

**RFP # 2025-023 - Technical Proposal for Artificial Intelligence (AI)
Consultancy Services for The North Central Texas Council of
Governments**



Submitted by
Evoort Solutions, LLC
Submitted on
January 13, 2025

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Certificate of Offeror and Statement of Understanding

Cover Sheet and Certificate of Offeror

The Cover Sheet and Certificate of Offeror are inserted on the following page for this proposal.

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
Artificial Intelligence (AI) Consultancy Services
RFP # 2025-023

Sealed proposals will be accepted until 2:00 PM CT, **December 18, 2024**, and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

Contact Person for This Proposal

Title

Contact Person Telephone Number

Contact Person E-Mail Address

Street Address of Principal Place of Business

City/State

Zip

Mailing Address of Principal Place of Business

City/State

Zip

Point of Contact for Contract Negotiations

Title

Point of Contact Telephone Number

Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

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

COVER SHEET

ATTACHMENT II: CERTIFICATIONS OF OFFEROR

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, _____(typed or printed name) certify that I am the _____ (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as offeror and respondent herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

 _____

Date: _____

Statement of Understanding

At Evoort Solutions, we are not just committing to meeting the needs of this RFP; we are stepping forward as a committed partner for the North Central Texas Council of Governments (NCTCOG) and its TXShare members. We deeply understand the transformative potential of Artificial Intelligence (AI) in empowering public sector entities to address their most pressing challenges and meet the growing expectations of the communities they serve.

We recognize that NCTCOG seeks more than just a consultancy—it seeks a trusted advisor that can not only deliver immediate AI solutions but also lay the foundation for long-term innovation. Our role will be to help participating entities harness AI to enhance operational efficiency, improve decision-making and foster innovation across diverse areas such as public safety, infrastructure and citizen engagement. We understand the unique complexity of NCTCOG’s mission: to support a diverse coalition of cities, counties and agencies while ensuring solutions are scalable, compliant and tailored to each entity’s needs.

Evoort Solutions brings to the table the right combination of expertise, experience and passion. With over a decade of driving digital transformation and AI innovation, we have successfully delivered impactful solutions for clients from all spheres and of all sizes, including AI-powered centers of excellence, advanced data strategies and LLM-powered chatbots for enterprise use. Our work speaks to our ability to marry cutting-edge technology with practical, results-driven strategies, ensuring every dollar invested delivers measurable value.

But what truly sets us apart is our people. Our team includes accomplished AI architects, data strategists and specialists who understand both the technical and human sides of AI transformation. We excel at translating complex concepts into actionable roadmaps, bridging the gap between vision and execution. From assessing current capabilities to designing innovative frameworks and enabling knowledge transfer, we ensure that every solution is built for long-term success, not just short-term impact.

For NCTCOG, we will take a collaborative approach, listening intently to the unique goals and challenges of each member entity. Our tailored strategies will align with the broader objectives of the TXShare Cooperative Purchasing Program while addressing the specific needs of each participant. We are ready to guide NCTCOG through the complexities of AI ethics, compliance and scalability, ensuring that the solutions we deliver are not only innovative but also trustworthy and inclusive.

Evoort Solutions isn't just proposing a service; we're committing to a partnership rooted in trust, excellence and shared ambition. Together, we can unlock the full potential of AI for the North Central Texas region, creating a model of innovation and efficiency that inspires governments everywhere.

Executive Summary

At Evoort Solutions, we are driven by a bold vision: transforming organizations through innovative, cutting-edge Artificial Intelligence (AI) technologies. We are thrilled to present our proposal to the North Central Texas Council of Governments (NCTCOG) and its TXShare Cooperative Purchasing Program members. With over a decade of pioneering data-driven solutions, Evoort Solutions stands as a proven leader in delivering scalable, impactful and ethical AI systems tailored to the unique needs of diverse industries.

We have ‘been there, done that,’ building a reputation for excellence by combining the latest advancements in **Large Language Models** (LLMs) and cutting-edge machine learning (ML) technologies. From building our proprietary a Retrieval-Augmented Generation (RAG)-based LLM chatbot to developing bespoke AI solutions that optimize business processes, Evoort Solutions has consistently delivered measurable success for its clients. Our relentless **focus on innovation** ensures that our clients receive solutions designed not just for today but also for the future.

In a world driven by technology, we hold ourselves to the highest ethical standards of fairness, transparency and accountability. There are lines we simply will not cross, even at the cost of losing business. Our AI frameworks prioritize **safety, inclusivity and compliance**, ensuring that every solution is trustworthy, secure, respectful of privacy and aligned with **best practices** in governance and data protection.

For NCTCOG and TXShare members, we bring:

- **Scalable and Future-Proof AI Solutions:** Designed to adapt and grow alongside evolving needs, ensuring long-term value.
- **Ethical Excellence:** AI systems that reflect integrity, inclusivity and adherence to rigorous standards.
- **Unmatched Expertise:** A team of innovators who transform challenges into opportunities with visionary AI strategies.

At Evoort Solutions, our dedication to customer-centric innovation ensures that each solution aligns with the unique objectives of our clients while setting new benchmarks for industry excellence.

Together with NCTCOG and TXShare, we aim to shape the future of AI for public service, driving efficiency, enhancing community experiences and engagement and building systems that inspire trust. Evoort Solutions is ready to partner with you on this transformative journey.

Key Personnel

Evoort Solutions is proud to present a highly skilled team of professionals with diverse expertise, extensive experience and a shared passion for delivering impactful AI solutions. Each member of this team brings a unique set of qualifications that perfectly align with NCTCOG’s goals and the needs of TXShare participants.

1. AI Project Manager / AI Strategist / AI Ethicist and Data Privacy Expert – Yogesh Upadhyay (United States)

Yogesh Upadhyay, our Global Head of Data Science and Business Intelligence, has over 24 years of experience in managing large-scale AI and analytics programs for large multinational clients. Yogesh has led transformative initiatives for global organizations, including Intercontinental Hotels Group, IBM and Sainsbury’s Retail. His expertise lies in establishing and executing AI strategies that align with organizational objectives while delivering measurable outcomes.

