



**REQUEST FOR PROPOSALS**  
**For**  
**Advanced Traffic Signal Controller Systems**  
**RFP # 2023-092**

Sealed proposals will be accepted until **2:00 PM CT, Monday, November 6, 2023** and then publicly opened and read aloud thereafter.

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Legal Name of Proposing Firm

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Contact Person Title

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Telephone Number E-Mail Address

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Street Address of Principal Place of Business City/State Zip

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Complete Mailing Address City/State Zip

Acknowledgment of Addenda: #1 \_\_\_\_\_ #2 \_\_\_\_\_ #3 \_\_\_\_\_ #4 \_\_\_\_\_ #5 \_\_\_\_\_

By signing below, you 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. You agree that failure to submit all requested information may result in rejection of your company's proposal as non-responsive. You certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. You acknowledge that you have read and understand the requirements and provisions of this 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. And furthermore that I certify 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.

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Authorized Signature

## SECTION 1: OVERVIEW

The North Central Texas Council of Governments (“NCTCOG”) seeks an experienced firm or firms to provide Advanced Traffic Signal Controller Systems to the NCTCOG TXShare Program. The awarded contracts would be promoted via the TXShare Cooperative Purchasing Program. The purpose of this Request for Proposals (“RFP”) is to solicit responses that result in a contract with one or more qualified Vendor(s) that are familiar with providing any or all of these products and related services.

### 1.0 PURPOSE

NCTCOG is seeking to provide contract offerings for the following Advanced Traffic Signal Controller Systems. Our organization intends to engage a vendor or vendors to provide a wide range of Advanced Traffic Signal Controller Software and Hardware solutions. Qualified proposing vendors need only to propose on the individual categories/services they offer. Vendors are not expected to provide a quote every category listed below. The selected vendor(s) will be responsible for delivering high-quality solutions and professional services in any one or more of the following categories:

**Product Category #1:** Provide *Advanced Traffic Signal Controller Systems Software* through a contract on the TXShare Cooperative Purchasing Program.

**Product Category #2:** Provide *Advanced Traffic Signal Controller Systems Hardware* through a contract on the TXShare Cooperative Purchasing Program.

**Product Category #3:** Provide *Advanced Traffic Signal Controller Systems Products and Services Otherwise Not Anticipated in the RFP* through a contract on the TXShare Cooperative Purchasing Program.

A comprehensive description of each Product Category is found on **Section 5**.

### 1.1 BACKGROUND

TXShare Participating Entities presently operate and maintain traffic signals within their corporate limits. Due to growth and expansion, these Entity’s number of signals is expected to exponentially increase within the next ten years. Because of the diverse nature of transportation within a city, the traffic signals must be capable of addressing a variety of operational needs to optimize the efficiency of the roadway network.

### 1.2 CAPABILITIES

The selected local controller software be capable of the following:

- Traffic signal control
- Communications
- Logging, storing, and retrieving events.
- Collecting, storing, and retrieving high performance data
- Implementing high-priority railroad and emergency vehicle preemption requests
- Assessing and implementing transit signal priority or low-priority preemption requests
- Providing diagnostics
- Managing connected vehicle information and interfaces

NOTE: Under the TXShare program, any public entity or non-profit can use the TXShare contract and its selected vendor(s) and pricing to pursue their own projects. Vendors awarded a contract under the TXShare Program may offer their services nationwide if they desire to do so. This offers a unique advertising advantage to vendors to promote their services, as the vendor’s prices are competitively bid under a cooperative contract.

## **SECTION 2: TXSHARE COOPERATIVE**

### **2.0 NCTCOG OVERVIEW**

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

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

### **2.1 TXSHARE PROGRAM EXPLANATION**

NCTCOG intends to make the contract resulting from this procurement available to other governmental entities through its TXShare cooperative purchasing program. Vendors realize substantial efficiencies through their ability to respond to a TXShare solicitation that will increase their sales opportunities and reduce the need to repeatedly respond to public agency Requests for Proposals. From these efficiencies, vendors pay an administrative fee to TXShare calculated as a percentage of sales processed through the TXShare contracts awarded and held by the vendor. This administrative fee is not an added cost to TXShare participants. This administrative fee covers the costs of contract marketing and facilitation and offsets expenses incurred by TXShare.

### **2.2 CONTRACT MANAGEMENT AND REPORTING**

The Contractor will be required to track and report to TXSHARE on activities relating to the Master Contract. The Contractor will be required to provide management reports to NCTCOG on a quarterly basis with the submission of the administrative fee outlined herein. Examples of management reports include, but are not limited to:

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

### **2.3 ADMINISTRATIVE FEE**

NCTCOG will utilize an administrative fee, in the form of a percent of cost that will apply to all contracts between awarded contractor and NCTCOG or participants resulting from this solicitation. The administrative fee will be remitted by the contractor to NCTCOG on a quarterly basis, along with required quarterly reporting. The remuneration fee for this program will be 2% of sales.

### **2.4 INTERLOCAL AGREEMENT**

Other governmental entities may be extended the opportunity to purchase from contracts awarded by the NCTCOG, with the consent and agreement of the successful Vendor(s) and the NCTCOG. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in Respondent's Response. However, all parties indicate their understanding and all parties hereby expressly agree that the NCTCOG is not an agent of, partner to or representative of those outside agencies or entities and that the NCTCOG is not obligated or liable for any action or debts that arise out of such independently negotiated interlocal or "piggyback" procurements.

## SECTION 3: GENERAL INFORMATION

### 3.0 CONTRACT INTENT

NCTCOG intends to contract with one or more qualified vendor(s) based upon the qualifications of the respondent and the categories of services it is able to provide. However, NCTCOG anticipates exploring any viable alternative for providing these services and may decide, after reviewing Proposals submitted, not to enter into any agreement.

### 3.1 ADMINISTRATIVE GUIDANCE

The information provided herein is intended to assist respondents in the preparation of proposals necessary to properly respond to this solicitation. The solicitation is designed to provide interested respondents 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. Respondents are at liberty and are encouraged to expand upon the specifications to give additional evidence of their ability to provide the services requested in this solicitation.

### 3.2 ADDENDA

Addendums to this solicitation will be emailed only to plan holders of record. Addendums will also be posted on [www.publicpurchase.com](http://www.publicpurchase.com). However, it is the vendor's responsibility to check for any addenda that may be issued for this solicitation. Please acknowledge receipt of addenda by checking the appropriate spaces on the cover sheet of this RFP.

### 3.3 QUESTIONS

Questions arising subsequent to the issuance of this solicitation will be received until **5:00 p.m., Monday, October 23, 2023** CST, and must be submitted in writing to [www.publicpurchase.com](http://www.publicpurchase.com). Questions received after this time may not be answered in a timely manner. Vendor-specific questions about the process will often be answered directly. However, substantive questions that are not properly addressed in the solicitation information will be properly published to all vendors as an addendum or "Question & Answer" document. Pre-Proposal Conferences are not mandatory and NCTCOG reserves the right to determine whether a Pre-Bid meeting shall be held.

Proposers are responsible for reviewing the website [www.publicpurchase.com](http://www.publicpurchase.com) for any updates related to this RFP prior to the closing date.

### 3.4 SOLICITATION SCHEDULE

The anticipated schedule for the RFP process is given below. All times indicated are Central Standard Time (CST). NCTCOG may change this schedule at any time through the addenda process.

The anticipated schedule is as follows:

<b>RFP Issued</b>	<b>October 6, 2023</b>	
<b>Pre-Proposal Conference</b>	<b>None</b>	
<b>Inquiry Period Ends</b>	<b>October 23, 2023</b>	<b>5:00 PM CT</b>
<b>RFP Response Date</b>	<b>November 6, 2023</b>	<b>2:00 PM CT</b>
<b>Executive Board Meeting</b>	<b>November 2023 to January 2024</b>	
<b>Anticipated Start Date</b>	<b>January 2024</b>	

### 3.5 PROPOSAL SUBMISSION

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 [www.PublicPurchase.com](http://www.PublicPurchase.com).

