



REQUEST FOR PROPOSALS:

EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES

2026-067

June 2026

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
EMPLOYEE ASSISTANCE PROGRAM (EAP) SERVICES
RFP # 2026-067

Sealed proposals will be accepted until 2:00 PM CT, **July 9, 2026**, 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

Is your business registered with the Texas Secretary of State to transact business in Texas? ____ Yes ____ No

What is your business' Secretary of State Filing No.? _____

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.

TABLE OF CONTENTS

RFP NUMBER: 2026-067

SECTION 1: OVERVIEW.....	4
SECTION 2: TXSHARE COOPERATIVE PURCHASING PROGRAM.....	5
SECTION 3: GENERAL INFORMATION.....	8
SECTION 4: EVALUATION AND AWARD.....	10
SECTION 5: SPECIFICATIONS.....	12
SECTION 6: HOW TO SUBMIT YOUR PROPOSAL	21
EXHIBIT 1: CATEGORIES OFFERED AND PRICING PROPOSAL	24
EXHIBIT 2: SAMPLE MARKET BASKET FORM	25
EXHIBIT 3: SERVICE DESIGNATION AREAS.....	26

SECTION 1: OVERVIEW

1.0 PURPOSE

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

The desired service categories are listed below:

Service Category #1: Employee Assistance Program (EAP) Services

Service Category #2: Other Ancillary Goods or Services

1.0.1 Definitions

- **Contractor or Provider** – An Offeror that has been awarded a contract under this RFP.
- **Customer** – A governmental entity.
- **Governmental Entity** – A government agency or non-profit organization.
- **RFP or Solicitation** – This Request for Proposals document.
- **Vendor** – A business interested in providing goods or services under this RFP.
- **Offeror or You** – A Vendor that submits a proposal in response to this RFP.

1.0.2 Outcome

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

SECTION 2: TXSHARE COOPERATIVE PURCHASING PROGRAM

2.0 BENEFITS OF A COOPERATIVE PURCHASING PROGRAM

2.0.1 How Does a Cooperative Purchasing Program Work?

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

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

2.0.2 How Does a Government Entity Benefit?

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

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

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

2.0.3 How Does A Vendor Benefit?

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

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

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

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

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

2.0.4 Mutual Benefits

Performing a competitive bidding process typically takes in excess of 90 days to create the RFP solicitation, collect and evaluate proposals, then negotiate and award the contract. Reducing the amount of time that purchasing staff spend managing new solicitations and generating new contracts, especially for goods or services that don’t require too much customization, saves months of administrative time and effort. Reducing the need to respond to every bid process and market directly to the customer saves time and money as well as is an “ace in the hole” for a vendor when closing the sale on its goods or services covered

by a cooperative contract. Smaller governments customers can achieve price-saving advantages from purchasing off a cooperative program with greater purchasing power.

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

2.1 NCTCOG OVERVIEW

The North Central Texas Council of Governments is a voluntary association of, by, and for local governments and was established to assist local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. NCTCOG serves a 16-entity metropolitan region surrounding the cities of Dallas and Fort Worth.

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

2.2 TXHSARE OVERVIEW

TXShare is a cooperative purchasing program administered by the North Central Texas Council of Governments (NCTCOG). The program is designed to streamline procurement for public entities by offering competitively solicited contracts that meet state, local, and federal purchasing requirements. Currently the TXShare Purchasing Cooperative has over 300 members from across the USA, including counties, cities, school districts, and special districts.

2.3 TXSHARE PROGRAM EXPLANATION

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

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

2.4 CONTRACT MANAGEMENT AND REPORTING

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

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

2.5 ADMINISTRATIVE FEE

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

2.6 INTERLOCAL AGREEMENT

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

2.7 STANDARD TERMS AND CONDITIONS

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

2.8 RESPONDENT ELIGIBILITY

Firms that are legally required to register with the Texas Secretary of State must provide their current filing number on the Cover Page (page 2 of this solicitation document). Proposals submitted by entities that are required to register and maintain an active status to transact business in Texas, but do not include a valid filing number or are not in good standing at the time of submission, may be considered non-responsive and may not be evaluated further.