Yogesh’s leadership has driven successful deployments of complex systems such as AI-powered chatbots, predictive analytics platforms and enterprise data frameworks. At NCTCOG, Yogesh will act as the single point of contact, ensuring seamless communication, proactive risk management and efficient project delivery. His proven ability to manage cross-functional teams and navigate the intricacies of public sector compliance makes him an invaluable asset for this initiative.

2. AI Architect / Cloud and DevOps Engineer – Kunj Mehta (United States)

Kunj Mehta is a seasoned AI architect and strategist with extensive experience designing and deploying state-of-the-art solutions tailored for public and private entities, as well as creating and maintaining DevOps process pipelines. Kunj has architected and implemented Large Language Model (LLM)-based chatbots and Retrieval-Augmented Generation (RAG) systems for various clients, significantly improving constituent engagement and operational efficiency.

Kunj’s technical proficiency spans natural language processing, machine learning and real-time data integration. His work has been instrumental in optimizing AI deployments through innovative algorithms and scalable architectures. For NCTCOG, Kunj’s role will focus on developing impactful AI use cases and ensuring that each solution is designed to deliver both immediate value and long-term adaptability.

3. Business Intelligence Architect and Developer – Rutvi Patel (United States)

Rutvi Patel is a dynamic data scientist and business intelligence expert specializing in structuring datasets and building knowledge bases for advanced AI systems. With a Master’s degree in Computer Science and significant experience in public sector projects, Rutvi excels in turning complex data into actionable insights.

At Evoort Solutions, Rutvi has led the development of robust data pipelines, ensuring data quality, governance and security across multiple deployments. Her expertise will be critical for NCTCOG in designing scalable data frameworks that underpin AI initiatives while ensuring compliance with federal and state regulations.

4. Data Consulting Principal – Smit Patel (United States)

Smit Patel is an accomplished Data Consultant with over five years of experience in designing enterprise-scale AI solutions and aligning them with industry best practices for performance benchmarking as well as regulation adherence. Smit has worked with leading global firms such as Amazon and Intel, where he developed innovative personalization systems and implemented MLOps pipelines for large-scale deployments. His technical expertise spans neural networks, recommendation engines and advanced AI frameworks.

For NCTCOG, Smit will leverage his deep knowledge to validate scalable AI architectures that meet the unique needs of TXShare participants. His ability to align AI systems with organizational goals and regulatory requirements with a special focus on ethical development and deployment ensures that every solution is impactful, efficient and aligned with the highest standards of security and compliance.

5. Software Application Integration Specialist – Bhavik Akbari (Offshore)

Bhavik Akbari is a seasoned integration specialist with over seven years of experience embedding AI solutions within existing infrastructures. Bhavik’s expertise in API-driven platforms, real-time data retrieval and dynamic content updates ensures seamless system interoperability.

At Evoort Solutions, Bhavik has successfully integrated AI tools with legacy systems for municipal and enterprise clients. For NCTCOG, Bhavik will oversee the integration of AI applications with existing government systems, ensuring data flow, operational efficiency and enhanced user experiences.

6. Data Scientist / ML Engineer – Keval Solanki (Offshore)

Keval Solanki is a talented Data Scientist and Machine Learning Engineer with hands-on experience in developing innovative AI/ML solutions. Keval specializes in creating robust machine learning models, predictive analytics dashboards and conversational AI systems that drive engagement and improve decision-making.

Keval’s recent projects include the development of advanced NLP systems and context-aware AI solutions for large organizations. For NCTCOG, Keval will focus on delivering scalable,

secure and user-centric AI applications that empower TXShare participants to unlock the full potential of AI.

References

Evoort Solutions is proud to provide the following references, highlighting our extensive experience in delivering AI consultancy services. Each reference represents a valued client we have partnered with over the past five years, showcasing our ability to successfully execute projects of similar scope and complexity. Contact information for these references is provided below for your convenience.

- 1. Organization Name:** NaviSite Inc.
Contact Person: Sanjeev Dixit
Phone Number: +1 848 219 6554
Email Address: Sdixit@navisite.com
- 2. Organization Name:** Nexeo Plastics
Contact Person: George Drupals
Phone Number: +1 210 664 4980
Email Address: george.drupals@nexeoplastics.com
- 3. Organization Name:** Easy Wholesale Inc.
Contact Person: Bobby Tandon
Phone Number: +1 503 816 0200
Email Address: bobby.tandon@easywholesale.com
- 4. Organization Name:** Cognizant Technology Solutions
Contact Person: Pulin Shah
Phone Number: +1 630 865 3746
Email Address: puhin.shah@cognizant.com

Our clients have expressed preference to be informed prior to being contacted for reference check purposes. Hence, we would request you to let us know ahead of your intended date of contact so we can provide our clients with advance notice about the same.

Project-Related Experience and Qualifications

A Legacy of Excellence: Evoort Solutions' Background and Mission

Evoort Solutions is a global leader in technology solutions, artificial intelligence (AI) consultancy and digital transformation, with over a decade of experience helping organizations unlock the full potential of cutting-edge technologies. Headquartered in the United States, with a global delivery presence in the UK, Canada and India, we specialize in delivering tailored AI solutions that empower our clients to achieve operational excellence, strategic growth and sustainable innovation. Our commitment to quality, transparency and client success has earned us a reputation for reliability and exceptional results.

Expertise in AI: Crafting Intelligent Solutions for Every Challenge

At Evoort Solutions, we harness the power of advanced AI technologies, including machine learning (ML), natural language processing (NLP) and computer vision, to design bespoke solutions for complex business challenges. Our portfolio of expertise spans industries such as supply chain, manufacturing, enterprise technology and customer service.

Our proven methodologies include:

- **AI Strategy Development:** Building actionable roadmaps that integrate seamlessly into existing business models.
- **Custom AI Model Implementation:** Designing and deploying tailored ML and NLP algorithms for predictive analytics, process automation and conversational AI.
- **Data Governance and Integration:** Ensuring the highest standards of data quality, security and compliance across AI ecosystems.
- **Performance Analytics and Optimization:** Utilizing advanced BI dashboards to deliver actionable insights and measurable improvements.

