

Proposal

for RFP 2021-020 Print, Graphic Design and
Promotional Product Services



Prepared for:

The North Central Texas Council of
Governments SHARE Program

Contact: Sherry Anderson

Phone: 800-402-7720

Email: sherry.anderson@designtaskgroup.com

Date: April 14th, 2021

Contents

Tab A- Cover Sheet	1
Cover Sheet RFP 2021-020	2
Scope of Work	3
Qualifications	3
Tab B- Executive Summary	4
Executive Summary	5
Tab C- Key Personnel	6
Senior Graphic Designers	7
Customer Service	7
Key Contact	7
Tab D- Technical Proposal	8
About Design Task Group	9
Products	9
Capabilities	9
Our Design Cloud	10
Unlimited Users	10
High Resolution Files	10
Customer Service	10
A Virtual Design Machine®	11
How We Work	12
Tab E- References	13
References	14
Tab F- Proposal Pricing	15
Flat Pricing	16
Cost Sheet	17
Market Basket	18
Tab G- Required Attachments	20
I Instructions for Proposals Compliance and Submittal	21
II Certifications of Offerer	22
III Certification Regarding Debarment, Suspension and other Responsibility Matters	23
IV Restrictions on Lobbying	24
V Drug Free Workplace Certification	26
VI Certification Regarding Disclosure of Conflict of Interest	27
VII Certification of Fair Business Practices	30
VIII Certification of Good Standing	31
IX Historically Underutilized Businesses, Minority or Women-Owned or	
Disadvantaged Business	32
Minority Business Enterprise Certification	33
X Request for Proposal/Solicitation Language for Compliance with the Prohibition	
on Certain Telecommunications and Video Surveillance Services or Equipment . . .	35
XI Prohibited Telecommunications and Video Surveillance Services or Equipment.	36

Tab A- Cover Sheet



REQUEST FOR PROPOSALS
For
Print, Graphic Design, and Promotional Product Services
RFP # 2021-020

Sealed proposals will be accepted until **2 PM CT, April 20, 2021** and then publicly opened and read aloud thereafter.

Design Task Group LLC
Legal Name of Proposing Firm


Sherry Anderson Director of Business Development
Contact Person Title

800-402-7720 sherry.anderson@designtaskgroup.com
Telephone Number E-Mail Address

virtual: www.designtaskgroup.com
Street Address of Principal Place of Business City/State Zip
333 Washington Ave N, Suite 300 Minneapolis, Minnesota 55404
Complete Mailing Address City/State Zip

Acknowledgment of Addenda: #1 SA #2 _____ #3 _____ #4 _____ #5 _____

By signing below, you hereby certify that the information contained in this proposal and any attachments is true and correct, and may be viewed as an accurate representation of proposed services to be provided by this organization. You agree that failure to submit all requested information may result in rejection of your company's proposal as non-responsive. You certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. You acknowledge that you have read and understand the requirements and provisions of this solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract. And furthermore that I certify that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

 Sherry Anderson, Dir Business Development
Authorized Signature

Scope of Work

Design Task Group wishes to become a select vendor for the SHARE Cooperative Purchasing Program, providing graphic design services to NCTCOG and other public and nonprofit entities nationwide. If awarded this contract, Design Task Group will offer the proposed services herein to all member communities of the SHARE Cooperative Purchasing Program at the agreed cost set forth in this proposal.

Qualifications

Established in 2015 and headquartered in Minneapolis, MN, Design Task Group has been in business for 6 years and is a certified Minority Business Enterprise. Our remote workforce is composed of senior graphic designers, experienced developers and committed administrators, who have provided professional graphic design and marketing materials to 350+ public and private sector customers.

Our customers include companies of various sizes and industries including:



Tab B- Executive Summary

Executive Summary

Design Task Group (DTG) is a virtual design machine, providing **unlimited graphic design at a flat monthly or annual rate**. We relentlessly recruit senior designers from across the country and unleash them on our #1 rated design cloud. With more than 6 years of professional experience and 350+ users, our designers and cloud technology are proven.

