



REQUEST FOR PROPOSALS

For

**Artificial Intelligence-Based Building and Plan Review
Software**

June 2025

TXShare

Your Public Sector Solutions Center

REQUEST FOR PROPOSALS

For

Artificial Intelligence-Based Building and Plan Review Software

RFP # 2025-059

Sealed proposals will be accepted until 2:00 PM CT, **July 11, 2025**, and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

Contact Person for This Proposal

Title

Contact Person Telephone Number

Contact Person E-Mail Address

Street Address of Principal Place of Business

City/State

Zip

Mailing Address of Principal Place of Business

City/State

Zip

Point of Contact for Contract Negotiations

Title

Point of Contact Telephone Number

Point of Contact Person E-Mail Address

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

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

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SECTION 1: OVERVIEW

1.0 PURPOSE

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

The desired service categories are listed below:

Service Category #1: Artificial Intelligence-Based Building and Plan Review Software

Service Category #2: Other Ancillary Goods or Services

1.0.1 Definitions:

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

1.0.2 Outcome

The desired outcome of this RFP is for NCTCOG to enter into a Master Services Agreement (“MSA”) with one or more fully licensed Contractors authorized to operate in the locations listed in Exhibit 2. These agreements will be awarded through the TXShare purchasing cooperative and made available to municipalities, counties, school districts, and other governmental entities (“Customers” or “Members”). Contracts will be non-exclusive and do not guarantee any specific volume of sales. Services will be provided on an as-needed basis, with each Customer independently negotiating their own orders. Vendors awarded contracts will be uniquely positioned to market their offerings to TXShare Members as needs arise.

SECTION 2: TXSHARE COOPERATIVE PURCHASING PROGRAM

2.0 BENEFITS OF A COOPERATIVE PURCHASING PROGRAM

2.0.1 How Does a Cooperative Purchasing Program Work?

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

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

2.0.2 How Does a Government Entity Benefit?

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

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

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

2.0.3 How Does a Vendor Benefit?

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

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

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

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

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

2.0.4 Mutual Benefits

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

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

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

2.1 NCTCOG OVERVIEW

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

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

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

2.2 TXSHARE PROGRAM EXPLANATION

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

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

2.3 CONTRACT MANAGEMENT AND REPORTING

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

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

2.4 ADMINISTRATIVE FEE

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

2.5 INTERLOCAL AGREEMENT

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

2.6 STANDARD TERMS AND CONDITIONS

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

SECTION 3: GENERAL INFORMATION

3.0 CONTRACT INTENT

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

3.1 ADMINISTRATIVE GUIDANCE

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

3.2 ADDENDA

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

3.3 SOLICITATION SCHEDULE

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

The anticipated schedule is as follows:

RFP Issued	June 13, 2025	
Pre-Proposal Conference	June 26, 2025	10:00 AM CT
Inquiry Period Ends	June 30, 2025	5:00 PM CT
Proposal Due Date	July 11, 2025	2:00 PM CT
Planned Contract Award	August 28, 2025	

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

3.4 PRE-PROPOSAL CONFERENCE

There will be a non-mandatory pre-proposal conference at 10:00 AM CT on **June 26, 2025**, via Microsoft Teams. The invitation information is available in the Pre-Bidding Events details listed in Bidnet Direct by Sovra (“Bidnet Direct”).

3.5 QUESTIONS AND REQUESTS FOR CLARIFICATION (INQUIRY)

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

3.6 PROPOSAL SUBMISSION

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

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

Electronic submission of proposals shall be made in English, in searchable PDF format, and must be uploaded via Bidnet Direct no later than **2:00 P.M. (Central Time) – July 11, 2025.**

It is the responsibility of the respondent(s) to ensure that the proposals are submitted as described above by the designated due date and time. NCTCOG assumes no responsibility for delays. Late proposals will not be opened nor considered in the evaluation of the proposal. Proposals may be withdrawn at any time prior to the submittal deadline, but they may not be withdrawn after the official opening.

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

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

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

3.7 PUBLIC OPENING

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

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 210 878 400 930 8

Passcode: dS9kr9da

Dial in by phone

[+1 903-508-4574,,131332471#](#) United States, Tyler

[Find a local number](#)

Phone conference ID: 131 332 471#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

If you are dialing in, please notify the organizer of the meeting of your phone number so the lobby can be monitored.

