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Your Public Sector Solutions Center

REQUEST FOR PROPOSALS
For
Artificial Intelligence (AI) Consultancy Services
RFP # 2025-023

Sealed proposals will be accepted until 2:00 PM CT, **December 18, 2024**, and then publicly opened and read aloud thereafter.

Legal Name of Proposing Firm

Contact Person for This Proposal

Title

Contact Person Telephone Number

Contact Person E-Mail Address

Street Address of Principal Place of Business

City/State

Zip

Mailing Address of Principal Place of Business

City/State

Zip

Point of Contact for Contract Negotiations

Title

Point of Contact Telephone Number

Point of Contact Person E-Mail Address

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

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

COVER SHEET

RFP Response for Artificial Intelligence (AI) Consultancy Services RFP

#2025-023

As of December 16, 2024

Madison AI

AI knowledge assistants for government staff to
complete requests in minutes, not hours.

www.MadisonAI.com

Statement of Understanding

Madison AI understands the work to be done within this proposal. The team proposes a phased approach to managing the AI Strategy process to ensure a clear understanding between Madison AI and the organization.

Statement of Guarantee for Professional Services

Madison AI guarantees that all professional services performed under this proposal will meet the highest standards of quality, professionalism, and integrity. We are committed to delivering results that align with the scope of work, agreed timelines, and project objectives, ensuring that the organization receives exceptional value and reliable outcomes.

Our guarantee includes the following commitments:

- 1. Expertise and Precision:**

All services will be executed by highly skilled professionals with demonstrated expertise in their respective fields. We guarantee that our work will adhere to industry best practices.

- 2. Timeliness:**

All services and deliverables will be completed within the agreed timelines, barring any unforeseen circumstances beyond our control. Should delays occur, communication regarding a revised timeline to minimize disruptions should be provided promptly.

- 3. Compliance and Accuracy:**

Our work will comply with all applicable local, state, and federal regulations, as well as ethical and data privacy standards, ensuring full alignment with your organization's internal policies.

- 4. Satisfaction and Support:**

Madison AI is committed to client satisfaction. If any aspect of our services fails to meet expectations, we will address the issue promptly and make necessary adjustments to ensure a successful outcome.

- 5. Post-Delivery Support:**

We will provide post-delivery support, ensuring a smooth transition and addressing any questions or concerns that arise after implementation.

This statement reflects our dedication to quality, reliability, and the success of your organization's initiatives. Madison AI stands behind its work and strives to exceed expectations at every stage of the project.

Key Personnel

Erica Olsen, CEO and Co-Founder

Leads with a dedication to the creation and execution of great mission driven strategies for organizations around the globe.

Expertise:

- Internal and External Assessments
- Facilitation
- Brand Strategy
- Executive Team and Board Retreats
- Culture Shift
- Team Leadership
- Business Development and Performance Management

Professional Experience:

Erica is the COO and co-founder of M3 Planning, Inc. (dba OnStrategy and Madison AI). She's dedicated the last 20 years to growing the business with one goal in mind—helping organizations from around the globe create and execute their strategic vision. She and the strategist experts work with leadership teams around the globe—businesses, nonprofits, governments, tribes, and school districts that share one thing in common: the desire to have a bigger impact within their sphere of influence and the world.

- **Government:** City and County of San Francisco, City of Reno, Washoe County, Charlotte-Mecklenburg Police Department, Dona Ana County, Reno-Tahoe Airport Authority, Nevada Division of Wildlife
- **Healthcare:** St. Mary's Health Plans, Keystone Healthcare Management
- **Financial Services:** Fairwinds Credit Union
- **Education:** Alaska North Slope Borough School District, Anchorage School District, Fairbanks Northstar School District, Washoe County School District, Kenai School District
- **Sustainability:** Patagonia, Outdoor Industry Association
- **Technology:** Microsoft, SEO Monitor
- **Tourism:** Reno-Sparks Convention & Visitors Authority, MGM Resorts
- **Non-Profit:** The Make-A-Wish-Foundation, Tahoe Fund, Northern Nevada Children's Cancer Foundation, Tahoe-Pyramid Bikeway

Education: Master's of International Business Management from Thunderbird School of Global Management; Bachelor of Arts in Communication, University of Nevada, Reno

Publications: *Strategic Planning for Dummies* and *Strategic Planning Kit for Dummies* (2011)

About Erica: Through consulting services, software, books, and YouTube, Erica reaches one million people annually with the aim to simplify the critical practice of growing and leading strategically. M3 Planning's philosophy is built on a belief in the power of focus, alignment, and engagement to transform organizations and communities.