SECTION 3: GENERAL INFORMATION

3.0 CONTRACT INTENT

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

3.1 ADMINISTRATIVE GUIDANCE

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

3.2 ADDENDA

Addenda to this solicitation will be made available to vendors of record by posting the addenda on the Bidnet Direct website. A “vendor of record” is defined as a vendor who has downloaded the solicitation directly from the Bidnet Direct website. It is the vendor’s responsibility to check for any addenda that may be issued. You shall acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP and submit with their proposal.

3.3 SOLICITATION SCHEDULE

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

The anticipated schedule is as follows:

RFP Issued	June 10, 2026	
Inquiry Period Ends	June 24, 2026	5:00 PM CT
Proposal Due Date	July 9, 2026	2:00 PM CT
Planned Contract Award	August 2026	

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

3.4 PRE-PROPOSAL CONFERENCE

There will not be a pre-proposal conference for this solicitation.

3.5 QUESTIONS AND REQUESTS FOR CLARIFICATION (INQUIRY)

Vendors may submit written questions through the Bidnet Direct by Sovra (“Bidnet Direct”) platform until the inquiry period deadline specified in Section 3.3. Vendor-specific questions about the process will often be answered directly. However, substantive questions that are not properly addressed in the solicitation information will be properly published to all vendors as an addendum or “Question & Answer” document. Proposers are responsible for reviewing the Bidnet Direct website for any updates related to this RFP prior to the closing date.

3.6 PROPOSAL SUBMISSION

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

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

Electronic submission of proposals shall be made in English, in searchable PDF format, and must be uploaded via Bidnet Direct no later than **2:00 P.M. (Central Time) – July 9, 2026**.

It is the responsibility of the respondent(s) to ensure that the proposals are submitted in the Bidnet Direct portal by the designated due date and time. NCTCOG assumes no responsibility for delays caused by connectivity, website

access, or any other access limitations. Late proposals will not be accepted by Bidnet Direct nor by NCTCOG through any other means of delivery and will not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening.

Submission Support and Guidance:

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

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

For Bidnet Direct Vendor Support, please contact:

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

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

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

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

3.7 PUBLIC OPENING

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

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/252499356986058?p=3bkzX0dMCn5tUYIi5N>

Meeting ID: 252 499 356 986 058

Passcode: NL3ag96g

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 903-508-4574,,989715645#](#) United States, Tyler

[Find a local number](#)

Phone conference ID: 989 715 645#

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

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

SECTION 4: EVALUATION AND AWARD

4.0 TIME FOR EVALUATION

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

4.1 EVALUATION PROCESS

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

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

The NCTCOG reserves the right to reject any and all submittals and to waive any informality in submittals received, deemed to be in the best interest of the NCTCOG.

4.2 BAFO AND CLARIFICATION REQUESTS

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

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

4.3 ORAL PRESENTATIONS

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

4.4 AWARD OF THE CONTRACT

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

4.5 PROPOSAL EVALUATION CRITERIA

The criteria to be used to evaluate submissions are as follows:

Weighted Scoring Criteria		Weighted Maximum Percentage Points
<i>References</i>	Points will be awarded based on the completeness, relevance, and quality of the required reference information, including demonstrated past performance, customer satisfaction, and similarity of prior engagements to the requested services, as outlined in Section 6.0.	10%
<i>Project-Related Experience and Qualifications</i>	Points will be awarded based on demonstrated experience providing comparable EAP and/or behavioral health services, particularly for public sector, governmental, or cooperative purchasing environments. Evaluation will consider organizational qualifications, relevant project experience, demonstrated outcomes, and overall completeness and clarity of the response.	25%
<i>Technical Proposal</i>	Points will be awarded based on the clear inclusion, quality, and completeness of responses to the Technical Proposal requirements, as outlined in Section 6.0. Evaluation will consider both the Technical Proposal narrative and responses provided in Exhibit 4 – Respondent Questionnaire.	50%
<i>Proposal Pricing</i>	Pricing will be evaluated based on the proposed PEPM rates and the Respondent's completed Market Basket pricing submissions, which will be used for evaluation purposes to ensure consistent and comparable pricing across Respondents. Evaluation will consider cost competitiveness, transparency, scalability, and overall value for participating entities of varying sizes and operational needs.	15%
<i>TOTAL POSSIBLE PERCENTAGE POINTS</i>		<i>100%</i>

SECTION 5: SPECIFICATIONS

5.0 INTRODUCTION AND BACKGROUND

The North Central Texas Council of Governments' TXShare ("the Cooperative") is a cooperative purchasing program that serves municipalities, governmental agencies, and nonprofit entities across the United States. Through this Request for Proposal (RFP), TXShare seeks to establish Master Services Agreements ("MSAs") with one or more experienced Providers to provide Employee Assistance Program (EAP) Services and related support solutions to its members.