With us, your organization pays **one price for unlimited graphic design work**. Our competencies include:

- Marketing and advertising design
- Publication design
- Packaging design
- Art and illustration design
- Visual identity graphic design
- Corporate graphic design

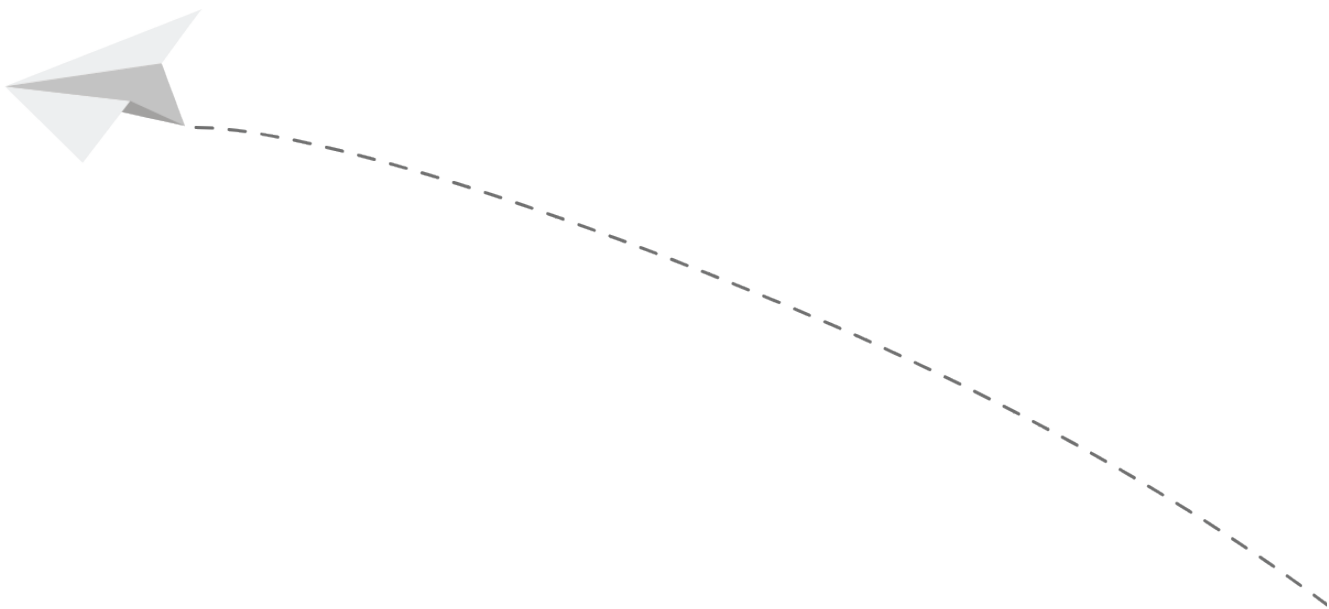
DTG senior designers are accessed directly through our design cloud. Our designers:

- Deliver work on time
- Are easily accessible
- Use Adobe Illustrator or InDesign to provide source and print ready files

Our design cloud was built and tested to deliver value. Our technology optimizes remote work so that members can:

- Work 1-1 with their DTG designer
- Manage projects and workflow
- Collaborate with colleagues
- Request, retrieve and store graphic design tasks

Design Task Group does not provide printing services or promotional products.



Tab C- Key Personnel

Senior Graphic Designers

Each organization is assigned a senior DTG graphic designer or design team. Your designated team will complete all of your tasks for the duration of your membership, and will deliver them to you directly via our design cloud.

With our design cloud and experienced virtual teams, geographical location has no project impact. We train our designers to build rapport while working remotely so that they can quickly interpret your needs, likes and dislikes, and even feel like a part of your in-house staff. The design cloud is where any user in your organization will login to interface directly with your DTG designers, as well as request and retrieve completed work.

DTG designers have at least 5 years of professional experience along with a degree or certification in graphic design. Designers are supported by our design managers who supervise teams, provide design support and review work.

Customer Service

Customer service support is available on our design cloud around the clock. Our friendly customer service team will help navigate the cloud, answer questions, and provide suggestions for maximizing your membership.

Key Contact

Sherry Anderson

Director of Business Development
sherry.anderson@designtaskgroup.com
800-402-7720

Please reach out to Sherry Anderson for the bid process, contracting process/contract administration, and for receiving orders from participating entities.

Tab D- Technical Proposal

Design Task Group

Design Task Group (DTG) is a virtual design machine. We provide unlimited graphic design at a flat monthly or annual rate. With our innovative technology and extensive recruiting of senior designers, you'll get professional design with fast turnaround times, efficient pricing, and accessibility that make us feel like in-house staff.