An engaging and experienced speaker and facilitator, Erica delivers her training and speaking around the world. She facilitated strategic planning workshops with GASCO Energy in Abu Dhabi and has trained teams in Singapore, Dubai, Bahrain, Kuala Lumpur, and Jakarta. Erica guest lectures at the University of Nevada Business School and served as Business School department chair at the University of Phoenix where she taught for five years.

Erica is an avid outdoor adventurer, spending much of her time running and hiking in the mountains, skiing, biking, and any other sport as an excuse to get outside and breathe the fresh air.

Kamryn Mock, Senior Strategist

Develops performance management processes tailored to clients' unique needs, developing agile direction to drive strategic success.

Expertise:

- Research Design and Synthesis
- Project Management
- Client Relationship Management
- Facilitation Synthesis

Professional Experience:

As our team's youngest strategist and most recent college graduate, Kamryn landed at M3 Planning, Inc., equipped with the skills essential to navigating the 21st-century business environment. Her clients' success is rooted in her commitment to learning as much as possible through listening, collaboration, and forward thinking.

- **Financial Services:** Credit Union West, Investors Community Bank
- **Retail:** EZR Logistics
- **Technology:** Gutenberg Technologies
- **Government:** City and County of San Francisco; Douglas County, Nevada, Washoe County, Nevada; Reno-Tahoe Airport Authority
- **Health Care:** Camarena Health
- **Education:** American University of Paris, Independence Community College
- **Non-Profit:** International Triathlon Union, Women Building Futures, Maryland Foodbank

Recent Client Work:

- **Douglas County, Nevada:** Douglas County came to us wanting to engage stakeholders and staff in a re-visioning process as part of developing their five-year Strategic Plan for the County. As part of this process, Kamryn held various 1:1 interviews, focus groups, public workshops, and a community survey to gather input from various stakeholders to determine their needs. From that information, the team was able to work with the County to develop a strategic plan with goals for the upcoming 5 years that would satisfy the needs of those stakeholders based on their resources and budget.
- **Walnut Creek Chamber of Commerce & Visitors Bureau:** One of the main outcomes of this project was to create a 3-year roadmap for the Visit Walnut Creek team, strategic partners, and key stakeholders that was based on insights gathered from onsite interviews as well as a survey that was provided to the Walnut Creek Chamber of Commerce Board of Directors/Ambassadors, Walnut Creek Downtown Association, City of Walnut Creek Economic Development Department, and local hotels. Kamryn worked with the team to develop a 3-Year Strategic Plan based on opportunities identified and developed into strategic priorities for the organization to achieve.
- **Maryland Food Bank:** Facilitated the creation of a fully operationalized and integrated strategic plan. Oversaw the adaptation of an organization-wide performance management process and supported MFB in adjusting the structure and language of their plan to meet the distinct needs of the organization. In 2019 the MFB distributed over 37 million meals to Marylanders.

Education: Bachelor of Science in Business Management from the University of Nevada, Reno.

About Kam: Kamryn is a Level One Sommelier and enjoys live music, mountain biking, cooking and gardening.

Jay Stearley, Strategist

Engages teams to successfully develop a shared vision and future for success.

