

TXShare

Your Public Sector Solutions Center

MASTER SERVICES AGREEMENT #2025-023 Artificial Intelligence (AI) Consultancy Services

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

App Maisters Inc. ("Contractor")
1111 Katy Fwy, Suite 910
Houston, TX 77079

ARTICLE I RETENTION OF THE CONTRACTOR

1.1 This Agreement defines the terms and conditions upon which the Contractor agrees to provide **Artificial Intelligence (AI) Consultancy Services** (hereinafter, "Services") to governmental entities participating in the TXShare program (hereinafter "Participating Entities"). The Contractor is being retained to provide services described below to Participating Entities based on the Contractor's demonstrated competence and requisite qualifications to perform the scope of the services described herein and in the Request for Proposals #2025-023 (hereinafter, "RFP"). The Contractor demonstrated they have the resources, experience, and qualifications to perform the described services, which is of interest to Participating Entities and was procured via the RFP. NCTCOG agrees to and hereby does retain the Contractor, as an independent contractor, and the Contractor agrees to provide services to Participating Entities, in accordance with the terms and conditions provided in this Agreement and consistent with Contractor's response to the RFP.

ARTICLE II SCOPE OF SERVICES

- 2.1 The Contractor will provide Services described in a written Purchase Order issued by NCTCOG or a SHARE Participating Entity. Any such Purchase Order is hereby incorporated by reference and made a part of this Agreement and shall be subject to the terms and conditions in this Agreement. In the event of a conflict between any term or provision in this Agreement and any term or provision in a Purchase Order, the term or provision in this Agreement shall control unless the conflicting term or provision in this Agreement is referenced, and expressly stated not to apply, in such Purchase Order.
- 2.2 All Services rendered under this Agreement will be performed by the Contractor: i) with due care; ii) in accordance with generally prevailing industry standards; iii) in accordance with Participating Entities' standard operating procedures and applicable policies, as may be amended from time to time; and iv) in compliance with all applicable laws, government regulatory requirements, and any other written instructions, specifications, guidelines, or requirements provided by NCTCOG and/or Participating Entities.
- 2.3 Any agreed-upon changes to a Purchase Order shall be set forth in a subsequent Purchase Order amendment. Contractor will not implement any changes or any new Services until a Purchase Order has been duly executed by Participating Entity. For the avoidance of doubt, the Contractor acknowledges that Participating Entity is under no obligation to execute a Purchase Order. Participating

Entity shall not be liable for any amounts not included in a Purchase Order in the absence of a fully executed amendment of Purchase Order.

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

2.5 NCTCOG Obligations

- 2.5.1 NCTCOG shall make available a contract page on its TXShare.org website which will include contact information for the Contractor(s).

2.6 Participating Entity Obligations.

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

2.7 Contractor Obligations.

- 2.7.1 Contractor must be able to deliver, perform, install, and implement services with the requirements and intent of RFP #2025-023.
- 2.7.2 If applicable, Contractor shall provide all necessary material, labor and management required to perform this work. The scope of services shall include, but not be limited to, items listed in Appendix A.
- 2.7.3 Contractor agrees to market and promote the use of the SHARE awarded contract whenever possible among its current and solicited customer base. Contractor shall agree to follow reporting requirements in report sales made under this Master Services Agreement in accordance with Section 4.2.

ARTICLE III

TERM

- 3.1 This Agreement will commence on the Effective Date and remain in effect for an initial term ending on May 31, 2027 (the “**Term**”), unless earlier terminated as provided herein. This Agreement will automatically be renewed, unless NCTCOG explicitly desires otherwise, for up to three (3) additional one (1) year terms through May 31, 2030.
- 3.2 **Termination.** NCTCOG and/or Participating Entities may terminate this Agreement and/or any Purchase Order to which it is a signatory at any time, with or without cause, upon thirty (30) days’ prior written notice to Contractor. Upon its receipt of notice of termination of this Agreement or Purchase Order, Contractor shall follow any instructions of NCTCOG respecting work stoppage. Contractor shall cooperate with NCTCOG and/or Participating Entities to provide for an orderly conclusion of the Services. Contractor shall use its best efforts to minimize the amount of any non-cancelable obligations and shall assign any contracts related thereto to NCTCOG or Participating Entity at its request. If NCTCOG or Participating Entity elects to continue any activities underlying a terminated Purchase Order after termination, Contractor shall cooperate with NCTCOG or Participating Entity to provide for an orderly transfer of Contractor’s responsibilities with respect to such Purchase Order to NCTCOG or Participating Entity. Upon the effective date of any such termination, the Contractor shall submit a final invoice for payment in accordance with Article IV, and NCTCOG or Participating Entity shall pay such amounts as are due to Contractor through the effective date of termination. NCTCOG or Participating Entity shall only be liable for payment of services rendered before the effective date of termination. If Agreement is terminated, certain reporting requirements identified in this Agreement shall survive termination of this Agreement.

- 3.2.1 Termination for Convenience: Either party may terminate the agreement for its convenience in whole or in part at any time without cause, upon 30 days written notice. Upon termination for convenience, the contractor will be entitled to payment for goods or services satisfactorily performed or delivered.
- 3.2.2 Termination for Cause: Either party may immediately terminate this Agreement if the other party breaches its obligations specified within this Agreement, and, where capable of remedy, such breach has not been materially cured within thirty (30) days of the breaching party's receipt of written notice describing the breach in reasonable detail.
- 3.2.3 Termination for Breach: Upon any material breach of this Agreement by either party, the non-breaching party may terminate this Agreement upon twenty (20) days written notice to the breaching party. The notice shall become effective at the end of the twenty (20) day period unless the breaching party cures such breach within such period.

