TXShare
Your Public Sector Solutions Center

MASTER SERVICES AGREEMENT
Artificial Intelligence (AI) Based Building and Plan Review Software

THIS MASTER SERVICES AGREEMENT ("**Agreement**"), effective the last date of signed approval ("**Effective Date**"), is entered into by and between the **North Central Texas Council of Governments** ("**NCTCOG**"), a Texas political subdivision and non-profit corporation, with offices located at 616 Six Flags Drive, Arlington, TX 76011, and

ComplyAI, Inc., dba CivCheck
759 Stuart Avenue
Elmhurst, IL 60126

ARTICLE I
RETENTION OF THE CONTRACTOR

1.1 This Agreement defines the terms and conditions upon which the Contractor agrees to provide **Artificial Intelligence (AI) Based Building and Plan Review Software** (hereinafter, "Services") to governmental entities participating in the TXShare program (hereinafter "Participating Entities"). The Contractor is being retained to provide services described below to Participating Entities based on the Contractor's demonstrated competence and requisite qualifications to perform the scope of the services described herein and in the Request for Proposals # (hereinafter, "RFP"). The Contractor demonstrated they have the resources, experience, and qualifications to perform the described services, which is of interest to Participating Entities and was procured via the RFP. NCTCOG agrees to and hereby does retain the Contractor, as an independent contractor, and the Contractor agrees to provide services to Participating Entities, in accordance with the terms and conditions provided in this Agreement and consistent with Contractor's response to the RFP.

ARTICLE II
SCOPE OF SERVICES

2.1 The Contractor will provide Services described in a written Purchase Order issued by NCTCOG or a SHARE Participating Entity. Any such Purchase Order is hereby incorporated by reference and made a part of this Agreement and shall be subject to the terms and conditions in this Agreement. In the event of a conflict between any term or provision in this Agreement and any term or provision in a Purchase Order, the term or provision in this Agreement shall control unless the conflicting term or provision in this Agreement is referenced, and expressly stated not to apply, in such Purchase Order.

2.2 All Services rendered under this Agreement will be performed by the Contractor: i) with due care; ii) in accordance with generally prevailing industry standards; iii) in accordance with Participating Entities' standard operating procedures and applicable policies, as may be amended from time to time; and iv) in compliance with all applicable laws, government regulatory requirements, and any other written instructions, specifications, guidelines, or requirements provided by NCTCOG and/or Participating Entities.

2.3 Any agreed-upon changes to a Purchase Order shall be set forth in a subsequent Purchase Order amendment. Contractor will not implement any changes or any new Services until a Purchase Order has been duly executed by Participating Entity. For the avoidance of doubt, the Contractor

acknowledges that Participating Entity is under no obligation to execute a Purchase Order. Participating Entity shall not be liable for any amounts not included in a Purchase Order in the absence of a fully executed amendment of Purchase Order.

2.4   The Contractor may expand its designated service area(s) beyond those identified in Appendix A.2 at any time during the term of this Agreement. Such expansion shall not require a formal amendment or change order to this Agreement, provided that the Contractor notifies NCTCOG in writing of the updated service area(s). NCTCOG reserves the right to publish or update service area information for public awareness and contract administration purposes.

2.5   Pricing for items listed in Appendix A represents the maximum cost for each item offered by the Contractor. Contractor and Participating Entity may mutually agree to a lower cost for any item covered under this agreement.

2.6 **NCTCOG Obligations**
>   2.6.1   NCTCOG shall make available a contract page on its TXShare.org website which will include contact information for the Contractor(s).

2.7 **Participating Entity Obligations.**
>   2.7.1   In order to utilize the Services, Participating Entities must have executed a Master Interlocal Agreement for TXShare with NCTCOG. This agreement with the Participating Entity will define the legal relationship between NCTCOG and the Participating Entity.
>   2.7.2   In order to utilize the Services, Participating Entities must execute a Purchase Order with the Contractor. This agreement with the Participating Entity will define the Services and costs that the Participating Entity desires to have implemented by the Contractor.

2.8 **Contractor Obligations.**
>   2.8.1   Contractor must be able to deliver, perform, install, and implement services with the requirements and intent of RFP #**.**
>   2.8.2   If applicable, Contractor shall provide all necessary material, labor and management required to perform this work. The scope of services shall include, but not be limited to, items listed in Appendix A.
>   2.8.3   Contractor agrees to market and promote the use of the SHARE awarded contract whenever possible among its current and solicited customer base. Contractor shall agree to follow reporting requirements in report sales made under this Master Services Agreement in accordance with Section 4.2.

<div align="center">

ARTICLE III
TERM

</div>

3.1 This Agreement will commence on the Effective Date and remain in effect for an initial term ending on **September 30, 2027** (the "**Term**"), unless earlier terminated as provided herein. This Agreement will automatically be renewed, unless NCTCOG explicitly desires otherwise, for up to three (3) additional one (1) year terms through **September 30, 2030**.

3.2 **Termination.** NCTCOG and/or Participating Entities may terminate this Agreement and/or any Purchase Order to which it is a signatory at any time, with or without cause, upon thirty (30) days' prior written notice to Contractor. Upon its receipt of notice of termination of this Agreement or Purchase Order, Contractor shall follow any instructions of NCTCOG respecting work stoppage. Contractor shall cooperate with NCTCOG and/or Participating Entities to provide for an orderly conclusion of the Services. Contractor shall use its best efforts to minimize the amount of any non-cancelable obligations and shall assign any contracts related thereto to NCTCOG or Participating Entity at its request. If NCTCOG or Participating Entity elects to continue any activities underlying a terminated Purchase Order after termination, Contractor shall cooperate with NCTCOG or Participating Entity to provide

for an orderly transfer of Contractor's responsibilities with respect to such Purchase Order to NCTCOG or Participating Entity. Upon the effective date of any such termination, the Contractor shall submit a final invoice for payment in accordance with Article IV, and NCTCOG or Participating Entity shall pay such amounts as are due to Contractor through the effective date of termination. NCTCOG or Participating Entity shall only be liable for payment of services rendered before the effective date of termination. If Agreement is terminated, certain reporting requirements identified in this Agreement shall survive termination of this Agreement.

3.2.1   Termination for Convenience: Either party may terminate the agreement for its convenience in whole or in part at any time without cause, upon 30 days written notice. Upon termination for convenience, the contractor will be entitled to payment for goods or services satisfactorily performed or delivered.

3.2.2   Termination for Cause: Either party may immediately terminate this Agreement if the other party breaches its obligations specified within this Agreement, and, where capable of remedy, such breach has not been materially cured within thirty (30) days of the breaching party's receipt of written notice describing the breach in reasonable detail.

3.2.3   Termination for Breach: Upon any material breach of this Agreement by either party, the non-breaching party may terminate this Agreement upon twenty (20) days written notice   to the breaching party. The notice shall become effective at the end of the twenty (20) day period unless the breaching party cures such breach within such period.

ARTICLE IV
COMPENSATION

4.1 **Invoices.** Contractor shall submit an invoice to the ordering Participating Entity upon receipt of an executed Purchase Order and after completion of the work, with Net 30 payment terms. Costs incurred prior to execution of this Agreement are not eligible for reimbursement. There shall be no obligation whatsoever to pay for performance of this Agreement from the monies of the NCTCOG or Participating Entities, other than from the monies designated for this Agreement and/or executed Purchase Order. Contractor expressly agrees that NCTCOG shall not be liable, financial or otherwise, for Services provided   to   Participating   Entities.

4.2 **Reporting.** NCTCOG intends to make this Agreement available to other governmental entities through its SHARE cooperative purchasing program. Contractor shall submit to NCTCOG on a calendar quarterly basis a report that identifies any new client Participating Entities, the date and order number, and the total contracted value of services that each Participating Entity has purchased and paid in full under this Master Service Agreement. Reporting and invoices should be submitted to:

Civic Marketplace, Inc.
6502 Glen Abbey
Abilene, TX 79606
Email: support@civicmarketplace.com

ARTICLE V
SERVICE FEE

5.1 **Explanation.** NCTCOG will make this Master Service Agreement available to other governmental entities, Participating Entities, and non-profit agencies in Texas and the rest of the United States through its SHARE cooperative purchasing program. The Contractor is able to market the Services under this Agreement to any Participating Entity with emphasis that competitive solicitation is not required when the Participating Entity purchases off of a cooperative purchasing program such as SHARE. However, each Participating Entity will make the decision that it feels is in compliance with its own purchasing

requirements. The Contractor realizes substantial efficiencies through their ability to offer pricing through the SHARE Cooperative and that will increase the sales opportunities as well as reduce the need to repeatedly respond to Participating Entities' Requests for Proposals. From these efficiencies, Contractor will pay an administrative fee to SHARE calculated as a percentage of sales processed through the SHARE Master Services Agreement. This administrative fee is not an added cost to SHARE participants. This administrative fee covers the costs of solicitation of the contract, marketing and facilitation, as well as offsets expenses incurred by SHARE.

5.2 **Administrative Fee.** NCTCOG will utilize an administrative fee, in the form of a percent of cost that will apply to all contracts between awarded contractor and NCTCOG or participants resulting from this solicitation. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The remuneration fee for this program will be 2.5% on sales.

5.3 **Setup and Implementation.** NCTCOG will provide instruction and guidance as needed to the Contractor to assist in maximizing mutual benefits from marketing these Services through the SHARE purchasing program.

<div align="center">

ARTICLE VI
RELATIONSHIP BETWEEN THE PARTIES

</div>

6.1 **Contractual Relationship.** It is understood and agreed that the relationship described in this Agreement between the Parties is contractual in nature and is not to be construed to create a partnership or joint venture or agency relationship between the parties. Neither party shall have the right to act on behalf of the other except as expressly set forth in this Agreement. Contractor will be solely responsible for and will pay all taxes related to the receipt of payments hereunder and shall give reasonable proof and supporting documents, if reasonably requested, to verify the payment of such taxes. No Contractor personnel shall obtain the status of or otherwise be considered an employee of NCTCOG or Participating Entity by virtue of their activities under this Agreement.

<div align="center">

ARTICLE VII
REPRESENTATION AND WARRANTIES

</div>

7.1 **Representations and Warranties**. Contractor represents and warrants that:

7.1.1 As of the Effective Date of this Agreement, it is not a party to any oral or written contract or understanding with any third party that is inconsistent with this Agreement and/or would affect the Contractor's performance under this Agreement; or that will in any way limit or conflict with its ability to fulfill the terms of this Agreement. The Contractor further represents that it will not enter into any such agreement during the Term of this Agreement;

7.1.2 NCTCOG is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from, or ineligible for, participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. Contractor and its subcontractors shall include a statement of compliance with Federal and State Debarment and suspension regulations in all Third-party contracts.

7.1.3 Contractor shall notify NCTCOG if Contractor or any of the Contractor's sub-contractors becomes debarred or suspended during the performance of this Agreement. Debarment or suspension of the Contractor or any of Contractor's sub-contractors may result in immediate termination of this Agreement.

7.1.4 Contractor and its employees and sub-contractors have all necessary qualifications, licenses, permits, and/or registrations to perform the Services in accordance with the terms and conditions of this Agreement, and at all times during the Term, all such qualifications, licenses, permits, and/or registrations shall be current and in good standing.

7.1.5 Contractor shall, and shall cause its representatives to, comply with all municipal, state, and federal laws, rules, and regulations applicable to the performance of the Contractor's obligations under this Agreement.