With a DTG membership, you receive:

- A senior graphic designer or design team
- Guaranteed due dates on all design tasks
- One price for unlimited work
- Unlimited employee access to the DTG design cloud

Products

Graphic Design Services

- Print Design
- Digital Design
- Web Design

Capabilities

Design Task Group possesses a magnitude of capabilities. Common tasks include:

- | | | |
|------------------|-------------------|----------------------|
| ● Flyers | ● Presentations | ● Email templates |
| ● White papers | ● Signage | ● Digital ads |
| ● Reports | ● Displays | ● Magazine ads |
| ● Vehicle wraps | ● Billboards | ● Posters |
| ● Kiosk wraps | ● Packaging | ● Tradeshow graphics |
| ● Print ads | ● Direct mail | ● Brochures |
| ● Business cards | ● Door hanger ads | And more! |

Our Design Cloud

Our design cloud was built to meet your needs. The cloud is an online portal where customers access their DTG designer, oversee their projects, manage their account, collaborate with colleagues, and contact our customer service staff.

The cloud is the ultimate tool for project management. Logging in provides an overview of all tasks in your organization's queue, and all tasks currently being worked on- including their due dates and any communication between users and designers. Download and share completed designs from any device.



Unlimited Users

Create as many profiles as you'd like on the design cloud at no additional cost. Users can get a high level view of the projects you're working on, provide feedback and approval, or collaborate with each other on artistic direction. Any user from your organization may also request design tasks, or download completed work.



High Resolution Files

Our designers work primarily in Adobe Illustrator and InDesign, and will deliver all files in the high-resolution electronic format of your choosing. DTG does not reserve the rights to any of your graphics. All of the work we complete is the property of your organization.

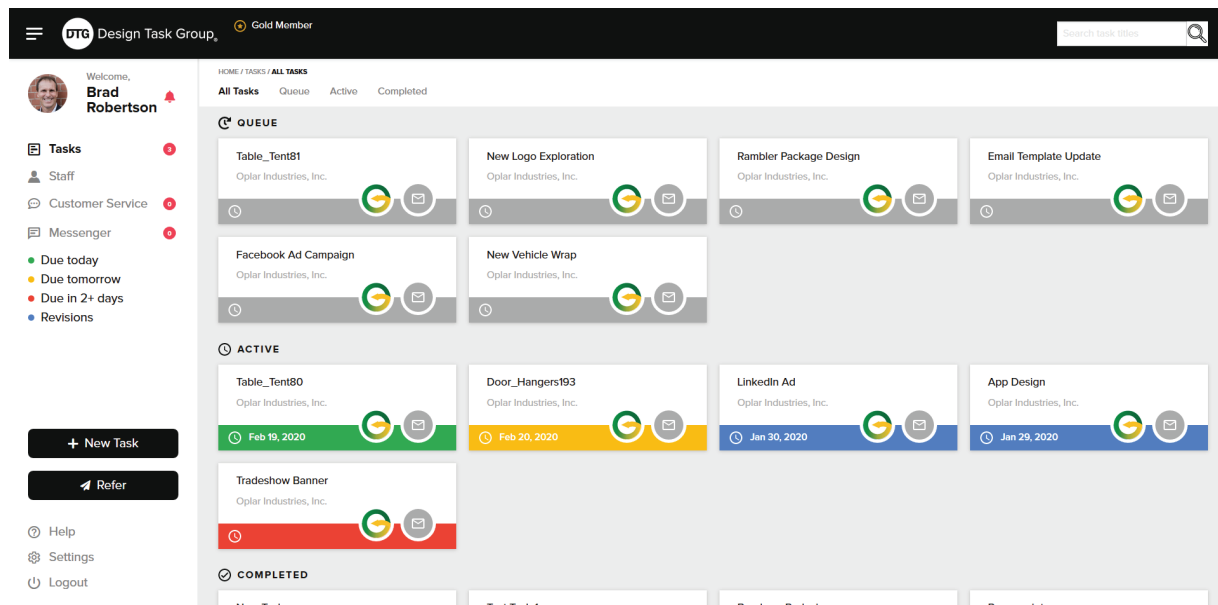
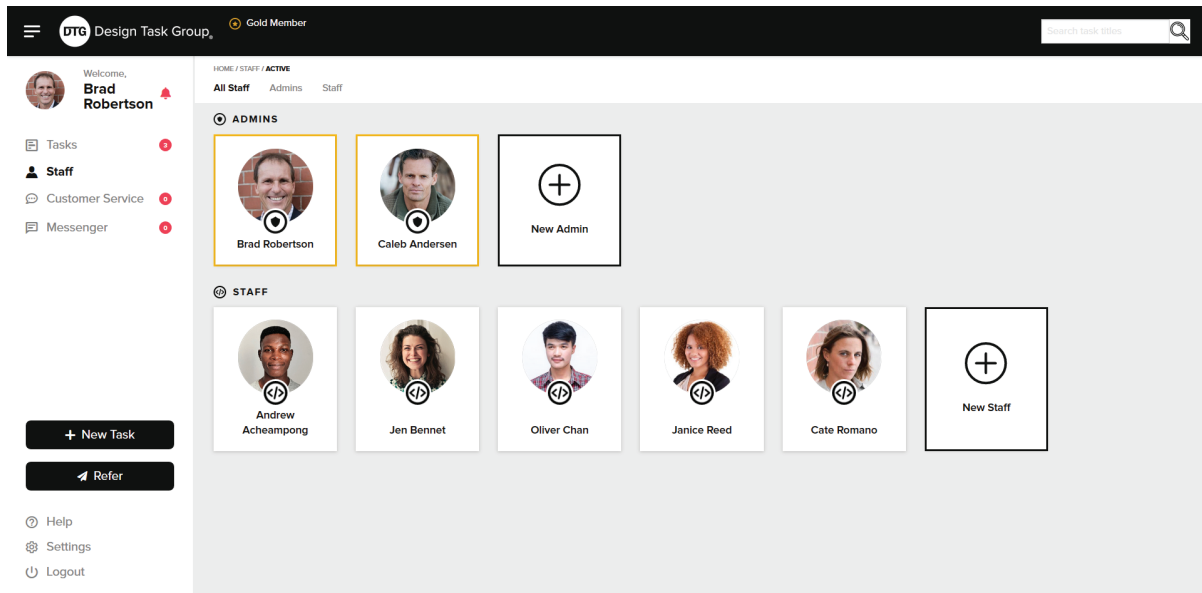