ARTICLE IV COMPENSATION

- 4.1 **Invoices.** Contractor shall submit an invoice to the ordering Participating Entity upon receipt of an executed Purchase Order and after completion of the work, with Net 30 payment terms. Costs incurred prior to execution of this Agreement are not eligible for reimbursement. There shall be no obligation whatsoever to pay for performance of this Agreement from the monies of the NCTCOG or Participating Entities, other than from the monies designated for this Agreement and/or executed Purchase Order. Contractor expressly agrees that NCTCOG shall not be liable, financial or otherwise, for Services provided to Participating Entities.
- 4.2 **Reporting.** NCTCOG intends to make this Agreement available to other governmental entities through its TXShare cooperative purchasing program. NCTCOG has contracted Civic Marketplace as a digital marketplace for selected TXShare awarded contracts and to serve as NCTCOG's collector of reports and remunerative fees referenced in Section 5.2 of the Master Services Agreement. Unless otherwise directed in writing by NCTCOG, Contractor shall submit to Civic Marketplace on a calendar quarterly basis a report that identifies any new client Participating Entities, the date(s) and order number(s), and the total contracted value of service(s) that each Participating Entity has purchased and paid in full under this Master Service Agreement. Reporting and invoices should be submitted to:

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

ARTICLE V SERVICE FEE

- 5.1 **Explanation.** NCTCOG will make this Master Service Agreement available to other governmental entities, Participating Entities, and non-profit agencies in Texas and the rest of the United States through its SHARE cooperative purchasing program. The Contractor is able to market the Services under this Agreement to any Participating Entity with emphasis that competitive solicitation is not required when the Participating Entity purchases off of a cooperative purchasing program such as SHARE. However, each Participating Entity will make the decision that it feels is in compliance with its own purchasing requirements. The Contractor realizes substantial efficiencies through their ability to offer pricing through the SHARE Cooperative and that will increase the sales opportunities as well as reduce the need to repeatedly respond to Participating Entities' Requests for Proposals. From these efficiencies, Contractor will pay an administrative fee to SHARE calculated as a percentage of sales processed through the SHARE Master Services Agreement. This administrative fee is not an added cost to SHARE participants. This administrative fee covers the costs of solicitation of the contract, marketing and facilitation, as well as offsets expenses incurred by SHARE.

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

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

ARTICLE VI RELATIONSHIP BETWEEN THE PARTIES

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

ARTICLE VII REPRESENTATION AND WARRANTIES

7.1 Representations and Warranties. Contractor represents and warrants that:

- 7.1.1 As of the Effective Date of this Agreement, it is not a party to any oral or written contract or understanding with any third party that is inconsistent with this Agreement and/or would affect the Contractor's performance under this Agreement; or that will in any way limit or conflict with its ability to fulfill the terms of this Agreement. The Contractor further represents that it will not enter into any such agreement during the Term of this Agreement;
- 7.1.2 NCTCOG is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from, or ineligible for, participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. Contractor and its subcontractors shall include a statement of compliance with Federal and State Debarment and suspension regulations in all Third-party contracts.
- 7.1.3 Contractor shall notify NCTCOG if Contractor or any of the Contractor's sub-contractors becomes debarred or suspended during the performance of this Agreement. Debarment or suspension of the Contractor or any of Contractor's sub-contractors may result in immediate termination of this Agreement.
- 7.1.4 Contractor and its employees and sub-contractors have all necessary qualifications, licenses, permits, and/or registrations to perform the Services in accordance with the terms and conditions of this Agreement, and at all times during the Term, all such qualifications, licenses, permits, and/or registrations shall be current and in good standing.
- 7.1.5 Contractor shall, and shall cause its representatives to, comply with all municipal, state, and federal laws, rules, and regulations applicable to the performance of the Contractor's obligations under this Agreement.

ARTICLE VIII CONFIDENTIAL INFORMATION AND OWNERSHIP

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

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

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

ARTICLE IX GENERAL PROVISIONS

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

If to NCTCOG:	North Central Texas Council of Governments P.O. Box 5888 Arlington, TX 76005-5888 Attn: Purchasing Agent Phone Number: 817-704-5674 elittrell@nctcog.org
---------------	---

If to Contractor:

App Maisters Inc.

Attn: Michael Atkinson

11111 Katy Fwy Suite 910

Houston, TX 77079

Phone: 832-916-2288

Email: michael@appmaisters.com

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

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

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

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

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

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

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

9.5.2 Commercial General Liability:

9.5.2.1 Required Limits:

\$1,000,000 per occurrence;

\$3,000,000 Annual Aggregate

9.5.2.2 Commercial General Liability policy shall include:

- 9.5.2.2.1 Coverage A: Bodily injury and property damage;
 - 9.5.2.2.2 Coverage B: Personal and Advertising Injury liability;
 - 9.5.2.2.3 Coverage C: Medical Payments;
 - 9.5.2.2.4 Products: Completed Operations;
 - 9.5.2.2.5 Fire Legal Liability;
- 9.5.2.3 Policy coverage must be on an “occurrence” basis using CGL forms as approved by the Texas State Board of Insurance.
- 9.5.3 Business Auto Liability: Coverage shall be provided for all owned hired, and non-owned vehicles. Required Limit: \$1,000,000 combined single limit each accident.
- 9.5.4 Professional Errors and Omissions liability:
 - 9.5.4.1 Required Limits:
 - \$1,000,000 Each Claim
 - \$1,000,000 Annual Aggregate
- 9.6 **Conflict of Interest.** During the term of this Agreement, and all extensions hereto and for a period of one (1) year thereafter, neither party, shall, without the prior written consent of the other, directly or indirectly, whether for its own account or with any other persons or entity whatsoever, employ, solicit to employ or endeavor to entice away any person who is employed by the other party.
- 9.7 **Force Majeure.** It is expressly understood and agreed by both parties to this Agreement that, if the performance of any provision of this Agreement is delayed by force majeure, defined as reason of war, civil commotion, act of God, governmental restriction, regulation or interference, fire, explosion, hurricane, flood, failure of transportation, court injunction, or any circumstances which are reasonably beyond the control of the party obligated or permitted under the terms of this Agreement to do or perform the same, regardless of whether any such circumstance is similar to any of those enumerated herein, the party so obligated or permitted shall be excused from doing or performing the same during such period of delay, so that the period of time applicable to such requirement shall be extended for a period of time equal to the period of time such party was delayed. Each party must inform the other in writing within a reasonable time of the existence of such force majeure.
- 9.8 **Ability to Perform.** Contractor agrees promptly to inform NCTCOG of any event or change in circumstances which may reasonably be expected to negatively affect the Contractor’s ability to perform its obligations under this Agreement in the manner contemplated by the parties.
- 9.9 **Availability of Funding.** This Agreement and all claims, suits, or obligations arising under or related to this Agreement are subject to and limited by the receipt and availability of funds which are received from the Participating Entities by NCTCOG dedicated for the purposes of this Agreement.
- 9.10 **Governing Law.** This Agreement will be governed by and construed in accordance with the laws of the State of Texas, United States of America. The mandatory and exclusive venue for the adjudication or resolution of any dispute arising out of this Agreement shall be in Tarrant County, Texas.
- 9.11 **Waiver.** Failure by either party to insist on strict adherence to any one or more of the terms or conditions of this Agreement, or on one or more occasions, will not be construed as a waiver, nor deprive that party of the right to require strict compliance with the same thereafter.
- 9.12 **Entire Agreement.** This Agreement and any attachments/addendums, as provided herein, constitutes the entire agreement of the parties and supersedes all other agreements, discussions, representations or understandings between the parties with respect to the subject matter hereof. No amendments hereto, or waivers or releases of obligations hereunder, shall be effective unless agreed to in writing by the parties hereto.

