee:** A comprehensive warranty covering major components, including system software, user interfaces, and data management tools, ensures the system remains operational and reliable.

5.3 OTHER REQUIREMENTS

5.3.1 Objectives.

The Master Agreement awarded for TXShare may cover a variety of services. Each Customer that selects to utilize the Master Agreement will negotiate the specific services it needs into a Supplemental Agreement with a customized SOW for that Customer. All proposals must be made based on, and either meet or exceed, the requirements contained herein.

Vendors are advised that this RFP does not commit any participating entity to a specific scope of work currently. Any contract(s) awarded as a result of this solicitation will be utilized on an as-needed basis by one or more members of the TXShare Cooperative who choose to engage services under the awarded agreement(s).

5.3.2 Service Area.

In preparing a proposal, you will designate what geographic region(s) will be served. You must specify, on the service area designation forms included with their proposal, the service areas that they are willing and able to provide goods and services to. A vendor does not have to propose to service the entire State of Texas, nor have to propose to service all fifty (50) states, to be considered for an award of a TXShare contract.

Service area designation forms are found in **Exhibit 3**.

5.3.3 Service Category Offer.

You should prepare a proposal that describes in detail the goods or services that you are proposing to provide. Proposals must demonstrate your capability to provide all or part of the requested services. A proposal will be evaluated only for the services it proposes.

5.4 CONTRACT TYPE

If awarded, your proposal will result in a fixed price contract based on submitted pricing you propose. It is at your discretion to propose either unit pricing or a percentage discount off the list price for the goods or services

you wish to offer. It is generally recommended that you propose a discount, however.

By signing this proposal, you certify that you have obtained and will continue to maintain during the entire term of this contract, all permits, approvals, or licenses, necessary for lawful performance of its obligations under this contract.

5.5 CONTRACT TERM

A contract resulting from this RFP shall be effective for 24 months from the date of award. This contract will automatically renew for up to three (3) additional one-year periods, not to exceed five (5) years in total, unless earlier terminated as provided herein. NCTCOG reserves the right not to renew at its discretion.

5.6 WARRANTY/GUARANTEE

Please state in your proposal what warranty or guarantee may apply to the goods or services you are proposing. By signing this proposal, you certify that you have obtained and will continue to maintain during the term of this contract, registration with the Texas Secretary of State to transact business in the State of Texas, all permits, approvals, or licenses necessary for lawful performance of its obligations under this contract.

5.7 CATALOGS

Responding Offerors are requested to submit a proposal that will contain a schedule of goods or services line that would qualify under one or more of the Categories stated in Section 1.0 of this RFP. This schedule is commonly referred to as a “catalog”.

Catalogs contain a range of items that are published in either an electronic or hard copy form and are modified from time to time to reflect internal and external changes in the vendor’s marketplace. It is at the vendor’s discretion to propose any limitations of the goods or services offered. A good or service offered must be listed in the catalog to be eligible for sale through a Category of the awarded contract.

Catalogs are to be submitted with the proposal and may be provided electronically using either a PDF document or web link. Use a spreadsheet or a searchable document containing the pricing information. A physically delivered hard copy of the catalog is NOT acceptable. Catalogs **do not** count towards the proposal page count.

Catalogs may be priced with a percentage discount or a fixed unit price. Pricing may be one or multiple tiers of varying discounts based on purchase quantity.

5.8 QUALITY

It is expected that you have knowledge of all applicable industry standards, laws, and regulations and possess an ability to market and distribute the goods or services to members of the cooperative.

5.9 NEW GOODS AND SERVICES

New goods and services may be added to the resulting contract(s) during the term of the contract by written amendment, to the extent that those goods or services are within the scope of this RFP and include, but will not be limited to, new services added to the manufacturer’s list offerings, and services which reflect new technology and improved functionality. Service Categories or individual items of a fixed price nature are subject to review and approval of the NCTCOG before addition to the contract. Individual items added to catalog awards do not require prior approval of the NCTCOG.

5.10 ALL OR NOTHING AWARD

“All or nothing” proposals are not acceptable and will be rejected. You must be willing to accept a partial award for any combination of the Categories proposed at the discretion of the NCTCOG.

The NCTCOG may award contracts to multiple Offerors supplying comparable goods or services, also known as a multiple award schedule, or award the contract to a single vendor. The NCTCOG’s decision to make

multiple awards or a single award will be based upon its sole discretion regarding the type of award that provides best value.