Customer Service

Customer service support is available on our design cloud around the clock. Our friendly customer service team will help navigate the cloud, answer questions, and provide suggestions for maximizing your membership. Customer service is highly responsive and provides quality assurance and resolution for end-user complaints should they arise.

A Virtual Design Machine[®]

Manage projects, communication, billing and inquiries all in one place on our design cloud.



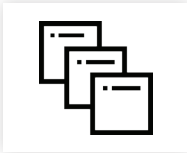
How We Work

Getting design work is quick and easy with our cloud. To request a design task simply:



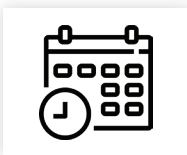
Upload your design requests

Once you've created an account on our design cloud, you can begin requesting tasks right away. Use our design brief template to tell us what you need, share your inspiration and upload your assets.



Manage your queue

Your task requests will be loaded to your design queue, where you can manage your project workflow. The queue will hold an unlimited number of tasks, and can receive tasks from any user within your organization.



Set due dates

Activate your design request and add your due date. Your designer will respond to your request within an hour of activation. Design Task Group guarantees due dates, and a majority of tasks are returned within just two days- even faster for simpler requests.



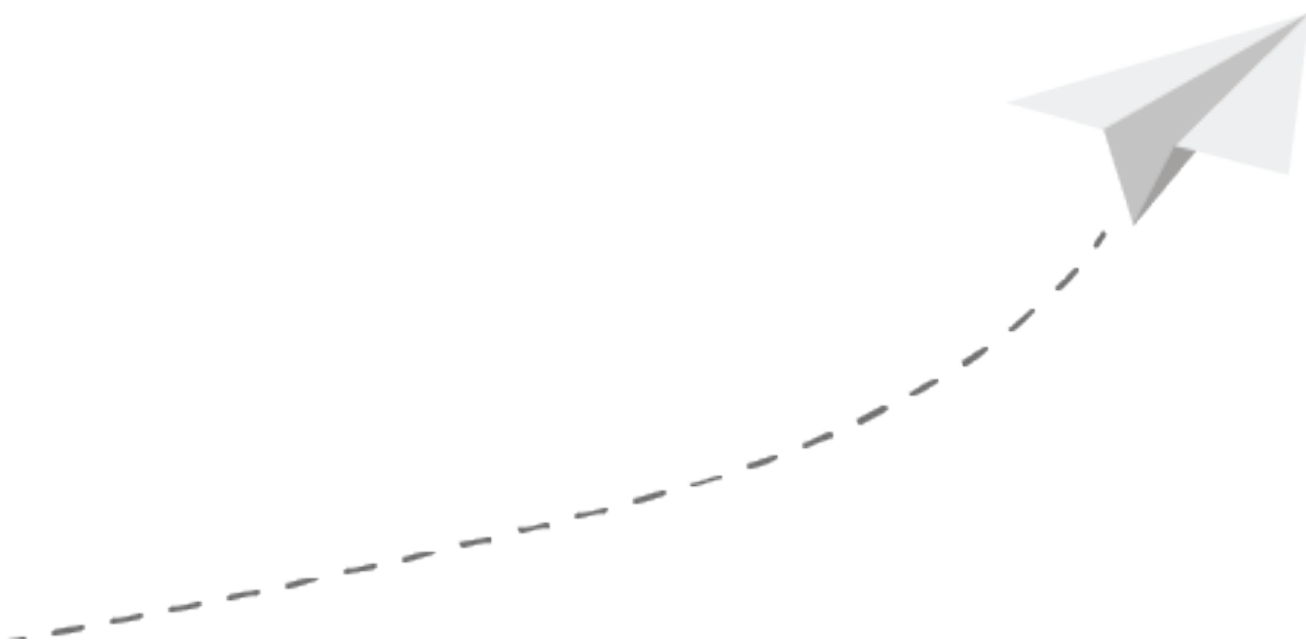
Approve the work

Share feedback with your designer directly on the design cloud. Need multiple levels of approval? Add your manager or other approvers to the task for easy review.



Store your completed designs

When you're satisfied with the design, mark the task as completed and it remains stored on the cloud where you can access it at any time from any desktop or mobile device.



Tab E- References

References

Reviews, testimonials and sample work can be found throughout our website at www.designtaskgroup.com

NCTCOG is welcome to contact the following references.



Clean Green Media and Enviro Goods

Steve Eigenmann, Founder and CEO

Phone Number: (612) 221-4515

Email: steve@cleangreenmedia.com

Years Served: 2018-Present