- 9.13 **Assignment.** This Agreement may not be assigned by either Party without the prior written consent of the other Party.
- 9.14 **Severability.** In the event any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision(s) hereof, and this Agreement shall be revised so as to cure such invalid, illegal, or unenforceable provision(s) to carry out as near as possible the original intents of the Parties.
- 9.15 **Amendments.** This Agreement may be amended only by a written amendment executed by both Parties, except that any alterations, additions, or deletions to the terms of this Agreement, which are required by changes in Federal and State law or regulations or required by the funding source, are automatically incorporated into this Agreement without written amendment hereto and shall become effective on the date designated by such law or regulation.
- 9.16 **Dispute Resolution.** The parties to this Agreement agree to the extent possible and not in contravention of any applicable State or Federal law or procedure established for dispute resolution, to attempt to resolve any dispute between them regarding this Agreement informally through voluntary mediation, arbitration or any other local dispute mediation process, including but not limited to dispute resolution policies of NCTCOG, before resorting to litigation.
- 9.17 **Publicity.** Contractor shall not issue any press release or make any statement to the media with respect to this Agreement or the services provided hereunder without the prior written consent of NCTCOG.
- 9.18 **Survival.** Rights and obligations under this Agreement which by their nature should survive will remain in effect after termination or expiration hereof.

ARTICLE X ADDITIONAL REQUIREMENTS

- 10.1 **Equal Employment Opportunity.** Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. Contractor shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 10.2 **Davis-Bacon Act.** Contractor agrees to comply with all applicable provisions of 40 USC § 3141 – 3148.
- 10.3 **Contract Work Hours and Selection Standards.** Contractor agrees to comply with all applicable provisions of 40 USC § 3701 – 3708 to the extent this Agreement indicates any employment of mechanics or laborers.
- 10.4 **Rights to Invention Made Under Contract or Agreement.** Contractor agrees to comply with all applicable provisions of 37 CFR Part 401.
- 10.5 **Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** Contractor agrees to comply with all applicable provisions of the Clean Air Act under 42 USC § 7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC § 1251 – 1387, and the Energy Policy Conservation Act under 42 USC § 6201.
- 10.6 **Debarment/Suspension.** Contractor is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for

participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. Contractor and its subcontractors shall comply with the Certification Requirements for Recipients of Grants and Cooperative Agreements Regarding Debarments and Suspensions.

- 10.7 **Restrictions on Lobbying.** CONTRACTOR agrees to comply with all applicable provisions of 2 CFR §200.450. CONTRACTOR shall include a statement of compliance with the Lobbying Certification and Disclosure of Lobbying Activities in procurement solicitations exceeding \$100,000. Lobbying Certification and Disclosure of Lobbying Activities shall be completed by subcontractors and included in subcontractor contracts, as applicable. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. See Appendix C.
- 10.8 **Procurement of Recovered Materials.** Contractor agrees to comply with all applicable provisions of 2 CFR §200.322.
- 10.9 **Drug-Free Workplace.** Contractor shall provide a drug free work place in compliance with the Drug Free Work Place Act of 1988.
- 10.10 **Texas Corporate Franchise Tax Certification.** Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments.

10.11 **Civil Rights Compliance**

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

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

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

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, NCTCOG will impose such sanctions as it or the State or the FHWA may determine to be appropriate, including, but not limited to: withholding of payments to the Contractor under this Agreement until the Contractor compiles and/or cancelling, terminating or suspension of this Agreement, in whole or in part.

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

10.12 **Disadvantaged Business Enterprise Program Requirements**

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

10.13 **Pertinent Non-Discrimination Authorities**

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

- a. Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- b. The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- c. Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), as amended, (prohibits discrimination on the basis of sex).
- d. Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.) as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27.
- e. The Age Discrimination Act of 1975, as amended, (49 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age).
- f. Airport and Airway Improvement Act of 1982, (49 U.S.C. Chapter 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex).
- g. The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, subrecipients and contractors, whether such programs or activities are Federally funded or not).
- h. Titles II and III of the Americans with Disabilities Act, which prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38.

- i. The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex).
- j. Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures nondiscrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations.
- k. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, the parties must take reasonable steps to ensure that LEP persons have meaningful access to the programs (70 Fed. Reg. at 74087 to 74100).
- l. Title IX of the Education Amendments of 1972, as amended, which prohibits the parties from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq.).

10.14 Ineligibility to Receive State Grants or Loans, or Receive Payment on State Contracts

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

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

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

10.15 House Bill 89 Certification

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

10.16 Certification Regarding Disclosure of Conflict of Interest.

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

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

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

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

which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents.”

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

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

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

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

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

10.17 Certification of Fair Business Practices

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

10.18 Certification of Good Standing Texas Corporate Franchise Tax Certification

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

10.19 Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment.

Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities. The Contractor agrees that it is not providing NCTCOG with or using telecommunications and video surveillance equipment and services as prohibited by 2 CFR §200.216 and §200.471. Contractor shall certify its compliance through execution of the “Prohibited Telecommunications and Video Surveillance Services or Equipment Certification,” which is included as Appendix D of this Contract. The Contractor shall pass these requirements down to any of its subcontractors funded under this Agreement. The Contractor shall notify NCTCOG if the Contractor cannot comply with the prohibition during the performance of this Contract.

10.20 Discrimination Against Firearms Entities or Firearms Trade Associations

Pursuant to Texas Local Government Code Chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries. NCTCOG is prohibited from contracting with entities, or extend contracts with entities who have practice, guidance, or directive that discriminates against a firearm entity or firearm trade association. Contractor shall certify its compliance through execution of the “Discrimination Against Firearms Entities or Firearms Trade Associations Certification,” which is included as Appendix D of this Contract. The Contractor shall pass these requirements down to any of its subcontractors funded under this Agreement. The Contractor shall notify NCTCOG if the Contractor cannot comply with the prohibition during the performance of this Contract.