Awarded Providers will support members on an as-needed basis. Each member will engage Providers directly through individual project agreements or statements of work.

This initiative is intended to support members in promoting employee well-being, resilience, and workplace productivity by providing access to confidential counseling, work-life resources, and behavioral health support services. Providers must deliver services in a manner that is confidential, accessible, culturally competent, and responsive to the diverse needs of participating members.

Providers shall offer objective, transparent, and member-focused services, ensuring that all service delivery prioritizes the best interests of TXShare members and their employees.

Challenge Statement:

Public sector and nonprofit organizations face increasing challenges in supporting employee well-being in a complex and evolving work environment. Workforce stressors, mental health concerns, critical incident response needs, and work-life balance issues can impact employee productivity, morale, and retention. Many organizations lack the internal resources or specialized expertise necessary to provide comprehensive support services.

This Request for Proposal (RFP) is issued in response to these challenges. TXShare seeks to establish a network of qualified EAP Providers capable of delivering accessible, high-quality, and compliant solutions to help members:

- Support employee mental health and emotional well-being
- Provide timely access to confidential counseling and crisis services
- Enhance employee engagement and productivity
- Deliver work-life resources that address personal and professional challenges
- Provide reporting and insights to support data-informed program improvements

Service Categories:

In your bid response (Exhibit 1), please indicate which of the following categories your firm is able to provide:

Service Category #1: Employee Assistance Program (EAP) Services

Provision of a comprehensive Employee Assistance Program, including confidential counseling services, crisis response, work-life support, employee training, and reporting/analytics. Services may include in-person, virtual, and telephonic access, provider network management, and program implementation support.

Service Category #2: Other Ancillary Services

Additional offerings such as organizational consulting, leadership coaching, behavioral health training, wellness program integration, workplace mediation, and related support services that enhance overall program effectiveness.

5.1 SCOPE OF WORK

5.1.1 Program Overview

The selected Provider(s) shall deliver comprehensive Employee Assistance Program (EAP) services, which may include, but are not limited to, the following:

- 24/7 access to confidential counseling services (in-person, virtual, and telephonic)

- Short-term, solution-focused counseling for employees and eligible household members
- Crisis intervention and critical incident response services
- Work-life services (e.g., legal/financial consultation, childcare/eldercare referrals)
- Provider network development and maintenance
- Training and educational services for employees and supervisors
- Reporting, utilization tracking, and program analytics
- Program implementation, communication, and employee engagement support
- Compliance with applicable federal, state, and local regulations (including HIPAA)
- Coordination with applicable member-sponsored health plans, where appropriate

5.1.2 Eligibility

The EAP shall be structured to serve eligible member populations. Respondents must:

- Describe eligibility models offered (e.g., employees, dependents, household members, retirees)
- Describe the counseling session allotments available under your proposed program structure, including any customizable options for participating entities
- Clearly outline any limitations, exclusions, or optional expanded eligibility structures

5.1.3 Counseling Services

5.1.3.1 Clinical Services

The Respondent shall provide or arrange for:

- Short-term counseling services (session limits to be proposed by Respondent)
- Access to in-person counseling services, with Respondents describing their approach to geographic accessibility, including support for rural and underserved areas
- Telephonic and video (telehealth) counseling options
- Crisis intervention services, including urgent and emergent situations
- Assessment and referral for long-term or specialized care when necessary

5.1.3.2 Areas of Specialization

Respondents should describe the availability of network clinicians with experience in the following areas, including but not limited to those applicable to member needs:

- Trauma and crisis-related issues
- Post-Traumatic Stress Disorder (PTSD)
- First responder and public safety workforce support
- Substance use disorders
- Family and relationship counseling
- Grief and loss
- Workplace conflict and performance-related concerns
- Depression, anxiety, and related mental health conditions
- Financial and legal-related stressors

5.1.3.3 Provider Network Information

Respondents must provide:

- A representative provider directory or sample network description
- Provider credentials and licensure types
- Languages supported
- Cultural competency and diversity capabilities