ROC Group

Cory Weaver, Consultant

Phone Number: (952) 452- 9000

Email: cweaver@rocgroup.com

Years Served: 2018-Present



GuidePoint Security

Shayla Henke, Vice President of Marketing

(formerly Director of Marketing at Great Bay Software)

Phone Number: (877) 889-0132

Email: shayla.henke@guidepointsecurity.com

Years Served: 2018-2021

Tab F- Proposal Pricing

Flat Pricing

Flat pricing guarantees you will not pay more than expected for any design project.

Our monthly or annual billing will not change and eliminates the risk of surprise for projects that require resources more than initially anticipated.

SHARE Section Category	Part/Item Number	Item Description	List Price
III. Graphic Design	Print/Digital/Web Design	Monthly unlimited graphic design services - 1 task at a time	\$1000/month flat rate
III. Graphic Design	Print/Digital/Web Design	Monthly unlimited graphic design services - 3 tasks at a time	\$2000/month flat rate
III. Graphic Design	Print/Digital/Web Design	Monthly unlimited graphic design services - 5 tasks at a time	\$3000/month flat rate

Cost Sheet

BRONZE

\$1000 / MONTH

SIGN UP FOR ANNUAL BILLING
AND PAY \$900 MONTHLY

- ✓ 1 TASK AT A TIME
- ✓ A DEDICATED SENIOR DESIGNER
- ✓ GUARANTEED DUE DATES
- ✓ UNLIMITED REQUESTS
- ✓ UNLIMITED USERS
- ✓ SOURCE FILES
- ✓ FREE STOCK IMAGES
- ✓ NO CONTRACT

MOST POPULAR

SILVER

\$2000 / MONTH

SIGN UP FOR ANNUAL BILLING
AND PAY \$1800 MONTHLY

- ✓ UP TO 3 TASKS AT A TIME
- ✓ A DEDICATED DESIGN TEAM
- ✓ GUARANTEED DUE DATES
- ✓ UNLIMITED REQUESTS
- ✓ UNLIMITED USERS
- ✓ SOURCE FILES
- ✓ FREE STOCK IMAGES
- ✓ NO CONTRACT

GOLD

\$3000 / MONTH

SIGN UP FOR ANNUAL BILLING
AND PAY \$2700 MONTHLY

- ✓ UP TO 5 TASKS AT A TIME
- ✓ A DEDICATED DESIGN TEAM
- ✓ GUARANTEED DUE DATES
- ✓ UNLIMITED REQUESTS
- ✓ UNLIMITED USERS
- ✓ SOURCE FILES
- ✓ FREE STOCK IMAGES
- ✓ NO CONTRACT

RFP 2021-020 Print, Graphic Design, and Promotional Product Services

FOR EVALUATION PURPOSES ONLY

The following information will only be used for evaluation purposes. Respondents are permitted to provide an alternate option of equal specifications if their company does not offer the specified item.