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

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

SECTION 4: EVALUATION AND AWARD

4.0 TIME FOR EVALUATION

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

4.1 EVALUATION PROCESS

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

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

4.2 BAFO AND CLARIFICATION REQUESTS

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

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

4.3 ORAL PRESENTATIONS / DEMONSTRATIONS

NCTCOG reserves the right to require a presentation or demonstration 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 and its TXShare members.

4.5 PROPOSAL EVALUATION CRITERIA

Submissions will be evaluated based on the following criteria:

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

SECTION 5: SPECIFICATIONS

5.0 INTRODUCTION AND BACKGROUND

TXShare, a cooperative purchasing program serving municipalities, counties, and other governmental entities across the U.S., is issuing this Request for Proposal (RFP) to identify an Artificial Intelligence-Based Plan Review Software solution that addresses the current challenges in reviewing and processing construction and development plans of various disciplines between local government agencies, developers, contractors, and other stakeholders. This project aims to introduce operational efficiencies, reduce plan review timelines, streamline workflows, enhance customer service, and provide greater predictability and transparency. The solution should be scalable, user-friendly, and require minimal customization to meet the evolving needs of the jurisdiction. This project also aims to leverage proven solutions to create a flexible, adaptable platform that will benefit our public sector stakeholders long-term.

TXShare members and jurisdictions served by this platform will vary in size and complexity, requiring a robust and adaptable automated plan review software solution. The proposed software must be capable of meeting these entities' diverse needs and scaling with growing demand.

5.1 PROJECT GOALS AND DESIRED OUTCOMES

The main objectives of this RFP are outlined as follows, and we invite vendors to propose solutions that address these goals as challenges requiring innovative, flexible solutions:

- **Goal 1: Streamline the Plan Review Process**

Challenge: Plan review is often the most time-consuming part of a local jurisdiction's permitting process. Sometimes, plan deficiencies are inadvertently missed by the local jurisdictions' staff, and in other instances, the development team misses comments from staff. In other cases, new plan deficiencies are inadvertently created while addressing other deficiencies. Regardless of the reason, multiple cycles of plan reviews are typically necessary, which consumes valuable time for the local jurisdiction's staff and their customers while adding to development costs.

Propose an automated software system that uses artificial intelligence to thoroughly, quickly, and consistently review for and identify deficiencies contained within proposed construction and development plans of various disciplines when evaluated for compliance with a local jurisdiction's various manuals, codes, rules, regulations, and ordinances. The system must utilize artificial intelligence to learn building, fire, planning, and engineering codes and ordinances and use this knowledge to thoroughly and quickly review plans for compliance.

The system must allow for the digital submission, tracking, and management of plans, reducing paperwork and manual intervention while ensuring transparency and real-time updates to the local jurisdiction's staff and customers.

- **Goal 2: Improve the Predictability of the Permitting Process**

Challenge: Many jurisdictions employ multiple staff members conducting plan reviews spanning multiple internal departments and disciplines. In some cases, a similar project can receive very different plan reviews based on the local jurisdiction staff member conducting the plan review. The result is inconsistent plan reviews, which introduce uncertainty and unpredictability into the development process, which may erode trust from the development community over time.

Propose an automated plan review software system that is consistent and objective in its application of a local jurisdictions' various manuals, codes, rules, regulations, and ordinances and its identification of plan deficiencies.

- **Goal 3: Integrate and Coordinate with Other Software Solutions**

Challenge: Many local jurisdictions that seek to implement automated plan review software already utilize different software solutions, including, but not limited to, GIS (Geographic Information Systems), CAD (Computer Aided Design), financial systems, and plan review, permitting, inspection, and land management processes. Manual coordination between an automated plan review software solution and existing software solutions introduces potential failure points, is inefficient, and slows the overall development process.

Propose an automated plan review software system that integrates and automatically coordinates with existing software solutions utilized by a local jurisdiction. While automated, the integrations should allow for manual interventions by the local jurisdiction's users in unique instances.

While an automated plan review system that automatically coordinates with existing software systems is preferred, the proposed automated plan review software may also serve as an all-in-one plan review, permitting, inspection, and land management software solution, thereby replacing the local jurisdiction's existing software system.

- **Goal 4: Provide Reliable Software Solutions**

Challenge: The reliability of software solutions used by jurisdictions is often very important to its customers. When software goes down that a jurisdictions' customers are mandated to utilize, delays are often incurred, and development costs increase.

Propose a highly reliable automated plan review software system that can undergo routine maintenance and upgrades without impacting customers during regular business hours. The software must also be scalable and able to monitor and report up-time statistics.