ARTICLE VIII
CONFIDENTIAL INFORMATION AND OWNERSHIP

8.1 **Confidential Information.** Contractor acknowledges that any information it or its employees, agents, or subcontractors obtain regarding the operation of NCTCOG or Participating Entities, its products, services, policies, customer, personnel, and other aspect of its operation ("Confidential Information") is proprietary and confidential, and shall not be revealed, sold, exchanged, traded, or disclosed to any person, company, or other entity during the period of the Contractor's retention hereunder or at any time thereafter without the express written permission of NCTCOG or Participating Entity.

Notwithstanding anything in this Agreement to the contrary, Contractor shall have no obligation of confidentiality with respect to information that (i) is or becomes part of the public domain through no act or omission of Contractor; (ii) was in Contractor's lawful possession prior to the disclosure and had not been obtained by Contractor either directly or indirectly from the NCTCOG or Participating Entity; (iii) is lawfully disclosed to Contractor by a third party without restriction on disclosure; (iv) is independently developed by Contractor without use of or reference to the NCTCOG's Participating Entity's Confidential Information; or (v) is required to be disclosed by law or judicial, arbitral or governmental order or process, provided Contractor gives the NCTCOG or Participating Entity prompt written notice of such requirement to permit the NCTCOG or Participating Entity to seek a protective order or other appropriate relief. Contractor acknowledges that NCTCOG and Participating Entities must strictly comply with applicable public information laws, in responding to any request for public information. This obligation supersedes any conflicting provisions of this Agreement.

8.2 **Ownership.** No title or ownership rights to any applicable software are transferred to the NCTCOG by this agreement. The Contractor and its suppliers retain all right, title and interest, including all copyright and intellectual property rights, in and to, the software (as an independent work and as an underlying work serving as a basis for any improvements, modifications, derivative works, and applications NCTCOG may develop), and all copies thereof. All final documents, data, reports, information, or materials are and shall at all times be and remain, upon payment of Contractor's invoices therefore, the property of NCTCOG or Participating Entity and shall not be subject to any restriction or limitation on their future use by, or on behalf of, NCTCOG or Participating Entity, except otherwise provided herein. Subject to the foregoing exception, if at any time demand be made by NCTCOG or Participating Entity for any documentation related to this Agreement and/or applicable Purchase Orders for the NCTCOG and/or any Participating Entity, whether after termination of this Agreement of otherwise, the same shall be turned over to NCTCOG without delay, and in no event later than thirty (30) days after such demand is made. Contractor shall have the right to retain copies of documentation, and other items for its archives. If for any reason the foregoing Agreement regarding the ownership of documentation is determined to be unenforceable, either in whole or in part, the Contractor hereby assigns and agrees to assign to NCTCOG all rights, title, and interest that the Contractor may have or at any time acquire in said documentation and other materials, provided that the Contractor has been paid the aforesaid.

ARTICLE IX
GENERAL PROVISIONS

9.1 **Notices.** All notices from one Party to another Party regarding this Agreement shall be in writing and delivered to the addresses shown below:

If to NCTCOG:	North Central Texas Council of Governments P.O. Box 5888 Arlington, TX 76005-5888 Attn: Elisa Littrell - Purchasing Agent Phone Number: 817-704-5674 elittrell@nctcog.org
If to Contractor:	ComplyAI, Inc., dba CivCheck 759 Stuart Avenue Elmhurst, IL 60126 Attn: Julia Richman Phone: 720-308-7523 Email: julia@chivcheck.ai

The above contact information may be modified without requiring an amendment to the Agreement.

9.2 **Tax.** NCTCOG and several participating entities are exempt from Texas limited sales, federal excise and use tax, and does not pay tax on purchase, rental, or lease of tangible personal property for the organization's use. A tax exemption certificate will be issued upon request.

9.3 **Indemnification.** Contractor shall defend, indemnify, and hold harmless NCTCOG and Participating Entities, NCTCOG's affiliates, and any of their respective directors, officers, employees, agents, subcontractors, successors, and assigns from any and all suits, actions, claims, demands, judgments, liabilities, losses, damages, costs, and expenses (including reasonable attorneys' fees and court costs) (collectively, "Losses") arising out of or relating to: (i) Services performed and carried out pursuant to this Agreement; (ii) breach of any obligation, warranty, or representation in this Agreement, (iii) the negligence or willful misconduct of Contractor and/or its employees or subcontractors; or (iv) any infringement, misappropriation, or violation by Contractor and/or its employees or subcontractors of any right of a third party; provided, however, that Contractor shall have no obligation to defend, indemnify, or hold harmless to the extent any Losses are the result of NCTCOG's or Participating Entities' gross negligence or willful misconduct.

9.4 **Limitation of Liability.** In no event shall either party be liable for special, consequential, incidental, indirect or punitive loss, damages or expenses arising out of or relating to this Agreement, whether arising from a breach of contract or warranty, or arising in tort, strict liability, by statute or otherwise, even if it has been advised of their possible existence or if such loss, damages or expenses were reasonably foreseeable.

Notwithstanding any provision hereof to the contrary, neither party's liability shall be limited by this Article with respect to claims arising from breach of any confidentiality obligation, arising from such party's infringement of the other party's intellectual property rights, covered by any express indemnity obligation of such party hereunder, arising from or with respect to injuries to persons or damages to tangible property, or arising out of the gross negligence or willful misconduct of the party or its employees.

9.5 **Insurance.** At all times during the term of this Agreement, Contractor shall procure, pay for, and maintain, with approved insurance carriers, the minimum insurance requirements set forth below, unless otherwise agreed in a Purchase Order between Contractor and Participating Entities. Further, Contractor shall require all contractors and sub-contractors performing work for which the same liabilities may apply under this Agreement to do likewise. All subcontractors performing work for which the same liabilities may apply under this contract shall be required to do likewise. Contractor may cause the insurance to be effected in whole or in part by the contractors or sub-contractors under their contracts. NCTCOG reserves the right to waive or modify insurance requirements at its sole discretion.

9.5.1   Workers' Compensation: Statutory limits and employer's liability of $100,000 for each accident or disease.

9.5.2   Commercial General Liability:

    9.5.2.1   Required Limits:

        $1,000,000 per occurrence;

        $3,000,000 Annual Aggregate

    9.5.2.2   Commercial General Liability policy shall include:

        9.5.2.2.1   Coverage A: Bodily injury and property damage;

        9.5.2.2.2   Coverage B: Personal and Advertising Injury liability;

        9.5.2.2.3   Coverage C: Medical Payments;

        9.5.2.2.4   Products: Completed Operations;

        9.5.2.2.5   Fire Legal Liability;

    9.5.2.3   Policy coverage must be on an "occurrence" basis using CGL forms as approved by the Texas State Board of Insurance.

9.5.3   Business Auto Liability: Coverage shall be provided for all owned hired, and non-owned vehicles. Required Limit: $1,000,000 combined single limit each accident.

9.5.4   Professional Errors and Omissions liability:

    9.5.4.1   Required Limits:

        $1,000,000 Each Claim

        $1,000,000 Annual Aggregate

9.6   **Conflict of Interest.** During the term of this Agreement, and all extensions hereto and for a period of one (1) year thereafter, neither party, shall, without the prior written consent of the other, directly or indirectly, whether for its own account or with any other persons or entity whatsoever, employ, solicit to employ or endeavor to entice away any person who is employed by the other party.

9.7   **Force Majeure.** It is expressly understood and agreed by both parties to this Agreement that, if the performance of any provision of this Agreement is delayed by force majeure, defined as reason of war, civil commotion, act of God, governmental restriction, regulation or interference, fire, explosion, hurricane, flood, failure of transportation, court injunction, or any circumstances which are reasonably beyond the control of the party obligated or permitted under the terms of this Agreement to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated herein, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the period of time applicable to such requirement shall be extended for a period of time equal to the period of time such party was delayed. Each party must inform the other in writing within a reasonable time of the existence of such force majeure.

9.8   **Ability to Perform.** Contractor agrees promptly to inform NCTCOG of any event or change in circumstances which may reasonably be expected to negatively affect the Contractor's ability to perform its obligations under this Agreement in the manner contemplated by the parties.

9.9   **Availability of Funding.** This Agreement and all claims, suits, or obligations arising under or related to this Agreement are subject to and limited by the receipt and availability of funds which are received from the Participating Entities by NCTCOG dedicated for the purposes of this Agreement.

9.10   **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Texas, United States of America. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Tarrant County, Texas.

9.11 **Waiver.** Failure by either party to insist on strict adherence to any one or more of the terms or conditions of this Agreement, or on one or more occasions, will not be construed as a waiver, nor deprive that party of the right to require strict compliance with the same thereafter.

9.12 **Entire Agreement.** This Agreement and any appendices/addendums, as provided herein, constitutes the entire agreement of the parties and supersedes all other agreements, discussions, representations or understandings between the parties with respect to the subject matter hereof. No amendments hereto, or waivers or releases of obligations hereunder, shall be effective unless agreed to in writing by the parties hereto.

9.13 **Assignment.** This Agreement may not be assigned by either Party without the prior written consent of the other Party.

9.14 **Severability.** In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision(s) hereof, and this Agreement shall be revised so as to cure such invalid, illegal, or unenforceable provision(s) to carry out as near as possible the original intents of the Parties.

9.15 **Amendments.** This Agreement may be amended only by a written amendment executed by both Parties, except that any alterations, additions, or deletions to the terms of this Agreement, which are required by changes in Federal and State law or regulations or required by the funding source, are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation.

9.16 **Dispute Resolution.** The parties to this Agreement agree to the extent possible and not in contravention of any applicable State or Federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration or any other local dispute mediation process, including but not limited to dispute resolution policies of NCTCOG, before resorting to litigation.

9.17 **Publicity.** Contractor shall not issue any press release or make any statement to the media with respect to this Agreement or the services provided hereunder without the prior written consent of NCTCOG.

9.18 **Survival.** Rights and obligations under this Agreement which by their nature should survive will remain in effect after termination or expiration hereof.

ARTICLE X
ADDITIONAL REQUIREMENTS

10.1 **Equal Employment Opportunity**. Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. Contractor shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

10.2 **Davis-Bacon Act.** Contractor agrees to comply with all applicable provisions of 40 USC § 3141 – 3148.

10.3 **Contract Work Hours and Selection Standards.** Contractor agrees to comply with all applicable provisions of 40 USC § 3701 – 3708 to the extent this Agreement indicates any employment of mechanics or laborers.

10.4 **Rights to Invention Made Under Contract or Agreement.** Contractor agrees to comply with all applicable provisions of 37 CFR Part 401.

10.5 **Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** Contractor agrees to comply with all applicable provisions of the Clean Air Act under 42 USC § 7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC § 1251 – 1387, and the Energy Policy Conservation Act under 42 USC § 6201.

10.6 **Debarment/Suspension.** Contractor is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. Contractor and its subcontractors shall comply with the Certification Requirements for Recipients of Grants and Cooperative Agreements Regarding Debarments and Suspensions.

10.7 **Restrictions on Lobbying.** CONTRACTOR agrees to comply with all applicable provisions of 2 CFR §200.450. CONTRACTOR shall include a statement of compliance with the Lobbying Certification and Disclosure of Lobbying Activities in procurement solicitations exceeding $100,000. Lobbying Certification and Disclosure of Lobbying Activities shall be completed by subcontractors and included in subcontractor contracts, as applicable. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

10.8 **Procurement of Recovered Materials**. Contractor agrees to comply with all applicable provisions of 2 CFR §200.322.