Item #	Quantity	Full Description	Percent (%) of Discount off of Catalog or Pricelist	Vendor Price (List Price)	Copy/Print Service	MTX SHARE Price (Vendor Price less discount)	Market Equivalent Vendor Price (List Price)	Market Equivalent SHARE Price (Vendor Price less discount)	Market Equivalent Vendor Price (List Price)	Market Equivalent SHARE Price (Vendor Price less discount)
1	300	11" x 8.5" Tri-folded Brochure/ color	N/A				\$_____	\$_____	\$_____	\$_____
2	500	8.5" x 11" Marketing Flyer/Color	N/A				\$_____	\$_____	\$_____	\$_____
3	200	8.5" x 11" Copies/B&W	N/A				\$_____	\$_____	\$_____	\$_____
4	400	Business Card/B&W	N/A				\$_____	\$_____	\$_____	\$_____
Promotional Products										
5	100	12oz Vacuum Insulated Cup (Imprinted)	N/A				\$_____	\$_____	\$_____	\$_____
6	100	Swivel Cover USB2.0 8GB Drive (Imprinted)	N/A				\$_____	\$_____	\$_____	\$_____
7	200	Drawstring Backpack (Imprinted)	N/A				\$_____	\$_____	\$_____	\$_____
8	300	Emblem Stylus Pen (Imprinted)	N/A				\$_____	\$_____	\$_____	\$_____

PRICE PROPOSAL ITEMS

Interested Respondents proposing various manufacturer product lines per line item on the Proposal Specification form must submit the information as follows or proposal may not be considered. Items below correspond to the RFP 2021-020 Item Specifications (Exhibit A)

Manufacturers shall be listed in alphabetical order.

Respondents must list one specific percentage discount for each manufacturer listed.

If a Respondent elects to attach a separate sheet, all manufacturers listed on the attachment must indicate per manufacturer the line item that corresponds to Respondent's specification form.

Item #	Description	Extended Description	Percent (%) of Discount off of Catalog or Pricelist	Name of Catalog or Pricelist	State any Exceptions to Discount
Exhibit A.1: Promotional Products					
9	Discount (%) off Catalog or Pricelist for Copy Service (black & white).	State the total discount (%) off of catalog or pricelist for COPY SERVICE (black & white) . Catalog or Price List must be included or proposals will not be considered.	N/A		
10	Discount (%) off Catalog or Pricelist for Copy Service (Color).	State the total discount (%) off of catalog or pricelist for COPY SERVICE (Color) . Catalog or Price List must be included or proposals will not be considered.	N/A		
11	Discount (%) off Catalog or Pricelist for Flyers, Brochures and Postcards (black and white)	State the total discount (%) off of catalog or pricelist for Flyers, Brochures and Postcards (black and white) . Catalog or Price List must be included or proposals will not be considered.	N/A		
12	Discount (%) off Catalog or Pricelist for Flyers, Brochures and Postcards (Color).	State the total discount (%) off of catalog or pricelist for Flyers, Brochures and Postcards (Color) . Catalog or Price List must be included or proposals will not be considered.	N/A		
13	Discount (%) off Catalog or Pricelist for Banners and Posters (black and white).	State the total discount (%) off of catalog or pricelist for Banners and Posters (black and white) . Catalog or Price List must be included or proposals will not be considered.	N/A		
14	Discount (%) off Catalog or Pricelist for Banners and Posters (Color).	State the total discount (%) off of catalog or pricelist for Banners and Posters (Color) . Catalog or Price List must be included or proposals will not be considered.	N/A		