Proven Impact: A Portfolio of Success

Evoort Solutions has consistently delivered high-impact AI solutions tailored to meet the unique challenges of diverse organizations. Below are detailed examples of our recent successes, showcasing our ability to transform operations and deliver measurable results:

- **NaviSite Inc.:**
Evoort Solutions developed a Generative AI-based MVP leveraging Retrieval-Augmented Generation (RAG) to empower NaviSite's teams with efficient access to critical information. This advanced solution enabled seamless document Q&A use cases, allowing quick retrieval of relevant data from extensive repositories of unstructured information. By harnessing the power of Large Language Models (LLMs) and cutting-edge AI techniques, we streamlined knowledge access and improved operational workflows for the organization.

In addition to the AI-powered MVP, Evoort Solutions provided comprehensive data integration, analytics and visualization services. We structured data from multiple sources into reliable models, ensuring accuracy and consistency for decision-making. Customized interactive dashboards with advanced visualizations and drill-down capabilities were designed to facilitate detailed data exploration and actionable insights.

Results Achieved: The project enhanced data-driven decision-making across business units, improved sales and inventory management through actionable insights and elevated customer satisfaction by making critical information more accessible and actionable.

- **Easy Wholesale Inc.:**

Evoort Solutions developed a multilingual AI chatbot to streamline communication between global suppliers and procurement teams. The chatbot leveraged advanced NLP and Large Language Model powered capabilities to provide real-time query resolution on inventory availability, shipping timelines and order tracking. We also implemented an escalation mechanism for priority issues, integrating seamlessly with the client's ERP system to synchronize order statuses and supplier feedback.

Results Achieved: Reduced manual intervention in supplier communications, increased procurement efficiency and enhanced supplier trust through faster response times.

- **Nexeo Plastics:**

Evoort implemented predictive analytics tools to optimize inventory management and operational planning for Nexeo, a global plastics distributor. Using AI-driven forecasting models, we enabled the company to predict demand fluctuations, align procurement strategies and reduce logistical inefficiencies.

Results Achieved: Achieved a significant reduction in inventory holding costs, minimized logistical delays and enhanced overall supply chain performance.

Ethics and Compliance: Building Trustworthy AI

At Evoort Solutions, we understand that deploying Artificial Intelligence within public sector organizations requires a steadfast commitment to ethical integrity, transparency and regulatory compliance. Our approach is designed to ensure that every AI implementation meets the highest standards of fairness, security and accountability, enabling trust and fostering stakeholder confidence.

Ethical AI Design and Deployment

Evoort Solutions takes a proactive stance in developing AI solutions that prioritize fairness, inclusivity and explainability. Our AI models undergo rigorous testing to identify and mitigate

potential biases in both data and algorithms. By incorporating transparent design principles, we ensure that our solutions provide clear and justifiable outputs, making them accessible and understandable to diverse audiences.

Compliance-Driven Frameworks

Our expertise includes designing AI systems that align with complex regulatory requirements, including GDPR, HIPAA, SOC 2 and other applicable data privacy laws. We employ **advanced data encryption, anonymization techniques** and **access control mechanisms** to safeguard sensitive information. These measures are supplemented by detailed governance strategies that define clear policies for data ownership, consent management and audit trails.

Proactive Governance and Oversight

Evoort Solutions integrates governance structures that continuously monitor and assess the ethical and operational performance of deployed AI systems. This includes the implementation of **AI impact assessments**, ongoing **model audits** and stakeholder **feedback loops** to ensure that our solutions adapt to evolving regulatory landscapes and organizational needs.

Transparency and Stakeholder Engagement

We believe that trust is built through open communication and collaboration. Evoort emphasizes engaging stakeholders throughout the AI lifecycle, providing documentation and insights into the decision-making logic of deployed systems. This ensures that all users, whether technical or non-technical, can confidently rely on the outputs of the AI models.

Future-Proofing Through Innovation

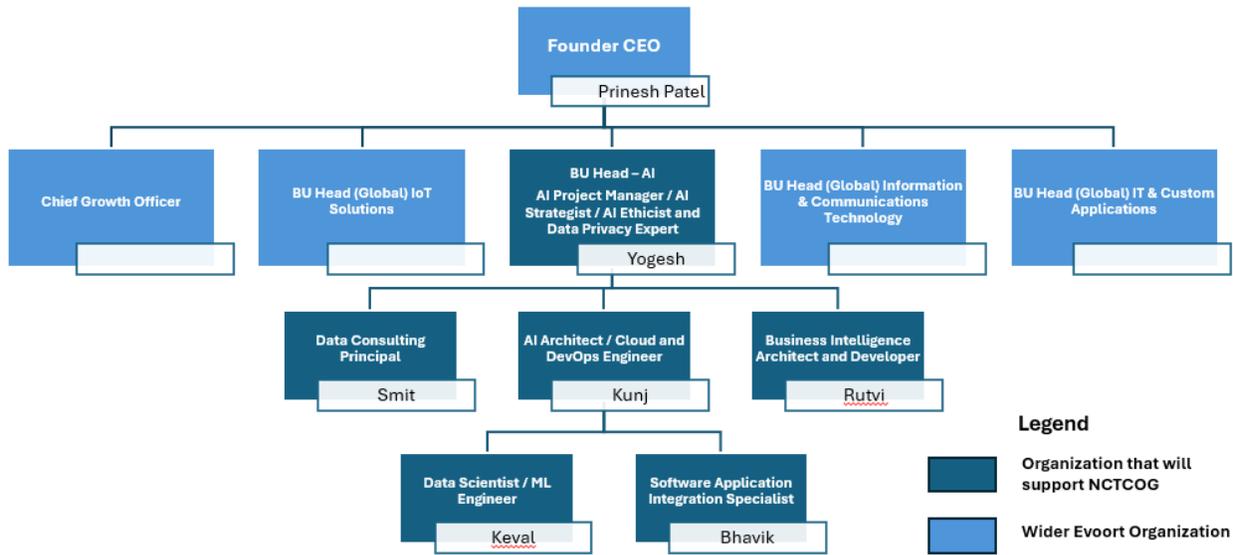
As AI regulations continue to evolve, Evoort Solutions remains ahead of the curve by actively participating in discussions on responsible AI governance and emerging compliance standards. We design our systems to be adaptable, ensuring that they can be updated to meet new ethical and legal benchmarks without disrupting operations.