10.21 **Boycotting of Certain Energy Companies**

Pursuant to Texas Local Government Code Chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who boycott certain energy companies. NCTCOG is prohibited from contracting with entities or extend contracts with entities that boycott energy companies. Contractor shall certify its compliance through execution of the “Boycotting of Certain Energy Companies Certification,” which is included as Appendix D of this Contract. The Contractor shall pass these requirements down to any of its subcontractors funded under this Agreement. The Contractor shall notify NCTCOG if the Contractor cannot comply with the prohibition during the performance of this Contract.

10.22 **Domestic Preference for Procurements**

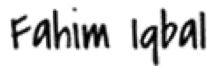
As appropriate and to the extent consistent with law, the CONTRACTOR should, to the greatest extent practicable, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other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

10.23 **Trafficking in Persons**

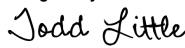
Contractor agrees to comply with all applicable provisions of 2 CFR §175.15. NCTCOG, the Contractor, and its subcontractors are prohibited from (i) engaging in severe forms of trafficking in persons during the period of time that the award is in effect; (ii) procure a commercial sex act during the period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

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

App Maisters Inc.

	05/12/25
Signature	Date
<hr/>	
FAHIM IQBAL	
Printed Name	
CEO	
Title	

North Central Texas Council of Governments

Signed by:	
	6/1/2025
Signature	Date
<hr/>	
Todd B. Little	
Executive Director	

APPENDIX A
Statement of Work

The Contractor agrees to provide AI consultancy services in accordance with the scope of work and requirements outlined in Request for Proposal (RFP) No. 2025-023, and as further detailed in the Contractor's technical proposal response. Both documents are hereby incorporated by reference and made a part of this Statement of Work.



UNDERSTANDING OF THE PUBLIC SECTOR COMPLIANCE ETHICAL STANDARDS, AND REGULATIONS RELATED TO AI

We have a deep understanding of public sector compliance, ethical standards, and regulations related to AI, ensuring that our solutions are fully aligned with the unique requirements of government agencies. We are well-versed in the regulatory frameworks and guidelines that govern AI use in the public sector, including data privacy laws, security standards, and transparency requirements.

Our approach to AI implementation prioritizes ethical considerations such as fairness, accountability, and transparency, ensuring that the AI models we deploy are unbiased, explainable, and operate within established ethical guidelines. We also focus on maintaining data security and privacy, complying with laws such as, the Health Insurance Portability and Accountability Act (HIPAA), depending on the specific government sector involved.

By adhering to these compliance and ethical standards, we ensures that AI solutions not only meet legal requirements but also promote public trust, transparency, and responsible innovation.

SUBCONTRACTORS AND THIRD-PARTY SERVICES

In this project, **Egen** will serve as a subcontractor to **App Maisters**. App Maisters will lead overall project management, communications, and coordination with NCTCOG and Participating Entities.

Project Leadership and Reporting:

- ☐ **App Maisters:** Responsible for overall project management, client communications, and coordination. They will manage timelines, deliverables, and provide updates to NCTCOG and Participating Entities.
- ☐ **Egen:** Will deliver technical AI/ML solutions, and report progress to App Maisters for integration into client communications.

Interface with NCTCOG and Participating Entities: App Maisters will serve as the main point of contact for NCTCOG and Participating Entities

Teaming Interface Chart:

Role	Responsibilities	Interface with NCTCOG/Entities
App Maisters	Project management, coordination, client communications	Main point of contact for NCTCOG and Participating Entities.
Egen	Deliver AI/ML and data solutions, provide updates to App Maisters.	Report technical progress to App Maisters for client updates.

METHODOLOGY FOR AI CONSULTANCY SERVICES

Initial AI Strategy Report

Our methodology for delivering AI consultancy services is designed to comprehensively address the objectives, scope, requirements, and deliverables outlined in the RFP. By leveraging structured frameworks, proven tools, and deep expertise in AI and machine learning, we ensure measurable outcomes and long-term sustainability.

This approach is collaborative and phased, emphasizing alignment with organizational goals, ethical AI principles, and a clear roadmap for implementation and scalability. Below is the detailed methodology for delivering key AI consultancy services:

1. Initial AI Strategy Development

Objective: Develop a comprehensive and collaborative roadmap for AI adoption that aligns with strategic goals and departmental needs.

1.1 Needs Assessment and Stakeholder Engagement

- **Multi-Department Collaboration:**
 - Conduct stakeholder workshops across departments (e.g., public safety, infrastructure, citizen engagement).



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

- Identify key challenges, such as reducing operational costs or improving service delivery, and align AI integration with departmental priorities.
- Establish a cross-functional steering committee to ensure alignment and facilitate decision-making.
- **Existing Process Analysis:**
 - Review current workflows, systems, and key pain points to identify inefficiencies.
 - Map organizational data flows to uncover silos and opportunities for automation or enhancement through AI.
 - Document compliance requirements specific to each department (e.g., FOIA).
- **Needs Assessment Report:**
 - Deliver a report summarizing findings, highlighting opportunities for AI integration, and proposing actionable quick wins.
 - Highlight areas requiring immediate attention, such as outdated systems or insufficient data quality.

1.2 Data and Technology Audit

- Evaluate the quality, consistency, and accessibility of existing datasets.
- Assess the compatibility of current technology infrastructure with AI solutions.
- Identify necessary upgrades or integrations to ensure readiness for AI deployment.

1.3 Stakeholder Needs Analysis Report

- Summarize key challenges and opportunities identified through engagement sessions.
- Establish baseline metrics (e.g., current response times, cost-saving potential).
- Provide actionable recommendations for foundational changes needed to enable AI success.

2. Long-Term AI Strategy Aligned with Organizational Vision

Objective: Develop a phased 5-year roadmap to deliver incremental value and ensure scalable AI adoption.

Phase 1: Foundational Initiatives

- Launch high-impact pilot projects, such as predictive analytics for resource allocation or AI-powered procurement systems.
- Strengthen data infrastructure and governance frameworks to ensure compliance and scalability.

Phase 2: Scaling AI Solutions

- Expand successful pilot projects across additional departments.
- Deliver training programs to upskill internal teams for independent management of AI systems.
- Integrate advanced AI capabilities, such as natural language processing for citizen engagement or computer vision for infrastructure monitoring.

Phase 3: Institutionalizing AI as a Core Capability

- Embed AI into key workflows, ensuring sustained innovation and adaptability to evolving needs.
- Establish continuous improvement processes to ensure AI models remain accurate and relevant.

Governance and Metrics

- Implement robust governance frameworks with defined roles, responsibilities, and oversight mechanisms.
- Monitor KPIs, such as reduced response times, measurable cost savings, and improved citizen satisfaction scores, to track success and progress.