Expertise:

- Organizational Leadership
- Workplace Experience
- Change Management
- Facilitation

Professional Experience:

Jay is an experienced executive, consultant, and communicator. He has helped organizations nationwide create clarity, achieve targeted results, and build high-achieving teams. Jay also teaches strategic management at the University of Nevada, Reno. Jay brings his exceptional experience and expertise to the team to assist organizations and local government agencies in facilitating and implementing their strategic initiatives. His expertise in leadership development, change management, culture shift, and team building helps transform organizations so they can achieve their vision.

- **Government:** Clark County, Nevada – Senior Team and Social Services; Washoe County Regional Animal Services
- **Education:** University of North Texas Health Science Center at Fort Worth
- **Non-Profit:** Alliance for Nonprofit Resources

Recent Client Work:

- **Clark County, Nevada:** Evolving the Executive Team and establishing and strengthening how the team works together with more streamlined decision-making and more effective meetings. In addition, as the County's Strategic Plan was being developed, Jay cascaded the plan down to the department level, creating 45 department plans that aligned to the annual plan for the County.
- **University of North Texas Health Science Center:** Jay worked with their team to engage departmental leadership and staff, gain consensus and commitment toward the Department's mission and long-term vision, and create a strategic plan and annual action plan that would drive alignment and focus among leadership and staff. As part of this process, we worked with the team to develop their organization-wide goals, KPIs, initiatives, and short-term priorities to strengthen focus and clarity among the staff. In addition, Jay worked with the team to develop an AI strategy as part of the strategic plan.
- **Washoe County Regional Animal Services:** Our work with the WC Regional Animal Services team was to support them in their partnership with the Nevada Humane Society. Our goal was to re-ground the team on the purpose, vision, and goals for the partnership, as well as establish working agreements to ensure the partnership would be successful and thriving. As part of our support, Jay built with the team a communication protocol and accountability matrix to help them through this process.

Education: Bachelor of Science in Business Management from the University of Nevada, Reno; MBA in Management from the University of Nevada, Reno; Master of Arts in Leadership from Western Seminary.

About Jay: Jay loves the outdoors and enjoys mountain biking and skiing, as well as spending time at his cabin with his family.

References

Our team has had the opportunity to provide AI consultancy services to the following agencies/public sector organizations:

Reno-Tahoe Airport Authority
Art Rempp, C.M. – CIO/IT Director
arempp@renoairport.com
(775) 328-6684

County of Santa Clara – Technology Services and Solutions
Ameen Moslehi - Associate CIO
ameen.moslehi@hhs.sccgov.org
(408) 386-3062

Washoe County, Nevada – Board of County Commissioners
David Solaro – Assistant County Manager/Community Services
dsolaro@washoecounty.gov
(775) 328-3624

Experience Kissimmee
Jason Holic – Sr. Vice President of Operations & Community Engagement
jholic@experiencekissimmee.com
(407) 569-4800

University of North Texas Health Science Center at Fort Worth
Desiree Ramirez – EVP/Chief Integrity and Privacy Officer
desiree.ramirez@unthsc.edu
(817) 735-5131

Project-Related Experiences and Qualifications

Why Madison AI? Our Capabilities & Experience

Strategy is what we do—whether it’s an organizational strategic Plan or an AI Strategy—and we’re passionate about it. Here at Madison AI, we provide simple, practical tools and hands-on services that help your organization realize the capability of artificial intelligence. In providing you with the right tools and services, our Team will engage the people within your organization and set them on a path to a future that helps them realize the benefits of AI and grow or be more efficient. We’ve learned successful strategy is more than having a set of shared values; it includes disciplines, behaviors, and actions, which separate those who achieve success from those who don’t.