10.9 **Drug-Free Workplace.** Contractor shall provide a drug free work place in compliance with the Drug Free Work Place Act of 1988.

10.10 **Texas Corporate Franchise Tax Certification.** Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments.

10.11 **Civil Rights Compliance**
Compliance with Regulations: Contractor will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this agreement.

Nondiscrimination: Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 45 CFR Part 21.

Solicitations for Subcontracts, Including Procurement of Materials and Equipment: In all solicitations either by competitive bidding or negotiation made by Contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier will be notified by Contractor of obligations under this contract and the Acts and Regulations relative to Nondiscrimination on the grounds of race, color, sex, or national origin.

<u>Information and Reports:</u> Contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto, and will permit access to its books, records, accounts, other sources of information, and facilities as may be determined by the State or the FHWA to be pertinent to ascertain compliance with such Acts, Regulations or directives. Where any information required of Contractor is in the exclusive possession of another who fails or refuses to furnish this information, Contractor will so certify to NCTCOG, the Texas Department of Transportation ("the State") or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

<u>Sanctions for Noncompliance:</u> In the event of Contractor's noncompliance with the Nondiscrimination provisions of this Agreement, NCTCOG will impose such sanctions as it or the State or the FHWA may determine to be appropriate, including, but not limited to: withholding of payments to the Contractor under this Agreement until the Contractor compiles and/or cancelling, terminating or suspension of this Agreement, in whole or in part.

<u>Incorporation of Provisions:</u> Contractor will include the provisions of the paragraphs listed above, in this section 10.11, in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. Contractor will take such action with respect to any subcontract or procurement as NCTCOG, the State, or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, Contractor may request the State to enter into such litigation to protect the interests of the State. In addition, Contractor may request the United States to enter into such litigation to protect the interests of the United States.

10.12 **Disadvantaged Business Enterprise Program Requirements**
Contractor shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any U.S. Department of Transportation (DOT)-assisted contract or in the administration of its DBE program or the requirements of 49 CFR Part 26. Contractor shall take all necessary and reasonable steps under 49 CFR Part 26 to ensure non-discrimination in award and administration of DOT-assisted contracts. Each sub-award or sub-contract must include the following assurance: *The Contractor, sub-recipient, or sub-contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this Agreement. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the Contractor to carry out these requirements is a material breach of this agreement, which may result in the termination of this agreement or such other remedy as the recipient deems appropriate.*

10.13 **Pertinent Non-Discrimination Authorities**
During the performance of this Agreement, Contractor, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:
a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
b. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
d. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
e. The Age Discrimination Act of 1975, as amended, (49 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
f. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).

g. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).

h. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.

i. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).

j. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.

k. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).

i. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

10.14 **Ineligibility to Receive State Grants or Loans, or Receive Payment on State Contracts**
In accordance with Section 231.006 of the Texas Family Code, a child support obligor who is more than thirty (30) days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least twenty-five (25) percent is not eligible to:

a. Receive payments from state funds under a contract to provide property, materials or services; or

b. Receive a state-funded grant or loan.

By signing this Agreement, the Contractor certifies compliance with this provision.

10.15 **House Bill 89 Certification**
If contractor is required to make a certification pursuant to Section 2270.002 of the Texas Government Code, contractor certifies that contractor does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If contractor does not make that certification, contractor state in the space below why the certification is not required.

_____

_____

_____

10.16 **Certification Regarding Disclosure of Conflict of Interest**.
The undersigned certifies that, to the best of his or her knowledge or belief, that:

"No employee of the contractor, no member of the contractor's governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the

contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents".

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.
Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

10.17 **Certification of Fair Business Practices**
That the submitter affirms that the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

10.18 **Certification of Good Standing Texas Corporate Franchise Tax Certification**
Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

10.19 **Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.**
Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities. The Contractor agrees that it is not providing NCTCOG with or using telecommunications and video surveillance equipment and services as prohibited by 2 CFR §200.216 and §200.471. Contractor has certified its compliance with the requirements of Section 889 of the National Defense Authorization Act (NDAA) through execution of the "Prohibited Telecommunications and Video Surveillance Services or Equipment Certification" included in its RFP submission (Attachment X of the NCTCOG attestations). This certification is incorporated herein by reference. The Contractor shall pass these requirements down to any of its subcontractors funded under this Agreement. The Contractor shall

notify NCTCOG if the Contractor cannot comply with the prohibition during the performance of this Contract.

10.20 Discrimination Against Firearms Entities or Firearms Trade Associations
Pursuant to Texas Local Government Code Chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries. NCTCOG is prohibited from contracting with entities, or extend contracts with entities who have practice, guidance, or directive that discriminates against a firearm entity or firearm trade association. Contractor has certified its compliance with applicable laws regarding non-discrimination against firearms entities or firearms trade associations through execution of the "Discrimination Against Firearms Entities or Firearms Trade Associations Certification" included in its RFP submission (Attachment X of the NCTCOG attestations). This certification is incorporated herein by reference. The Contractor shall pass these requirements down to any of its subcontractors funded under this Agreement. The Contractor shall notify NCTCOG if the Contractor cannot comply with the prohibition during the performance of this Contract.

10.21 Boycotting of Certain Energy Companies
Pursuant to Texas Local Government Code Chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who boycott certain energy companies. NCTCOG is prohibited from contracting with entities or extend contracts with entities that boycott energy companies. Contractor has certified its compliance with applicable laws regarding the prohibition of boycotting certain energy companies through execution of the "Boycotting of Certain Energy Companies Certification" included in its RFP submission (Attachment X of the NCTCOG attestations). This certification is incorporated herein by reference. The Contractor shall pass these requirements down to any of its subcontractors funded under this Agreement. The Contractor shall notify NCTCOG if the Contractor cannot comply with the prohibition during the performance of this Contract.

10.22 Domestic Preference for Procurements
As appropriate and to the extent consistent with law, the CONTRACTOR should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). Consistent with §200.322, the following items shall be defined as: "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.

10.23 Termination for Convenience
The Contractor may terminate the agreement for it's convenience in whole or in part at any time without cause, upon 30 days written notice. Upon termination for convenience, the vendor will be entitled to payment for goods or services satisfactorily performed or delivered.

10.24 Trafficking in Persons
Contractor agrees to comply with all applicable provisions of 2 CFR §175.15. NCTCOG, the Contractor, and its subcontractors are prohibited from (i) engaging in severe forms of trafficking in persons during the period of time that the award is in effect; (ii) procure a commercial sex act during the period of time that the award is in effect; (iii) use forced labor in the performance of the award or subawards under the award. The Federal award agency may unilaterally terminate the award, without penalty, if the Contractor (i) is determined to have violated an applicable prohibition; (ii) has an employee who is determined by the agency officially authorized to terminate the award to have violated an applicable prohibition of this award term. NCTCOG must notify the Federal award agency immediately if any information received from the Contractor indicates a violation of the applicable prohibitions.

10.25 **Whistleblower Protection.** PROVIDER agrees to comply with whistleblower rights and protections under 41 USC   4712 and 2 CFR 200.217. NCTCOG, the PROVIDER, and its subcontractors shall not discharge, demote, or   otherwise discriminate against an employee as a reprisal for disclosing to a person or body described in paragraph   (a)(2) of 41 U.S.C. 4712 information that the employee reasonably believes is evidence of gross mismanagement of   a Federal contract or grant, a gross waste of Federal funds, an abuse of authority relating to a Federal contract or grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to   a Federal contract (including the competition for or negotiation of a contract) or grant. NCTCOG and the PROVIDER   must   inform   their employees in writing of employee whistleblower rights and protections under 41 U.S.C. 4712.

10.26 **Internal Controls.** The PROVIDER agrees to comply with all applicable provisions of 2 CFR 200.303 to establish,   document, and maintain effective internal control over the federal award in compliance with federal statutes,   regulations, and the terms and conditions of the federal award, including reasonable cybersecurity and other   measures to safeguard information.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date.

ComplyAI, Inc., dba CivCheck   **North Central Texas Council of Governments**

Signed by:

Dheekshita Kumar   11/5/2025

D9BA78180E1642F...

Signature   Date

Signed by:
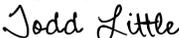
Todd Little   11/5/2025

349D83294E7946E...

Signature   Date

Todd Little

Executive Director

Dheekshita Kumar

Printed Name

CEO

Title

APPENDIX A
Statement of Work

This project engages providers capable of delivering services that support the needs of TXShare entities in the areas of Artificial Intelligence (AI) Based Building and Plan Review Software.

The service categories under this agreement include both those explicitly identified by TXShare and those proposed by the respondent in their technical proposal which is incorporated herein and made a part of this statement of work.

The Service Categories are as follows:

☒ **Service Category #1: Plan Review Software**

☒ **Service Category #2: Other Ancillary Goods or Services (List Below)**

> Reporting & Analytics, Custom Services +
> Additional Licenses, Pilots, Travel

- **Plan Review Specialist:** Collaborates with City SMEs to translate code and process requirements into system logic.
- **Program Delivery Executive:** Serves as a single point of executive contact for customer teams.

Key Implementation Team Members

Casey Levy-Customer Success Manager—Casey Levy brings over 8 years of government permitting experience. Previously, Casey supervised permitting operations in Washington County, Oregon where she managed a team of 10 permit technicians and implemented digital transformation initiatives that streamlined county workflows. Her experience spans multiple jurisdictions in Oregon where she worked as both a permit technician and plans examiner, providing deep insight into government permitting processes. Casey holds Oregon Residential Structural Inspector, Plans Examiner, and Building Official certifications, offering a unique blend of technical expertise and customer advocacy.

Neha Gaonkar (AIA) Neha Gaonkar, AIA, Program Delivery Executive—Neha is a licensed architect with over 10 years of experience in plan review. She is CivCheck's Co-Founder and Chief Operating Officer. Throughout her career, she has assisted more than 100 architecture firms in navigating the permitting process as a building code consultant. Neha also served as a third-party plan reviewer for the City of Chicago, which provided her with practical insights into municipal requirements. She specializes in comprehensive plan reviews for commercial and multi-family projects, covering architectural/building, fire and life safety, and accessibility disciplines. Neha's in-depth knowledge, attention to detail, and proactive approach make her an invaluable asset in streamlining permitting and review processes, ultimately paving the way for long-term project success.

4. Technical Proposal

4.1. Overview of Solutions for Permitting Departments

Many local governments are dealing with growing permit backlogs, operational inefficiencies, and prolonged timelines for housing and development projects. CivCheck directly addresses these challenges with a configurable, flexible AI-powered solution that supports permit application intake and plan review workflows. CivCheck offers both software and services, detailed in the information that follows. The CivCheck web-based software platform includes two core modules, designed for use by permit applicants and city staff:

- **CivCheck Guided AI Permit Intake (Comprehensive Base Module):** Our base product guides applicants in preparing complete and accurate permit submissions, while supporting city intake staff with automated validation tools that standardize and accelerate intake reviews. This minimizes resubmissions, reduces inconsistencies, and allows for only complete, review-ready applications to enter the permitting workflow. This module offers a powerful and comprehensive AI-enhanced plan review platform that supports the full range of tasks outlined in the RFP's Section 5 Specifications.