3. Ethical AI Adoption and Compliance

- Prioritize fairness, transparency, and accountability in all AI implementations.
- Ensure strict adherence to regulatory standards, such as FOIA, and local/state mandates.
- Employ change management plans to foster organizational buy-in and smooth transitions to AI-enhanced operations.

Deliverables

Initial AI Strategy Report

- Identified AI use cases tailored to departmental needs and operational goals.
- Recommendations for tools and technologies (e.g., computer vision for infrastructure monitoring, predictive analytics for resource optimization).
- Risk-benefit analysis of proposed AI solutions, considering cost, feasibility, and expected outcomes.
- High-level project timelines and milestones for implementation and governance.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

Stakeholder Needs Analysis Report

- Key challenges and opportunities identified across departments.
- Baseline metrics and actionable recommendations for foundational improvements to support AI initiatives.

Our methodology ensures that AI consultancy services are delivered with precision, efficiency, and a strong focus on ethical AI practices. Through collaboration, structured frameworks, and a phased approach, we enable sustainable innovation, measurable results, and alignment with the client’s long-term vision. This comprehensive strategy provides a robust foundation for successful AI adoption and scalability across the organization.

IDENTIFY POTENTIAL AI USE CASES
ANALYZE FEASIBILITY, AND ASSESS VALUE

We begin by engaging stakeholders through workshops, interviews, and brainstorming sessions to identify a wide range of potential AI use cases. Our collaborative **AI Use Case Identification Framework** evaluates challenges such as inefficiencies in resource allocation, delayed decision-making, or gaps in service delivery, mapping them to AI capabilities including machine learning, natural language processing, and predictive analytics.

Once potential use cases are identified, we conduct a **Feasibility Assessment** based on the following criteria:

- **Technical Feasibility:** Assessing the availability and readiness of data, infrastructure, and systems for integration with AI tools.
- **Organizational Readiness:** Evaluating departmental skills, processes, and readiness to adopt and operationalize AI solutions.
- **Strategic Value:** Quantifying expected benefits, including cost savings, operational efficiency, and service improvements.

For instance, a feasibility analysis for predictive analytics in public safety would include evaluating data availability (e.g., historical incident reports), integration with dispatch systems, and potential impacts on response times and resource optimization.

Document Compliance Requirements (External and Internal)

AI implementations in the public sector must adhere to strict regulatory and organizational compliance standards. Our **Compliance Analysis** ensures that all recommended use cases meet these requirements:

- **External Compliance:**
 - Evaluate AI solutions against regulations such as FOIA and grant/funding guidelines.
 - Ensure ethical guidelines, data privacy, and security measures are upheld, including anonymization of sensitive data.
- **Internal Compliance:**
 - Align AI systems with internal policies on data access, usage, and retention.
 - Implement administrative and technical controls to safeguard against unauthorized AI use.

Each recommendation includes documented compliance risks and mitigation strategies, ensuring adherence to required standards while maintaining organizational integrity.

Provide Detailed Pros, Cons, and Risk-Benefit Analysis for Each Use Case

Our **Risk-Benefit Analysis Framework** provides a comprehensive view of each AI use case, supporting informed decision-making. This includes:

- **Pros:** Tangible benefits such as cost reductions, improved operational efficiency, or enhanced citizen engagement.
- **Cons:** Challenges like data quality issues, technical complexity, or the need for additional resources.
- **Risks:** Potential pitfalls such as ethical concerns, operational disruptions during deployment & scalability limitations.
- **Mitigation Strategies:** Actions such as improving data governance, offering targeted training, or piloting solutions in controlled environments.

For example, implementing an AI-powered procurement optimization tool may yield benefits like cost savings and faster vendor evaluations while highlighting risks such as reliance on accurate historical data and the need for staff training.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

Ensure Feasibility Study Includes Considerations Related to Data Strategy

Data readiness is central to the success of AI initiatives. We incorporate a **Data Strategy Component** into every feasibility study, focusing on:

- **Data Quality:** Evaluating accuracy, completeness, and relevance of available data.
- **Governance:** Establishing policies for data ownership, access rights, and version control to ensure compliance and transparency.
- **Integration Readiness:** Assessing compatibility between existing systems and AI solutions.

We deliver a **Data Readiness Report** that highlights gaps in current datasets, recommends data enrichment strategies, and outlines governance improvements. For example, deploying a predictive maintenance AI system might require integrating datasets from multiple departments and ensuring consistent formatting and accuracy.

Prioritization Framework

Our prioritization process uses a decision matrix to evaluate and rank use cases based on:

- **Impact:** Potential to improve operational efficiency, reduce costs, or enhance service delivery.
- **Feasibility:** Technical readiness, data quality, and ease of implementation.
- **Scalability:** Potential for cross-departmental adoption and future growth.

We focus on quick wins and high-value initiatives by identifying use cases with visible, immediate results. Examples include:

Document Intelligence: Automating high-volume document processing for permits, certifications, and forms.

- **Translation Store:** Scaling multilingual communication for public documents and digital content.
- **City Vision:** Enhancing infrastructure, traffic, and public safety monitoring through advanced AI analysis.

Tailored Use Cases for Public Sector Success

Through this comprehensive approach, we identify and implement tailored AI use cases that deliver measurable benefits, align with organizational goals, and ensure long-term scalability. Examples include:

- **Streamlining Document Processing:** AI-driven automation to reduce manual errors and processing times.
- **Enhancing Multilingual Communication:** AI-powered translation systems that improve citizen engagement.
- **Optimizing Public Safety and Infrastructure:** Predictive analytics and computer vision to allocate resources efficiently and address critical maintenance needs.

This methodology ensures measurable value at every step, empowering organizations to achieve strategic objectives and improve service delivery through AI innovations.

5-YEAR AI ROADMAP ALONGSIDE
A DETAILED AI IMPLEMENTATION PLAN

a. Research and Document Compliance Requirements

We ensures that all AI solutions adhere to both external and internal compliance standards to build trust and avoid operational or legal risks.

1. External Compliance:

- Conduct a thorough review of federal, state, and local regulations, such as the Freedom of Information Act (FOIA), grant requirements, and applicable data privacy laws.
- Develop frameworks for AI system documentation and auditing, ensuring transparency and compliance with public sector mandates.

2. Internal Compliance:

- Collaborate with the client’s legal and administrative teams to define internal compliance controls, such as technical safeguards (e.g., access control, encryption) and policy measures (e.g., AI model usage guidelines).
- Establish protocols for internal audits and periodic reviews to ensure continuous compliance.