15	Discount (%) off Catalog or Price List for Business Cards and Company Letterheads (Black and White).	State the total discount (%) off of catalog or price list for Business Cards and Company Letterheads (Black and White) . Catalog or Price List must be included or proposals will not be considered.	N/A		
16	Discount (%) off Catalog or Price List for Business Cards and Company Letterheads (Color).	State the total discount (%) off of catalog or price list for Business Cards and Company Letterheads (Color) . Catalog or Price List must be included or proposals will not be considered.	N/A		
17	Discount (%) off Catalog or Price List for Presentations and Manuals (Black and White).	State the total discount (%) off of catalog or price list for Presentations and Manuals (Black and White) . Catalog or Price List must be included or proposals will not be considered.	N/A		
18	Discount (%) off Catalog or Price List for Presentations and Manuals (Color).	State the total discount (%) off of catalog or price list for Presentations and Manuals (Color) . Catalog or Price List must be included or proposals will not be considered.	N/A		
19	Discount (%) off Catalog or Price List for Photo Posters and Canvas Prints (Black and White).	State the total discount (%) off of catalog or price list for Photo Posters and Canvas Prints (Black and White) . Catalog or Price List must be included or proposals will not be considered.	N/A		
20	Discount (%) off Catalog or Price List for Photo Posters and Canvas Prints (Color).	State the total discount (%) off of catalog or price list for Photo Posters and Canvas Prints (Color) . Catalog or Price List must be included or proposals will not be considered.	N/A		
21	Discount (%) off Catalog or Price List for All Types of Business Forms, NCE Forms, and Envelopes .	State the total discount (%) off of catalog or price list for All Types of Business Forms, NCE Forms, and Envelopes . Catalog or Price List must be included or proposals will not be considered.	N/A		
22	Discount (%) off Catalog or Price List for All Types of Business Forms, NCE Forms, and Envelopes .	State the total discount (%) off of catalog or price list for All Types of Business Forms, NCE Forms, and Envelopes . Catalog or Price List must be included or proposals will not be considered.	N/A		
23	Discount (%) off Catalog or Price List for Interior/ Exterior Building Signage .	State the total discount (%) off of catalog or price list for Interior/ Exterior Building Signage . Catalog or Price List must be included or proposals will not be considered.	N/A		
24	Discount (%) off Catalog or Price List for All Other Types of Copy and Print Services .	State the total discount (%) off of catalog or price list for All Other Types of Copy and Print Services . Catalog or Price List must be included or proposals will not be considered.	N/A		
Exhibit A.II: Promotional Products					
25	Discount (%) off Catalog or Price List for Promotional Products .	State the total discount (%) off of catalog or price list for Promotional Products . Catalog or Price List must be included or proposals will not be considered.	N/A		
26	Discount (%) off Catalog or Price List for Promotional Marketing Materials .	State the total discount (%) off of catalog or price list for Promotional Marketing Materials . Catalog or Price List must be included or proposals will not be considered.	N/A		
27	Discount (%) off Catalog or Price List for All Other Types of Promotional Merchandise .	State the total discount (%) off of catalog or price list for All Other Types of Promotional Merchandise . Catalog or Price List must be included or proposals will not be considered.	N/A		
Exhibit A.III: Graphic Design and Layout Services					
28	Not to Exceed Hourly Labor Rate for Graphic Design and Layout Services .	Hourly labor rate for Graphic Design and Layout Services .	UNLIMITED DESIGN, FLAT RATE OF \$1000-\$3000/month	DTG Cost Sheet	\$1000/month = 1 design at a time \$2000/month = 3 designs at a time \$3000/month = 5 designs at a time unlimited design requests, unlimited revisions

Tab G- Required Attachments

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

Compliance with the Solicitation

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

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 6.

Name of Organization/Contractor(s):

Design Task Group, LLC

Signature of Authorized Representative:



Date: 04/14/2021

**ATTACHMENT II:
CERTIFICATIONS OF OFFEROR**

Name of Organization/Contractor(s):

Design Task Group

Signature of Authorized Representative:



Date: 04/14/2021

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

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

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

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

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

Name of Organization/Contractor(s):

Design Task Group

Signature of Authorized Representative:



Date: 04/14/2021

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

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

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

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

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

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

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

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

Name of Organization/Contractor(s):

Design Task Group

Signature of Authorized Representative:

_____

Date: 04/14/2021

**ATTACHMENT V:
DRUG-FREE WORKPLACE CERTIFICATION**

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

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

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

Name of Organization/Contractor(s):

Design Task Group

Signature of Authorized Representative:

_____

Date: 04/14/2021

**ATTACHMENT VI:
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

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

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

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

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

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

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

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

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

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

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

Name of Organization/Contractor(s):

Design Task Group

Signature of Authorized Representative:



Date: 04/14/2021

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

Design Task Group

2

☐

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

3

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

N/A

4

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

N/A

Amended 01/13/2006

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☐

No

D. Describe each affiliation or business relationship.

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

N/A

7



Signature of person doing business with the governmental entity

04/14/2021

Date

Amended 01/13/2006

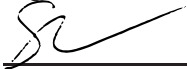
**ATTACHMENT VII:
CERTIFICATION OF FAIR BUSINESS PRACTICES**

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

Name of Organization/Contractor(s):

Design Task Group

Signature of Authorized Representative:



Date: 04/14/2021

**ATTACHMENT VIII:
CERTIFICATION OF GOOD STANDING
TEXAS CORPORATE FRANCHISE TAX CERTIFICATION**

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this offer is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation making the offer herein certified that the following indicated Proposal is true and correct and that the undersigned understands that making a false Proposal is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

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

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

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

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

Sherry Anderson, Director of Business Development

(Printed/Typed Name and Title of Authorized Representative)



Signature

Date: 04/14/2021

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

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB companies should identify themselves and submit a copy of their certification.