- **CivCheck Guided AI Code Compliance (Comprehensive Add-On Module):** Our code compliance add-on module provides applicants and plan reviewers with comprehensive, AI-driven tools to efficiently evaluate code compliance and plan review readiness for selected project types. Designed to simulate the full range of compliance checks typically conducted for each unique project, applicants can identify and resolve potential issues before submission. This proactive approach improves submission quality, builds consistency and speed into the City's plan review process, and supports a more predictable and transparent path to permit issuance.

While CivCheck's core platform was built to modernize permitting and plan review, it is equally capable of supporting a wide range of other municipal processing and issuance workflows. The configurable AI-native rules-engine and flexible tools enable the platform to streamline additional government functions beyond construction permits. These include, but are not limited to:

- Business Licenses
- Special Events & Temporary Permits
- Variances
- Administrative Adjustments

CivCheck's platform is designed to augment eligibility screening, validate submissions, and apply rule logic to support timely and consistent decision-making. This allows municipalities to have a platform that extends across departments, reducing the need for duplicative systems and creating a seamless and integrated experience for constituents and city staff.

CivCheck Guided AI Plan Review™ - Permit Intake

CivCheck's Permit Intake module serves as a comprehensive and easy-to-use AI-powered pre-application intake system for applicants and city intake staff.

Applicants are guided step-by-step through the intake process, with real-time feedback that:
1. Instantly flags missing documents.
2. Identifies incomplete information.
3. Highlights potential intake issues.

This immediate feedback empowers users to quickly self-resolve errors, eliminating time-consuming back-and-forth communication with intake staff. The platform dynamically filters and validates submittal requirements based on the unique characteristics of each project. All submitted documents (including computer- or hand-drawn plans, forms, and calculations) are automatically evaluated against the applicable intake requirements. When issues are detected, applicants receive clear, structured guidance to resolve them. Applicants are able to complete their submission once the permit materials meet a defined quality threshold.

For **Cities**, CivCheck applies consistent, predefined intake requirements and routing logic across all pre-screened submissions to support intake staff. The platform also highlights key information within the permit documents to enable quick, accurate verification. This reduces variability, minimizes human error,

and enables consistent pre-screening outcomes—in a fraction of the time required for manual intake review.

By frontloading completeness checks, CivCheck facilitates that only review-ready applications enter the City's workflow. The platform also promotes consistency in the review process—identical projects receive the same tailored digital intake review—reducing ambiguity and enabling a unified interpretation of permitting rules. This fosters public trust and helps Cities deliver a transparent, predictable, and efficient permitting experience.

Deep Dive on CivCheck Guided AI Plan Review™ - Permit Intake Module Portals *Designed for Applicants and City Intake Staff*	
Applicant Portal	**Step-by-step submission guidance** A user-friendly, web-based interface walks applicants through the intake process with clear, intuitive prompts. **Dynamic Intake Requirements** Requirements are automatically filtered based on the unique characteristics and scope of each project. **Real-time document validation** Uploaded plans, forms, and calculations—whether computer- or hand-drawn—are evaluated instantly against applicable intake criteria. **AI-powered issue detection** The system flags missing, incomplete, or incorrectly formatted materials and highlights potential intake issues. In instances where the system is unable to verify information, the user has the ability to provide context and validation. **Structured, actionable guidance** Applicants receive clear, easy-to-follow instructions to self-correct errors. **Submission readiness check** Applications can only be submitted once all materials meet a defined quality threshold. The "Quality Score", along with a full breakdown of flagged deficiencies and supporting rationale, provides a measurable way to assess the completeness and readiness of the permit application for submission.
Intake Staff Portal	**Standardized digital intake reviews** A user-friendly, web-based interface enables intake staff to efficiently validate screened submissions using consistent intake logic. **Suggested routing and validation** The platform applies predefined intake rules and routing logic to triage applications accurately and efficiently. Identical project types receive the same structured digital intake review, promoting consistency and uniformity. **AI-enhanced verification tools** Key information within submitted documents is highlighted and pre-validated to support quick and accurate verification.

CivCheck Guided AI Plan Review™ - Code Compliance

In addition to the core intake validation provided by our Permit Intake module, CivCheck's Plan Review - Code Compliance is a comprehensive add-on module fully supports complex, multi-disciplinary building and zoning checks conducted during plan reviews.

Applicants are guided step-by-step through the plan review process using AI-enhanced tools that simulate the full range of code compliance checks typically conducted across all relevant disciplines. With real-time feedback, applicants:

1. Understand which building, zoning, and other regulatory checks apply to their project.
2. Keep informed of code changes, interpretations, bulletins, and review procedures.
3. Quickly identify and resolve areas of non-compliance.
4. Highlight potential issues that could lead to corrections.
5. Submit code-compliant and ready-to-review applications.

The platform dynamically filters and presents regulatory requirements based on the project's unique characteristics. Submitted documents are evaluated for code compliance and plan review readiness. When issues are detected, applicants receive clear, structured guidance and up-to-date code citations to help them understand and resolve each issue before submission.

For **City Plan Reviewers**, CivCheck augments the full range of manual plan review tasks using AI-powered tools. The platform allows for a comprehensive, efficient, and standardized assessment of each permit application by:

1. Automatically determining code requirements based on key project characteristics.
2. Extracting and highlighting critical information for each check on permit documents.
3. Citing relevant and up-to-date building and zoning code sections.
4. Automatically performing required calculations and code-based lookups.
5. Providing a "likely pass" or "likely fail" result for each check, along with clear, explainable rationale directly tied to the submitted materials.
6. Auto-generating editable correction language.

Through this augmented workflow, cities can expect high-quality, reviewable permit applications. CivCheck streamlines the traditionally manual, time-consuming, and error-prone parts of the review process, allowing cities to deliver a transparent, unified, and predictable interpretation of what's needed for permit approval.

Delivering Real Results

CivCheck significantly reduces the time and effort required for plan review. Based on our current and former customers, we've seen municipalities **cutting their average review time by 70%**. Each compliance check, which typically takes 3 to 10 minutes manually, is completed in just 15 to 75 seconds with CivCheck. This substantial time savings enables reviewers to shift focus from routine checks to more complex evaluations requiring professional judgment, while ensuring greater consistency and faster throughput across reviewers and departments.

Mapping to the City's Actual Review Practices

CivCheck's proprietary rules-based platform applies city-specific plan review and code compliance requirements using a deterministic AI engine. The system dynamically evaluates projects based on their unique characteristics and proposed scope. This means that all applications are held to a consistent standard, and that the digital plan review considers nuanced or situationally triggered requirements.

Dynamic Rule Filtering Based on Project Context

CivCheck evaluates every application using rule logic that adapts to key project parameters, including:

- Permit type (e.g., zoning-only or full building permit)
- Site location and zoning data
- Existing and proposed building characteristics
- Scope of work (e.g., new construction, alteration, change of occupancy)
- Submission date (to confirm correct versions of applicable codes are enforced)

Comprehensive Rule Coverage

Unlike systems that focus solely on code requirements, CivCheck's compliance engine is designed to enforce a broader regulatory context, including:

- Adopted codes (building, zoning, energy, mechanical, electrical, etc.)
- Published exceptions and clarifications.
- City-issued bulletins, interpretations, and guidelines

Evaluation of the Permit Plans, not just the "design"

CivCheck focuses on verifying compliance within the documents that form the official permit record. While some platforms rely solely and primarily on BIM files, CivCheck is built to assess submitted plan sheets and documentation directly. These include:

- Plans (title, site, floor, building elevations, sections, details, specifications, MEPs, etc.)
- Forms (permit-related forms, worksheets, reports etc.)
- Calculations (egress calculations, plumbing fixture counts, etc.)

Permit issuance is based on the work shown on the construction documents—including drawings, specifications, and engineering reports. These documents constitute the official record of truth not only at the time of approval, but also through final inspections and for future reference as historical permit data.

CivCheck is aligned with this standard. The platform validates whether the information provided on the permit plans complies with applicable code requirements and is shown in the manner the municipality requires, regardless of whether those documents were produced in CAD, Revit, or drawn by hand. CivCheck's system is built around the concept of a PDF-first review, using the applicant's permit documents as the primary record of truth for compliance evaluation.

Deep Dive on CivCheck Guided AI Plan Review™ - Code Compliance Portals
Designed for Applicants and City Plan Reviewers

All Users	**Tailored regulatory checks** The platform dynamically filters and presents only the building, zoning, and other code requirements relevant to the project's characteristics and scope. **Code citations for clarity** Each check is accompanied by relevant and up-to-date code references to help applicants understand the rationale behind each requirement. **Automated calculations and lookups** The system performs necessary calculations and code-based lookups, helping validate compliance without requiring manual assessment.
Applicant Portal	**AI-assisted code compliance walkthrough** Applicants are guided through relevant compliance checks across all applicable disciplines using an intuitive, web-based interface. **Real-time compliance evaluation** Submitted plans, forms, and calculations are automatically evaluated against applicable review criteria to assess code compliance and plan readiness. **Issue detection and feedback** CivCheck flags incomplete, insufficient, or non-compliant information and highlights potential plan review issues that may result in corrections. **Structured resolution guidance** Applicants receive clear, actionable steps to resolve flagged issues before formal plan review.
City Plan Reviewer Portal	**AI-augmented plan reviews** CivCheck simulates the full range of compliance checks typically conducted during plan review and applies them consistently across all submissions. **Smart content extraction** CivCheck extracts and highlights critical information within permit documents for each applicable check. **Auto-generated corrections** When a correction is needed, CivCheck assists reviewers by automatically generating correction language in the city's preferred style and format.

Supportive and Flexible Professional Services

To enable long-term success, CivCheck offers comprehensive professional services alongside each procured license. These services are designed to support cities before, during, and after go-live:

- **Implementation Services and Initial Configuration:** Included with every license, this covers configuration analysis, compliance certificate templates, project kickoff, code conflict review, and pre-allocated consulting hours to support platform setup.

- **Training:** CivCheck provides up to 8 hours of training—2 hours of "Train the Trainer" and 6 hours of end-user training—along with training materials and user guides to enable smooth onboarding. Users can also purchase additional training hours should they so desire.

- **Ongoing Support & Maintenance:** Every license includes access to continuous platform improvements, regulatory rules management, and technical support.

  - **Customer Support:** As part of ongoing support and maintenance, CivCheck provides a dedicated help desk with ticketing and email-based support, 24/7 escalation paths for critical issues, and an in-platform knowledge base with searchable help articles for both applicants and reviewers.

- **Reporting and Analytics:** Beyond the standard reporting and analytics that comes with every user license, customers may procure support for development of custom reports or APIs.

- **Custom Services – Engineering and SME Consulting:** Cities can optionally engage CivCheck's engineering team to build custom reports, integrations, or dashboards, and consult with permitting SMEs. These services are billed hourly according to our rate sheet.

- **Pilot Program:** Our experience has shown that piloting our tool often helps municipalities better understand the benefits of our product and better scope their purchase of licenses, modules and add-on services. We are invested in helping organizations "try before they buy" through our fixed fee pilot program offering. More information on this optional program can be found in Section 4.2.3.

4.2. CivCheck Meets All of the Project Goals, Challenges and Minimum and Other Solution Requirements

CivCheck's platform is purpose-built to meet the goals, address key challenges, and fully satisfy all minimum solution requirements outlined in Section 5 of the RFP. Our founders are industry experts who personally faced the daily challenges of plan review—navigating complexity, chasing missing details, and working across siloed systems. This catalyzed a desire to start CivCheck in the first place. We help jurisdictions streamline the plan review process, improve predictability, and enable long-term reliability and success. Our dual-sided platform—applicant-facing and city-facing—enables faster, more consistent reviews and improved permit quality. We offer seamless system integration, robust data security, scalable architecture, comprehensive training, and a tested disaster recovery plan—ensuring a reliable, future-ready solution that grows with the needs of any jurisdiction.