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

Challenge: The technology used by local jurisdictions and their development partners is ever-changing. The emergence of artificial intelligence has only amplified the rate at which technology evolves and improves. A local jurisdiction's software solutions must receive regular product enhancements, updates, and support to provide the best services possible.

Propose a maintenance and support plan for the proposed automated plan review software system that ensures the continued functionality of the software solution over time. The plan should include system monitoring, regular improvements including feature additions and enhancements, updates, troubleshooting, and user support to ensure the system remains operational and effective over time.

5.2 KEY CHALLENGES TO ADDRESS

Vendors are expected to propose solutions that address the following specific challenges:

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

Propose an automated plan review software that uses artificial intelligence to learn and consistently, accurately, and quickly apply a wide variety of resources, manuals, codes, rules, regulations, and ordinances including, but not limited to current and historic zoning maps, master plans, "PD" – Planned Development District zoning ordinances, engineering design manuals, building and fire codes, zoning ordinances, and subdivision ordinances.

- **Challenge 2: Improve Current Plan Review Times**

Propose an automated plan review software that increases the speed, accuracy, and thoroughness of plan reviews of various disciplines beyond what a local jurisdiction's staff is capable of.

- **Challenge 3: Review and Markup Plans for Multiple Disciplines Simultaneously**

Propose an automated plan review software that can simultaneously review construction and development plans of various types for compliance with multiple municipal departments' manuals, codes, rules, regulations, and ordinances. The software should be able to annotate plans to highlight deficiencies while using different colors and/or font types to represent different disciplines (e.g., Fire Marshal, Building, Planning, Engineering).

- **Challenge 4: Seamless Integration with Existing Software Systems**

Propose an automated plan review software that integrates easily with existing government systems (e.g., GIS, CAD, financial systems, plan review, permitting, inspection, land management tools). The solution must support real-time data sharing and analysis and facilitate the seamless exchange of information between stakeholders, ensuring data integrity and reducing manual entry.

- **Challenge 5: Scalability and Flexibility for Future Growth**

Develop automated plan review software that will improve over time, is flexible and scalable, and can support a growing number of users, jurisdictions, and applications. The system must also accommodate future feature expansions and technical upgrades without significant rework.

- **Challenge 6: User Experience and Accessibility**

Create a user-friendly and intuitive automated plan review software interface that ensures stakeholders of all types (residents, developers, inspectors, and government personnel) can easily navigate the platform. Accessibility features should be prioritized to ensure the system is usable by a wide variety of users, including those with disabilities.

- **Challenge 7: Cost Efficiency and Sustainability**

Develop a pricing structure that reflects the program's cooperative nature, providing economies of scale and cost savings to all participating jurisdictions and their customers.

- **Challenge 8: Real-Time Data and Reporting**

Implement a robust data management system that provides real-time reporting and analytics capabilities. The system must allow for custom reporting tailored to the needs of various stakeholders, including performance metrics, key performance indicators (KPIs), and trend analysis. The system should also allow real-time data access to other reporting software, including Microsoft's Power BI.

5.3 MINIMUM SOLUTION REQUIREMENTS

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

- **Pilot Testing:** A testing phase to ensure that the solution meets the needs of all stakeholders and functions as expected before full-scale deployment.

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

5.4 OTHER REQUIREMENTS

5.4.1 Objectives.

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

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

5.4.2 Service Area.

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

Service area designation forms are found in **Exhibit 2**.

5.4.3 Service Category Offer.

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

5.5 CONTRACT TYPE

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

By signing and electronically submitting a response to this proposal, you certify that you have obtained and will

continue to maintain during the entire term of this contract, all permits, approvals, or licenses, necessary for lawful performance of its obligations under this contract.

5.6 CONTRACT TERM

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

5.7 WARRANTY/GUARANTEE

Please state in your proposal what warranty or guarantee may apply to the goods or services you are proposing.

5.8 CATALOGS

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

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

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

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

5.9 QUALITY

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

5.10 NEW GOODS AND SERVICES

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

5.11 ALL OR NOTHING AWARD

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

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

5.12 PRICING

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

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

5.12.1 Catalog Pricing

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

- Discount Pricing (Recommended)

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

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

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

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

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

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

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

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

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

- Unit Pricing

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

and unit price.

Changes to unit pricing catalogs—including additions, deletions, or price modifications—require a written contract amendment. Requests must be submitted to NCTCOG and are subject to approval. Items not listed in the awarded unit price catalog may only be sold under “Optional Ancillary Goods and Services” and must accompany other catalog-listed items. The total value of these ancillary items may not exceed 25% of the total order.