Registration with Public Purchase is free and allows Respondents to view all of the NCTCOG's active

procurement solicitations.

The landing page for this project is [found here](#). Otherwise, it is Public Purchase Bid Number 178447. Submission of proposals shall be made in English, in searchable PDF format, and must be uploaded via **Public Purchase** no later than 2:00 P.M. (Central Standard Time) – Monday, November 6, 2023.

It is the responsibility of the respondent(s) to ensure that the proposals are received at the web link as described above by the designated due date and time. NCTCOG assumes no responsibility for delays caused by postage, mail courier, email, package misdirection or any other form of delivery. Late proposals will be 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.

Proposals received will be publicly opened after the response submission deadline at NCTCOG offices. Persons wishing to attend the opening should notify the receptionist upon arrival. A staff member will escort attendees to the opening location prior to the opening. Only the names of the Contractor 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.

### **3.6 PUBLIC OPENING**

The public opening for this RFP will be conducted at approximately 2:05 PM CT on Monday, November 6, 2023. The meeting will be held digitally via Microsoft Teams, and will be recorded for the RFP file. Please be advised that a large volume of proposals will result in delays in the decryption process. Access information and the meeting invite will be posted to Public Purchase prior to the date of the public opening.

## **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.

### **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:

<b>Criteria Factors</b>	<b>Proposal Section</b>	<b>Description</b>	<b>Points</b>
<b>Executive Summary</b>	<b>Tab B and Consideration of Tab A</b>	Points will be awarded for required components of response for the sections identified, with 5% as a maximum total possible percentage points.	5%
<b>Experience, References, Key Personnel</b>	<b>Tabs C and E</b>	Points will be awarded for required components of response for the Respondent's past performance history, detailed experience, and reference sections identified, with 25% as a maximum total possible percentage points.	25%
<b>Technical Proposal</b>	<b>Tab D</b>	Points will be awarded for description of required components of project deliverables, and overall project plan in the Scope of Services, with 40% as the maximum total possible percentage points.	40%
<b>Cost Proposal</b>	<b>Tab F</b>	Points will be awarded based upon responses to Appendix E and other requirements of Tab F, with 30% as a maximum total possible percentage points. Cost Proposals will be reviewed after consideration of all other requirements.	30%
<b>HUB Status</b>	<b>Attachment IX</b>	Additional score will be awarded in this section to Historically Underutilized Businesses, Minority, or Women-Owned or Disadvantages Business Enterprises (HUB).	5 points

## SECTION 5: SCOPE OF SERVICES

### 5.0 SCOPE OF WORK

The intent of this RFP is to establish a contract/s for the purchase of advanced traffic signal controller software as part of the TXShare Cooperative Purchasing Program.

Under the TXShare program, any public entity or non-profit can use the TXShare contract and its selected vendor(s) and pricing to pursue their own projects. A vendor is encouraged to market their products or services to any public sector or non-profit group in the Nation that they'd like to do business with.

The desired outcome of this RFP is to capture catalog-option contracts awarded to retain a vendor or vendors to supply municipalities, cities, counties, etc. with local traffic signal controller hardware and software to meet their current and future needs. This RFP provides detailed specifications for Advanced Traffic Signal Controller Software that will operate in TXShare Participating Entities.

NCTCOG is seeking responses from respondents who provide these products and related services and ask that they propose a percent discount from list price for a catalog for supplies, materials, and/or equipment, or a pricing model that best fits their business type.

Specifications of desired products are detailed in **Section 5.8**, and **Appendices A and B**.

**Vendor may propose any combination of categories. Responses are encouraged from vendors who can only provide a one Product Category. Respondents are not expected to be able to provide the entirety of the desired goods requested in this RFP, though are welcome to if they are able!**

To be under consideration for an award of a TXShare contract, you **do not** have to propose to service the entire State of Texas, nor do you have to propose to service all Fifty (50) States of the United States of America. The TXShare Cooperative Purchasing Program requests that respondents specify on the service area designation forms, and in their proposal, the service areas that they are willing and able to provide goods and services to. During the evaluation process, your responses to the service area designation forms **will not** be taken into consideration when determining the quality of your proposal.

Service area designation forms are found on **Appendix D**.

Respondents should prepare a proposal that describes the products and services that they are proposing to provide.

Proposals must demonstrate the respondent's capability to provide **all or part** of the requested services. A Respondent's proposal will be evaluated only for the products and services that they propose.

NCTCOG reserves the right to select the proposal or proposals offering the most advantageous combination, with price and other evaluation criteria considered. Respondent should furnish pricing related to each item on which Respondent wishes to propose, and either leave the questions for other items unanswered (blank) or indicate "No Bid." The NCTCOG will consider items individually and make awards on each item independently.

### 5.1 CONTRACT TYPE

This is a "sealed proposal" based on discount off price list All discount percentages shall remain firm for the duration of the contract. Vendor may submit updated pricelists reflecting market-wide price increase that occur during the term of contract, and shall provide upon request such supporting documentation as TXShare may require. In the event of price decreases, such price decreases shall be allowed for all products. A copy of, or link to, the vendor's pricelist must be submitted with the Proposal.

By signing this Proposal, the Respondent certifies that the proposing entity has 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.

## 5.2 CONTRACT TERM

Any contract resulting from this RFP shall be effective for **24 months** from the date of award. This Agreement 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. The option not to renew will be considered at NCTCOG's discretion.

## 5.3 WARRANTY/GUARANTY

All equipment, products, supplies, and services must be covered by a warranty that is the industry standard or better.

## 5.4 PRICING

Respondents should furnish a proposal that specifies pricing for the services they propose, noting any discounts or exceptions from their standard pricelist.

For pricing submittal information, please reference Appendix E. Each submitter must complete and submit a cost proposal form/fee schedule included herein. The cost proposal will be evaluated on the hourly rates submitted.

For ease of review, PDF format is the preferred format for all documents submitted.

Respondent will not include freight, transportation and delivery charges or costs or sales tax in Proposal pricing, if applicable. The standard services pricelist should include proposed hourly rates for various services, professional specializations, equipment, and reimbursable expenses required to perform the defined services.

**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!**

## 5.5 QUALITY

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

1. Safety Requirements
  - a. All items proposed must comply with current applicable safety or regulatory standards and/or codes.
2. Deviation from Industry Standard
  - a. Deviations from industry standards must be identified with an explanation of how the equipment, products, and services will provide equivalent function, coverage, performance, and/or related services.
3. New Equipment and Products
  - a. Proposed services and products must be for new, current versions of the product. Previous versions that are still of use may be proposed if it is specifically noted in the Pricing proposal.
4. Delivered and operational
  - a. Unless clearly noted in the Proposal, equipment and products must be delivered to the TXShare Entity as operational.

## **5.6 NEW PRODUCTS AND SERVICES**

New products and services may be added to the resulting Contract(s) during the term of the Contract by written amendment, to the extent that those Services are within the scope of this RFP and include, but will not be limited to, new products added to the manufacturer's list offerings, and services which reflect new technology and improved functionality. All requests are subject to review and approval of the NCTCOG.

## **5.7 ALL OR NOTHING AWARD**

"All or nothing" Proposals are not acceptable and will be rejected. Respondent must be willing to accept a partial award for any combination of the services proposed, and must be willing to share the business with any other successful Respondents.

The NCTCOG may award contracts to multiple Respondents supplying comparable services, also known as a multiple award schedule, or award the contract to a single Respondent.

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.