5.1.3.4 Provider Network Requirements

The Respondent shall:

- Maintain and regularly evaluate provider network capacity appropriate to the populations and geographic regions served
- Describe service access standards, including typical appointment availability expectations for urgent and non-urgent needs
- Describe capabilities for on-site and/or virtual critical incident response services, including typical response timelines and any geographic coverage considerations
- Describe methodologies used to evaluate network adequacy and provider coverage
- Outline processes for maintaining network stability and supporting continuity of care, where applicable

5.1.3.5 Critical Incident Response

The Respondent shall provide access to crisis support services, which may include but not limited to:

- 24/7 crisis support access
- On-site and/or virtual critical incident response services, as requested by participating members and subject to provider capabilities and geographic considerations
- Group debriefing and individual counseling services
- Follow-up services and referrals
- Coordination with member leadership and designated contacts

Respondents must describe response protocols, staffing models, geographic service coverage, subcontracting approach (if applicable), and relevant experience.

5.1.3.6 Work-Life Services

The EAP shall include access to:

- Legal consultation and referral services
- Financial consultation resources
- Childcare and eldercare referrals
- Identity theft and fraud support resources
- Daily living and concierge-type services
- Online resource libraries and self-service tools
- Mobile or digital platform access, if available

5.1.3.7 Training and Educational Services

The Respondent shall provide:

- Training and educational resources for employees and supervisors
- Topics such as mental health awareness, resilience, stress management, and workplace behavior
- Supervisor-focused training on recognizing and addressing employee concerns
- Options for virtual and/or in-person delivery

Respondents must specify:

- Training formats and delivery methods
- Included training offerings versus additional fee-based services

5.1.3.8 Reporting and Data Analytics

The Respondent shall provide reporting capabilities that may include:

- Utilization metrics
- Presenting issues (aggregated and de-identified)
- Referral sources
- Service usage trends

- Work-life and training participation metrics

Additional capabilities should include:

- Periodic summary reports (e.g., quarterly and annual)
- Benchmarking and trend analysis, if available
- Recommendations for program improvement
- Ability to provide member-specific or ad hoc reports upon request

All reporting must comply with HIPAA and applicable privacy requirements.

5.1.3.9 Access and Intake Process

Respondents must describe:

- Methods of access (e.g., phone, web, mobile, referral)
- Intake and triage processes
- Confidentiality protections
- Crisis escalation procedures
- Supervisor and formal referral processes, if applicable

5.1.3.10 Compliance and Confidentiality

The Respondent must:

- Maintain HIPAA compliance
- Execute a Business Associate Agreement (BAA), if applicable
- Ensure data privacy and security protection
- Maintain appropriate professional liability insurance
- Comply with all applicable federal, state, and local laws

5.1.3.11 Account Management and Implementation

The Respondent shall provide:

- Dedicated account management support
- Implementation and onboarding plan
- Program rollout and communication support
- Ongoing performance review and engagement support
- Marketing and communication materials adaptable for member use

5.1.3.12 Performance Standards

Respondents are encouraged to propose measurable service standards and performance metrics, which may include:

- Call responsiveness
- Typical appointment availability timelines
- Critical incident response timing
- Reporting turnaround times
- Customer satisfaction measures

Respondents should clearly identify any proposed service level commitments, associated assumptions, and applicable limitations.

5.1.3.13 Quality Assurance and Program Oversight

Respondents shall maintain a comprehensive quality assurance and program oversight framework to ensure consistent delivery of high-quality, compliant, and effective EAP services.

Respondents must describe their approach to the following:

- **Complaint Resolution Process**
Processes for receiving, documenting, tracking, and resolving participant and member complaints, including escalation procedures and typical response timelines.
- **Clinical Oversight**
Structure for clinical supervision, case review, and adherence to professional and ethical standards, including oversight of licensed providers and implementation of evidence-based practices.
- **Provider Quality Management**
Processes for credentialing, monitoring, and evaluating provider performance, including periodic audits, performance reviews, and corrective action protocols, where applicable.
- **Program Monitoring and Continuous Improvement**
Methods used to evaluate program effectiveness and implement continuous quality improvement initiatives.
- **Participant Satisfaction Measurement**
Approach to collecting participant feedback, including satisfaction surveys, frequency of collection, and how results are analyzed and used to improve services.
- **Audit and Compliance Support**
Ability to support member or third-party audits, including documentation, reporting, and responsiveness to audit requests.