5.11 PRICING

When preparing your pricing, you should furnish pricing for each Category proposed and state “**No Bid**” for any Categories or sub-Categories you will not offer. NCTCOG will consider Categories individually and may make awards on each Category independently. NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered.

NOTE: The final negotiated pricing (or discount) will be incorporated into the Master Services Agreement with the awarded vendor(s). The pricing information provided in your proposal will be public information and will not be accepted marked as proprietary or confidential.

5.11.1 Catalog Pricing

There are two types of pricing that may be proposed for your catalog:

- Discount Pricing (Recommended)

Responding Offerors are requested to submit proposals that include specific goods or services qualifying under the listed Categories. A minimum percentage discount must be stated for each Category. This method, commonly referred to as “discount pricing,” is the preferred approach.

Catalogs offering percentage discounts must clearly identify the applicable Categories and the corresponding minimum discounts. Discounts may be tiered by category, quantity, subcategory, or other logical groupings at the Offeror’s discretion.

A link to the current list pricing must be provided **at contract execution** and updated, as necessary. This allows Customers to calculate the maximum item cost by applying the awarded discount to the published list price. The current list price will be posted on the awarded Contractor’s landing page on the TXShare website.

Catalog changes that add, modify, or delete items are permitted at any time without prior NCTCOG approval. However, minimum percentage discounts are fixed and may only be changed through a contract amendment.

A discount percentage off list is considered to be a minimum discount, so the awarded Contractor is free to offer greater percentage discounts to a customer as part of a purchase negotiation. A zero (0%) discount off catalog proposal is acceptable but may put the Contractor at a disadvantage when the Customer compares prices among competing Contractors. The Contractor may lower the unit price or increase the minimum discount percentage to be more competitive in a particular situation.

When offering a broad range of goods or services, it is recommended to apply a percentage discount across all items in a Category (excluding any specifically exempted items). Discount pricing eliminates the need to amend unit prices with each price change, as the contract is based on the discount, not a fixed unit price.

Goods or services not listed in the awarded Category catalog may only be sold under “Optional Ancillary Goods and Services” and must accompany other catalog-listed items. Items under any Category, including Optional Ancillary, may be sold independently.

Note: As previously stated, percentage discounts from list price are allowed but a markup percentage from cost is not, as this method is not allowable for purchases made via Federal grant money. Prices stated as a markup from cost are a cause for the disqualification of those portions of your proposal.

Note: Offerors may propose different discounts for subcategories within each Category, provided the structure and applicability of each discount are clearly defined.

- Unit Pricing

Responding Offerors may alternatively submit proposals with fixed unit prices for specific goods or services under each Category. Each item must include a description, packaging size, unit of measure, and unit price.

Changes to unit pricing catalogs—including additions, deletions, or price modifications—require a written contract amendment. Requests must be submitted to NCTCOG and are subject to approval.

Items not listed in the awarded unit price catalog may only be sold under “Optional Ancillary Goods and Services” and must accompany other catalog-listed items. The total value of these ancillary items may not exceed 25% of the total order.

5.11.2 General Proposal Information

You must clearly identify which Category your pricing submittal applies to.

You have the option (but are not required) to propose ancillary optional goods or services. Examples are similar product lines, inside delivery, set up, installation, maintenance agreements, travel costs, and other similar goods and services that are not specifically covered by any of the other PRICING CATEGORIES listed in the RFP. Please provide adequate information explaining what the ancillary good or service consists of.

Any good and or service that your business sells and reasonably meets one of the category descriptions of this RFP, may be proposed. However, they all require pricing by either unit price or discount from list in the proposal. The list pricing may be by a schedule attached to your proposal or by a weblink to your business catalog. The pricing information, including link, are to be attached to the Price Sheet included in this RFP.

NOTE: Only goods or services categories that have pricing submitted in the proposal (either by unit cost or percentage discount off of list) are eligible for purchase through a contract award. You may propose pricing in a manner that works best for you to prepare your customized quotes to customers, but the pricing must be stated in such a manner that must be capable of audit by the customer.

- For example, if you propose a discount off list, then your current list price card for the items proposed must be made available so that the customer can calculate the contract price. Such would mean if you were proposing “10% discount off list price of tables”, then you must provide with your proposal the current list price for tables offered under the contract.