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

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

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

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


Submitter must include a copy of its minority certification documentation as part of this solicitation.

If your company is already certified, attach a copy of your certification to this form and return with your proposal.

Indicate all that apply:

☒ Minority-Owned Business Enterprise
☐ Women-Owned Business Enterprise
☐ Disadvantaged Business Enterprise

ATTEST TO Attachments of Certification:

 see attached MBE certification
Authorized Signature

Sherry Anderson 04/14/2021
Typed Name Date

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

SEAL

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



December 27, 2018

Dwight Anderson
Design Task Group, LLC
2804 Cedar Ridge Ln
Fort Worth, TX 76177

RE: Minority Business Enterprise (MBE) Certification Affidavit No. 23067

Dear Anderson:

Congratulations! Your firm has been certified by the North Central Texas Regional Certification Agency ("NCTRCA") as a Minority Business Enterprise (MBE) in accordance with NCTRCA MBE/WBE/SBE certification eligibility program requirements. Your Certification Identification Number is **BMMB61697N1220**. Your firm is certified as a MBE/WBE/SBE in the following areas listed on page 2.

This certification is valid for two years from the date of this letter or, unless and until it has been removed in accordance with NCTRCA MBE/WBE/SBE certification eligibility procedures. In order to remain certified, you must submit annually, on the anniversary of your certification, a "No Change Affidavit".

A No Change Affidavit is a sworn affidavit affirming that there have been no changes in the firm's circumstances affecting its ownership or control, or any material change in the information provided in its application for MBE/WBE/SBE certification, including the support documentation. Any changes to contact information, ownership, and/or expansion of services must be communicated to the NCTRCA within thirty (30) days of the change. Failure to provide these changes could result in your firm being removed from the certified vendor database. The NCTRCA reserves the right to re-evaluate a firm's certification status at anytime that it determines such re-evaluation is warranted.

Thank you for your participation in the NCTRCA MBE/WBE/SBE Certification Program. Please contact me at 817-640-0606 if you have any questions or if I can be of assistance to you.

Sincerely,

Elicia Mitchell, MPA
Executive Director

624 Six Flags Drive, Suite 100 * Arlington, Texas 76011 * (817) 640-0606 (Office) * (817) 640-6315 (Fax) * www.nctrca.org
For online applications go to: <https://nctrca.mwdbe.com>

December 27, 2018

Dwight Anderson
Design Task Group, LLC

This firm is Certified under the following commodity codes/area(s) of specialty:

NAICS 512191: MOTION PICTURE ANIMATION, POSTPRODUCTION
NAICS 512199: FILM LIBRARIES, MOTION PICTURE OR VIDEO, STOCK FOOTAGE
NAICS 541430: GRAPHIC ART AND RELATED DESIGN SERVICES
NAICS 541430: GRAPHIC DESIGN SERVICES
NAICS 541490: OTHER SPECIALIZED DESIGN SERVICES
NAICS 541511: WEB (I.E., INTERNET) PAGE DESIGN SERVICES, CUSTOM
NAICS 541512: INFORMATION MANAGEMENT COMPUTER SYSTEMS INTEGRATION DESIGN SERVICES

**ATTACHMENT X
REQUEST FOR PROPOSAL/SOLICITATION LANGUAGE
FOR COMPLIANCE WITH THE
PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR
EQUIPMENT**

Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities. Proposers shall certify its compliance with these requirements as part of their proposal response by completing the “Prohibited Telecommunications and Video Surveillance Services or Equipment Certification” included with the RFP Document. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

ATTACHMENT XI
PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
CERTIFICATION

This RFP and any resulting 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 RFP or any resulting Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

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

SIGNATURE OF AUTHORIZED
PERSON:



NAME OF AUTHORIZED PERSON:

Sherry Anderson

NAME OF COMPANY:

Design Task Group

DATE:

04/14/2021

-OR-

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

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: _____

NAME OF COMPANY: _____

DATE: _____