Deliverables: Compliance documentation for each AI initiative, including actionable recommendations for meeting legal, administrative, and technical requirements.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

b. Design Appropriate AI Models, Frameworks, or Tools

Our AI solution design process is tailored to meet the specific needs of the identified use cases.

- 1. **Model Design:**
 - Leverage best-in-class frameworks (e.g., TensorFlow, PyTorch) to develop AI models that address selected use cases.
 - Example models include:
 - **Predictive Models:** For resource optimization and forecasting.
 - **NLP Models:** For text analysis, citizen sentiment evaluation, or multilingual communication.
 - **Computer Vision Models:** For real-time infrastructure monitoring or traffic analysis.
 - Etc.
- 2. **Custom Frameworks:**
 - Integrate AI solutions with existing systems to ensure seamless workflows.
 - Utilize a modular design approach, enabling scalability and adaptability for future use cases.

c. Ethical AI and Compliance

- Ensure solutions adhere to ethical guidelines, addressing bias mitigation, fairness, transparency, and accountability.
- Implement robust compliance frameworks to meet data privacy laws, grant requirements, and state/federal regulations.
- Establish governance structures to ensure AI solutions remain transparent, ethical, and compliant with data protection and privacy laws.
- Outline policies for bias detection and mitigation, model accountability, and continuous monitoring.

Deliverables: Technical specifications for each AI model, including architecture diagrams, integration requirements, and testing protocols.

AI IMPLEMENTATION ROADMAP

We will develop a roadmap outlining:

- **Short-term objectives:** “Quick win” initiatives such as automating procurement or implementing pilot projects for predictive analytics.
- **Medium-term goals:** Scaling proven AI use cases across departments, enhancing data governance, and integrating advanced tools like natural language processing.
- **Long-term vision:** Creating an AI-driven culture, implementing large-scale projects (e.g., smart city initiatives), and continuously iterating based on evolving technology trends.
 - Create a phased roadmap with the following details but not limited to:
 - Governance structure, roles, and responsibilities.
 - Key milestones and timelines for each use case.
 - Resource allocation, including staffing, budget, and infrastructure needs.
 - Metrics for measuring progress and success, including KPIs such as cost
- Establish governance structures based on our AI Governance Framework ensuring transparency, fairness, and accountability in decision-making.
- Track project success using KPIs tailored to each phase, such as:
 - Reduction in response times by X%.
 - Measurable cost savings in procurement operations.
 - Increased citizen engagement through multilingual services.

Deliverable: A phased roadmap document detailing governance structures, timelines, and KPI dashboards for ongoing performance tracking.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

IMPLEMENTATION PLAN

AND POST IMPLEMENTATION SUPPORT SERVICES

We offer a comprehensive suite of AI implementation, support, and training services to help organizations maximize the value of our AI solutions and maintain optimal performance. Our approach includes seamless deployment, continuous support, and targeted training to empower teams to use the solutions effectively, without the need for standalone educational programs. We manage all aspects of deployment and ongoing support, ensuring smooth integration into existing systems and processes while sustaining high performance over time.

- **End-to-End Deployment:** We handle the full implementation process from initial setup and configuration to data integration and testing ensuring minimal disruption and accelerating time-to-value.
- **Seamless Integration:** Our solutions are designed to integrate effortlessly with an organization infrastructure, whether on-premises or cloud-based. We customize each deployment to fit within existing workflows and technology stacks.
- **Proactive Monitoring and Optimization:** To keep systems operating at peak performance, we offer ongoing monitoring and optimization services. This approach allows us to adapt the solution as data and business needs evolve, ensuring sustained value.
- **Post-Implementation Expert Support Team:** Organizations can rely on our dedicated support team for technical assistance, troubleshooting, and updates. This ensures that solutions remain up-to-date with the latest advancements and optimized for continued success.

Guiding the Organization Through the Implementation of Pilot AI Solutions

We take a structured, results-driven approach to pilot projects, focusing on delivering measurable outcomes while minimizing risks. Our pilot management process includes careful planning, collaboration, and iterative refinement to ensure the solution aligns with organizational expectations and performs effectively within real-world settings.

1. Defining Objectives and Scope

- Clearly define the objectives, success criteria, and scope of the pilot.
- Align with stakeholders on specific outcomes, performance metrics, and expected deliverables to ensure mutual understanding and targeted focus.

2. Collaborative Design and Customization

- Work closely with stakeholders to design and customize the pilot project based on unique requirements.
- Tailor the solution to fit the organizational environment, integrating it seamlessly with existing workflows and systems.

3. Controlled Implementation

- Implement the pilot in a controlled environment to monitor performance, identify challenges, and address them promptly.
- Follow a step-by-step deployment process to ensure stability, reliability, and alignment with project goals.

4. Continuous Monitoring and Feedback

- Conduct regular performance assessments and gather feedback from stakeholders throughout the pilot.
- Use an iterative approach to make real-time adjustments and enhancements, optimizing the solution to meet organizational needs.

5. Evaluation and Reporting

- Provide a comprehensive evaluation of the pilot performance against predefined success metrics.
- Deliver detailed reports highlighting outcomes, insights, and recommended changes to prepare for full-scale implementation.

6. Transition to Full Implementation

- Support a seamless transition to full implementation if the pilot proves successful.
- Scale the solution based on lessons learned during the pilot, enhancing performance, streamlining deployment, and ensuring ongoing success.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

Collaborating with Stakeholders to Evaluate Pilot Projects, Troubleshoot Issues, and Refine Solutions

During the pilot phase, we work closely with stakeholders to continuously monitor and assess the AI solution performance. Potential issues are identified early, and we proactively troubleshoot and resolve them. Regular communication with stakeholders ensures that feedback is gathered and used to refine and optimize the solution in real time. This iterative approach ensures that the solution evolves to meet specific organizational needs and objectives.

Post-Implementation Support for System Integration and Scaling AI Solutions Across the Organization

After successfully completing the pilot project, we assist in integrating the AI solution into the organization broader systems and scaling it to other departments or functions. Our post-implementation support includes:

- **System Integration:** Ensuring the AI solution operates seamlessly within the existing infrastructure.
- **Scaling Across Functions:** Expanding the solution reach to other departments or processes.
- **Ongoing Monitoring and Optimization:** Continuously evaluating performance, troubleshooting issues, and updating systems to align with evolving organizational needs

TRAINING SESSIONS AND KNOWLEDGE TRANSFER (AM-EGEN)
PLAN AND MATERIALS.

a. Provide training sessions and materials for staff on AI tools and best practices, to ensure effective and efficient use of AI.