5.11.3 Exhibit 1 Categories Offered – All bidders must complete this form to indicate which categories they are offering in their proposal. Check the appropriate box. If you are offering an “Other Ancillary Good or Service”, you must list those goods and services under this Category in order for the goods or services to be considered for award. Failure by the responding vendor to submit the clarifications by the deadline requested may result in disqualification of the proposal.

Note that not all RFPs will contain an Exhibit Price Sheet.

5.11.4 Exhibit 2 Sample Market Basket - For Evaluation Purposes Only (If Required).

FOR EVALUATION PURPOSES ONLY: Respondents are asked to fill out and return a copy of the Sample Market Basket Pricing Form, included as **Exhibit 2** in this RFP package. This item is used to evaluate a Respondent’s ‘best value’ as opposed to raw percentage discounts, and is what is used to score your proposed pricing. This item will not be considered or used beyond evaluation purposes. Respondents are not required to fill out the entirety of the form.

5.11.5 Price Escalation/De-escalation.

The unit pricing (or discount percentage) proposed by the Offeror shall be of a fixed price nature for the first six (6) months of the contract. Escalation requests may be made no more than every ninety (90) days and are subject to mutual written amendment to the contract between NCTCOG and the contractor. It is the responsibility of the contractor to petition NCTCOG changes to the pricing structure. The awarded contractor must provide upon request such supporting documentation as TXShare may require that justifies the requested price escalation.

A price change (based on the Bureau of Labor Statistics, Consumer Price Index escalation) may be considered. Price changes may not exceed the most recent 12-month CPI-U table. Request for increases must be submitted in writing for consideration. Should the price change be granted and the NCTCOG accepts, a written amendment will be executed.

Price decreases (or discount percentage increase) may be made at any time and without written agreement. Further, the awarded vendor may negotiate more favorable pricing terms with the individual customer based on quantity or other conditions of purchase without seeking approval from NCTCOG. Change to unit prices in a contract must be approved via mutual execution of an amendment to the contract. In the event of price decreases, an executed amendment is not required. If applicable, a copy of, or link to, the vendor's current pricelist should be submitted with the Proposal.

5.11.6 Sales Tax & Freight.

Do not include sales tax in proposal pricing. Nearly all Customers will be tax exempt. Freight/shipping cost should be addressed in your pricing. There is full flexibility on the vendor's behalf as to whether these costs are included in the price, or an additional charge to be determined at the time of the negotiation between the Contractor and Customer. However, this must be stated up front at the time of the submission of the proposal. Failure to state the method in the proposal will result in a default assumption of "additional charge" for freight/shipping costs when evaluating the proposal.

SECTION 6: HOW TO SUBMIT YOUR PROPOSAL

6.0 INSTRUCTIONS FOR RESPONDENTS

Please provide a written response regarding ability to meet each requirement as outlined in the Specifications (Section 5). Include any additional pertinent information on how your proposed solution meets each requirement. Provide any pertinent additional functionality and/or services not outlined in the Scope of Work that you wish to offer.

Important Note: Your proposal shall consist of your responses to the Required Response Information outlined below.

Required Response Information

Each section of information should be *clearly defined* using the following numbered section or heading titles:

1. Certificate of Offeror

The initial submission pages of your proposal will consist of:

- a. Cover Page and addenda acknowledgement (page 2 of this solicitation document)

2. References

Respondents must complete and include the Reference Form provided in this RFP package. NCTCOG reserves the right to contact or visit any of the respondents' current and/or past customers to evaluate the level of performance and customer satisfaction.

3. Project-Related Experience and Qualifications

Proposals will be evaluated on the basis of experience in providing the requested goods/services.

Respondents must complete and include the Project-Related Experience and Qualifications Form provided in this RFP package. **This form is required in addition to the written narrative described below.**

Provide a written overview of the organization's experience and qualifications relevant to this RFP. This should include a brief statement of the respondents' background (e.g., number of years in business for the services requested), relevant past projects, and success in delivering ERP solutions.

4. Technical Proposal

The Technical Proposal should constitute the major portion of the submittal and must demonstrate the Respondent's capabilities, experience, and methodology in delivering ERP solutions that meet the specifications and expectations outlined in **Section 5.0: Specifications**.

At a minimum, the Technical Proposal must address the following:

1. Understanding of Project Scope and Objectives

- a. A narrative demonstrating your understanding of the goals, scope, and expectations.
- b. Discussion of how your solution aligns with the **Project Goals and Desired Outcomes** listed in Section 5.0.