## **SPECIFICATIONS**

### **5.8 Compatibility with Traffic Signal Controller Hardware**

The selected software shall be fully functional on a wide variety of ATC hardware, regardless of manufacturer. Proposers should recognize that over the course of the life of the software, the Model 2070 ATC could be provided by multiple vendors. It shall be the responsibility of the selected vendor to provide detailed hardware requirements for proper functionality of the local controller software, including but not limited to, minimum processor speed, memory and cache requirements, on-board storage requirements, and supported display screen configurations.

## **5.9 Commercially Available Off-The-Shelf Software**

TXShare expects that commercially available Off-The-Shelf (COTS) software will meet a vast majority, if not all, of the requirements contained in this specification. Minor software enhancements will be allowed to existing COTS software packages to meet all requirements. Any required software enhancements to comply with this specification must be identified and detailed in the responder's submittal. To be considered as COTS software, the proposed software should be currently available and operating in the field at a minimum of 200 intersections.

## **5.10 Cabinet Types**

### **5.10.1 The Software must be configurable to operate in the following cabinet types:**

- (1) Caltrans Model 332
- (2) Advanced Transportation Controller Cabinet (based on ATC Cabinet Standard ATC5301 v02.02)
- (3) NEMA TS 1
- (4) NEMA TS 2

## **5.11 Software License**

### **5.11.1 TXShare Participating Entities will consider the following licensing options for the software:**

- (1) Per individual controller installed on hardware provided by the vendor.
- (2) Per individual controller installed on hardware not provided by the vendor.
- (3) City-wide (i.e., enterprise) license installed on hardware provided by the vendor.
- (4) City-wide i.e., enterprise) license installed on hardware not provided by the vendor.

### **5.11.2 The software licensing agreements shall indicate:**

- (1) Perpetual use of the software.
- (2) The conditions in which the software applications may be used and any restrictions regarding the use of the software.
- (3) The maintenance and support period for the software applications including software updates and upgrades.
- (4) The cost of the rights for a TXShare Participating Entity to use the software.
- (5) TXShare Participating Entity's rights to obtain access to source code generated through the development of any custom functionality.
- (6) Any warranty terms as well as any liabilities relating to the TXShare Entity's use of software.

## **5.12 Product Life**

The selected local controller software product shall have a minimum product life of 10 years. During the life of the product, the provider shall maintain and upgrade the product to prevent the software from becoming obsolete, provide technical support, and maintain security against existing and future external threats as defined in the licensing agreement.

## **5.13 Warranty**

### **5.13.1 Warranty Period**

The selected provider shall warrant that the software will perform in accordance with this specification for a period of ten (10) years from the initial delivery and acceptance of the software by a TXShare Participating Entity. During the initial warranty period, the selected provider will, at no cost to the TXShare Participating Entity, rectify any faults in the software identified by the TXShare Participating Entity and communicated to the selected vendor, provide software upgrades, and conduct initial and major version update training.

## **5.14 Failure to Maintain and Support**

Should the vendor discontinue support and/or fail to maintain the selected software system during the product life, the TXShare Participating Entity may elect to implement either of the following remedies:

### **5.14.1 Alternative Vendor-Supplied Software**

Replace the originally supplied software with a vendor-supplied alternate system that meets or exceeds the requirements defined in this specification. Under this remedy, the vendor shall be required to demonstrate that the

new software meets all requirements by repeating the acceptance tests. If the TXShare Participating Entity selects this option, the vendor shall be responsible for all costs incurred by the TXShare Participating Entity to replace the software.

#### 5.14.2 Acquire and Install New Local Controller Software

The TXShare Participating Entity shall have the right to select, acquire, and install local controller software provided by another Vendor that meets or exceeds the TXShare Participating Entity's requirements defined in this specification. If the TXShare Participating Entity selects this option, the existing vendor shall be responsible for all costs to the TXShare Participating Entity to purchase, install, and test the new software as well as cost incurred in training staff to operate and maintain the new system.

#### 5.15 **Industry Standard Nomenclature**

All names, labels, data elements, and other descriptions within the software shall be defined in English using industry standard, easily understood nomenclature. All nonstandard nomenclature shall be approved by the TXShare Participating Entity. Hexadecimal numbers are not permitted.

#### 5.16 **Security**

##### 5.16.1 Passwords

The software shall be configurable to enable/deny access to the controller through user passwords. User access and passwords shall be definable by the software administrator.

- (1) Security levels shall include view only, access to change timing parameters only, access to change controller unit configuration, and access to on-board software administration functions.
- (2) As security levels increase, the user will be able to access and change more features in the software and each level shall include access to all lower levels.
- (3) The software shall log the user ID, date, and time of log-in and log-out and any changes the user made.
- (4) The software shall automatically log out the last user after a user specified amount of time has passed where there was no front panel activity or activity from a remote connection.

#### 5.17 **Accessibility**

##### 5.17.1 Accessibility Options

All controller objects and functions shall be accessible for configuration, editing, and saving through any of the following means:

- (1) Direct keyboard entry on the local controller front panel
- (2) Authorized remote device connected directly to the Ethernet port on the local controller front panel.
- (3) Supported web browsers via the Local Controller's built-in web server.
- (4) Central Traffic Management System

##### 5.17.2 Exceptions

Exceptions to this requirement include the following objects which should be configurable via the controller front panel only:

- (1) IP Address and local controller network configuration
- (2) Unit or Station ID Number

##### 5.17.3 Web Browsers

The software shall support accessibility to all software objects and functions through any current or future versions of Google Chrome, Safari, Microsoft Edge, and Firefox throughout the duration of the product life as described above.

- (1) Access using a Web Browser shall comply with the security requirement defined in Section 3.10 of this specification.
- (2) The Software shall support web browser access and all functionality through any of the following devices:
  - (a) Computer
  - (b) Smartphone
  - (c) Tablet
- (3) All status objects shall be refreshed by the web browser automatically. The refresh shall have a latency of less than 2/10 of a second after a value change occurs.
- (4) The software shall be accessible from a web browser on any device without the need for additional

software or browser plugins (i.e., Flash, Java, or Silverlight).

## **5.18 User Manuals**

### **5.18.1 Updates**

The Vendor shall maintain user manuals updated to the latest released software version. The TXShare Participating Entity shall receive electronic notification when an updated user manual is published.

### **5.18.2 Format**

User manuals shall be provided in electronic format, downloadable from a vendor provided web page.

### **5.18.3 Local Controller**

User manuals and/or help screens shall be resident in the controller and accessible through the controller front panel.

## **5.19 Software Upgrades**

### **5.19.1 Notification**

- (1) The TXShare Participating Entity shall be automatically notified by the vendor when software upgrades are available.
- (2) The automatic notice should include a link to a vendor's web page with release notes, including a detailed description of all changes to the software and any bug fixes included in the update.

### **5.19.2 Remote Software Downloads**

- (1) The software shall allow users to download upgrades to the local controller software from a remote location (i.e., central management system or remote device) without requiring the traffic signal to be placed in flashing operation.

### **5.19.3 Flash Memory**

- (1) The upgraded software shall reside in flash memory in the local controller unit and not automatically replace the existing software in the controller unit.

### **5.19.4 Implementation Options**

- (1) Once downloaded, the user shall have the ability to activate the software at the beginning of the next signal cycle, upon next reboot, or schedule the time and date when the software will be activated.
- (2) If the software upgrade is considered minor, the user shall be able to remotely replace the existing software while the controller is still operating and shall not require a controller restart.
- (3) If the software upgrade is considered major, a controller restart may be required to replace the existing software.
- (4) Any scheduled upgrades shall not take place before their scheduled time and date (if any) due to either a controller reboot or in the event of a power failure.
- (5) The software provider shall submit their definition of minor and major upgrades for City approval.

### **5.19.5 Installation verification**

- (1) The controller software download utility software shall verify that the upgraded software was successfully downloaded to the controller unit without errors.

## **5.20 Management Information Base (MIB)**

### **5.20.1 Documentation**

- (1) Software documentation shall include all NTCIP standard MIBs and extensions, developer-specific MIBs, and all SNMP/STMP data elements.