4.2.1.   Our Approach to Meeting the Project Goals

Our platform addresses all five of the goals outlined in Section 5.1 of the RFP: streamlining the plan review process, improving predictability, integrating with other software solutions, providing reliable software, and ensuring long-term improvement and support. CivCheck's dual-sided solution helps achieve these outcomes by guiding applicants through pre-screening, ensuring complete and compliant submissions, and equipping city reviewers with an AI-powered tool that reduces time spent on manual checks.

Goal 1: Streamline the Plan Review Process

CivCheck streamlines the plan review process by leveraging its Guided AI Plan Review™ platform to augment the most time-consuming and error-prone stages of permitting. Through AI-enhanced pre-screening and code compliance checks, CivCheck allows for only complete and review-ready applications to enter the City's workflow, dramatically reducing back-and-forth and resubmission cycles. Applicants receive real-time, structured feedback on missing documents, code violations, and other plan permit deficiencies, along with tailored guidance to self-resolve issues before submission. On the reviewer side, CivCheck streamlines the plan review process by automatically surfacing relevant code citations, performing required calculations, and flagging likely compliance issues with explainable rationale and plan highlights. Consistency and clarity not only improve reviewer efficiency but also standardizes interpretation across reviewers and departments.

CivCheck is the **most comprehensive platform on the market**, designed to support **every staff member involved in a permit review**—whether they focus on intake, zoning, building, fire, accessibility, or other specialized disciplines. With human-in-the-loop verification and full auditability, CivCheck enables municipalities to **reduce average review times by up to 70%**, deliver a more predictable and transparent experience, and issue permits faster—with greater confidence, consistency, and fairness.

Goal 2: Improve Predictability of the Permitting Process

CivCheck addresses the challenge of inconsistent plan reviews by ensuring every application is evaluated against a standardized, jurisdiction-defined ruleset. Our deterministic, rules-based engine applies regulations consistently across all projects, factoring in scope of work, location, and unique site considerations. This standardization enhances transparency, reduces interpretation drift, and fosters trust among applicants and agencies.

Equally important, CivCheck offers comprehensive configuration across all review disciplines. Every unsupported review introduces the risk of missed issues, additional review cycles, and costly delays. By covering a broad range of requirements across all relevant review groups, CivCheck empowers municipalities to streamline the permitting process, reduce rework, and ensure a clear, coordinated path to permit issuance.

Before implementation, CivCheck works closely with city staff across departments to align on how code requirements are practically applied. This collaborative configuration process helps jurisdictions clarify compliance expectations, streamline interpretations, and unify review standards. Once deployed, the platform enforces these rules consistently across all projects, making them fully transparent to both applicants and reviewers.

The platform leverages human-in-the-loop AI to extract relevant data from diverse document formats—including PDFs, scanned plans, and hand-drawn submissions—and guides applicants through augmented code checks with clear citations and rationale. These real-time evaluations are explainable and auditable. Human reviewers always retain oversight and can override determinations with documented justification, preserving professional judgment while promoting consistency.

Regardless of who reviews a project, CivCheck applies logic consistently, reducing variance and improving predictability across all plan reviews. The human-in-the-loop design results in faster, accurate, and more predictable permit reviews across departments and disciplines. This rebuilds trust with applicants and development professionals, while equipping city staff with tools that promote alignment, transparency, and accuracy across every review.

Goal 3: Integrate and Coordinate with Other Software Solutions

Our experience shows that the best starting point for organizations is to deploy CivCheck as a standalone web application. This allows jurisdictions to realize immediate value by improving submission quality and plan review consistency, without requiring upfront system integration or extensive change management. From there, CivCheck can scale and integrate based on each municipality's unique needs and workflows. The platform delivers strong results on its own and is also powerful when embedded into existing permitting ecosystems—enabling real-time data sharing, streamlined staff coordination, and reducing duplication and manual effort through intelligent coordination. Whether standalone or integrated, CivCheck meets every city's current and evolving needs.

Through our work with municipalities, we understand the importance of seamless integration with existing systems. CivCheck is a modular, cloud-native platform with flexible APIs and support for third-party integrations. We can integrate with systems such as Accela (for permitting), Bluebeam (for plan markups), and ESRI GIS (for zoning overlays and parcel data). We also support scheduled file exchanges and API-based data syncs for systems with limited connectivity.

Goal 4: Provide Reliable Software Solutions

We recognize the importance of system uptime and stability for public agencies. CivCheck is delivered as a SaaS platform hosted on Google Cloud Platform, with a 99.9% uptime guarantee supported by robust infrastructure, Continuous Integration and Continuous Delivery (CI/CD) deployment pipelines, and 24/7 system monitoring. Maintenance is performed during off-peak hours, and updates are deployed without disrupting service through zero-downtime processes. Real-time alerts, audit logs, and fault tolerance across multiple availability zones enable continuity of service. In the rare event of service disruption, our

SLAs include service credits and rapid escalation protocols. This enables municipalities to depend on CivCheck's performance even during peak development cycles.

Goal 5: Ensure Long-Term Improvement, Maintenance, and Support

We believe software must evolve alongside the jurisdictions it supports. CivCheck provides a comprehensive maintenance and support plan that includes regular updates, feature enhancements, and continuous configuration refinement through our "Ongoing Support and Maintenance" service. The platform supports rapid updates to regulatory logic (under two minutes per rule), version tracking for overlapping code cycles, and quarterly analytics reports on application quality, compliance trends, and reviewer feedback. Our support model includes 24/7 access to technical assistance, training resources, and a knowledge base, ensuring that the system remains aligned with local needs, staff workflows, and emerging technologies. This drives continuous value, usability, and compliance for years to come.

4.2.2. CivCheck Helps Organizations Address Key Challenges

By leveraging AI to improve the accuracy and speed of permit reviews, CivCheck directly addresses each of the eight key challenges identified in Section 5.2 of the RFP: enhancing plan review times, reviewing and marking up plans across multiple disciplines simultaneously, and integrating seamlessly with existing software systems. CivCheck's platform is built for scalability, supporting the needs of many types of communities, and flexible enough to adapt to evolving regulations. The user-friendly interface enables an accessible experience for all stakeholders, from applicants to city staff, while also offering real-time data and reporting to foster better decision-making. Furthermore, CivCheck's solution supports cost efficiency and long-term sustainability, ensuring that local governments can continue to meet their permitting needs as they grow. Through these capabilities, CivCheck helps streamline operations, increase consistency, and improve both the applicant and reviewer experience, ultimately driving the desired outcomes of faster, more reliable permitting processes.

Challenge 1: Learn, Interpret, and Apply Current and Historic Resources and Regulations

We understand that jurisdictions are tasked with reviewing complex applications against a wide and evolving body of regulations—often including historic zoning ordinances, overlays, planned development standards, and adopted manuals. Interpreting and applying these accurately requires institutional knowledge, consistency, and speed—something that is difficult to maintain across departments through high permit volumes and over time. Manual and unstandardized processes can result in misinterpretation or omission of applicable rules, especially during code transitions or updates.

CivCheck's proprietary rules-based platform is designed to learn and apply regulations with precision and transparency. Our proprietary AI-driven rules engine supports a wide variety of resources, manuals, codes, rules, regulations, and ordinances including, but not limited to current and historic zoning maps, master plans, "PD" – Planned Development District zoning ordinances, engineering design manuals, building and fire codes, zoning ordinances, and subdivision ordinances. The engine can also incorporate

city-issued bulletins and exceptions to mirror real-world plan review logic. Updates can be made in under two minutes per rule and are available for same-day review, allowing jurisdictions to stay aligned with regulatory changes while preserving compliance fidelity and transparency.

The platform dynamically tailors each guided plan review to the unique characteristics of the project and its proposed scope. This ensures that every application is evaluated against a consistent, jurisdiction-defined standard, while also accounting for context-specific or situationally triggered requirements.

Dynamic Rule Filtering Based on Project Context
CivCheck evaluates every application using rule logic that adapts to key project parameters, including:
- Permit type (e.g., zoning-only or full building permit)
- Site location and zoning data
- Existing and proposed building characteristics
- Scope of work (e.g., new construction, alteration, change of occupancy)
- Submission date (to confirm applicable "in-effect" codes are enforced)

Comprehensive Rule Coverage
Unlike systems that focus solely on building and zoning code requirements, CivCheck's compliance engine is designed to enforce a broader regulatory context, including:
- Adopted codes (building, zoning, energy, mechanical, electrical, etc.).
- Published exceptions and clarifications.
- City-issued bulletins, interpretations, and guidelines

Challenge 2: Improve Current Plan Review Times

We recognize that prolonged plan review timelines are a major pain point for both applicants and staff. A key contributor is the high volume of poor-quality applications submitted with missing, incomplete, or non-compliant information. Traditional reviews involve repetitive manual checks across many disciplines, which not only extends turnaround times but also leads to frequent resubmissions. These inefficiencies create backlogs, frustrate applicants, and stretch the capacity of municipal staff—especially as development activity increases.

CivCheck ensures permit submissions are review-ready from the outset. Through real-time, guided feedback tailored to each project's scope and triggered reviews, CivCheck helps applicants understand and meet jurisdictional requirements before they submit. This dramatically reduces the number of incomplete or non-compliant applications entering the queue—saving valuable staff time and minimizing resubmission cycles across all review groups.

Our platform also accelerates plan review by supporting city staff with intelligent, AI-assisted tools that streamline the most repetitive and time-consuming tasks. The platform interprets key data from submitted documents—including plans, forms, and supporting materials—and surfaces potential issues, highlights relevant information, and presents reviewers with clear, explainable findings in an intuitive, visual

interface. This allows staff to maintain control and apply professional judgment, while reviewing more effectively and consistently across departments.

In working with many jurisdictions, CivCheck has delivered time savings of 70% on average to plan review timelines. This allows jurisdictions to process more permits with the same staff and issue approvals faster without compromising oversight. Recent examples include a:

- Large northwest city reduced code check times by 3 to 10x—what previously took over 10 minutes now takes just 1.5 to 4 minutes per check.
- Large Rocky Mountain city configured CivCheck to 100,000+ unique workflow permutations within 2 weeks, achieving 99% accuracy in alignment with city-documented regulations.
- Northeast mega city saw a remarkable 25%-time savings in just 8 weeks of using CivCheck.

CivCheck augments the capabilities of local government staff by improving consistency, speed, and efficiency—without replacing human judgment. Rather than automating decision-making, CivCheck equips reviewers with tools that enhance their ability to conduct thorough, detailed reviews at a significantly faster pace. By automating routine checks, flagging issues early, and streamlining review workflows, the platform enables staff to maintain high standards while dramatically reducing the time spent per permit. This allows cities to process higher volumes without compromising quality, supporting a more efficient, consistent, and scalable permitting process.

CivCheck Results for Honolulu

32–90% Range in overall reduction of total review time
Overall Average: 64%

60–90 mins Typical Review Time for residential reviewers without CivCheck

70% Average reduction in residential review time

90–120 mins Typical Review Time for storm water reviewers without CivCheck

46% Average reduction in storm water review time*

*Stormwater review was not part of the original pilot scope and was configured midway through Phase 2 at the request of DPP.