2. Approach to Addressing Key Challenges

Provide a written response for each of the **Key Challenges** listed in Section 5.0, including:

- a. Your **approach and methodology** for addressing each challenge.
- b. Relevant **experience or use cases**.
- c. **Expected outcomes**, benefits, and measurable impacts.
- d. Identification of any **tools, middleware, or third-party platforms** you propose to support the solution.

3. Solution Overview and Technical Architecture

- a. Description of the proposed ERP solution (platform name, version, deployment model – cloud/SaaS/on-premise).
- b. Overview of the system architecture and how it supports scalability, integration, and performance.
- c. State time on Market
- d. State licensing Model
- e. State source language of proposed product
- f. Diagrams or supporting documentation (optional but encouraged).

4. Modules and Functional Capabilities

- a. Detailed list of proposed ERP modules and features.
- b. Explanation of how each module meets the goals outlined in the Scope of Work.
- c. Highlight any **value-added functionality** or **innovative tools** not explicitly requested but offered as part of your solution.

5. Data Management and Migration Strategy

- a. Approach to data assessment, cleansing, validation, mapping, and migration from legacy systems.
- b. Tools used and quality assurance methods.
- c. Support for data standardization and long-term integrity.

6. Integration Capabilities

- a. Integration strategy with existing systems or third-party platforms.
- b. Supported APIs, middleware options, and interoperability frameworks.
- c. Examples of previous public-sector integrations.

7. Security, Compliance, and Access Controls

- a. How your solution meets public sector security standards (e.g., NIST, CJIS, IRS Pub 1075).
- b. Role-based access control, encryption, audit capabilities, and any third-party certifications (e.g., SOC 2, FedRAMP).

8. Reporting and Transparency Tools

- a. Real-time reporting and dashboard capabilities.
- b. Compliance-focused reporting (e.g., ACFRs, grants, audits).
- c. Custom report generation and self-service tools for end users.

9. Change Management and User Training

- a. Proposed approach to training, onboarding, and long-term support.
- b. Change management methodology and user adoption strategy.
- c. Public-sector-specific considerations.

10. Project Management and Implementation Plan

- a. Project Management Methodology (e.g., Agile, Waterfall, Hybrid).
- b. Roles and responsibilities, governance model, and risk mitigation strategies.

11. Additional Functionality or Services

- a. Any optional or innovative services, tools, or support offerings not listed in the Scope of Work.
- b. How these offerings could enhance project success or operational efficiency.

12. Exceptions or Limitations

- a. Clearly identify any requirements in the Scope or Specifications that **cannot be met** or may require alternate approaches.
- b. Provide an explanation and proposed workarounds, if applicable.

Failure to provide written responses to items indicated in this section will be interpreted by NCTCOG as an *inability* by the firm to provide the requested product, service or function.

5. Pricing

Respondents should furnish a proposal that specifies pricing for the products and/or services they propose. For more information, please refer to **Exhibit 1**.

Points will be awarded on the basis of the overall cost effectiveness and clarity in identifying/explaining costs.

REFERENCE FORM

I. INSTRUCTIONS FOR REFERENCES

The Proposer is responsible for ensuring that all reference contact information is accurate and up to date. Inaccurate or incomplete information, such as incorrect phone numbers or listing individuals who are unfamiliar with the services provided, may result in the reference being excluded from consideration.

Failure to submit references may result in the proposal being deemed non-responsive and not considered for evaluation.

The North Central Texas Council of Governments (NCTCOG) may request a more detailed reference list, including additional governmental agencies. NCTCOG also reserves the right to contact references not listed in the proposal.

Proposers must identify up to five (5) governmental entities that have gone live with the proposed software solution. Additional references may be submitted as an attachment to demonstrate the depth of the proposer's client base and the number of implementations completed within the past three (3) years. This may include clients currently in the process of implementing the proposed solution.

II. SOFTWARE AND PROFESSIONAL SERVICES REFERENCES

Proposers to use the format provided in the table below for providing reference information in conformance with the guidelines in Section I above.

- References Numbered 1 – 2:
 - Entity had a go-live date within the past five years, and
 - Entity has used the proposed software system for at least twelve (12) months.
- References Numbered 3 – 4:
 - Entity had a go-live date within the past year, and
 - Entity is using the same software as proposed.
- Reference 5:
 - Entity has used the proposed software system for more than four years.