### **5.20.2 Re-distribution and Re-use rights**

- (1) The Vendor shall not place any limitations on the re-distribution and re-use of the MIB. The TXShare Participating Entity shall be able to re-distribute and/or re-use the MIBs as required to provide the required functionality defined in this specification.

### **5.20.3 MIB extensions**

- (1) All MIB extensions shall be clearly defined. Primarily, all extensions shall be accomplished by the following methods:

- (a) Extending the capabilities of existing standard features.
- (b) Defining new data elements or features under a developer-specific MIB extension.



- (2) To the extent possible, the replacement of a partially complete feature with a complete custom feature shall be avoided.

#### 5.20.4 Changes to the MIB

- (1) An up-to-date electronic copy of the MIB shall be provided to the TXShare Participating Entity whenever changes are made due to changes to the standard, new software features, or bug fixes.

### **5.21 Virtual Controller Application**

The Vendor shall provide a windows-based virtual controller application,

#### 5.21.1 Appearance

- (1) The virtual controller application shall duplicate the appearance and functionality of the web-based user interface.

#### 5.21.2 Database Programming

- (1) Users shall be able to create and/or edit controller databases in the virtual controller application.

#### 5.21.3 Import/Export

- (1) Users shall be able to import/export controller databases to/from the virtual controller application.

#### 5.21.4 Software Upgrades

- (1) Users shall be able to upload new versions of the software to the Virtual controller application or download an updated virtual controller application from the vendor's website. The vendor shall make updated versions of the virtual controller software available within 60 days of the release of the new local controller software.

### **5.22 Training**

#### 5.22.1 Initial Training

Following the initial delivery of the software, the selected Vendor shall provide a minimum of sixty (60) hours of initial training on the software. Training will be tailored to the specific audience and their roles in operating and/or maintaining the software. The Training audiences will include traffic operations engineers, traffic management center staff, and public works maintenance staff. Training may be provided through formal in-person sessions, online meeting platforms (i.e., Zoom, Teams), or through prerecorded video (i.e., YouTube). A minimum of 40 hours of training shall be provided in the in-person format.

#### 5.22.2 Annual Training

Throughout the product life, the selected vendor shall annually provide an additional eight (8) hours of training for City personnel. Annual training may include, at a minimum, any of the following types of training.

- (1) Training of new personnel
- (2) Training specific to new software features
- (3) Training specific to operational changes introduced in software upgrades.
- (4) General refresher training.

#### 5.22.3 Training Goals and Objectives

Each training session shall have established goals and objectives for the session.

#### 5.22.4 Training Materials

The vendor shall provide electronic copies of all training materials required to facilitate effective and efficient training sessions.

#### 5.22.5 Training Effectiveness

At the end of each training session, the vendor shall measure the effectiveness of the training session against the session's stated goals and objectives. The vendor shall identify the process that will be implemented to measure training effectiveness. Typical ways to measure training effectiveness could include post-training quizzes, one-to-one discussions with participants, surveys, and/or participant case studies.

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## FUNCTIONAL REQUIREMENTS

### 5.23 NTCIP 1202 v03

#### 5.23.1 Compliance

- (1) The Software shall be compliant with NTCIP 1202 v03 as defined and extended in this specification, including all functional requirements marked as required in the Protocol Requirements List (PRL). Note: NTCIP 1202 v03 includes normative references (as presented in Section 1.2.1 of the 1202 standard) which are referenced in the standard and, in total, constitute the complete provisions of the standard.

#### 5.23.2 Requirements Traceability Matrix (RTM)

- (1) The RTM provided in Annex A of the NTCIP 1202 v03 Standard is included in this specification by reference.

#### 5.23.3 NTCIP 1202 v03 Project Specific Protocol Requirements List

- (1) Section 3 of NTCIP 1202 v03 defines the Functional Requirements based on user needs identified in Section 2 of the standard. Each user's need is mapped to one or more requirements in the Protocol Requirements List (PRL). The TXShare Participating Entity has selected the requirements defined in the PRL that meet their needs. These are identified in a TXShare Project Specific PRL attached as Appendix A to this Specification.

#### 5.23.4 Future Upgrades

- (1) If not currently available, The TXShare Participating Entity will allow functional requirements presented in the following sections of the PRL to be delivered as a future software upgrade, provided the upgrade is provided within two years of the initial software delivery.

User Need ID	User Need
2.5.4.1.1	Manage RSU Interface
2.5.4.1.2	Manage RSU Interface Watchdog
2.5.4.2.1	Manage Roadway Geometrics Information
2.5.4.2.2	Manage Movement Configuration for Connected Devices
2.5.4.2.3	Manage Collection of Connected Devices Data
2.5.4.2.4	Monitor Broadcasted MAP Messages

### 5.24 NTCIP 1211 v02

TXShare Participating Entities are implementing a pilot project to provide Transit Signal Priority (TSP) for buses along specific routes in their respective locales. The Centralized TSP System will collect data from buses and, if certain criteria are met, generate a TSP request that is transmitted to the TXShare Participating Entity's traffic management system for action.

The Centralized TSP system is based on NTCIP 1211 v02. NTCIP 1211 defines the management information base for signal control and prioritization (SCP) systems. It defines individual parameters that represent the configuration, status, and control information that is unique to SCP.

Within the standard, NCTIP 1211 defines the following three critical SCP components:

- Priority Request Generator (PRG)
- Priority Request Server (PRS)
- Coordinator (CO)

NTCIP 1211 defines the primary functions of these components as follows:

Priority Request Generator (PRG)

- To produce an estimate of the arrival time at the intersection
- To produce an estimate of the time for departure from the intersection.
- To send a request for signal priority to the Priority Request Server.
- To send and receive the status of a priority request from the

PRS. Priority Request Server (PRS)

- To receive priority requests from the PRG

- To send the status of priority requests back to the PRG.
- To prioritize multiple priority requests
- To exchange service requests with the coordinator.
- To exchange status information with the

coordinator. Coordinator

- To receive service requests from the PRS
- To transmit status information back to the PRS
- To implement the requested priority strategy

Based on the architecture of the Centralized TSP System, the PRS and CO will be located in the local controller.

#### 5.24.1 Compliance

- (1) The software shall be compliant to NTCIP 1211 v02 for all functional requirements, dialogs, and objects defined in the Standard for the Priority Request Server (PRS) and the coordinator (CO).

#### 5.24.2 Existing Software Functionality

- (1) The PRS and CO shall utilize existing software functionality for time synchronization, event logging, device identify and configuration.

#### 5.24.3 Requirements Traceability Matrix

- (1) The Requirements Traceability Matrix provided in Annex A of the NTCIP 1211 v02 is included in this specification by reference.

### **5.25 NTCIP 1211 v02 Project Specific Protocol Requirements List**

Section 3 of NTCIP 1211 v02 defines the Functional Requirements based on user needs identified in Section 2 of the standard. Each user's need is mapped to one or more requirements in the Protocol Requirements List (PRL).

Conformance to each functional requirement is identified as Mandatory, Optional, Conditional, Not Applicable, or Excluded as defined in Table 1 of Section 3.3.1.1. The TXShare Participating Entity has selected the requirements defined in the PRL that meet their needs. These are identified in a TXShare Specific PRL attached as Appendix B and incorporated into this Specification.

#### 5.25.1 Compliance

- (1) To be considered complaint to this NTCIP 1211 v02 and this specification, the software shall include all requirements marked as "Yes" (i.e., required) in the NTIP 1211 v02 PRL.

### **5.26 Extensions to NTCIP 1202 v03**

#### 5.26.1 Background

- (1) The NTCIP 1202 v03 Standard does not define every traffic signal control feature, only addressing features in wide use. TXShare Participating Entities have identified additional user needs and functional requirements for the local controller software. This section provides the following information:
  - (a) Defines new functional requirements not included in NTCIP 1202 v03.
  - (b) Defines additional functional requirements for user needs identified in NTCIP 1202 v03.