While best practices in AI Strategy apply to organizations of all sizes and virtually every industry, Madison AI understands that each organization is unique. So why work with us? Here is what makes us different:

- We are **certified facilitators and strategists**, not just consultants, who focus on strategic planning and helping organizations develop, implement, and track their plans.
- The **facilitation and development of strategic plans for over 700 public and private entities**. Our team has over 20 years of experience running strategic planning processes and utilizes best practices to improve performance.
- We are practitioners with **over 20 years of team experience** working with City and County governments.
- As a boutique consulting firm, our team **focuses exclusively on designing, facilitating, and managing strategic plans and incorporating AI strategies with performance/results management processes**. Our client teams are comprised of senior, experienced partners.
- Our methodology is built around establishing an **agile planning and results management process**.
- We **follow a holistic approach** designed for organizations to establish a clear direction, align goals and OKRs, implement results management, and build high-performing team cultures.
- Madison AI has the experience and skills **to drive participation** and involvement necessary to develop an AI Strategy. We know how to **build consensus and commitment**.
- We **co-designed Madison AI – your knowledge assistant for local governments** – for elected officials and staff to access every board decision, agenda, and master code in your library.
- We’ve **built, managed, and deployed the StrategyHub – our OKR software** for practical, easy strategy development and implementation. Boasting 300+ clients, the award-winning system includes a **Visual Performance Dashboard and Performance Reports** that provide dynamic, interactive and customizable reporting for crystal-clear clarity on organizational, department (if applicable) and individual performance.
- Our **Ph.D.-level market research helps companies gather relevant stakeholder information** for making strategic decisions and a long-term direction. Our work has longitudinal value for renewal of strategic direction over time.

Some of Our AI Customers

Washoe County, Nevada

Reno-Tahoe Airport Authority, Nevada

City of Chanhassen, Minnesota

Los Altos Hills, California

Regional Transportation Commission of Washoe County, Nevada

City of Reno, Nevada

City of Fresno, California

Reno-Sparks Convention & Visitors Authority – Reno, Nevada

Portfolio of Successful AI Strategies

Madison AI has a proven track record of implementing AI solutions that drive measurable results for local governments:

- Washoe County, NV: Facilitated the development of AI Use Cases, evaluation, and implementation of a custom-built AI assistant for the Manager's Office, Elected Officials, and department-specific knowledge assistance.
- County of Santa Clara, CA: Facilitated the development of AI Strategies, Use Cases, and a high-level Roadmap for the Technology Team. Piloted custom LLM for Non-Emergent Dispatch.
- Reno-Tahoe Airport Authority, NV: Facilitated a staff-driven process to develop the AI Guiding Principles, Goals, Use Cases, and Roadmap. Prioritized 78 opportunities to 5 top priorities for implementation.

These case studies highlight Madison's ability to deliver scalable, localized, and impactful AI solutions across diverse government functions. The outcomes include increased operational efficiency, improved transparency, and greater citizen satisfaction.

Our Stance on Compliance & Ethical Standards

Our **AI Consultancy Services** help local governments leverage Generative AI as a tool to drive organizational change and multiply mission impact. By integrating AI into government operations, we enable agencies to enhance efficiency, scale their efforts, and improve public service delivery—all while maintaining alignment with ethical standards and transparency. We believe in...

Transparency and Accountability

We prioritize explainable and auditable AI models, ensuring leaders and staff understand how decisions are made. Clear documentation and reporting build trust among stakeholders and create a foundation for informed and accountable decision-making.

AI is a Change Agent

AI streamlines workflows, breaks down silos, and automates repetitive tasks, allowing staff to focus on mission-critical work. Our services ensure AI solutions are seamlessly integrated to optimize operations and improve resource allocation.

People First, Human in the Loop

Our training and change management programs equip staff to adapt to new AI tools and workflows. By fostering adaptability and data literacy, we help employees embrace AI as a partner to improve productivity and decision-making.

AI is a Mission Multiplier

Generative AI enhances key functions like budgeting, citizen engagement, and public safety. By delivering data-driven insights and proactive solutions, it enables governments to do more with fewer resources while achieving measurable results that align with their goals.

Through our AI Consultancy Services, we help local governments implement practical, ethical AI solutions that drive change and improve effectiveness. Generative AI becomes not just a tool, but a strategic enabler for stronger, smarter, and more efficient communities.