By embedding ethical principles and robust compliance frameworks into every phase of our projects, Evoort Solutions ensures that our AI solutions are more than ready to empower participating organizations to innovate responsibly, maintaining stakeholder trust while achieving transformative results.

Seamless Collaboration: Engaging with NCTCOG and TXShare

Evoort Solutions understands that successful AI projects require seamless collaboration and clear communication with all stakeholders. We prioritize establishing robust engagement frameworks that ensure transparency, alignment and accountability throughout the project lifecycle. Our team is dedicated to creating a partnership environment that fosters mutual trust and shared success with NCTCOG and TXShare participants.

Below is an organizational chart for the personnel part of this solicitation:



Tailored Stakeholder Engagement

We recognize the diverse needs of NCTCOG and TXShare participants and approach each engagement with a tailored plan that prioritizes active listening and responsive communication. Our project leadership will coordinate with NCTCOG representatives and individual member entities to ensure that every unique requirement is understood, addressed and integrated into the broader strategy.

Centralized Project Coordination

Evoort Solutions assigns a dedicated Project Manager to act as a single point of contact, ensuring streamlined communication across all levels. This role will oversee the delivery of milestones, coordinate with subject matter experts and provide real-time updates to NCTCOG and participating entities, ensuring that every phase of the project progresses efficiently and transparently.

Collaborative Reporting and Decision-Making

We employ advanced project management tools to provide real-time visibility into project status, risk mitigation strategies and key performance metrics. Regular progress meetings, milestone reviews and tailored reports will ensure that NCTCOG and TXShare participants are actively involved in decision-making and informed about ongoing developments.

Adaptable Teamwork Across Entities

Our team is highly experienced in interfacing with multiple stakeholders across complex, multi-entity engagements. Evoort Solutions excels at managing the nuances of collaboration with diverse teams, ensuring that workflows are synchronized and project objectives are met without disruption.

By fostering a culture of open communication, accountability and responsiveness, Evoort Solutions ensures that our partnership with NCTCOG and TXShare participants remains aligned, productive and focused on achieving exceptional results.

Empowering the Future with AI-Driven Innovation

Evoort Solutions is not just a provider of AI consultancy services; we are a partner in shaping a transformative future for NCTCOG and TXShare participants. Our solutions are designed to drive innovation, enhance operational efficiency and elevate service delivery across the region, empowering member entities to address today's challenges while preparing for tomorrow's opportunities.

Scalable and Sustainable AI Frameworks

Our AI solutions are built with scalability at their core, ensuring that they can evolve alongside the growing needs of NCTCOG and its member entities. By leveraging modular architectures, adaptive data strategies and cutting-edge AI technologies, we create systems that are not only robust but also future-proof.

Driving Measurable Impact

At Evoort, we measure success by the tangible value our solutions bring to our clients. From streamlining operations and optimizing resource allocation to improving constituent engagement and decision-making, our AI implementations are designed to deliver meaningful, measurable outcomes.

Catalyst for Innovation Across the Region

We envision our partnership with NCTCOG as a catalyst for broader innovation, setting an example for how AI can transform public sector organizations. By empowering TXShare participants with cutting-edge tools and knowledge, we enable them to lead with confidence and innovation, creating a ripple effect of positive change across the North Central Texas region.

Commitment to Long-Term Success

Evoort Solutions is dedicated to ensuring the sustainability of the AI solutions we deliver. Through ongoing training, knowledge transfer and post-implementation support, we empower member entities to independently maintain, adapt and optimize their AI systems.

With a shared vision of innovation and excellence, Evoort Solutions is ready to partner with NCTCOG to unlock the full potential of AI, delivering solutions that inspire trust, drive impact and pave the way for a smarter, more efficient future.

Technical Proposal

Introduction: Aligning Vision with Objectives

At Evoort Solutions, we recognize the pivotal role that Artificial Intelligence (AI) can play in transforming public sector operations and we are excited to partner with the North Central Texas Council of Governments (NCTCOG) to help achieve its vision of innovation and operational excellence. Our understanding of NCTCOG's objectives is clear: leveraging AI to enhance operational efficiency, improve decision-making, elevate constituent engagement and foster a culture of continuous improvement across TXShare member entities.

Evoort Solutions brings a proven methodology and a wealth of experience to this engagement. We specialize in designing innovative AI frameworks that deliver measurable results, whether through optimizing workflows, enhancing citizen interactions, or implementing predictive analytics for resource management. At every stage, we prioritize transparency, compliance and inclusivity, ensuring that the solutions we provide are trustworthy and impactful.

Our commitment extends beyond technology to include a deep partnership with NCTCOG and its member entities. Through ongoing collaboration, knowledge sharing and tailored support, we aim to empower TXShare participants to lead the way in public sector AI innovation. By aligning our expertise with NCTCOG's vision, we will deliver solutions that not only address immediate priorities but also lay the foundation for long-term success.

Comprehensive AI Strategy Development

A successful AI implementation begins with a clear and comprehensive strategy that aligns with the unique needs and objectives of the organization. At Evoort Solutions, we believe in creating AI strategies that are actionable, adaptable and aligned with long-term goals. For NCTCOG and TXShare participants, our approach ensures that each AI initiative is tailored to the distinct requirements of individual entities while remaining cohesive with the broader regional vision.

Detailed Needs Assessment

We will begin by conducting an in-depth **needs assessment** for TXShare participants to understand their existing processes, operational challenges and strategic goals. This will involve stakeholder interviews, process audits and data analysis to identify key opportunities for AI integration. The

assessment will also highlight areas of inefficiency, gaps in technology and potential use cases that can drive value.

Stakeholder Collaboration

Collaboration with stakeholders is central to our methodology. We will engage with representatives from NCTCOG and TXShare members to gather insights, align expectations and define priorities. Our alignment analysis and interactive sessions will provide a platform for open dialogue, ensuring that every stakeholder's voice is heard and their unique needs are addressed.

Strategic Roadmap Development

Using insights from the needs assessment and stakeholder discussions, Evoort Solutions will develop a strategic roadmap that aligns with NCTCOG's 5-year vision. This roadmap will include:

- Defined objectives and outcomes for each phase of AI implementation.
- Prioritized AI initiatives based on feasibility, impact and alignment with organizational goals.
- Timelines, milestones and resource allocation for effective execution.