5.2 VALUE-ADDED & INNOVATION SERVICES

Respondents are encouraged to propose additional services, tools, or approaches that enhance overall program value, utilization, accessibility, or outcomes for participating TXShare members.

Proposed services may include, but are not limited to:

- Organizational consulting and workplace culture assessments
- Leadership coaching and supervisory support tools
- Behavioral threat assessment or workplace violence prevention services
- Peer support program development
- Expanded wellness and behavioral health initiatives
- Mobile applications or digital engagement platforms
- Other innovative services not explicitly identified in this Scope of Work

Respondents should clearly identify whether such services are included in base pricing or offered as optional services and describe their anticipated impact.

5.3 LICENSING, COMPLIANCE, AND ORGANIZATIONAL QUALIFICATIONS

Respondents must demonstrate the ability to provide Employee Assistance Program (EAP) and related services in participating member jurisdictions in compliance with all applicable federal, state, and local laws, regulations, licensing standards, and professional practice requirements.

For services provided in the State of Texas, Respondents must demonstrate compliance with all applicable State of Texas registration, licensure, and regulatory requirements. Respondents operating in multiple states must demonstrate equivalent registration, licensure, and regulatory compliance in each jurisdiction where services are delivered.

Respondents shall be responsible for maintaining all required licenses, certifications, registrations, and regulatory compliance throughout the term of any resulting agreement.

Minimum Requirements

Respondents must provide evidence of the following:

- Valid State of Texas business registration, or equivalent registration in the applicable state(s) of operation
- Professional liability and/or errors and omissions insurance with industry-standard coverage limits
- Ability to provide EAP and/or behavioral health support services using appropriately licensed professionals

- in accordance with applicable laws and regulations
- Compliance with HIPAA and applicable privacy/security requirements
- Capability to provide telehealth or virtual counseling services where permitted by law
- Demonstrated organizational experience delivering EAP, behavioral health, or workforce wellbeing services to organizational clients
- Capability to provide crisis intervention and critical incident support services, directly or through qualified subcontractors

Strongly Preferred Qualifications

Preference may be given to Respondents demonstrating one or more of the following:

- Professional certifications, credentials, or specialized training relevant to Employee Assistance Programs (EAP), behavioral health, workplace wellbeing, crisis response, or related service areas
- Access to appropriately licensed and qualified behavioral health professionals, including counselors, social workers, psychologists, marriage and family therapists, or other clinical professionals as applicable to services offered
- Experience providing crisis intervention, critical incident response, trauma-informed care, or employee wellness support services
- Accreditation, certification, or demonstrated alignment with recognized EAP, behavioral health, healthcare, or related industry standards and professional organizations
- Experience providing services to public sector entities, governmental organizations, educational institutions, cooperative purchasing programs, or geographically dispersed organizations
- Demonstrated capability to support virtual care delivery, multilingual services, culturally responsive care, or diverse workforce populations
- Established account management, implementation, reporting, analytics, or program performance management capabilities
- Staff or leadership possessing relevant professional or operational certifications, such as Certified Employee Assistance Professional (CEAP), project management certifications, or equivalent credentials

5.4 OTHER REQUIREMENTS

5.4.1 Objectives.

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

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

5.4.2 Service Area.

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

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

5.4.3 Service Category Offer.

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

5.5 CONTRACT TYPE

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

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

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

5.6 CONTRACT TERM

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

5.7 WARRANTY/GUARANTEE

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

5.8 CATALOGS

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

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

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

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

5.9 QUALITY

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

5.10 NEW GOODS AND SERVICES

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

5.11 ALL OR NOTHING AWARD

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

The NCTCOG may award contracts to multiple Offerors supplying comparable goods or services, also known as a multiple award schedule, or award the contract to a single vendor. The NCTCOG’s decision to make multiple awards or a single award will be based upon its sole discretion regarding the type of award that provides best value.

5.12 CONTRACT PRICING FRAMEWORK

This section establishes general pricing expectations. Detailed pricing submission requirements are provided in Section 6. Proposed pricing will apply to all items within the Respondent's product categories. Projects awarded under a contract resulting from this RFP will be priced based on the agreed-upon structure. Vendors should ensure pricing is auditable and transparent.