Technical Proposal – Scope of Work

Objectives

Madison AI's AI strategy facilitation and development services will produce the following outcomes:

- Assessment of current organizational processes and identification of opportunities for AI integration, with specific examples relevant to various departments (e.g., public safety response optimization, citizen engagement tools, predictive maintenance in infrastructure).
- Recommendation of AI tools, frameworks, and applications to solve specific organizational challenges.
- Development of a comprehensive data strategy alongside an AI roadmap, emphasizing data quality, governance, privacy, and security.
- Development of a strategic roadmap for AI implementation, including governance, timelines, milestones, and deliverables.
- Assurance that all AI implementations comply with legal standards (e.g., FOIA, grant/state/federal regulations) and establish technical, administrative, and policy controls for internal AI use.
- Training and knowledge transfer to the organization's internal teams on AI capabilities, ensuring employees effectively adopt and utilize AI tools.
- Quantifying the long-term value AI brings to the organization and creating business cases for both immediate and future expenditures, supporting sustained AI investment and adoption.
- Support of the pilot and/or full-scale implementations and comprehensive training for sustainable, in-house AI operations.
- Incorporation of a 5-year AI roadmap to guide the organization's future AI development.

Engagement Approach - AI Strategy Development

The Madison AI Team follows a structured approach for the successful creation, collaboration, and execution of an AI Strategy. The tasks identified include:

Phase 1: Foundational Setting & Project Management

- **Kickoff Meeting:** Facilitate a session to discuss an overview of AI explaining ML and Gen AI differences, what's an LLM, what are potential AI tools to use in addition to Chat GPT and Gemini, what's Microsoft Co-Pilot, what's a prompt, hands-on example of writing a prompt in Chat GPT, and answer questions. Meeting to be approximately 60-90 minutes.

- **Collaborate with Individual Departments:** Explore and identify challenges that exist within the organization, such as response times in public safety, reducing procurement costs, or preparing staff reports. A comprehensive needs assessment can be done as part of this process to help identify these challenges. A remote session of 3 hours each with individual departments (up to 5 departments) will be held.
- **Bi-Weekly Team Meetings:** Bi-weekly check-in meetings with the Planning Team (1 hour each) throughout the project will be conducted to formalize and continually advance the planning process. Madison AI will schedule meetings and provide agendas, meeting materials (as necessary) and minutes for organizational staff.

Phase 2: Feasibility Study & Use Case Identification

- **Identify Potential Use Cases:** Based on the challenges identified in Phase 1, facilitate a remote session to develop approximately 3-5 specific Use Cases where AI could potentially be applied to alleviate any challenges and improve efficiencies. Session to be held remotely up to 4 hours to cover the following:
 - **Analyze Feasibility:** With each use case identified, analyze the feasibility of AI and assess its value. The analysis will include pros and cons, as well as a risk-benefit analysis for each use case, in addition to considerations related to compliance requirements, data strategy, data quality, governance, and integration readiness.
- **Prioritize Use Cases:** From the identified list of potential Use Cases, prioritize the list down to 1-3 areas based on impact and ease of deployment taking budget, resources, and skill gaps that may impact AI implementation into consideration. A second session will be held for up to 4 hours to refine the prioritized Use Cases.

Phase 3: AI Solution Design & Roadmap

- **Develop a Responsible Use AI Policy:** Research and document applicable regulations for external and internal compliance requirements, such as the Freedom of Information Act (FOIA), and local, state, and federal regulations. The information will be included in the AI Strategy. The policy will cover AI ethics, data privacy, and security. Madison to draft Policy remotely and share with the team for feedback.
- **Prepare AI Models and Frameworks for Selected Use Cases** ensuring scalability, efficiency, and alignment with your organizational goals.
- **Build a Comprehensive AI Roadmap:** Madison to facilitate two (2) remote 3-hour sessions to build the roadmap outlining the following while ensuring scalability and flexibility for evolving needs:
 - Governance structure to oversee AI implementation.
 - Project timelines, including phases of implementation and milestones.
 - Resource requirements, including staffing, technology, and infrastructure.
 - Key performance indicators (KPIs) to measure success at each stage of implementation.