Please Note: Pilot projects were selected from the permit backlog, so applicants were NOT able to revise their already-submitted applications. Results could improve once permit preparers are able to improve the quality of their applications prior to submission.

Additionally, unlike our competitors, who provide partial solutions—such as focusing solely on zoning checks or building-code checks—CivCheck offers a comprehensive platform that addresses all regulatory requirements. The limitation of partial solutions is that any aspect not covered by the platform introduces the potential for additional review cycles. This not only extends the permitting process but also increases the burden on city staff, requiring further rounds of review and additional time and resources to resolve outstanding issues. Without a comprehensive solution, communities are unlikely to achieve lasting plan review time improvements.

Challenge 3: Review and Markup Plans for Multiple Disciplines Simultaneously

We recognize that permit review is inherently complex and involves multiple departments—each with its own codes, processes, and markup preferences. As a plan set move between disciplines, it becomes naturally difficult to maintain centralized visibility across all review groups, which can lead to occasional missed or duplicated issues. Similarly, intake staff may find it challenging to determine if an application is truly "review-ready," given the nuanced requirements unique to each review type.

This complexity is further compounded by the fact that most existing permitting tools aren't designed to support cross-departmental nuances and coordination. Without a unified interface, reviewers work in silos

and applicants may receive inconsistent or fragmented feedback, which can extend timelines and add confusion to an already demanding process.

CivCheck solves this by enabling simultaneous, discipline-specific plan reviews within a single unified platform. The system provides visual overlays and highlighted annotations on plans and permit documents, clearly organized by department—such as Permit Intake, Planning & Zoning, Fire, MEP, and Building. Each reviewer receives a customized view tailored to their scope of work, while also maintaining full visibility into the comments and preliminary findings from other review groups. Reviewers can add corrections, modify, or validate the applicant's AI-assisted pre-screening results within their own discipline—collaborating in real time or asynchronously across teams. This approach eliminates duplication, reduces miscommunication, and promotes a coordinated, efficient review process across departments.

During initial configuration and testing, CivCheck evaluates real-world permit scenarios using test applications submitted through the applicant portal, performing AI-assisted permit intake and code checks. The rules are then refined in close collaboration with City Subject Matter Experts (SMEs) to account for edge cases, interpretations, reviewer preferences, and compliance thresholds. This iterative, expert-guided process allows CivCheck to reach a final configuration accuracy rate of 99%.[1]

This approach reinforces departmental consistency by standardizing the application of rules between individual reviewers and across disciplines. It also enables CivCheck to closely align with the City's complex plan review practices and adapt in real time as those practices evolve.

Challenge 4: Seamless Integration with Existing Software Systems

We understand that local governments rely on a diverse ecosystem of software tools—permitting systems, GIS, inspection scheduling, financial management, and more. Manually moving data between these systems increases the risk of errors, wastes staff time, and slows project approvals. A solution that cannot integrate cleanly will add more friction than it solves.

One of CivCheck's greatest strengths is its immediate usability—even without integrations. The platform delivers value from day one by helping jurisdictions increase permitting throughput, improve submission quality, and bring greater consistency to plan reviews. From there, we take an agile, incremental approach—collaborating with cities to identify where integrations will drive the most impact and implementing them when the time is right. This flexibility allows organizations to start fast, demonstrate results quickly, and scale integrations strategically to support long-term transformation.

---

[1] "Accuracy rate" refers to the extent to which CivCheck's platform outputs are aligned with the actual decisions made by City reviewers during pilot testing. This includes whether the platform correctly applied relevant intake, zoning, and building code checks, and whether the resulting pass/fail determinations were consistent with City expectations. Reported percentages are based on pilot configurations conducted for permit intake, single-family, and multi-family projects across select municipalities in the U.S. and Canada.

CivCheck is built on a modular, cloud-native architecture that supports flexible integration with both modern APIs and legacy systems. To support the fact that every municipality has its own combination of technology to support city processes, CivCheck offers integrations through Custom Engineering and Development Service hours. We will work with each organization to determine the level of integration desired and provide services accordingly.

Our platform can integrate with systems such as Accela, Bluebeam, ESRI GIS, and Salesforce via secure, standards-based APIs. It also supports scheduled CSV/JSON exchanges for jurisdictions without API capabilities. CivCheck can pull zoning overlays, parcel data, and floodplain information directly into the intake and review process, reducing manual data entry and improving accuracy. Integration configurations are handled by our implementation team, ensuring seamless coordination with existing city workflows.

Challenge 5: Scalability and Flexibility for Future Growth

We recognize that municipalities need software that grows with them. Regulatory changes, permit volume surges, new project types, and interdepartmental policy shifts all require a permitting solution that can adapt without major rework. Systems that are rigid or hard coded quickly become bottlenecks to innovation and responsiveness.

CivCheck is designed for scale and flexibility. Our cloud-based platform can support multiple jurisdictions, thousands of concurrent users, and unlimited project types. New regulations and workflows can be added without affecting the existing configuration. Regulatory changes can be updated in less than a minute, backed up with quality control processes that confirm changes are working as expected over time. Jurisdictions can activate new features, rulesets, or review disciplines with minimal effort. The platform's machine learning components also improve over time, incorporating feedback from reviewers and applicants to enhance accuracy and usability as the system matures.

Following implementation, CivCheck provides structured support for ongoing maintenance and platform updates. City staff can request changes, additions, or refinements to configured checks, which are reviewed and implemented through a formalized update process. We also offer metrics to confirm that the platform continues to meet City goals related to permitting timelines and customer satisfaction.

CivCheck's platform is designed to quickly adapt to updates in building and zoning codes, as well as city policies issued through bulletins, guidelines, or other official communications. We support jurisdictions in managing regulatory changes with speed, precision, and minimal disruption to operations. CivCheck supports the full life cycle of regulations, including:

- **Quick Rule Modifications:** The addition, removal, or adjustment of specific checks can typically be completed within 2–3 minutes, with a quality control process that allows for assessment of the accuracy of the application over the next day or so. All changes are reviewed and validated in close collaboration with City staff to confirm accuracy.

- **Support for Grace Periods:** When multiple code versions are in effect, CivCheck supports both concurrently, allowing applicants to select the desired version. This enables a smooth and transparent transition during regulatory changeover periods.

- **Future-Effective "Go-Live" Dates:** To accommodate upcoming code changes, checks can be scheduled in advance with designated "go-live" dates. This gives departments sufficient time to prepare and enables operational readiness.

Once validated, all regulatory updates are reflected automatically within the platform—available immediately or according to the configured effective date. These updates are visible to both applicants and city reviewers, promoting alignment, awareness, and clarity across all users.

Challenge 6: User Experience and Accessibility

We understand that permitting systems must serve a broad audience—experienced architects, first-time homeowners, internal reviewers, and accessibility-focused users alike. Confusing interfaces, poor accessibility, and lack of user guidance result in incomplete applications, high support requests, and public dissatisfaction.

CivCheck prioritizes usability and accessibility through a responsive, browser-based design built with WCAG 2.1 AA standards in mind. The applicant portal offers plain-language guidance, real-time feedback, and intuitive navigation that adapts to the user's project type and scope. The reviewer portal includes visual highlights, step-by-step compliance logic, and low-friction overrides. Applicants don't need CAD or BIM software—just standard PDFs. In addition, our interface dynamically adapts to screen size, making it usable on tablets or desktops for both the public and internal teams.

Challenge 7: Cost Efficiency and Sustainability

We understand that public agencies must balance limited budgets with the need for high-performance technology. Cooperative purchasing arrangements require a pricing structure that reflects diverse needs across jurisdictions—delivering economies of scale while remaining relevant to many types of customers transparent and sustainable over time.

CivCheck offers a Software-as-a-Service (SaaS) pricing model designed specifically for public sector scalability. We use a tiered pricing structure that enables local governments from very large and to very small to leverage our tools for their most pressing challenges. Our licensing includes bundled city reviewer seats and nearly unlimited applicant access, ensuring affordability even as volumes grow. The platform eliminates the need for separate tools by unifying intake, code compliance, and document analysis.

Inefficiencies in the permitting process—such as repeated resubmissions, incomplete applications, and fragmented reviews—translate into real costs for both residents and businesses through project delays and budget overruns. These inefficiencies also increase the burden on municipal staff, requiring more time for intake triage, clarification requests, and rework. CivCheck reduces these hidden costs by lowering resubmission rates, minimizing support requests, and saving staff hours through augmented and

structured workflows. To support long-term sustainability, we also provide regular feature updates, streamlined regulatory change management, and seamless integrations—delivering continuous value well beyond initial deployment.

Challenge 8: Real-Time Data and Reporting

We understand the need for jurisdictions to track performance, surface bottlenecks, and demonstrate operational improvements. Without real-time data, decision-makers cannot optimize resources or respond proactively to emerging issues. Reporting must serve executives, reviewers, analysts, and stakeholders— each with distinct needs.

CivCheck provides powerful reporting and analytics tools to support continuous improvement and data-informed decision-making. These insights help an organization monitor system usage, track applicant behavior, and identify trends in submission quality and code compliance. We have two primary reporting offerings: Standard Reports and Optional Reports.

Standard Reports—The platform includes a set of core performance reports, and additional reports can be configured based on the City's specific needs. Reporting frequency and format are flexible and can be tailored to align with the City's internal review cycles and operational goals. Jurisdictions typically prefer to receive quarterly analytics reports that empower them to track application quality, detect inefficiencies, and continuously improve permitting operations with data-driven insight. A sampling of our standard reports includes:

- **Guided Plan Review (GPR) Usage Report:** For cities looking to understand how the platform is being used once implemented, the GPR report tracks the volume and types of applications submitted and reviewed through the Guided Plan Review platform, broken down by project type and review group.
- **Application Quality Insights Report:** For cities looking to improve the applicant submissions, this report highlights trends in applicant errors, document completeness, and pre-screening outcomes to support improved intake processes and applicant education.
- **Applicant Compliance Education Insights Report:** Surfaces the most commonly flagged code issues and frequently misunderstood requirements—helping the City better target outreach and educational materials for applicants.
- **Use of Policy (UoP) Insights Report:** For cities looking to improve internal alignment and consistency, this report identifies common variances, exceptions, and discrepancies in interpretation among reviewers.

Optional Reports—Customers may opt to add additional reporting and dashboards through Custom Engineering & Development services. Custom reporting offers additional visual, on-demand view of KPIs for communities:

- **CivCheck Generated Custom Dashboards**—Leverage CivCheck's pre-built APIs to various standard reporting tools plus our Engineering Services to build custom dashboards with real-time updates.

- **API Based Analytics Integrations**—Leverage custom API integrations into reporting to achieve the kinds of data insights a municipality may desire. Users can export custom reports via CSV or API, or integrate directly with tools like Microsoft Power BI, AWS, and Snowflake.

4.2.3.   CivCheck's Core Solutions More than Meet Minimum Solution Requirements

CivCheck's platform is purpose-built to meet and exceed all minimum solution requirements outlined in Section 5.3 of the RFP. We provide an optional, dedicated pilot testing phase to validate functionality and stakeholder alignment before full deployment. Our platform can integrate seamlessly with existing government systems—including GIS, permitting, inspection, and land management tools—and meets stringent data security standards across jurisdictions. CivCheck includes comprehensive maintenance and support, with continuous monitoring, automated updates, and rapid issue resolution. We deliver tailored training and onboarding for both staff and applicants, ensuring successful adoption. The system is fully scalable to support future growth and is backed by a robust disaster recovery plan and a performance guarantee that provides uptime, reliability, and long-term success.