#### 5.26.2 General Information

- (1) Users shall be able to enter the following general Intersection Information into the software.
  - (a) Intersection ID Number
  - (b) Major Street Name
  - (c) Minor Street Name
- (2) Users shall be able to view the current active software version from either the controller front panel display or through the web interface.

#### 5.26.3 Labels

- (1) The software shall allow users to enter, at a minimum, alpha-numeric labels for the following:
  - (a) Vehicle Phases
  - (b) Pedestrian Phases

- (c) Overlaps
- (d) Timing Plan Sets

- (e) Preempts
- (2) All labels shall be a minimum of six characters in length.

#### 5.26.4 Peer-to-Peer Communication

- (1) The local controller software shall support peer to peer communication between local intersection controllers exclusive of a central management system and along the most direct and reliable path allowable by the communication topology.
- (2) The local controller software shall support transmission and reception of multiple peer messages simultaneously.
- (3) The local controller software shall be able to transmit peer to peer messages to a minimum of five (5) intersections in all directions from the intersection transmitting the messages.
- (4) The local controller software shall be able to receive peer to peer messages from a minimum of five (5) intersections in all directions from the intersections receiving the message.
- (5) A peer message shall be generated and transmitted based on a user defined controller action, event, input, or output occurring at the transmitting intersection.
  - (a) The user shall be able to select any local controller input, output, or event to initiate a peer-to-peer message.
  - (b) Up to five (5) controller actions/events may be grouped together to generate a peer message.
- (6) Receipt of a peer message at an intersection shall result in the initiation of a user defined action/event at the receiving intersection.
  - (a) The user shall be able to select any internal control action/event available in the software.
  - (b) Receipt of a peer message can result in the initiation of up to five (5) user defined controller actions/events.

#### 5.26.5 Programmable Logic Gates and Statements

- (1) The software shall support a minimum of sixty-four logic statements.
- (2) The software shall support the following Boolean logic gates:
  - (a) OR – if either function is true, the logic channel will be true.
  - (b) AND – if both functions are true, the logic channel will be true.
  - (c) NOT- if the first function is NOT true, the logic channel will be true the second function is not used for this command.
  - (d) XOR- if either function is true the channel is true; if both are true the channel will be false.
  - (e) NOR – If either function is true, the logic channel will be false.
  - (f) NAND – if both functions are true, the logic channel will be false.
  - (g) ORNOT2 – if the first function is true OR the second function is not true, the logic channel will be true.
  - (h) ANDNOT2 – if the first function is true AND the second function is not true, the logic channel will be true.
- (3) The software shall support the following Logic commands:
  - (a) LATCH – once the first function is true, the logic channel will be true until the second function is true.
  - (b) DELAY AND/OR EXTEND – once the function is true, the logic channel shall not be true until the amount of time in seconds defined by the user has elapsed. After the function changes from true to false, the logic channel shall remain true until the amount of time in seconds defined by the user has elapsed.
    - (i) The range of the delay time shall be from 0 to 255 seconds and defined separately.
    - (ii) The range of the extended time shall be from 0 to 255 seconds and defined separately.
- (4) The software shall provide the ability to program the following outputs in logic statements:
 

(a) Phase green	yellow.
(b) Phase yellow	(g) Overlap red.
(c) Phase red	(h) Walk
(d) Phase omit.	(i) Pedestrian clear
(e) Overlap green.	
(f) Overlap	

- (j) Don't walk.
- (k) Overlap walk.
- (l) Overlap  
pedestrian  
clear.
- (m) Overlap don't  
walk.
- (n) Phase on
- (o) Phase next
- (p) Phase check
- (q) Phase hold
- (r) Virtual phase  
green

- (s) Virtual phase yellow
- (t) Virtual phase red
- (u) LRV green
- (v) LRV yellow
- (w) LRV red
- (x) Force off.
- (y) Preempt on
- (z) Preempt entry one.
- (aa) Preempt entry two.
- (bb) Preempt dwell.
- (cc) Preempt off.
- (dd) Flash
- (ee) Free
- (ff) Special Function
- (gg) Active plan
- (hh) Special output/time of day

(5) The software shall provide the ability include the following inputs in logic statements:

- (a) Vehicle detector
- (b) Pedestrian detector/call
- (c) Overlap detector.
- (d) Overlap pedestrian detector.
- (e) System detector
- (f) Queue detector
- (g) LRV detector
- (h) Terminate detector.
- (i) Vehicle omit.
- (j) Pedestrian omit.
- (k) Overlap omit.
- (l) Overlap pedestrian omit.
- (m) LRV Omit
- (n) Phase hold
- (o) Overlap hold.
- (p) Walk hold.
- (q) Overlap walk hold.
- (r) Preempt train input.
- (s) Preempt emergency vehicle input.
- (t) Flash sense
- (u) Manual control enable.
- (v) Manual control advance
- (w) Stop time.
- (x) Minimum recall
- (y) External start
- (z) Walk rest modifier.
- (aa) External coordination enable.
- (bb) Plan select enable.
- (cc) External Time set.
- (dd) Door open
- (ee) Force off.
- (ff) Red rest
- (gg) Max inhibit.
- (hh) Max 2
- (ii) Max 3
- (jj) Pedestrian recycle.
- (kk) External plan select.
- (ll) Master sync input
- (mm) Free select input.
- (nn) MMU flash
- (oo) Local flash
- (pp) Automatic flash
- (qq) Gate down

(6) The software shall support a minimum of sixty-four user definable logic statements.

(7) The software shall not limit the number of items that can be linked together in logical statements.

- (a) The software shall process the logic commands every 0.1 seconds.

#### 5.26.6 Monitor Conflict Monitor/MMU

- (1) The Software shall be able to report the status of the Cabinet's Conflict Monitor/MMU.
- (2) The Software shall be capable of retrieving the Cabinet's Conflict Monitor/MMU logs.

#### 5.26.7 Diagnostics

- (1) The software shall include a diagnostic routine that conducts verification checks on edits and/or downloaded traffic signal controller databases.
- (2) The verification routine shall automatically run prior to when either of the following criteria exist:
  - (a) A traffic signal controller database is downloaded from a remote management station or when copied from an approved external source.
  - (b) Before edits to a database are saved.
  - (c) Timing changes via the front panel result in a verification failure
- (3) Any discrepancies identified during the verification check shall be clearly identified and displayed to the user.
  - (a) A description of the discrepancy shall also be displayed.



- (4) The verification routines shall include, at a minimum, the following checks:
  - (a) Out of range parameters
  - (b) Overlap/phase is activated but yellow and red time below minimums.
  - (c) Pedestrian overlap/phase activated but no detector input assigned.
  - (d) Vehicle overlap/phase activated but no recall or detector input assigned.

- (e) Walk rest is called for, but the pedestrian minimum is violated.
- (f) The offset is greater than the cycle length.
- (g) Coordinated plan phase times do not add up to cycle length unless cycle length is set to zero.
- (h) Plan has coordination numbers, and transition parameters are not defined, unless cycle length is set to zero.
- (i) Coordination plan calls for phases with “0” minimum green and/or gap time.
- (j) Coordination plan calls for phases that are not in the overlap table referenced by the coordination plan.

5.26.8 Remote Commands: Definition of remote commands (remote devices directly to the controller’s web interface and/or from the Central system).

- (1) Users shall be able to remotely change between TOD / FREEOP / Remote Flash / Remote Manual Command / Central System Command.
- (2) Users shall be able to remotely place a detector call and preempt inputs in real-time by checkbox (or similar implementation method) from a real-time status window.