- **Provide a Cost Analysis for Proposed Solutions:** A detailed cost breakdown for each proposed AI solution will be part of the session discussion, including anticipated development and implementation costs, cloud and computing costs, licensing and subscription costs for required tools or platforms, cloud storage and backup costs for data security and redundancy, and hosting and processing fees.
- **Alignment with Ethical Guidelines and Regulations:** Ensure the AI solutions comply with data privacy laws such as GDPR (if applicable) and internal data loss prevention policies. Ethical AI principles to address bias, fairness, transparency, and accountability will also be included.
- **Finalize the AI Strategy:** Priorities and goals utilizing AI will be identified in session and aligned with the organizational strategic plan and 5-year vision. Clear goals, timelines, and success metrics for AI adoption and integration will be defined. Madison to finalize the AI Strategy post-session.

Phase 4: Pilot Testing & Implementation Support

The Madison AI Team will remotely guide the organization in implementing AI solutions that align with its strategic objectives. We'll provide support in deploying pilot projects, refining solutions through collaboration, and providing post-implementation support for scalable integration. The end goal is to have an AI Strategy that is implemented and becomes part of the organization's culture. More specifically, the following tasks will be performed:

- Begin implementing pilot projects using the determined AI tool, ensuring minimal disruption to existing workflows.
- Conduct hands-on training for relevant personnel.
- Evaluation and refinement of pilot projects based on the evaluations of the pilot outcomes utilizing the success metrics.
- Address technical and operational issues promptly to set the course straight.
- Refine the AI models and workflows based on data and stakeholder feedback.
- Post-implementation support and scaling, including integrating successful AI solutions into existing systems across all departments and organizational levels based on the determined roadmap.
- Provide continued post-implementation support, including updates and training for additional users.

Phase 5: Training, Adoption & Capacity Building

- **Training Sessions and Materials:** Develop tailored training sessions up to 2 hours each focused on the AI tools and workflows with best practices to ensure an effective and efficient use of AI. The training will be interactive, with Q&A time provided. Sessions will be held remotely, up to 4 sessions.
- **Workshops to Build Internal AI Capabilities:** Remote Sessions to help staff identify and apply AI solutions to real-world challenges will be facilitated (up to 3 sessions, 2 hours each). Time will be spent on skill development, introducing team members to AI concepts, data analysis techniques, and model optimization strategies.

- **Knowledge Transfer Plan:** The Madison Team will develop a knowledge transfer plan with documentation on AI systems, including workflows, troubleshooting guides, and maintenance schedules. The purpose is to equip staff with the skills to manage and scale AI systems independently.

Deliverables

Deliverables will include the following:

- AI Strategy Plan Report
- Feasibility Study with AI Use Case Recommendations
- Responsible AI Use Policy
- High-Level 5-Year AI Roadmap with Milestones
- Detailed AI Implementation Plan
- Staff Training Sessions and Knowledge Transfer Plan and Materials
- Detailed documentation on ethical AI Guidelines and Measures incorporated
- Final Project Report including project evaluation, outcomes, and recommendations for further AI integration

Engagement Assumptions

Pricing for the above-referenced services is based on these assumptions:

- **Project Timeframe:** AI Strategy facilitation and design activities (Phases 1-3) are estimated to run for a 3-month period. Phases 4-5 are proposed to run as a 6-month retainer.
- **Facilitated Workshops and Meetings** are to be held remotely based on the sessions as referenced above.
- **Project Management:** Madison AI Lead Strategist will provide the overall project structure and manage the project in partnership with the organization.
- **Final Deliverables:** Produced by Madison AI.

Custom LLM Development (Specific Use Case Deployment)

Many AI use cases are based on custom, internal LLM development. Therefore, we built a local and state-specific internal LLM. Our tool, called Madison AI (www.madisonai.com), is a public and private sector collaboration in the pursuit of good government. Madison was developed in direct partnership between the Madison AI team and Washoe County in Reno, Nevada.