5.12.2 General Proposal Information

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

You have the option (but are not required) to propose ancillary optional goods or services. Examples include, but are not limited to:

- On-site or remote setup and installation of software,
- Maintenance agreements or extended support services,
- Staff training (virtual or in-person),
- Data migration or system integration services,
- Travel costs associated with implementation or support.

These ancillary goods and services must not be specifically covered by any of the other PRICING CATEGORIES listed in the RFP. Please provide adequate information explaining what each ancillary good or service consists of.

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

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

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

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

5.12.4 Price Escalation/De-escalation.

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

A price change (based on the Bureau of Labor Statistics, Consumer Price Index escalation) may be considered. Price changes may not exceed the most recent 12-month CPI-U table. Request for increases

must be submitted in writing for consideration. Should the price change be granted and the NCTCOG accepts, a written amendment will be executed.

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

5.12.5 Sales Tax & Freight.

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

SECTION 6: HOW TO SUBMIT YOUR PROPOSAL

6.0 INSTRUCTIONS FOR RESPONDENTS

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

Important Note: Responses shall not exceed thirty (30) pages, excluding covers, table of contents, and divider tabs (provided they contain no additional information). Use a professional font (Times New Roman, Arial, or Calibri) in 11- or 12-point size for readability and consistency.

Proposals must include:

- Responses to Required Response Information (Items 1–5)
- Exhibits 1 and 2 (*these items do not count towards the 30-page limit*)
- Completed TXShare RFP Attestations (*these items do not count towards the 30-page limit*)

Failure to comply may result in disqualification as nonresponsive.

Required Response Information

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

1. Certificate of Offeror and Statement of Understanding*

The initial submission pages of your proposal will consist of:

1. Cover Page and addenda acknowledgement (page 2 of this solicitation document)
2. A brief statement of the respondent's understanding of the work to be done or desired deliverables requested in the solicitation.

2. References*

Include at least four (4) recent references for customers (preferably public agencies) for whom you have provided services similar to those requested in this solicitation within the last five (5) years. Please include the organization's name (if applicable), 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.

3. Project-Related Experience and Qualifications*

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

Provide a written response demonstrating your organization's and/or individual's capability to address the goals and challenges outlined in Section 5.0. Include a brief overview of your background and relevant experience, including years in business and expertise related to providing the proposed solution. Clearly identify any major objectives or requirements that cannot be met, along with an explanation.

If applicable, identify any subcontractors or third-party services that are utilized in the performance of fulfilling this RFP. Provide a general explanation and chart which specifies project leadership and reporting responsibilities, and how the team will interface with NCTCOG and Participating Entities' project management and team personnel.

4. ***Technical Proposal****

This section should constitute the primary and most comprehensive portion of the submittal. Respondents are encouraged to present a thoughtful, challenge-oriented response that demonstrates their technical capabilities, domain knowledge, and ability to deliver innovative, flexible solutions.

The proposal should directly address how the proposed software solution meets the goals and requirements outlined in **Section 5.0: Specifications**, treating each goal as a challenge that requires a flexible, creative, and effective solution.

Submissions should include, but are not limited to:

- A description of how the proposed solution addresses the identified challenges or goal.
- Innovative or adaptive features that enhance the solution's effectiveness.
- Examples or case studies that illustrate relevant experience or success.
- Any additional insights, capabilities, or value-added elements the respondent believes are relevant.

Failure to provide a written response to the items indicated in this section may be interpreted by NCTCOG as an inability to provide the requested product, service, or function.

5. ***Pricing***

Respondents should furnish a proposal that specifies pricing for the categories they propose. For more information, please refer to **Exhibit 1 – Categories Offered and Pricing Proposal**.

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

Requested items marked with an asterisk (*) will be counted toward the 30-page limit.

EXHIBIT 1: CATEGORIES OFFERED AND PRICING PROPOSAL

Select the categories you are offering in your proposal:

- ☐ Service Category #1: Plan Review Software
- ☐ Service Category #2: Other Ancillary Goods or Services (List Below)

Catalog Submission

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

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

Catalog Submission Format – Check One:

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

Pricing Submission Requirements

Respondents must provide a pricing model in accordance with the guidance in **Section 5.12**, clearly indicating whether the pricing is based on **Discount Pricing** or **Fixed Pricing**. Pricing must be clearly delineated for both **Service Category 1** and **Service Category 2**.

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

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

This page does not count toward the proposal page limit.

EXHIBIT 2: SERVICE DESIGNATION AREAS

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

(Exhibit 2 continued on next page)

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

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

End of Exhibit 2