Pilot Testing

CivCheck offers an optional Pilot Program as part of our offerings for this RFP. CivCheck's program enables jurisdictions to validate system functionality, stakeholder usability, and rule accuracy before full-scale deployment. This iterative approach allows all stakeholders—including reviewers, permit techs, and applicants—to interact with the system in a risk-free environment. Feedback gathered during the pilot informs final adjustments before launching at a larger scale. This minimizes post-deployment disruptions and confirms the solution aligns with jurisdictional workflows and compliance standards.

Pilots are scoped and priced for a focused, 16-week pilot designed to help a jurisdiction evaluate the platform's ability to deliver measurable improvements in permit submission quality, without requiring major changes to existing workflows. During this phase, our team configures intake and review logic based on city-specific requirements, then tests those configurations against real or test plan sets in a secure staging environment. City reviewers are invited to verify outputs and flag adjustments, ensuring the platform behaves as expected across disciplines. A pilot helps municipalities specifically assess CivCheck's ability to:

- Improve application quality prior to submission.
- Accelerate internal review workflows.
- Accurately interpret and apply jurisdiction-specific permit-related requirements.

In the last 18 months, CivCheck has piloted and conducted proof of concepts with nearly a dozen different municipal organizations ranging in size from a mega city to a small township. In each, CivCheck has delivered significant results in terms of improving alignment and consistency of reviews, reducing plan review timelines, and producing scaled learnings jurisdictions can use to determine their next steps.

Compatibility

CivCheck is engineered for compatibility with a broad range of municipal systems, including GIS (ESRI), permitting platforms (e.g., Accela), electronic plan review tools (e.g., Bluebeam), and legacy land management databases. The platform uses APIs for two-way integration and supports scheduled JSON/CSV exchanges for systems without modern API infrastructure.

Integration and Custom Engineering & Development Service add-ons allow jurisdictions to automatically import zoning overlays, parcel data, floodplain maps, and synchronize plan annotations or status data across systems. This enables continuity with existing tools while minimizing manual data entry and reducing the potential for human error during the review process.

Data Security

CivCheck is an American company that leverages US-based talent. CivCheck prioritizes security by leveraging Google Cloud Platform's (GCP) FedRAMP-compliant infrastructure certified under:
- SOC 1, SOC 2, SOC 3
- ISO/IEC 27001, ISO/IEC 27017, ISO/IEC 27018
- FedRAMP (High and Moderate levels)
- PCI DSS

All data is encrypted in transit and at rest, and access is governed by role-based permissions, multi-factor authentication (MFA), strict Identity and Access (IAM) policies, and least-privilege principles. Security logs are maintained and reviewed via GCP's Security Command Center.

The platform complies with privacy laws including CCPA and GDPR and does not process sensitive personal data unless required by the jurisdiction. CivCheck conducts secure handling of permit documents and scheduling data across jurisdictions, with all hosting conducted in U.S.-based data centers.

Maintenance and Support

CivCheck provides robust, ongoing support that includes 24/7 system monitoring, automatic software updates, regular rule maintenance, and responsive technical troubleshooting. Cities are assigned a customer success manager and a support engineer who facilitate proactive system improvements and quick issue resolution.

Ongoing regulations management is included as a service in the platform license. This allows cities to update intake checklists, compliance logic, and document rules in minutes. CivCheck also tracks reviewer override patterns to recommend optimizations, ensuring the system continues to improve and align with reviewer expectations over time.

Training and Onboarding

CivCheck offers a comprehensive training program that supports both internal staff and external applicants. This includes up to six live virtual training sessions, role-specific walkthroughs, and "train-the-trainer" materials for administrators. All training is reinforced with a searchable knowledge base, tutorial videos, and quick-start guides. For more on support for this area see Section 3.2 for Dedicated Organizational Support.

For applicants, CivCheck provides publicly shareable instructions and real-time, in-platform guidance that help users navigate submission requirements. This reduces support calls and helps drive high-quality applications on first submission. All resources are WCAG 2.1 AA compliant and designed for non-technical users. All CivCheck licenses include up to 8 hours of training—2 hours of "Train the Trainer" and 6 hours of end-user training—along with training materials and user guides to ensure smooth onboarding. Applicants interested in additional user groups or types of training beyond the standard hours may purchase additional support through our Training & Onboarding Support hourly offering.

Scalability

CivCheck is a modular, AI-native and cloud-native platform. It is capable of supporting multiple departments, project types, and jurisdictions from a single codebase. Its architecture enables vertical and horizontal scaling, with auto-scaling containers and load-balanced services to accommodate high volumes during permit surges. As cities grow or onboard new types of permits, CivCheck allows quick configuration of additional workflows and compliance rules—without interrupting live operations. The platform supports multiple jurisdictions simultaneously, making it ideal for regional or cooperative deployments.

Disaster Recovery and Business Continuity

CivCheck has a documented disaster recovery plan that includes automated data backups, infrastructure redundancy across multiple availability zones, and real-time monitoring through GCP Security Command Center. In the event of a service interruption, the platform can be restored with a Recovery Time Objective (RTO) of 12 hours and a Recovery Point Objective (RPO) of 1 hour.

Planned maintenance is scheduled during off-hours, and unplanned incidents are communicated immediately, followed by detailed incident reporting. This enables minimal disruption and rapid recovery during emergencies, safeguarding permit operations. Our infrastructure is designed for resiliency:
- All critical services are containerized and deployed across multiple availability zones.
- Auto-scaling and load balancing are used to provide optimal performance during peak usage.
- Backups are regularly performed to mitigate data loss.

We utilize Google Cloud Monitoring to:
- Monitor uptime and performance continuously.
- Detect security anomalies or system failures.
- Automatically alert engineering teams in the event of a potential issue

Performance Guarantee

CivCheck provides 99.9% uptime under a standard Service Level Agreement (SLA) at the infrastructure level. The system undergoes continuous performance monitoring for adherence to the SLA. We use a robust continuous integration and continuous deployment (CI/CD) pipeline that allows us to deploy new versions of the platform with near-zero downtime. Each build undergoes automated testing, and deployments to production only occur after successful validation in a staging environment.

Planned outages are scheduled during non-critical hours (3:00–5:00 a.m. MT) with at least one week's advance notice. Unplanned outages are communicated immediately, followed by a report of root cause, resolution steps, and estimated recovery timelines. Any disruptions beyond the SLA thresholds trigger service credits, and all deployments include regression testing to confirm ongoing reliability. The platform also supports zero-downtime updates, providing operational continuity even during product enhancements or code deployments.

4.2.4.   CivCheck Meets Other Solution Requirements

Objectives

CivCheck acknowledges and fully complies with the requirements outlined in Section 5.4 of the RFP. We understand that the Master Agreement awarded through TXShare will serve as a flexible contracting vehicle, with each participating entity negotiating its own customized Scope of Work through a Supplemental Agreement. We recognize that no specific scope of work is guaranteed at this time and that services will be provided on an as-needed basis to participating members of the TXShare Cooperative.

Service Area

In preparing a proposal, we have designated what geographic regions will be served. We have specified on the service area designation forms the service areas that you are willing and able to provide goods and services to. These are included in our proposal as **Exhibit 2, in Section 4.2.6**. We are pleased to provide services to all of Texas and every state in the United States.

Service Category Offer

CivCheck proposal covers **all** services requested for both Service Category #1: Plan Review Software and Service Category #2: Other Ancillary Goods or Services. Our response for **Service Category #1** includes Software Licensing, Initial Configuration, and Ongoing Maintenance and Support for CivCheck's Guided AI Plan Review™ - Permit Intake Comprehensive base, and add-on modules as highlighted below.

CivCheck Guided AI Permit Intake™ (Comprehensive)			CivCheck Guided AI Code Compliance™ (Comprehensive)		
Residential-Only	Commercial	Quick Permits	Residential-Only	Commercial	Quick Permits
	Commercial-Interior Only			Commercial-Interior Only	
				Commercial-Self Certify Only	

Each software license is supported by a standard set of services to enable successful user adoption and drive results for customers. These activities include:

- **Implementation Services and Initial Configuration:** Included with every license, this covers configuration analysis, compliance certificate templates, project kickoff, code conflict review, and pre-allocated consulting hours to support platform setup.

- **Training and Onboarding Support:** CivCheck provides up to 8 hours of training—2 hours of "Train the Trainer" and 6 hours of end-user training—along with training materials and user guides to enable smooth onboarding.

- **Ongoing Support & Maintenance:** Every license includes access to continuous platform improvements, regulatory rules management, and technical support.

  - **Customer Support:** As part of ongoing support and maintenance, CivCheck provides a dedicated help desk with ticketing and email-based support, 24/7 escalation paths for critical issues, and an in-platform knowledge base with searchable help articles for both applicants and reviewers.

- **Reporting and Analytics:** Customers receive access to a set of standard reports as part of every license.

For **Service Category #2** CivCheck offers comprehensive professional and optional services alongside each procured license. These services are designed to support cities before, during, and after go-live. Customers may purchase additional add-on optional services on an as needed basis. These include:

- **Reporting and Analytics:** Customers may procure support for development of custom reports or APIs as needed.

- **Training and Onboarding Support:** Beyond the standard training included in our base services, customers may buy additional training and onboarding support on an hourly basis as needed.

- **Custom Services – Engineering and SME Consulting:** Cities can optionally engage CivCheck's engineering team to build custom reports, integrations, or dashboards, and consult with permitting SMEs. These services are billed hourly according to our rate sheet.

- **Additional City Named User Licenses:** Localities differ in their licensing needs. Our typical number of included licenses for a given module covers most jurisdictions in a tier, additional licenses may be procured as needed.

- **Pilot Program:** Our experience has shown that piloting our tool often helps municipalities better understand the benefits of our product and better scope their purchase of licenses, modules and

5. Pricing

5.1. Catalog and Pricing Overview

CivCheck offers both Service Category #1: Plan Review Software and Service Category #2: Other Ancillary Goods or Services. Our pricing model and catalog are provided in accordance with the guidance in Section 5.12. CivCheck has furnished pricing for each Category proposed. There are no Categories or sub-Categories for which CivCheck is a "No Bid". Our catalog is offered as an attached Excel document, an image of which is provided in our pricing submittal below.

As our product was designed for governments from the start, it has been priced for government customers. We are providing our pricing in the "Discount" format based on tiers, each of which reflects a discount based on community characteristics. We are not offering an additional "percentage discount" on top of our tiering as part of our offering. Tiers are determined based on the size of the jurisdiction typically determined by a combination of population, types of permitting activity. While we have presented pricing based on tiers, CivCheck's experience suggests each jurisdiction and their software and service needs are unique. We will work with customers to evaluate the best options based on their needs.

Prices provided in our catalog are valid for the first (6) months of the contract. CivCheck reserves the right to request a price adjustment after (6) months of the contract term in accordance with Section 5.12.4 of the RFP.

CivCheck offers products that meet cities at their scale whether they have 500 residents or more than 500,000—we have experience working with municipalities spanning all sizes as well. Our core products can be tailored to nearly any organization with defined building, planning and zoning codes. Our products can also be optimized to help organizations focus on their most challenging review areas.