Focus Areas for Transformation

Our strategy will address critical focus areas that align with NCTCOG's mission, including:

- **Public Safety Optimization:** Leveraging AI to improve emergency response times, allocate resources effectively and enhance situational awareness.
- **Predictive Maintenance:** Utilizing AI-driven analytics to anticipate and address infrastructure maintenance needs, reducing costs and downtime.
- **Citizen Engagement:** Deploying AI tools to improve communication channels, personalize services and increase satisfaction among constituents.

Integration Recommendations

Evoort Solutions will provide **actionable recommendations** for integrating AI tools and frameworks into existing workflows. This includes:

- Identifying the most suitable AI technologies and platforms for each use case.
- Ensuring seamless integration with existing systems such as ERP, CRM and GIS platforms.
- Establishing governance protocols to maintain data integrity and system reliability.

Feasibility Study and Use Case Identification

Evoort Solutions employs a systematic approach to identify and evaluate high-value opportunities, ensuring alignment with NCTCOG's goals and the unique needs of TXShare participants.

Identification of High-Value Use Cases

We will begin by conducting stakeholder workshops and analyzing organizational data to uncover pain points, inefficiencies and opportunities for improvement. These sessions will serve to:

- Capture input from diverse stakeholders across TXShare member entities.
- Identify specific challenges where AI can deliver measurable benefits.
- Explore potential use cases, such as predictive analytics for infrastructure maintenance, chatbots for citizen engagement and resource optimization for public safety.

Evaluation Criteria for Use Cases

Once potential use cases are identified, Evoort Solutions will evaluate them against a set of comprehensive criteria to determine their viability and impact. Key evaluation factors will include:

- **Feasibility:** Assessing technical and operational readiness for AI deployment.
- **Cost-Effectiveness:** Analyzing the expected return on investment relative to the implementation costs.
- **Impact Potential:** Evaluating the projected benefits for stakeholders, including efficiency gains, service improvements and scalability.
- **Alignment:** Ensuring use cases support NCTCOG's strategic objectives and address TXShare participants' priorities.

Risk-Benefit Analysis

For each proposed use case, Evoort Solutions will conduct a detailed risk-benefit analysis to identify potential challenges and mitigation strategies. This includes:

- Addressing risks such as data quality issues, stakeholder resistance and technological constraints.
- Outlining benefits in terms of cost savings, enhanced decision-making and improved service delivery.
- Proposing contingency plans to handle unforeseen challenges during implementation.

Compliance Assessment

Ensuring regulatory and ethical compliance is integral to our approach. Each use case will be assessed to ensure it aligns with public sector standards, including:

- Data privacy and security requirements, such as GDPR and applicable state and federal regulations.
- Ethical AI principles, including fairness, transparency and accountability.
- Adherence to NCTCOG's governance policies and frameworks.

Identification of Use Cases

After evaluating the feasibility and potential impact, Evoort Solutions will identify and prioritize use cases to maximize the value delivered to TXShare participants. This prioritization will consider:

- **Ease of Deployment:** Focusing on quick wins that can demonstrate immediate value.
- **Long-Term Value:** Identifying scalable solutions that contribute to sustainable growth.
- **Stakeholder Alignment:** Ensuring broad support and engagement for prioritized initiatives.

AI Solution Design and Implementation Roadmap

Our AI solution design and implementation roadmap is structured to ensure safe, ethical and scalable deployments, delivering both immediate and long-term value.

Custom Design of AI Frameworks and Models

We design AI frameworks and models that address the specific use cases identified during the feasibility study. Each framework will:

- Leverage state-of-the-art AI technologies including not just legacy techniques such as machine learning, natural language processing and computer vision, but also cutting edge technologies such as **Large Language Models** in order to harness the full scope and potential of ML and AI research and academia.
- Be tailored to the unique operational needs of TXShare participants, ensuring relevance and usability.
- Incorporate **modular architectures** to **support scalability** and integration with existing systems.
- Include **testing and validation stages** to ensure model accuracy, reliability and compliance.

Technical, Administrative and Policy Controls

To guarantee safe and ethical AI usage, Evoort Solutions will establish comprehensive controls that cover:

- **Technical Controls:** Secure coding practices, encryption protocols and access restrictions to protect sensitive data.
- **Administrative Controls:** Defined roles and responsibilities for AI oversight in the team organization, including clear escalation pathways for addressing issues.
- **Policy Controls:** Elucidation of usage policies to ensure compliance with public sector regulations and ethical AI principles, such as fairness and transparency.

Comprehensive Implementation Roadmap

A detailed roadmap will guide the implementation of each AI solution, providing clarity and structure for all stakeholders. This roadmap will include:

- **Timelines and Milestones:** Clear schedules for each phase, from initial deployment to full-scale rollout.
- **Resource Allocation:** Identification of personnel, tools and infrastructure needed for each step.
- **Dependency Management:** Addressing interdependencies between tasks to minimize delays and optimize efficiency.
- **Iterative Development Cycles:** Continuous improvement loops based on stakeholder feedback and real-world performance metrics.

Key Performance Indicators (KPIs)

To measure success and guide improvements, Evoort Solutions will define specific KPIs tailored to each use case. Examples include:

- Reduction in operational inefficiencies (e.g., faster response times, reduced manual workloads).
- Enhanced user engagement and satisfaction metrics for citizen-facing applications.
- Increased cost savings and resource utilization rates through predictive analytics.
- Scalability metrics to evaluate the adaptability of solutions for broader applications.

Cost Analysis for Implementation

A comprehensive cost analysis will ensure financial transparency and informed decision-making. Key components include:

- **Technology Licensing:** Identifying costs associated with required software, APIs and platforms.
- **Infrastructure Costs:** Estimating expenses for cloud services, compute resources and storage requirements.
- **Personnel Needs:** Detailed breakdown of costs for internal and external resources, including developers, trainers and project managers.
- **Operational Costs:** Forecasting ongoing maintenance and support expenses for AI systems post-deployment.

Pilot Testing and Implementation Support

Pilot testing is a critical phase in the deployment of AI solutions, allowing organizations to validate their use cases, fine-tune systems and build confidence among stakeholders. Evoort Solutions employs a structured and collaborative approach to pilot testing and iterative development to ensure each AI implementation meets the highest standards of usability, efficiency and effectiveness.