In the event the Proposer cannot provide the required five references, the Proposer may substitute other organizations to ensure five (5) total references are provided, with understanding that this will be reflective in the evaluation of the Proposer. Substitute references may include those that are in the implementation process, have implemented comparable scopes of work without including all system modules, etc.

Reference Table

Reference Number: _____

Governmental Entity Name: _____

What is the approximate population served by the Entity? _____

Address: _____

City, State, Zip: _____

Project Manager of Entity: _____ Title: _____

I.T. Project Manager of Entity (*if different person from above*) _____ Title: _____

Phone No.: _____ Email Address: _____

Start Date of Project: _____ Go-Live Date : _____

Proposers Project Manager/Lead for this Client: _____

Name and Version of software system installed: _____

Legacy software system replaced: _____

Modules installed: _____

Model used (Hosted, On-Premise, SaaS, etc.): _____

Data conversion services were provided? Yes _____ No _____

Is this reference still using the software? Yes _____ No _____

Narrative description of work completed for this reference (e.g. upgrade process, new implementation for a client transitioning from a different legacy system): _____

PROJECT RELATED EXPERIENCE AND QUALIFICATIONS FORM

I. COMPANY BACKGROUND AND HISTORY

i. The Proposer shall provide a comprehensive history of the firm, including details of any mergers, acquisitions, assignments, or other significant corporate changes that have occurred with the past ten (10) years.

ii. The Proposer shall complete the Company Background and History Table as provided below.

If a partnership with third-party company is part of the Proposal, the Company Background and History table shall be provided for each entity. It is expected that all points shall be addressed for each company involved in the Proposal, prime or third party. Proposer to copy the table as needed for each Partner/Third-Party Firm proposed and fill out for each.

Table 1-01: Company Background and History

Metric	Response
Name of Proposer:	
<i>(Copy form and Complete if applicable for each)</i>	
Name of Partner/Third-Party Firm:	
Number of years in business	
Total number of employees	
Type and number of employees committed to the product and support being proposed (onshore, offshore, hybrid)	
Office locations (City and State)	
Total number of active clients	
Total number of active government clients	
Total number of active ERP clients with breakout for Private Sector and Government Sector	Total: Private: Government:
Total years offering ERP systems	
Total number of Texas Government ERP clients with breakout by Municipality, County, Other	Municipality: County: Other:
Total number of completed implementations of the proposed product and version	
Total number of active government clients using the proposed product version	
Largest active government installation, including population	
Smallest active government installation, including population	
Other products offered by the company	

II. USE OF SUBCONTRACTORS

- i. The Proposer shall identify any of the required Services that are proposed to be subcontracted, if any. This table is to be copied and filled out for each proposed subcontractor.

Table 1-02: Subcontractor Questions

Question	Response
Does your firm complete the implementations of the product being proposed or is this effort outsourced?	
Has or will any portion of the proposed work be completed by subcontractors?	
This below portion of the table is to be copied and filled out for each proposed subcontractor.	
Name of subcontractor and address	
Summary of Service and estimated percentage of Work the subcontractor will be providing.	
Reasons for subcontracting	
Experience	
Detailed subcontractor responsibilities	
Previous history of projects using the named subcontractor	
Any additional relevant information	

The NCTCOG reserves the right to request a copy of the prime contractor/subcontractor contract verifying the prime contractor has the sole responsibility for any and all Services under this RFP and is financially liable, without exception, to the NCTCOG and TXShare member entities for all Services contracted by the Proposer and the subcontractor under this RFP.

The NCTCOG reserves the right to request additional information regarding the subcontractor(s) as it relates to references, history of the firm, and other relative information that has been required of the Proposer to submit in this RFP.

The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the NCTCOG and / or TXShare member entity.

III. COOPERATIVE PURCHASING PROGRAM PARTICIPATION

- i. Please list any cooperative purchasing programs or consortiums in which your organization has been an awarded vendor, currently or in the past. Add rows as necessary to accommodate all applicable programs.

Cooperative Name	Contract Scope	Contract Duration	Notes

EXHIBIT 1: CATEGORIES OFFERED AND PRICING PROPOSAL

Select the categories you are offering in your proposal:

- Service Category #1: Enterprise Resource Planning (ERP) Software Solutions
- Service Category #2: Other Ancillary Goods or Services (List Below)

Catalog Submission

Responding Offerors must submit a current catalog for the goods or services proposed under each applicable category. Catalogs must be provided electronically, either as an excel document, PDF document or via a web link, and must include searchable pricing information. Hard copy catalogs will not be accepted.