Proposal pricing must exclude freight, transportation, delivery charges, and sales tax.

5.12.1 General Proposal Information

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

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

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

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

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

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

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

5.12.3 Market Basket - For Evaluation Purposes Only (If Required).

FOR EVALUATION PURPOSES ONLY: Respondents are asked to fill out and return a copy of the Sample Market Basket Pricing Worksheet, included as **Exhibit 2** in this RFP package. This item is used to evaluate a Respondent's 'best value' as opposed to raw percentage discounts, and is what is used to score your proposed pricing. This item will not be considered or used beyond evaluation purposes. Respondents are not required to fill out the entirety of the form – e.g., if a Respondent does not offer all of the items listed, they are asked to only fill out those that they do provide.

Responses are encouraged from vendors who can only provide a handful of products. Respondents are not expected to be able to provide the entirety of the desired goods, though are welcome to if they are able.

5.12.4 Price Escalation/De-escalation.

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

requested price escalation.

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

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

5.12.5 Sales Tax & Freight.

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

SECTION 6: HOW TO SUBMIT YOUR PROPOSAL

6.0 INSTRUCTIONS FOR RESPONDENTS

Respondents shall provide complete written responses demonstrating their ability to meet each requirement outlined in Section 5 (Specifications). Responses must clearly describe how the proposed solution satisfies each requirement and may include any additional relevant functionality or services not expressly identified in the Scope of Work.

Important: Proposals shall address all Required Response Information outlined below and be organized accordingly, with each section clearly labeled using the specified headings

1. **Certificate of Offeror and Statement of Understanding**

Include the following at the beginning of your proposal:

- **Cover Page** with space for addenda acknowledgment (page 2 of this solicitation).
- A **brief statement of your understanding** of the work to be performed and the deliverables requested in this solicitation.

2. **References**

Provide **at least four (4) recent references** (preferably public agencies) for similar services within the last five (5) years. For each reference, include:

- Organization name
- Contact person, phone number, and email address
- Brief description of services performed

NCTCOG reserves the right to contact or visit any current or past customers to evaluate performance and customer satisfaction.

3. **Project-Related Experience and Qualifications**

In addition to completing Respondent Questionnaire – Exhibit 4, Respondents shall provide a concise narrative summary of organizational experience and qualifications.

Exhibit 4, Item A provides structured, comparable information to support evaluation. The narrative response will be evaluated alongside Exhibit 4 and should highlight key strengths, relevant experience, and differentiators, rather than restating questionnaire responses.

Narrative responses should address, at a minimum:

- Overall organizational experience and areas of specialization relevant to EAP and behavioral health services
- Experience serving public sector, governmental, or cooperative purchasing clients
- Significance and relevance of prior engagements, including demonstrated outcomes and impact
- Experience supporting multi-entity, multi-location, or geographically diverse programs
- Complete listing of awarded contracts within the last three (3) years

If applicable, Respondents may also summarize:

- The general role of subcontractors or partners in service delivery

4. **Technical Proposal**

Respondents shall provide a narrative describing their service delivery approach and how the proposed EAP fulfills the requirements of this RFP. In addition to completing the Respondent Questionnaire – Exhibit 4, the narrative should clearly demonstrate the ability to meet the requirements of Section 5 (Scope of Work) and emphasize the Respondent's approach to service delivery.

Required Elements:

- Eligibility structure and populations served (including session models and coverage approach)
- Provider network capacity, adequacy, and continuity of care approach
- Service delivery model and scalability across member types
- Clinical model and provider network approach
- Access, intake, and service delivery processes
- Crisis response and critical incident capabilities
- Reporting, analytics, and program improvement approach
- Training, engagement, and implementation strategy
- Account management structure
- Technology and security infrastructure

5. **Respondent Questionnaire – Exhibit 4**

The Respondent Questionnaire is provided as a separate Microsoft Word document (Exhibit 4) to facilitate ease of completion and ensure consistency in responses for evaluation purposes. Respondents must:

- Complete the Questionnaire in its entirety using the provided format
- Insert responses directly within the designated response fields
- Not alter, delete, or modify any questions, numbering, formatting, or structure of the document

Responses provided in Exhibit 4 will support standardized comparison across respondents and will be evaluated in conjunction with the Technical Proposal. Failure to comply with these requirements, including modification of the Questionnaire format, may result in the proposal being deemed non-responsive.