Design and Execution of Pilot Programs

Evoort will design and execute pilot programs tailored to the specific needs of TXShare participants. Key steps include:

- Identifying pilot environments that **represent real-world conditions** of operation.
- Configuring AI solutions for **localized testing** while ensuring data privacy and security.
- Collaborating with stakeholders to establish pilot objectives and expected outcomes.
- Implementing **controlled rollouts** that allow for targeted observations and adjustments.

Metrics to Evaluate Pilot Success

We will define and track metrics that objectively measure the performance and impact of AI solutions during the pilot phase. These metrics include:

- **Usability:** Assessing the ease of use and adoption rates among end-users.
- **Efficiency:** Measuring reductions in time, resources, or costs achieved through AI implementation.
- **Accuracy:** Validating the precision and reliability of AI models in delivering desired outputs.
- **Stakeholder Satisfaction:** Gauging feedback from users to ensure the solution meets their expectations and needs.

Collection of Stakeholder Feedback

Stakeholder feedback is essential for refining AI solutions and ensuring alignment with organizational goals. Evoort Solutions will:

- Facilitate workshops and feedback sessions with pilot participants to capture insights.
- Use surveys, interviews and usage analytics to gather quantitative and qualitative feedback.
- Analyze feedback to identify trends, challenges and opportunities for improvement.

Iterative Development Cycles

Based on pilot results, Evoort will employ iterative development cycles to address gaps and optimize performance. Our approach includes:

- Making data-driven adjustments to algorithms, workflows and user interfaces.
- Re-testing updated solutions in controlled environments to validate improvements.
- Refining deployment strategies to ensure scalability and reliability across broader applications.

Scaling Successful Pilots

Once pilots have demonstrated success, Evoort will implement strategies for scaling solutions across multiple departments and entities. This involves:

- Developing detailed rollout plans, including phased expansions and resource allocation.
- Ensuring interoperability with existing systems to support seamless integration.
- Providing training and support to new users for effective adoption at scale.

Training, Adoption and Capacity Building

Evoort Solutions understands that the success of any AI initiative hinges not only on technical implementation but also on the ability of teams to effectively use, manage and sustain these systems. To this end, we prioritize comprehensive training, knowledge transfer and capacity-building initiatives tailored to the unique needs of NCTCOG and TXShare participants.

Training Sessions and Materials

Evoort will deliver tailored training sessions to equip staff with the skills and knowledge needed to use AI tools effectively. These sessions will focus on:

- **AI Fundamentals:** Introduction to key AI concepts, use cases and benefits.
- **Hands-On Practice:** Training on specific AI tools, platforms and workflows relevant to the deployed solutions.
- **Best Practices:** Guidance on ethical AI usage, data governance and security protocols.
- **Advanced Skills:** Specialized training for technical staff on maintaining and optimizing AI systems.

We will provide comprehensive training sessions, ensuring participants are well informed and will also point to additional vocational training resources they can explore if they opt for a deeper dive into specific tools and technologies.

Workshops for Internal Capability Building

To foster a culture of innovation and self-sufficiency, Evoort will facilitate interactive workshops designed to build internal AI capabilities. These workshops will:

- Enable cross-functional teams to explore the potential of AI in their operations.
- Provide case studies and simulations to encourage problem-solving and creative thinking.
- Empower teams to identify and champion new AI use cases, ensuring continuous improvement and innovation.

By engaging participants in collaborative learning environments, Evoort will inspire confidence and enthusiasm for AI-driven transformation.

Knowledge Transfer Plan

Evoort Solutions will implement a robust knowledge transfer plan to ensure NCTCOG and TXShare participants can independently manage and update AI systems post-deployment. This plan includes:

- **Documentation:** Delivering detailed technical and operational documentation for all AI solutions.

- **Mentorship Programs:** Embedding Evoort experts alongside internal teams during the transition phase for hands-on guidance.
- **Structured Handover:** Step-by-step transition of system ownership, including administrator access, configuration details and support processes.

The goal is to leave NCTCOG and its participants with the expertise and confidence needed to maintain, adapt and expand AI systems as organizational needs evolve.

Fostering Long-Term Success

Evoort’s training and capacity-building initiatives are designed to empower NCTCOG and TXShare participants with the tools and knowledge to become leaders in AI innovation. By enabling internal teams to independently sustain and grow AI systems, we ensure the long-term success and scalability of every solution we deliver. This focus on building internal expertise reinforces our commitment to delivering lasting value and transformative results.

Budget and Cost Estimates

Evoort Solutions is committed to providing transparent and flexible pricing structures tailored to the diverse needs of NCTCOG and TXShare participants. Below, we briefly outline our proposed cost structure and the value-driven approach we adopt to ensure optimal return on investment for AI consultancy services.

Comprehensive Cost Breakdown

Evoort Solutions ensures that all project costs are clearly defined and structured to maximize efficiency and value. Key cost components include:

- **Expert Resources**
 - Allocation of skilled professionals, including Project Manager, AI Engineers, Data Scientists and Integration Specialists, for each phase of the engagement.
 - A detailed hourly rate card for each role is provided in the attached pricing sheet.
- **Flexible Resource Deployment**
 - Evoort Solutions offers both onshore and offshore rates to provide TXShare participating entities with maximum flexibility.
 - Entities can choose resource deployment models that best align with their budgets, timelines and operational preferences.
- **Fixed Hourly Rate Model**
 - Transparent hourly rates for each role, ensuring predictability and consistency.
 - Participating entities can leverage either onshore or offshore expertise based on project-specific needs, without compromising on quality.

Ensuring Maximum Transparency and Efficiency

- Evoort Solutions prioritizes cost transparency by breaking down all pricing components in the **attached pricing sheet**.
- The fixed-rate hourly model ensures that participating entities can plan their budgets confidently while choosing the resource model that aligns with their priorities.
- Our approach is designed to ensure that participating entities get the highest value for their investment, balancing quality, flexibility and cost-efficiency.
- Recognizing that different participating entities may have varying requirements, hourly rates by competency enable each entity to transparently estimate project costs and make informed decisions.