We provide targeted training specifically designed for the AI solutions we implement. Our training programs focus on practical application and are tailored to the unique features of each solution, equipping client teams with the knowledge needed for effective usage without the need for generalized education.

- **Customized Solution Training:** Our training is directly tied to the deployed solution, covering its unique features and functionalities. We ensure that teams know exactly how to use and maximize the system, from basic usage to advanced settings.
- **Hands-On, Practical Approach:** We offer hands-on training with real data and scenarios from the client’s industry, allowing users to become proficient with the tools in a practical, relevant context.

b. Facilitate workshops to build internal AI capabilities and foster a culture of innovation.

AM-EGEN will facilitate workshops aimed at building internal AI capabilities and fostering a culture of innovation within organizations. We design customized Cloud, Data Analytics, AI, and ML solutions to tackle the unique challenges faced through GenAI Lab, established a year ago, plays a pivotal role in advancing generative AI by exploring cutting-edge tools, such as Google Cloud, for real-world applications. The Lab emphasizes rigorous testing, data quality, and security to ensure our GenAI solutions are both effective and secure. By leveraging these innovations, we transform theoretical ideas into practical, high-impact solutions. Additionally, we develops tailored solutions to address industry-specific challenges, unlocking the full potential of generative AI. We also offer a suite of advanced AI and ML solutions designed specifically for government clients

c. Develop a knowledge transfer plan to ensure the organization can maintain and update AI systems independently.

- **Knowledge transfer plan:** Based on project requirements and solution complexity, We provide tailored knowledge transfer sessions to ensure a smooth handover and build client team expertise. These sessions are designed to empower teams with the skills and insights needed for ongoing solution management and effective usage.
- **Training Materials:** We provide specialized training materials that are designed to support the effective use and management of the AI solutions we implement. Our training materials are focused on practical application, with a deep emphasis on the unique features and capabilities of each deployed solution. These materials are created specifically for the client’s system, ensuring relevance and a high level of engagement. They cover everything from basic functionality to advanced configurations, equipping teams with the skills necessary for efficient and confident system usage.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

ETHICAL AI GUIDELINES AND MEASURES INCORPORATED

We are committed to ensuring that all AI solutions comply with ethical standards, promoting fairness, transparency, accountability, and proactive bias mitigation throughout the AI lifecycle. Our ethical AI framework guides the development, deployment, and usage of AI systems, ensuring they reflect our core values and protect employees, clients, and the public.

☐ **Alignment with Ethical Framework**

We ensure that AI solutions align with both industry-recognized ethical guidelines and our own principles, including respect for human rights, fairness, and inclusivity. AI systems are designed to prevent bias and discrimination, ensuring equitable outcomes.

☐ **Bias Identification and Mitigation**

We are dedicated to identifying and mitigating bias in AI systems by addressing biases in training data and algorithms. Continuous monitoring mechanisms are established to track and reduce bias throughout the AI system lifecycle, ensuring ongoing fairness.

☐ **Transparency Protocols**

Our AI models are designed to be transparent and understandable. Clear documentation is maintained to detail data sources, decision-making logic, and model outputs, ensuring stakeholders can easily understand the decision-making processes behind AI systems.

☐ **Accountability Framework**

We maintain clear accountability for all AI systems, ensuring traceability of actions, decisions, and any changes to the models. Regular audits are conducted to ensure compliance with ethical standards, with appropriate measures implemented to address any adverse impacts.

☐ **Ethical Impact Assessments**

We regularly conduct ethical impact assessments to evaluate the societal, cultural, and operational effects of AI systems. A structured framework is in place to address issues identified during these assessments and implement corrective actions as needed.

Ethical AI Policy Overview

Our ethical AI policy establishes guidelines for the ethical development, deployment, and use of AI systems, ensuring they promote fairness, transparency, accountability, and respect for human rights. It applies to all employees, contractors, and partners involved in AI development, covering all stages of the AI lifecycle from ideation to deployment and monitoring.

Key Principles

1. **Human Rights:** AI systems must respect privacy, non-discrimination, and freedom of expression, ensuring they do not perpetuate inequalities.
2. **Fairness and Non-Discrimination:** Biases in AI systems are identified and mitigated to promote fairness and avoid discrimination based on race, gender, age, or other protected characteristics.
3. **Privacy and Data Protection:** We prioritize privacy and data security, complying with data protection laws like CCPA.
4. **Transparency and Explainability:** AI systems must provide clear explanations of decision-making processes, ensuring stakeholders understand AI-generated outcomes.
5. **Accountability:** We hold ourselves accountable for the ethical use and outcomes of AI systems, ensuring actions and decisions are traceable and aligned with ethical standards.
6. **Safety and Security:** AI systems are designed and used with safety and security in mind, minimizing risks and protecting individuals and society.
7. **Human-Centered AI:** AI complements human decision-making rather than replacing it, ensuring humans remain in control of AI systems.
8. **Environmental and Social Sustainability:** We develop AI technologies that support environmental and social sustainability, minimizing negative impacts on society.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

Specific Guidelines

- **Internal Use of AI:** Employees are permitted to use AI tools for personal or professional purposes, but they must comply with this policy. Sensitive tasks involving AI require additional review and approval.
- **Client Data and AI:** Client data is protected from unauthorized access and misuse. AI systems processing client data undergo rigorous testing for accuracy and fairness.
- **Remote Work and AI:** Guidance is provided for remote employees using AI tools, including training, technical support, and secure access.

Legal and Regulatory Compliance

- **Data Protection:** We comply with data protection laws and ensure data security and transparency.
- **Non-Discrimination:** We adhere to anti-discrimination laws, ensuring AI does not perpetuate bias or unfair practices.
- **Industry-Specific Regulations:** Industry-specific regulations for AI use, including healthcare, finance, and autonomous vehicles, are strictly followed.
- **Intellectual Property:** Intellectual property related to AI development and deployment is safeguarded.

Technical Best Practices

- **Data Quality:** High-quality, unbiased data is used for AI training.
- **Model Development and Training:** AI models are developed using sound methodologies and validated with appropriate metrics.
- **Continuous Monitoring and Evaluation:** Ongoing monitoring ensures AI systems perform fairly and ethically.
- **Robustness and Resilience:** AI systems are resilient to security threats and adversarial attacks.
- **Human Oversight:** Human oversight ensures AI systems are used ethically and appropriately.

Through these efforts, we foster trust with our stakeholders and ensure that AI solutions are developed and used responsibly, creating a positive and lasting impact. For more details, our AI/Tech Ethics Policy is available upon request.