5.26.9 Manage Phase Configuration (NTCIP 1202 – User ID 2.5.2.1.2)

- (1) Users shall be able to configure phases for conditional inclusion in a sequence without requiring a programmed split.
- (2) Minimum and maximum green times shall be programmable by phase for each TOD plan.
- (3) Users shall be able to select start-up and programmed flash entrance/exit phases/phase status/sequence.
- (4) The software shall provide a rapid transition between TOD plans and at any point when the coordinator is interrupted/preempted while running a coordinated TOD plan.
- (5) The Software shall support a minimum of twenty-five barrier groups.

5.26.10 Manage Coordination Configuration (NTCIP 1202 – User ID 2.5.2.1.3)

- (1) Coordinated phases shall be assignable for each ring and barrier (i.e., Dual Coordination)
- (2) The user shall be able to assign phases in different rings and/or barriers as coordinated / reference phases in different TOD plans.

5.26.11 Manage Overlap Configurations (NTCIP 1202 – User ID 2.5.2.1.8)

- (1) In addition to the overlap types identified in NTCIP 1202, the software shall include a configuration template for a Left Turn – Arlington Display overlap.
- (2) The software shall support a minimum of sixteen overlap included phases.
- (3) The software shall support a minimum of eight (8) modifier phases for all overlap types requiring such.
- (4) Users shall be able to configure the overlap clearance times to be driven by either of the following options:
  - (a) Overlap Timing
  - (b) Parent Phase Timing
- (5) Users shall be able to enable/disable flashing yellow arrow overlaps by time-of-day plan.
- (6) Users shall be able to able to configure flashing yellow right-turn overlaps to omit green or flashing yellow state(s) based on conflicting Walk and/or Flashing Don’t Walk. The following options shall be available.
  - (a) Conflicting Pedestrian Walk – Red or FYA
  - (b) Conflicting Pedestrian Flashing Don’t Walk – Red or FYA
  - (c) Conflicting Pedestrian Don’t Walk – FYA or Green Arrow
- (7) Users shall be able to separate delay values for leading and lagging flashing yellow arrow sequences.
- (8) The software shall support separate delay values for leading and lagging flashing yellow arrow sequences.
  - (a) A lagging flashing yellow arrow sequence shall be configurable for any of the following:
    - (i) Include the All-Red State
    - (ii) Skip the All-Red State (no red-revert)
- (9) The flashing yellow arrow delay shall be user configurable to suppress the delay upon the start of the opposing through phase.
- (10) The software shall support the flashing yellow arrow delay/suppression by detector for the entire duration of the opposing phase split or maximum green.
- (11) Pedestrian overlaps with walk/flashing don’t walk times shall operate independently from parent phase pedestrian timing.
- (12) Pedestrian overlaps shall operate independently from parent phase order as programmed for that

overlap (i.e., parent phases 1,2,3 operate the same as parent phases 3,2,1)

(13) Users shall be able to program trailing green/green clearance times in one-tenth (1/10) second intervals.

(14) Users shall be able to program omits or suppression conditions by phase sequence/phase next.

5.26.12 Manage Preempt Configurations (NTCIP 1202 - User ID 2.5.2.1.9)

(1) The software shall be able to accept preempt requests from either local controller contact closures, remote management station, or central management or centralized vehicle preemption system.

(2) The user shall be able to configure overlap settings for each preempt.

(3) In addition to the exit phase strategies identified in NTCIP 1202 v03, the software shall support the following exit phase strategies:

(a) Free

(b) User-defined exit sequence

(c) Longest unserved movement

(d) Skipped movement(s)

(e) Exit into coordination.

(4) Users shall be able to define minimum and maximum green times per phase for each preempt.

(5) Users shall be able to define specific sequences for preemption entry based on active phase condition when a preemption call is received.

(6) Phases shall honor detection input throughout preemption and during preempt exit.

(7) Preempt exit mode programmable by TOD. May be accomplished through either preemption configuration or via user logic programming.

5.26.13 Manage Timing Pattern Scheduler (NTCIP 1202 – User ID 2.5.2.1.10)

(1) The scheduler shall support a minimum of 40 day plans, with a minimum of sixty-four events per day plan.

(2) The scheduler shall support a minimum of three auxiliary functions and 16 special functions.

5.26.14 Manage Detector Configuration (NTCIP 1202 – User ID 2.5.3.1)

(1) The pedestrian detector failure behavior shall be user selectable to either “Fail On” or “Fail Off.”

(a) Users shall be able to select by individual detector and/or detector set.

(2) Detectors shall be able to call phases or overlaps.

(a) An overlap call shall call all parent phases for that overlap.

(3) The software shall allow users to assign more than one call/extend phase per detector.

(4) The software shall allow users to call/extend phases by overlap.

5.26.15 Monitor Detector Status (NTCIP 1202 – User ID 2.5.3.2)

(1) In addition to the number of 128 vehicle detectors identified in NTCIP 1202, The software shall support an additional 320 prioritor and preempt detectors)

5.26.16 Manage Split Configuration (NTCIP 1202 – User ID 2.5.2.1.5)

(1) The software shall allow oversized pedestrian splits to be accommodated through a “stop in walk” method where the controller adds time to the background cycle length or by “reallocating time” from other phases by modifying split times within a user-definable number of cycles to maintain coordination without requiring a coordination transition.

## SECTION 6: GENERAL TERMS AND CONDITIONS

### 6.0 TERMS

- 6.01 **Sales Tax.** NCTCOG is exempt from Texas limited sales, federal excise and use tax, and does not pay tax on purchase, rental, or lease of tangible personal property for the organization's use. A tax exemption certificate will be issued upon request.
- 6.02 **Conditions.** NCTCOG reserves the right to accept or reject any and/or all submissions or to cancel this notice at any time.
- 6.02.1 A response to this solicitation does not commit NCTCOG to a purchase contract, or to pay any costs incurred in the preparation of such response.
- 6.02.2 Unless the respondent specifies in the proposals, NCTCOG may award the contract for any items/services or group of items/services in the solicitation and may increase or decrease the quantity specified.
- 6.02.3 NCTCOG reserves the right to hold and accept any proposals received by the submission deadline for a period of ninety (90) days after the deadline if a determination has not been made for an award.
- 6.02.4 NCTCOG reserves the right to negotiate the final terms of any and all purchase contracts with respondent(s) selected and such contracts negotiated as a result of this solicitation may be re-negotiated and/or amended in order to successfully meet the agency needs.
- 6.02.5 NCTCOG reserves the right to waive any defect in this procurement process or to make changes to this solicitation, as it deems necessary. NCTCOG will provide notifications of such changes to all respondents recorded in the official record (Distribution Log/Receipts Record) as having received or requested solicitation.
- 6.02.6 NCTCOG reserves the right to contact any individual, agencies, or employers listed in a submission, to contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications; and to request additional information from any and all respondents.
- 6.02.7 NCTCOG reserves the right to conduct a review of records, systems, procedures, etc., of any entity selected for funding. This may occur prior to, or subsequent to, the award of a purchase contract. Misrepresentation of the respondent's ability to perform as stated in the qualification submittals may result in cancellation of the purchase contract award.
- 6.02.8 NCTCOG reserves the right to withdraw or reduce the amount of an award, or to cancel any contract resulting from this procurement if adequate funding is not available.
- 6.02.9 Respondent shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of NCTCOG for the purpose of, or having the effect of, influencing favorable disposition toward their own submission or any other submitted hereunder.
- 6.02.10 No employee, officer, or agent of NCTCOG shall participate in the selection, award, or administration of a contract if a conflict of interest, real or apparent, exists.
- 6.02.11 Respondent shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause the respondent's bid to be rejected. This does not preclude joint ventures or subcontracts.
- 6.02.12 All proposals submitted must be an original work product of the respondent. The copying, paraphrasing, or other use of substantial portions of the work product of others and submitted hereunder, as original work of the respondent is not permitted. Failure to adhere to this instruction may cause the proposal submission(s) to be rejected.