For detailed pricing information, including roles, hourly rates and deployment options, please refer to the **Proposal Pricing** sheet attached. Evoort Solutions is fully prepared to work collaboratively with NCTCOG and TXShare participants to adapt our pricing and resource allocation to meet project-specific goals and constraints.

Data Strategy and Management

Evoort Solutions' approach to Data Strategy integrates best practices, advanced methodologies and compliance protocols to deliver a data framework that supports reliable, ethical and effective AI operations.

Data Quality Controls

Ensuring the integrity and accuracy of data is critical to the success of AI models. Evoort Solutions will:

- **Implement Integrity Measures:** Establish rigorous quality control processes to validate the accuracy, completeness and consistency of datasets.
- **Data Validation:** Develop automated validation pipelines to identify and resolve inaccuracies or inconsistencies in real-time.
- **Data Enrichment:** Enhance datasets by incorporating external, high-value data sources and applying enrichment techniques to improve the depth and quality of data insights.

Data Governance Framework

Evoort Solutions will design a comprehensive governance strategy to provide clear policies and oversight for data handling. This framework includes:

- **Data Ownership and Usage Policies:** Clearly defined roles and responsibilities for data stewardship, ownership and access.

- **Regulatory Compliance:** Governance strategies aligned with public sector regulations, ensuring data handling meets all legal requirements.
- **Version Control and Transparency:** Processes for tracking data lineage and versioning to provide a transparent history of data usage and updates.

Data Privacy Assurance

To safeguard sensitive information, Evoort Solutions will implement robust privacy assurance protocols:

- **Adherence to Privacy Laws:** Ensure compliance with GDPR (if applicable) and local privacy legislation, incorporating best practices for public sector data handling.
- **Anonymization Techniques:** Propose and apply data anonymization methodologies to protect personally identifiable information (PII).
- **Consent Management:** Develop clear protocols for obtaining and managing consent for data collection and processing, ensuring stakeholder trust and regulatory compliance.

Data Security Protocols

Evoort Solutions emphasizes proactive measures to secure data assets against potential risks:

- **Encryption and Access Controls:** Implement advanced encryption techniques and role-based access controls to safeguard data during storage and transit.
- **Risk Assessment:** Conduct regular assessments to identify vulnerabilities and recommend mitigation strategies.
- **Incident Response Plan:** Develop and document a comprehensive response plan for managing data breaches or security incidents, detailing responsibilities and escalation protocols.
- **Secure Storage and Backup:** Ensure robust data storage and backup practices to protect against data loss and enable rapid recovery.

Ongoing Data Strategy Evaluation

Data strategies must evolve to stay aligned with regulatory changes and technological advancements. Evoort Solutions will:

- **Periodic Evaluation:** Develop a plan for regularly reviewing and updating the data strategy to reflect new regulations, organizational priorities and AI advancements.
- **Training and Workshops:** Offer targeted training sessions for internal teams to enhance their capacity to manage and uphold the data strategy independently.

Ethical AI Requirements

Evoort Solutions prioritizes the ethical development and deployment of AI systems, ensuring that all solutions are fair, transparent, accountable and inclusive. By integrating robust ethical

frameworks and proactive bias mitigation strategies, we deliver AI solutions that align with NCTCOG’s organizational principles and build trust among stakeholders.

Ethical Framework Alignment

Evoort Solutions will ensure that all proposed AI solutions adhere to both industry-standard ethical guidelines and the specific ethical principles outlined by NCTCOG. Our approach includes:

- **Alignment with Ethical Standards:** Ensuring solutions comply with established industry frameworks and other public sector AI guidelines.
- **Fairness and Inclusiveness:** Developing AI models and workflows that proactively account for diversity, avoiding discriminatory or biased outputs.
- **Cultural Sensitivity:** Designing solutions that reflect the diverse demographics and needs of the communities served by NCTCOG and TXShare participants.

Bias Detection and Mitigation

Bias can undermine the integrity and effectiveness of AI systems. Evoort Solutions employs advanced methods to detect and mitigate bias at every stage of AI development:

- **Bias Identification:** Using algorithmic techniques to analyze training data and model outputs for patterns of bias.
- **Proactive Mitigation:** Implementing processes to re-balance biased datasets and adjust model parameters to ensure fair and accurate outcomes.
- **Ongoing Monitoring:** Establishing tools and practices to continuously monitor bias during deployment, ensuring fairness throughout the lifecycle of the AI system.

Transparency Protocols

Transparency is critical to building trust and understanding in AI systems. Evoort Solutions ensures that AI models are interpretable and their decision-making processes are accessible to stakeholders:

- **Explainable AI Models:** Designing models that provide clear explanations of how decisions are made, tailored to both technical and non-technical audiences.
- **Comprehensive Documentation:** Delivering detailed documentation on data sources, decision logic and model outputs, enabling stakeholders to understand and evaluate the AI system.
- **Stakeholder Engagement:** Facilitating workshops and presentations to ensure users and decision-makers have a clear understanding of the AI system’s functionality and impact.

Accountability Measures

Accountability is integral to ethical AI deployment. Evoort Solutions will establish clear measures to ensure responsible AI development and use:

- **Action and Decision Tracking:** Implementing systems to log and track actions, decisions and model changes, creating a transparent audit trail.
- **Auditing Mechanisms:** Proposing regular audits to assess AI performance, compliance and adherence to ethical standards.
- **Ownership and Responsibility:** Clearly defining roles and responsibilities for overseeing and maintaining the ethical integrity of AI systems.

Impact Assessments

Evaluating the broader impact of AI systems is essential for ensuring their alignment with societal and organizational values. Evoort Solutions will:

- **Conduct Regular Assessments:** Evaluate societal, cultural and operational impacts through scheduled ethical impact assessments.
- **Actionable Frameworks:** Provide actionable frameworks for addressing any negative findings, including corrective actions and model updates.
- **Feedback Loops:** Engage stakeholders to incorporate their input into impact assessments, fostering collaborative and inclusive refinement processes.

Proposal Pricing

Evoort Solutions proposes a fixed hourly rate pricing structure, with the flexibility for each required designated resource to be deployed onshore with the client, or offshore, depending on the individual preference of each participating entity.