6. **Pricing**

Respondents shall provide a clear, comprehensive, and transparent pricing proposal reflecting a flexible and scalable model suitable for TXShare member entities of varying sizes, geographic distribution, and service needs.

Pricing shall:

- Identify the proposed pricing methodology (e.g., PEPM or alternative) and how pricing applies across different member types or sizes
- Clearly state base pricing and identify all fees, rates, pricing assumptions, and optional or supplemental service costs
- Provide pricing by Service Category (EAP Services and any Ancillary Services), including any bundled or tiered options
- Clearly identify included services and any additional, optional, or variable charges (e.g., critical incident response, training, expanded session models, or specialized services)
- Identify any usage-based, pass-through, or member-specific costs
- Identify any minimum participation requirements, implementation fees, geographic limitations, or travel-related costs
- Describe renewal pricing, including any escalation factors or adjustment methodology
- Describe any pricing implications related to coordination with member-sponsored health plans, if applicable
- Support scalability across small, medium, and large participating entities
- Include any volume-based discounts, cooperative purchasing incentives, or value-added pricing benefits
- Ensure all pricing is fully transparent; undisclosed or contingent fees are not permitted
- Confirm that no retroactive price adjustments will be applied
- Remain valid for use by participating entities throughout the initial contract term

At a minimum, Respondents shall provide:

- PEPM pricing by organizational size tier
- Pricing assumptions related to utilization and included counseling sessions
- Pricing for optional and supplemental services

Respondents may submit alternative pricing structures in addition to the required format, provided Exhibit 2: Sample Market Basket is completed.

Submitted pricing shall represent maximum allowable contract pricing. Participating entities may negotiate lower pricing or additional discounts.

Label the pricing proposal as “Exhibit 1 – Pricing” and Submit in Bidnet envelope 2.

7. Exhibits

Include the following completed Exhibits:

- **Exhibit 1: Categories Offered and Pricing**
- **Exhibit 2: Sample Market Basket Worksheet**
- **Exhibit 3: Service Designation Areas**
- **Exhibit 4: Respondent’s Questionnaire**

8. Cooperative Contracts

List any cooperative purchasing programs or consortiums in which your organization has been an awarded vendor, currently or in the past. Include the following:

- Cooperative Name
- Contract Scope
- Contract Duration

9. NCTCOG/TXShare RFP Attestations (I-XII)

Upload completed and signed RFP Attestation documents in the space provided in Bidnet. All attestations must be included with your proposal; failure to do so may result in disqualification as non-responsive. If an attestation item does not apply, mark it as “**Not Applicable**”, sign the document, and submit it with your proposal.

10. Compliance and Exceptions

Identify any exceptions to the RFP terms, requirements or TXShare Master Services Agreement. If none exists, explicitly state that no exceptions are taken. Proposals must comply with all stated terms and conditions unless NCTCOG formally accepts the exceptions noted.

EXHIBIT 1: CATEGORIES OFFERED AND PRICING PROPOSAL

Select the categories you are offering in your proposal:

- ☐ Service Category #1: Employee Assistance Program (EAP) Services
- ☐ Service Category #2: Other Ancillary Goods or Services (List Below)

Pricing Submission Requirements

Respondents must submit a pricing model that clearly specifies whether pricing is based on Discount Pricing or Fixed Pricing. Pricing should be distinctly outlined for each Service Category. Refer to Section 6, **Item 6. Pricing**, for instructions.

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

Important Note: This RFP is not tied to a specific project or defined population. The resulting contract will be made available for use by TXShare member entities on an as-needed basis.

EXHIBIT 2: SAMPLE MARKET BASKET FORM EAP PEPM PRICING SCENARIO

Required Pricing Submission Format

Respondents must provide PEPM pricing for each Market Basket scenario outlined in the attached Sample Market Basket Worksheet. Pricing must:

- Be fully inclusive of all standard EAP services unless otherwise noted
- Clearly identify any exclusions or additional fees
- Identify whether training, critical incident response, and reporting enhancements are included or priced separately
- Clearly state any assumptions

EXHIBIT 3: SERVICE DESIGNATION AREAS

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

(Exhibit 3 continued on next page)

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	
	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		
20.	Maryland		

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

End of Exhibit 3