6.02.13 The only purpose of this solicitation is to ensure uniform information in the selection of proposals and procurement of services. This solicitation is not to be construed as a purchase contract, or as a commitment of any kind, nor does it commit NCTCOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by NCTCOG.

6.02.14 The contents of a successful proposal submission may become a contractual obligation, if selected for award of a contract. Failure of the respondent to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful respondent as a basis for release of proposed services at stated price/cost. Any damages accruing to NCTCOG as a result of the Respondent's failure to contract may be recovered from the respondent.

6.02.15 A contract with the selected respondent may be withheld at the sole discretion of NCTCOG if issues of contract compliance or questioned/disallowed costs exist, until such issues are satisfactorily resolved. Award of contract may be withdrawn by NCTCOG if resolution is not satisfactory to NCTCOG.

6.02.16 NCTCOG is the responsible authority for handling complaints or protests regarding the selection process. This includes, but is not limited to, disputes, claims, protest of award, source evaluation or other matters of a contractual nature. Respondent agrees, to the extent possible and not in contravention of any applicable State or Federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this process informally through voluntary mediation, arbitration or any other local dispute mediation process, including but not limited to dispute resolution policies of NCTCOG, before resorting to litigation.

### 6.03 **House Bill 89 Certification**

If Respondent is required to make a certification pursuant to Section 2270.002 of the Texas Government Code, Respondent certifies that Respondent does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If Respondent does not make that certification, Respondent must indicate that in its Response and state why the certification is not required.

6.04 **Insurance Requirements.** At all times during the term of a contract resulting from this procurement, the contractor shall procure, pay for, and maintain, with approved insurance carriers, the minimum insurance coverage and limits required to do business in the state of Texas.

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

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

6.07 **Form 1295.** The Texas Legislature has adopted House Bill 1295. In summary, the law states that a governmental entity or state agency may not enter into certain contracts with a business entity unless the business entity submits a

disclosure of interested parties (Form 1295) to our agency prior to the award of certain contracts. The disclosure of interested parties must be completed electronically and submitted through the Texas Ethics Commission website. If the requirement applies to the contract resulting from this RFP, NCTCOG will notify the vendor that the disclosure is required and will provide a specific contract number for inclusion in the submittal. For more information about the process, please visit the following website: [https://www.ethics.state.tx.us/whatsnew/FAQ\\_Form1295.html](https://www.ethics.state.tx.us/whatsnew/FAQ_Form1295.html).

- 6.08 **Equal Employment Opportunity.** Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. Contractor shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 6.09 **Davis-Bacon Act.** Contractor agrees to comply with all applicable provisions of 40 USC § 3141 – 3148.
- 6.10 **Contract Work Hours and Selection Standards.** Contractor agrees to comply with all applicable provisions of 40 USC § 3701 – 3708 to the extent this agreement indicates any employment of mechanics or laborers.
- 6.11 **Rights to Invention Made Under Contract or Agreement.** Contractor agrees to comply with all applicable provisions of 37 CFR Part 401.
- 6.12 **Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** Contractor agrees to comply with all applicable provisions of the Clean Air Act under 42 USC § 7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC § 1251 – 1387, and the Energy Policy Conservation Act under 42 USC § 6201.
- 6.13 **Debarment and Suspension (Executive Orders 12549 and 12689).** A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- 6.14 **Procurement of Recovered Materials.** Contractor agrees to comply with all applicable provisions of 2 CFR §200.322.
- 6.15 **Restrictions on Lobbying.** Contractor is prohibited from using monies for lobbying purposes; Contractor shall comply with the special provision “Restrictions on Lobbying,” which is included as Attachment V of the RFP. Contractor shall include a statement of compliance with the Lobbying Certification and Disclosure of Lobbying Activities in applicable procurement solicitations. Lobbying Certification and Disclosure of Lobbying Activities shall be completed by subcontractors and included in subcontractor contracts, as applicable.
- 6.16 **Drug-Free Workplace.** Contractor shall provide a drug free workplace in compliance with the Drug Free Work Place Act of 1988.
- 6.17 **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.
- 6.18 **Civil Rights Compliance**  
Compliance with Regulations: Contractor will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation (USDOT), the Federal Highway Administration (FHWA), as they may be amended from time to time, which are herein incorporated by reference and made part of this agreement.

Nondiscrimination: Contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, sex, or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. Contractor will not participate directly or indirectly in the

discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 45 CFR Part 21.

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

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

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

Incorporation of Provisions: Contractor will include the provisions of the paragraphs listed above, in this section 9.13, in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. Contractor will take such action with respect to any subcontract or procurement as NCTCOG, the State, or the FHWA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if Contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier because of such direction, Contractor may request the State to enter into such litigation to protect the interests of the State. In addition, Contractor may request the United States to enter into such litigation to protect the interests of the United States.

#### 6.19 **Disadvantaged Business Enterprise Program Requirements**

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

#### 6.20 **Pertinent Non-Discrimination Authorities**

During the performance of this Agreement, Contractor, for itself, its assignees, and successors in interest agree to comply with the following nondiscrimination statutes and authorities; including but not limited to:

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- b. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- d. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- e. The Age Discrimination Act of 1975, as amended, (49 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).

- f. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- g. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).
- h. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.
- i. The Federal Aviation Administration’s Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- j. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- k. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- i. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

**6.21 Ineligibility to Receive State Grants or Loans, or Receive Payment on State Contracts**

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

- a. Receive payments from state funds under a contract to provide property, materials or services; or
- b. Receive a state-funded grant or loan

**6.22 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment**

Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities.

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.



## SECTION 7: HOW TO SUBMIT YOUR PROPOSAL

### 7.0 INSTRUCTIONS FOR RESPONDENTS

Please provide a written response regarding ability to meet each requirement as outlined in the Scope of Work (Section 5.0). Include any additional pertinent information on how your proposed solution meets each requirement. Provide any pertinent additional functionality and/or services not outlined in the Scope of Work that you wish to offer.

**Important Note: Your proposal must consist of your responses to Tabs A-G and completed Attachments I-X**

#### **Tabs**

**Tab A COVER SHEET.** The cover to your proposal will consist of:

1. The completed page 1 of this solicitation document.
2. A brief statement of the respondent's understanding of the work to be done and a summary of its qualifications.

**Tab B EXECUTIVE SUMMARY.** An executive summary will briefly describe the firm's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the firm.

**Tab C KEY PERSONNEL.** If applicable in providing services under this contract, identify all **managers, supervisors, and other team members** who will be involved in the management of the delivery of goods or services under this RFP. Identify any subcontractors or third-party services that are utilized in the performance of fulfilling this RFP. In addition to email and phone contact information for each, provide a general explanation of how the team will interface with NCTCOG and Participating Entities' project management and team personnel.

**Tab D TECHNICAL PROPOSAL.** This section should constitute the major portion of the submittal and must contain a narrative in specific response to items identified below and to all to the specifications outlined in **Section 5.0 –Scope of Work and Appendices A and B.**

1. Description of the services for which the Proposer is able to provide. In responding, please use the categories identified in the Scope of Services and Appendices A and B of this RFP.
2. Description of the Proposer's process for responding to an order for product.
3. Description of the Proposer's process for delivering orders to respective clients.
4. Description of the Proposer's customer satisfaction services, to include any warranty and/or repair capabilities.
5. Description of the Proposer's invoicing process used by the Proposer.
6. Any assumptions made in responding to the requirements.
7. Any exceptions to the requirements. If there are no exceptions, Proposer shall explicitly state that no exceptions are taken to any part of this RFP. Offer must be in compliance with stated term and conditions unless NCTCOG accepts identified exceptions of the Proposer.
8. Any special features or services the Proposer is proposing in response to the requirements that are included within the pricing provided.