APPENDIX A.1
Pricing for TXShare Cooperative Purchase Program Participants

5.2. Exhibit 1 Form

EXHIBIT 1: CATEGORIES OFFERED AND PRICING PROPOSAL

Select the categories you are offering in your proposal:

☒ Service Category #1: Plan Review Software

☒ Service Category #2: Other Ancillary Goods or Services (List Below)

Reporting & Analytics, Custom Services +
Additional Licenses, Pilots, Travel

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. Catalogs *do not* count toward the proposal page limit.

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 5.12**, clearly indicating whether the pricing is based on **Discount Pricing** or **Fixed Pricing**. Pricing must be clearly delineated for both **Service Category 1 and Service Category 2**.

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.

This page does not count toward the proposal page limit.

Page 22 of 25

5.3. Catalog Submission

Pricing and discounting are based on Tiers. Tiers are defined starting with the size of the city (population) and as jurisdictions vary significantly, pricing also considers permitting activity, department size, and/or other geographic factors. Two cities of the same population may fit into different Tiers based on the scale of permitting and development activity they support. Different jurisdictions may also have different levels of complexity of codes and permitting rules.

Tier	Population	Typical CivCheck Product Alignment
Tier 1	1M+	Permit Intake - Comprehensive Code Compliance - Residential Code Compliance - Commercial Interior Custom Reporting & Analytics Custom Onboarding, Engineering, Consulting Services
Tier 2	500K-1M	Permit Intake - Comprehensive Code Compliance - Residential Code Compliance - Commercial Interior Custom Reporting & Analytics Custom Onboarding, Engineering, Consulting Services
Tier 3	250K-500K	Permit Intake - Comprehensive Code Compliance - Residential Code Compliance - Commercial Interior Custom Reporting & Analytics Custom Onboarding, Engineering, Consulting Services
Tier 4	50K-250K	Permit Intake - Comprehensive Code Compliance - Residential
Tier 5	<50K	Permit Intake - Residential-Only Code Compliance - Residential

5.3.1 Service Category 1: Plan Review Software

CivCheck stands out as a significantly more comprehensive and flexible solution compared to other AI platforms in the market. Unlike competitors that often specialize in building and zoning, CivCheck covers an exceptionally broad range of reviews, trades, and permit types without requiring separate tools or

customizations. Our product can pre-screen for virtually any regulatory requirement, including building, zoning, fire, MEP, and more, while dynamically adapting to the scope, location, and specifics of each project. This breadth enables jurisdictions to handle complex, evolving development trends without sacrificing speed or oversight. Moreover, CivCheck's modular design offers unmatched flexibility: cities can adopt a full end-to-end solution or select discrete modules tailored to their immediate needs. This approach enables jurisdictions to scale over time, align with existing systems, and avoid vendor lock-in, all while ensuring measurable improvements in application quality and permitting timelines.

CivCheck Solutions are Comprehensive

Unlike our competitors who focus just on building and zoning, CivCheck provides a comprehensive solution, even in our more discrete modules. Below you can find details of what is reviewed as part of the base module:

Module	Areas Covered
Permit Intake - Comprehensive	Permit document (file) checks and completeness (intake) checks across all construction permits
Permit Intake - Residential	Permit document (file) checks and completeness (intake) checks across residential permits, including single-family, two-family, and ADUs
Code Compliance (for all modules)	Reviews supported (but not limited to): • Zoning *(excluded for commercial interior-only)* • Building • Fire • MEP • Structural • Flood • Stormwater Quality • Traffic
Quick Permits	Trades supported (but not limited to): • Mechanical • Electrical • Plumbing • Other types: Solar, Roof replacements etc.

CivCheck Solutions are Modular

CivCheck's Guided AI tools are modular: cities typically select one Base Module and as many Add-On Modules as needed to tailor the product to their workflow and code enforcement goals. Base Modules help confirm application completeness (e.g., required documents, north arrows, title block references) without evaluating code compliance. Code compliance checks are delivered via Add-On Modules. Below is a map of our product and its modules.

Every software license includes a public-facing applicant portal for AI-assisted pre-screening and a fixed number of named city user licenses. Support & Maintenance includes our Regulations Management Service, so the platform can reflect regulatory changes during the contract term.

For most cities, we recommend starting with the Guided AI Permit Intake (Comprehensive) module and layering in 1–2 targeted Code Compliance Add-Ons as needed to maximize reviewer efficiency and impact.

CivCheck Guided AI Permit Intake™ (Comprehensive)			CivCheck Guided AI Code Compliance™ (Comprehensive)		
Residential-Only	Commercial	Quick Permits	Residential-Only	Commercial	Quick Permits
	Commercial-Interior Only			Commercial-Interior Only	
				Commercial-Self Certify Only	

Module	Areas Covered
Permit Intake - Comprehensive	Guided AI Permit Intake is our base product. Guides applicants in preparing complete and accurate permit submissions, while supporting city intake staff with automated validation tools that standardize and accelerate intake reviews. This minimizes resubmissions, reduces inconsistencies, and confirms that only complete, review-ready applications enter the permitting workflow.
Permit Intake – Residential-Only	Guides applicants in preparing complete and accurate residential permit submissions, while supporting city intake staff with automated validation tools that standardize and accelerate intake reviews.
Permit Intake – Commercial-Only	Guides applicants in preparing complete and accurate commercial permit submissions, while supporting city intake staff with automated validation tools that standardize and accelerate intake reviews.
Permit Intake – Commercial Interiors - Only	Guides applicants in preparing complete and accurate commercial-interior permit submissions, while supporting city intake staff with automated validation tools that standardize and accelerate intake reviews.
Permit Intake – Quick Permits	Guides applicants in preparing complete and accurate *quick permit submissions, while supporting city intake staff with automated validation tools that standardize and accelerate intake reviews. *Quick permits are trade-specific permits that can be issued without the need for a plan review.*
Code Compliance - Comprehensive	Our code compliance add-on module provides applicants and plan reviewers with comprehensive, AI-driven tools to efficiently evaluate code compliance and plan review readiness for select project types. Designed to simulate the full range of compliance checks typically conducted for

	each unique project, applicants are able to identify and resolve potential issues before submission. This proactive approach improves submission quality, builds consistency and speed into the City's plan review process, and supports a more predictable and transparent path to permit issuance.
Code Compliance – Residential-Only	Code compliance add-on module includes only residential projects (e.g. new construction, additions, or alterations for single-family, two-family, ADUs)
Code Compliance – Commercial	Code compliance add-on module includes only commercial projects (e.g. new construction or additions for multi-family and commercial projects)
Code Compliance – Commercial Interior Only	A narrower application of our code compliance add-on commercial module applied to projects that are typically interior-only (e.g. office tenant-finish projects, restaurant and retail buildouts)
Code Compliance – Self Certify Only	An even narrower application of our code compliance add-on commercial interior module for projects that are eligible for self-certification (i.e. projects eligible to bypass municipal plan review). Varies per municipality but typically applies to projects under a specific dollar value and that do not require structural work, change of occupancy, or a review by disciplines other than architectural or MEP.
Code Compliance – Quick Permits	Our code compliance add-on quick permit module provides applicants and plan reviewers with comprehensive, AI-driven tools to efficiently evaluate code compliance for quick permit types (e.g. trade-only permits, roof replacement permits, solar permits, etc.).

5.3.2 Service Category 2: Other Ancillary Goods or Services that Support Customer Success

To enable long-term success, CivCheck offers comprehensive professional and optional services alongside each procured license. These services are designed to support cities before, during, and after go-live. Our base services include:

● **Implementation Services and Initial Configuration:** Included with every license, this covers configuration analysis, compliance certificate templates, project kickoff, code conflict review, and pre-allocated consulting hours to support platform setup.

● **Training and Onboarding Support:** CivCheck provides up to 8 hours of training—2 hours of "Train the Trainer" and 6 hours of end-user training—along with training materials and user guides to enable smooth onboarding.

- **Ongoing Support & Maintenance:** Every license includes access to continuous platform improvements, regulatory rules management, and technical support.

    - **Customer Support:** As part of ongoing support and maintenance, CivCheck provides a dedicated help desk with ticketing and email-based support, 24/7 escalation paths for critical issues, and an in-platform knowledge base with searchable help articles for both applicants and reviewers.

- **Reporting and Analytics:** Customers receive access to a set of standard reports as part of every license.

Customers may purchase additional add-on optional services on an as needed basis. These include

- **Reporting and Analytics:** Customers may procure support for development of custom reports or APIs as needed.

- **Training and Onboarding Support:** Beyond the standard training included in our base services, customers may buy additional training and onboarding support on an hourly basis as needed.

- **Custom Services – Engineering and SME Consulting:** Cities can optionally engage CivCheck's engineering team to build custom reports, integrations, or dashboards, and consult with permitting SMEs. These services are billed hourly according to our rate sheet.

- **Additional City Named User Licenses:** Localities differ in their licensing needs. Our typical number of included licenses for a given module covers most jurisdictions in a tier, additional licenses may be procured as needed.

- **Travel:** Travel to customer locations will be billed based on actuals or in accordance with city travel reimbursement policies.

CivCheck is committed to partnership, not just product delivery. We don't simply hand over a tool—we collaborate with cities at every step to enable adoption, drive outcomes, and support evolving needs over time.

CivCheck Pilot Program

As the RFP specifically asks for pilot capabilities in Section 5.3, we are providing an outline of our optional pilot program. Our program is scoped and priced for a focused 16-week pilot designed to help a jurisdiction evaluate the platform's ability to deliver measurable improvements in permit submission quality, without requiring major changes to existing workflows. A pilot helps municipalities specifically assess CivCheck's ability to:

- Improve application quality prior to submission.

- Accelerate internal review workflows.
- Accurately interpret and apply jurisdiction-specific permit-related requirements.

In Scope
- 50-70 intake (file and completeness) checks configured to reflect the most common rejection reasons by permit intake staff and plan reviewers.
- Internal testing of limited sample permit applications (30-40 applications) processed and reviewed using the platform.
- City plan reviewer licenses only (CivCheck will simulate applicant submissions internally).
- PDF plan support to reflect the standard submission process.

Out of Scope
- Applicant-facing portal (included in full implementation, not pilot)
- Self-service uploads by external applicants
- CAD/BIM support (can support in full implementation, not pilot. The platform is optimized for PDF workflows)
- GIS integration (available as an optional add-on, but not required for success of the pilot)

We believe this scoped approach is sufficient for most jurisdictions to evaluate CivCheck's ability to improve permit quality and reviewer efficiency-without incurring unnecessary complexity or cost. We have priced our Pilot Program such that it is available to nearly every jurisdiction as an affordable option. Cost is driven by the organization's pricing tier and desired scope.

Item	Cost
Initial Configuration (50-70 intake checks)	$2,000.00 - $5,000.00
• Guided AI Permit Intake Platform *City Staff Licenses (up to 16 weeks) – for test applications*	$8,000.00 - $10,000. 00
Total	**$10,000.00 - $15,000.00**

See price list for pricing.

APPENDIX A.2
Service Area Designation

4.2.7.   Exhibit 2: Service Area Designations

EXHIBIT 2: SERVICE DESIGNATION AREAS

	Texas Service Area Designation or Identification		
Proposing Firm Name:	CivCheck		
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	
	We will 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 2 continued)

	Nationwide Service Area Designation or Identification Form		
Proposing Firm Name:	CivCheck		
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	
	We will service all fifty (50) states		
	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. 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.		
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		