Below is the pricing sheet for both deployments

Onshore Pricing:

Item	Description	Price (Per Hour)
1	AI Project Manager / AI Strategist / AI Ethicist and Data Privacy Expert	160
2	AI Architect / Cloud and DevOps Engineer	140
3	Business Intelligence Architect and Developer	130
4	Data Consulting Principal	140
5	Software Application Integration Specialist	120
6	Data Scientist / ML Engineer	120

Offshore Pricing:

Item	Description	Price (Per Hour)
1	AI Project Manager / AI Strategist / AI Ethicist and Data Privacy Expert	90
2	AI Architect / Cloud and DevOps Engineer	75
3	Business Intelligence Architect and Developer	55
4	Data Consulting Principal	70
5	Software Application Integration Specialist	45
6	Data Scientist / ML Engineer	55

Assumptions:

1. The participating entity will assign one single point of contact who will facilitate smooth access to the resources at Participating Entity for Evoort's Consultants.
2. Evoort will bring proprietary consulting assets (frameworks, accelerators, templates, benchmarks etc.)
3. The specific scope will be agreed on case-by-case basis for each participating entity. Once the scope is agreed, any changes to the scope are likely to affect execution effort, timelines and cost.
4. The prices are for effort only. Evoort Consultants will bring their own standard laptops with MS Office applications. Access to additional tools, if required, will be facilitated by the Participating Entity.
5. 2.5% Admin fee is factored into the hourly rates proposed.
6. The prices are exclusive of any applicable taxes.
7. Travel, lodging and per diems will be extra.
8. All prices are in US Dollar.

Required Attachments

The required attachments are provided below:

**ATTACHMENT I: INSTRUCTIONS
FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

Compliance with the NCTCOG Standard Terms and Conditions

By signing its submission, Offeror acknowledges that it has read, understands and agrees to comply with the NCTCOG standard terms and conditions.

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance must be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 2.2 - General Terms and Conditions.

Name of Organization/Contractor(s):

Signature of Authorized Representative:



Date: _____

ATTACHMENT II: CERTIFICATIONS OF OFFEROR

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, _____(typed or printed name) certify that I am the _____ (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as offeror and respondent herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

 _____

Date: _____

**ATTACHMENT III: CERTIFICATION
REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Contractor(s):

Signature of Authorized Representative:



Date: _____

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

**LOBBYING CERTIFICATION
FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification or any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

Signature of Authorized Representative:



Date: _____

ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

The _____ (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the _____ (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor’s policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor’s policy Proposal;

Notifying the employees in the subcontractor’s policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor’s receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

 _____

Date: _____

**ATTACHMENT VI: DISCLOSURE OF CONFLICT OF INTEREST
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.

Name of Organization/Contractor(s):

Signature of Authorized Representative:



Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
 This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
 By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
 A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

1 Name of vendor who has a business relationship with local governmental entity.

Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

ATTACHMENT VII: CERTIFICATION OF FAIR BUSINESS PRACTICES

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.

Name of Organization/Contractor(s):

Signature of Authorized Representative:



Date: _____

**ATTACHMENT VIII: 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 following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

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.

Indicate the certification that applies to your corporation:

_____ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

_____ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

- Type of Business (if not corporation):
- Sole Proprietor
 - Partnership
 - Other

Pursuant to Article 2.45, Texas Business Corporation Act, the North Central Texas Council of Governments reserves the right to request information regarding state franchise tax payments.

(Printed/Typed Name and Title of Authorized Representative)



Signature

Date: _____

**ATTACHMENT IX: HISTORICALLY UNDERUTILIZED BUSINESSES,
MINORITY OR WOMEN-OWNED OR DISADVANTAGED BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process.

NCTCOG recognizes the certifications of most agencies. HUB vendors must submit a copy of their certification for consideration during the evaluation of their proposal. Please attach the copy to this form. This applies only to the Offeror and not a subcontractor.

Texas vendors who are not currently certified are encouraged to contact either the Texas United Certification Program, State of Texas HUB Program, or the North Central Texas Regional Certification Agency, among others. Contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
<http://www.window.state.tx.us/procurement/prog/hub/>

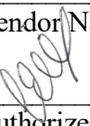
North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606
<http://www.nctrca.org/certification.html>

Texas United Certification Program
USDOT website at
<https://www.transportation.gov/DBE>

You must include a copy of your certification document as part of this solicitation to receive points in the evaluation.

Vendor to Sign Below to Attest to Validity of Certification:

Vendor Name



Authorized Signature

Typed Name

Date

Not applicable.

**ATTACHMENT X: NCTCOG FEDERAL AND STATE OF TEXAS
REQUIRED PROCUREMENT PROVISIONS**

The following provisions are mandated by Federal and/or State of Texas law. Failure to certify to the following will result in disqualification of consideration for contract. Entities or agencies that are not able to comply with the following will be ineligible for consideration of contract award.

**PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
CERTIFICATION**

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment. Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g., phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country. The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

The Contractor or Subrecipient hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON: _____
NAME OF AUTHORIZED PERSON: _____
NAME OF COMPANY: _____
DATE: _____

-OR-

The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON: _____
NAME OF AUTHORIZED PERSON: _____
NAME OF COMPANY: _____
DATE: _____

DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries. TLGC chapter 2274, Subtitle F, Title 10, identifies that “discrimination against a firearm entity or firearm trade association” includes the following:

- A) means, with respect to the entity or association, to:
 - I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

- B) An exception to this provision excludes the following:
 - I. contracts with a sole-source provider; or
 - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 2274, Subtitle F, Title 10.

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: _____

NAME OF COMPANY: _____

DATE: _____

-OR-

The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 2274, Subtitle F, Title 10.

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: _____

NAME OF COMPANY: _____

DATE: _____

BOYCOTTING OF CERTAIN ENERGY COMPANIES

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

The Contractor or Subrecipient hereby certifies that it does comply with the requirements of Chapter 809, Subtitle A, Title 8.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

-OR-

The Contractor or Subrecipient hereby certifies that it cannot comply with the requirements of Chapter 809, Subtitle A, Title 8.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

EXHIBIT 1: SERVICE DESIGNATION AREAS

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

(Exhibit 1 continued on next page)

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

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

End of Exhibit 1