Failure to provide written response to items indicated in this section will be interpreted by NCTCOG as an *inability* by the firm to provide the requested product, service or function. NCTCOG encourages vendors to be creative when developing their proposals for the requested goods and or service(s). Designate specific contact person(s) for the following phases: (1) bid process (2) contracting process (3) contract administration (primary point of contact for receiving orders from Participating Entities).

**Tab E REFERENCES.** Include at least three recent references for customers (preferably public agencies) for whom you have provided similar services. Please include the organization's name, address, contact person, phone number, and email address for each reference. NCTCOG reserves the right to contact or visit any of the Respondent's current and/or past customers to evaluate the level of performance and customer satisfaction.

**Tab F PROPOSAL PRICING.** Respondents should furnish a proposal that specifies a pricing model(s) that will apply to all orders placed under this contract. The pricing models(s) can be based on quantity or a flat percentage discount across the board. Please provide a current suggested list pricing (rate card) for the products and services that you intend to provide in your proposal.

**Tab G REQUIRED ATTACHMENTS.** Please include signed copies of ALL ATTACHMENTS (beginning with ATTACHMENT I) and Appendices found at the end of this solicitation document. All attachments must be submitted with the proposal, or the proposal may be disqualified as nonresponsive. IF AN ATTACHMENT DOES NOT APPLY, PLEASE MARK AS “NOT APPLICABLE” AND SUBMIT WITH THE PROPOSAL.

## REQUIRED ATTACHMENT CHECKLIST

Please utilize this checklist to ensure that all required attachments are included with your proposal. IF AN ATTACHMENT DOES NOT APPLY, PLEASE MARK AS “**NOT APPLICABLE**” AND SUBMIT WITH THE PROPOSAL. FAILURE TO SUBMIT **ALL REQUIRED DOCUMENTS** MAY NEGATIVELY IMPACT YOUR EVALUATION SCORE.

- Page 1 - Cover Sheet
- Page 20 - Attachment I: Instructions for Proposals Compliance and Submittal
- Page 21 - Attachment II: Certification of Offeror
- Page 22 - Attachment III: Certification Regarding Debarment
- Page 23 - Attachment IV: Restrictions on Lobbying
- Page 25 - Attachment V: Drug-Free Workplace Certification
- Page 26 - Attachment VI: Certification Regarding Disclosure of Conflict of Interest
- Page 28 - Attachment VII: Certification of Fair Business Practices
- Page 29 - Attachment VIII: Certification of Good Standing Texas Corporate Franchise Tax Certification
- Page 30 - Attachment IX: Historically Underutilized Businesses, Minority Or Women-Owned Or Disadvantaged Business Enterprises
- Page 31 - Attachment X: Federal and State of Texas Required Procurement Provisions
- Page 34 - Appendix A: NTCIP 1202 Protocol Requirements List
- Page 35 - Appendix B: NTCIP 1211 Protocol Requirements List
- Page 44 – Appendix C: Service Questionnaire
- Page 56 – Appendix D: Service Area Designation Forms
- Page X – Appendix E: Pricing Proposal
  
- Respondent recognizes that all proposals must be submitted electronically through Public Purchase by the RFP due date and time. All other forms of submissions will be deemed nonresponsive and will not be opened or considered.

**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.

**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 may be requested to 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 6.04.

Name of Organization/Contractor(s):

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Signature of Authorized Representative:

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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):

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Signature of Authorized Representative:

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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):

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Signature of Authorized Representative:

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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:  
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: \_\_\_\_\_

**<<INSERT CONFLICT OF INTEREST PDF FORM HERE>>**

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**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):

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Signature of Authorized Representative:

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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. Representatives from HUB companies should identify themselves and submit a copy of their certification.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to 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/>

Local businesses seeking M/W/DBE certification should contact:

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

**Submitter must include a copy of its minority certification documentation as part of this solicitation.**  
If your company is already certified, attach a copy of your certification to this form and return with your proposal.

**Indicate all that apply:**

- Minority-Owned Business Enterprise
- Women-Owned Business Enterprise
- Disadvantaged Business Enterprise

**ATTEST TO Attachments of Certification:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_ (month), 20\_\_ in  
\_\_\_\_\_  
(city), \_\_\_\_\_ (county), \_\_\_\_\_ (state).

\_\_\_\_\_  
**SEAL**

Notary Public in and for \_\_\_\_\_ (County),  
State of \_\_\_\_\_ Commission expires: \_\_\_\_\_

**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:

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**-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:

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**APPENDIX A**  
**NTCIP 1202 Protocol Requirements List**

For organizational purposes, Appendix A is attached separately in the Public Purchase dashboard for RFP 2023-092.

## **APPENDIX B**

### **NTCIP 1211 Protocol Requirements List**

For organizational purposes, Appendix B is attached separately in the Public Purchase dashboard for RFP 2023-092 .

**APPENDIX C**  
**Service Questionnaire**

Indicate the services you are able to provide:

SERVICE	YES	NO
Bid Item #1 Software solutions		
Bid Item #2 Hardware solutions		
Bid Item #3 Services not anticipated		

Respondents should address the following items in Tab D: Technical Proposal if they are applicable for the service(s) being proposed.

- Respondents are asked to identify services that they are able to provide.
- Respondents are not required to be able to respond to all services in order to provide a proposal to this RFP.
- Those Respondents that are capable of providing more than a single service, indicate which in the table above, and provide an individual narrative relating to the needs of each Bid Item as described in Appendix C.
- Responses should consist of detailed descriptions of what a Respondent's firm is capable of providing to the TXSHARE Public Purchasing Cooperative. The bulleted points in each Bid Item must be addressed, but Respondents are encouraged to provide additional detail about their operation and capabilities.

Note: Respondent is not required to complete any questions that are not applicable to the services you are bidding.

**APPENDIX D**  
**Service Designation Forms**

<b>RFP 2023-092</b>	<b>Texas Service Area Designation or Identification</b>		
<b>Proposer Name:</b>			
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to service the entire State of Texas</b>		
	Will service the entire State of Texas	Will not service the entire State of Texas	
	<b>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.</b>		
<b>Item</b>	<b>Region</b>	<b>Metropolitan Statistical Areas</b>	<b>Designated Service Area</b>
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	

RFP 2023-092	Nationwide Service Area Designation or Identification Form		
Proposer Name:			
Notes:	<p><b>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</b></p>		
Will service all Fifty (50) States		Will not service Fifty (50) States	
<p><b>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.</b></p>			
<p><b>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.</b></p>			
Item	State	Region/MSA/City	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		

## APPENDIX E

### Pricing Proposal

Respondents are asked to identify which services they are proposing in Appendix C, and to provide pricing information as specified below for each item separately. Vendors are encouraged to promote the pricing structure that most fits their business model for each of the items that they are responding.

Depending on the type of service or product being offered, pricing may be hourly rate-card for employee time, flat-fee pricing, catalog percentage discount (also known as list-less), per-license, per user, or any method that the Respondent prefers to propose.

Attention should be given to making one's proposal scalable and applicable across your pledged service designation areas. This pricing shall be available for the same rate at any location in the United States unless designated otherwise in your proposed pricing.

**Respondents should furnish a proposal that specifies pricing for the products and services they propose. Responses to this Price Proposal should be addressed in Tab F.**

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

NCTCOG prefers vendors that provide a sole source of responsibility for the products and services provided under a resulting contract. If Proposer requires the use of dealers, resellers, or subcontractors to provide the products or services, the Proposal should address how the products or services will be provided to Members and describe the network of dealers, resellers, and/or subcontractors that will be available to serve TXShare Members under a resulting contract.

NCTCOG desires the broadest possible selection of products and services being proposed over the largest possible geographic area and to the largest possible cross-section of TXShare current and potential members.

The actual cost to each member agency may be negotiated further below the proposed rate between the awarded Contractor and the member agency based on the size and scope of the specific services needed to successfully complete the work using the rates provided in Tab F, at the Contractor's discretion.

Respondents are encouraged to use as many pages as necessary.