Catalog pricing may include percentage discounts, fixed unit pricing, or tiered pricing based on quantity. Only goods or services listed in the submitted catalog will be eligible for sale under any awarded contract category.

Catalog Submission Format – Check One:

- Excel or PDF Catalog Attached
- Web Link to Catalog: _____

Pricing Submission Requirements

Respondents must provide a pricing model in accordance with the guidance in **Section 5.11**, clearly indicating whether the pricing is based on **Discount Pricing** or **Fixed Pricing**. Pricing must be clearly delineated for **Service Categories**.

Label your pricing proposal as “**Exhibit 1 – Pricing**” and use as many pages as necessary. The completed **Exhibit 1**, along with all proposed pricing, must be submitted within Bidnet **Envelope 2 - Pricing**.

Important Note: This RFP is not tied to any specific project at this time. The purpose is to secure pricing for potential future use by public sector entities. Respondents are encouraged to provide pricing models that are as descriptive and flexible as possible to accommodate the varied needs of potential users.

EXHIBIT 2: SAMPLE MARKET BASKET FORM

A Sample Market Basket Form is not required for this RFP.

EXHIBIT 3: SERVICE DESIGNATION AREAS

Texas Service Area Designation or Identification			
Proposing Firm Name:			
Notes:	Indicate in the appropriate box whether you are proposing to service the entire state of Texas		
	Will service the entire state of Texas	Will not service the entire state of Texas	
	If you are not proposing to service the entire state of Texas, designate on the form below the regions that you are proposing to provide goods and/or services to. By designating a region or regions, you are certifying that you are willing and able to provide the proposed goods and services.		
Item	Region	Metropolitan Statistical Areas	Designated Service Area
1.	North Central Texas	16 counties in the Dallas-Fort Worth Metropolitan area	
2.	High Plains	Amarillo Lubbock	
3.	Northwest	Abilene Wichita Falls	
4.	Upper East	Longview Texarkana, TX-AR Metro Area Tyler	
5.	Southeast	Beaumont-Port Arthur	
6.	Gulf Coast	Houston-The Woodlands- Sugar Land	
7.	Central Texas	College Station-Bryan Killeen-Temple Waco	
8.	Capital Texas	Austin-Round Rock	
9.	Alamo	San Antonio-New Braunfels Victoria	
10.	South Texas	Brownsville-Harlingen Corpus Christi Laredo McAllen-Edinburg-Mission	
11.	West Texas	Midland Odessa San Angelo	
12.	Upper Rio Grande	El Paso	

(Exhibit 3 continued on next page)

(Exhibit 3 continued)

Nationwide Service Area Designation or Identification Form

Nationwide Service Area Designation or Identification Form			
Proposing Firm Name:			
Notes:			
Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.			
Will service all fifty (50) states		Will not service fifty (50) states	
<p>If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states.</p> <p>If you are only proposing to service a specific region, metropolitan statistical area (MSA), or City in a State, then indicate as such in the appropriate column box.</p>			
Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area
1.	Alabama		
2.	Alaska		
3.	Arizona		
4.	Arkansas		
5.	California		
6.	Colorado		
7.	Connecticut		
8.	Delaware		
9.	Florida		
10.	Georgia		
11.	Hawaii		
12.	Idaho		
13.	Illinois		
14.	Indiana		
15.	Iowa		
16.	Kansas		
17.	Kentucky		
18.	Louisiana		
19.	Maine		
20.	Maryland		
21.	Massachusetts		

22.	Michigan		
23.	Minnesota		
24.	Mississippi		
25.	Missouri		
26.	Montana		
27.	Nebraska		
28.	Nevada		
29.	New Hampshire		
30.	New Jersey		
31.	New Mexico		
32.	New York		
33.	North Carolina		
34.	North Dakota		
35.	Ohio		
36.	Oregon		
37.	Oklahoma		
38.	Pennsylvania		
39.	Rhode Island		
40.	South Carolina		
41.	South Dakota		
42.	Tennessee		
43.	Texas		
44.	Utah		
45.	Vermont		
46.	Virginia		
47.	Washington		
48.	West Virginia		
49.	Wisconsin		
50.	Wyoming		

End of Exhibit 3