FINANCIAL PROPOSAL

Proposed Roles & Pricing

Role	Type	Hourly Rate	Description
Project/Delivery Manager	On-Shore	\$120	
Lead ML Application Engineer	On-shore	\$180	
Lead ML Application Engineer	Off-Shore	\$55	
ML Architect	On-shore	\$198	
ML Architect	Off-Shore	\$60	
Data Engineer	On-shore	\$113	
Data Engineer	Off-Shore	\$40	

Payment Terms

Deliverable	PROJECT MILESTONES	Payment
Deliverable-1	Discovery (upfront payment)	30%
Deliverable-2	SOW & Design	20%
Deliverable-3	Development Alpha	20%
Deliverable-4	Development Beta & Migration	20%
Deliverable-5	UAT, Training & Launch	10%
Total ➔		100%

Assumptions and Notes

- ☐ The proposed rates include all necessary overheads and resources.
- ☐ Changes in the project scope or timeline may result in adjustments to the estimated hours and associated costs.
- ☐ Any additional services outside the agreed-upon scope will be charged separately.



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

EXHIBIT 1: SERVICE DESIGNATION AREAS

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

(Exhibit 1 continued on next page)



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

(Exhibit 1 continued)

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



APP MAISTERS	Artificial Intelligence Consultancy Services	RFP #2025-023
--------------	--	---------------

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

End of Exhibit 1

APPENDIX B

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.

REQUIRED 2 CFR 200 CLAUSES

Uniform Administrative Requirements, Cost Principles & Audit Requirements for Federal Awards (Contractor)

- 1. Equal Employment Opportunity.** CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, gender identity, or national origin. CONTRACTOR shall take affirmative actions to ensure that applicants are employed, and that employees are treated, during their employment, without regard to their race, religion, color, sex, sexual orientation, gender identity, or national origin. Such actions shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
- 2. Davis-Bacon Act.** CONTRACTOR agrees to comply with all applicable provisions of 40 USC § 3141 – 3148.
- 3. Contract Work Hours and Safety 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.
- 4. Rights to Invention Made Under Contract or Agreement.** CONTRACTOR agrees to comply with all applicable provisions of 37 CFR Part 401.
- 5. Clean Air Act, Federal Water Pollution Control Act, and Energy Policy Conservation Act.** CONTRACTOR agrees to comply with all applicable provisions of the Clean Air Act under 42 USC § 7401 – 7671, the Energy Federal Water Pollution Control Act 33 USC § 1251 – 1387, and the Energy Policy Conservation Act under 42 USC § 6201.
- 6. Debarment/Suspension.** CONTRACTOR is prohibited from making any award or permitting any award at any tier to any party which is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, Debarment and Suspension. CONTRACTOR and its subcontractors shall comply with the special provision “Certification Requirements for Recipients of Grants and Cooperative Agreements Regarding Debarments and Suspensions”.
- 7. Restrictions on Lobbying.** CONTRACTOR of these funds is prohibited from using monies for lobbying purposes; CONTRACTOR shall comply with the special provision “Restrictions on Lobbying”. 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.
- 8. Procurement of Recovered Materials.** CONTRACTOR agrees to comply with all applicable provisions of 2 CFR §200.322.
- 9. Anti-Israeli Boycott.** By accepting this work order, CONTRACTOR hereby certifies the following:
 1. CONTRACTOR’s Company does not boycott Israel; and
 2. CONTRACTOR’s Company will not boycott Israel during the term of the contract.

The following definitions apply to this statute:

- (1) "Boycott Israel" means 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 specifically with Israel, or with a person or entity doing business in Israel or in an Israeli- controlled territory, but does not include an action made for ordinary business purposes; and
- (2) "Company" means an organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or limited liability company, including wholly owned subsidiary, majority-owned subsidiary, parent company, or affiliate of those entities or business associations that exists to make a profit.

10. Domestic Preference for Procurements

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

11. Trafficking in Persons

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

Check one of the following:

- ☒ The Contractor or Subrecipient hereby certifies that it **does** comply with the requirements of 2 CFR 200 as stipulated above and required by the NCTCOG.

-OR-

- ☐ The Contractor or Subrecipient hereby certifies that it **cannot** comply with the requirements of 2 CFR 200 as stipulated above and required by the NCTCOG.

Fahim Iqbal
Signature of Authorized Person
Fahim Iqbal
Name of Authorized Person
App Maisters Inc.
Name of Company
05/12/25
Date

APPENDIX C

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 and belief, that:

- (1) No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with 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.
- (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, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Fahim Iqbal

Signature

CEO

Title

App Maisters Inc.

Agency

05/12/25

Date

APPENDIX D
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.

Check one of the following:

- ☒ The Contractor or Subrecipient hereby certifies that it **does** comply with the requirements of 2 CFR 200 as stipulated above and required by the NCTCOG.

-OR-

- ☐ The Contractor or Subrecipient hereby certifies that it **cannot** comply with the requirements of 2 CFR 200 as stipulated above and required by the NCTCOG.

Fahim Iqbal

Signature of Authorized Person

Fahim Iqbal

Name of Authorized Person

App Maisters Inc.

Name of Company

05/12/25

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.

Check one of the following:

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

-OR-

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

Fahim Iqbal

Signature of Authorized Person

Fahim Iqbal

Name of Authorized Person

App Maisters Inc.

Name of Company

05/12/25

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.

Check one of the following:

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

-OR-

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

Fahim Iqbal

Signature of Authorized Person

Fahim Iqbal

Name of Authorized Person

App Maisters Inc.

Name of Company

05/12/25

Date

APPENDIX E
DEBARMENT CERTIFICATION

Fahim Iqbal _____ being duly
(Name of certifying official)
sworn or under penalty of perjury under the laws of the United States, certifies that neither

App Maisters Inc. _____, nor its principals
(Name of lower tier participant)
are presently:

- debarred, suspended, proposed for debarment,
- declared ineligible,
- or voluntarily excluded from participation in this transaction by any federal department or agency

Where the above identified lower tier participant is unable to certify to any of the above statements in this certification, such prospective participant shall indicate below to whom the exception applies, the initiating agency, and dates of action.

Exceptions will not necessarily result in denial of award but will be considered in determining contractor responsibility. Providing false information may result in criminal prosecution or administrative sanctions.

EXCEPTIONS:

Fahim Iqbal

Signature of Certifying Official CEO

Title

Date of Certification
Form 1734
Rev.10-91
TPFS