Together, we combine inside government expertise and external development power to build custom LLMs and artificial intelligence, leveraging innovation to deliver cutting-edge solutions in the name of good government. Madison AI is like ChatGPT for elected officials and staff to access every board decision, agenda and master code in a government entity's library. Our tool provides:

- Artificial intelligence that accurately references and researches your entire database of codes, master documents, and previous board actions for the past 5 years.
- Elected officials a knowledge assistant to use in governing discussions or staff as an expert research assistant.
- Artificial intelligence to reduce staff report production by 80% — Madison can draft staff reports in an organization's preferred format, boosting productivity by cutting the average report production time by 80%.
- Secure, error-checked, and GPT-4 omni-fast data—Madison's artificial intelligence only uses your library and error checks results against your database of public records and master authority documents. Plus, it is built on Azure with GPT-4 omni, so you get what you need with speed.

Proposal Pricing

See spreadsheet next page

**Proposed Pricing
RFP No. 2025-023**

Pricing Format Request Example

Respondent Name:

Notes:

1. This pricing sheet is an EXAMPLE of how pricing should be submitted for RFP 2025-023.
2. Please provide a detailed hourly rate card for all staff members who would be involved in delivering AI Consultancy Services, as required, throughout the duration of the Contract. Include roles, associated hourly rates, and any applicable conditions or additional costs.
3. Use as many lines as necessary.
4. Detail any additional information.
5. *Proposers are encouraged to offer optional features and supplemental fundtions or services to be offered as a catalog option. Please provide any options with 'list less' or 'cost plus' percentages for pricing.*

Artificial Intelligence (AI) Consultancy Services

Item	Description	Price	Conditions
1	AI Strategy Development Consultancy Services - Phases 1-3	\$40,000	Fixed Fee billing preferred for the combined 3 phases
2	AI Strategy Development Consultancy Services - Phases 4-5	\$22,000/month retainer	Retainer fee billing for the combined 2 phases with services to run for a 6-month period; can be negotiated after that based on customer's needs.
3	Madison AI Software / Custom LLM Development - Set Up Fee Deployment includes: - Custom LLM setup and configuration including prompt fine-tuning. - Up to 2 revisions to the AI Assistant prompts. - Rollout & Training – 2-3 team training sessions, to be recorded for future use	\$10,000	One-time fee; \$5,000 discount off the stated price for TX Share customers
4	Annual Licensing Fee LLM #1: - Unlimited staff use. - Auto indexing of your data 1 time per month. - AI Tokens for search and OpenAI with a limit of \$250 per month. Usage beyond this limit will incur additional fees. See Quote Terms below.	\$25,000	Annual fee for 1 LLM
5	Additional Token Usage	\$3,000	Suggested to scale utilization to 100 users. For budgeting purpose only.
6	Additional LLMs	\$10,000/each additional LLM/annually	Can be added later as needed or requested. Cost to be prorated based on LLM #1 subscription dates. For budgeting only.
7	Hourly AI Consultancy Support - Senior Strategist	\$275.00/hr	
8	Hourly AI Consultancy Support - Junior Strategist	\$225.00/hr	

HUB Bonus

From: State of Oregon (OCMS) <oregon4biz@diversitysoftware.com>
Sent: Tuesday, April 9, 2024 8:27 AM
To: Nancy Olsen <Nancy@onstrategyhq.com>
Subject: Oregon: Women Business Enterprise (WBE) Annual Review Confirmation



Nancy Olsen
M3 Planning, Inc. DBA DBA OnStrategy
527 Lander St
Reno, NV 89509

Re: Women Business Enterprise (WBE) Annual Review Confirmation
Oregon Certification No.: 6315

Ms. Olsen:

Congratulations! Your business continues to meet the state eligibility requirements criteria as established in the Oregon Revised Statutes (ORS 200.005-.075) and the Oregon Administrative Rules (OAR 123-200-1000 - 2300) and remains a COBID Certified firm in Oregon subject to all federal and state laws applicable to the transaction of business.

Continued certification is contingent upon annual reporting of personal and business income with a more thorough review of ongoing eligibility every third year. COBID will notify you in advance of your annual obligation to report.

You are required to notify COBID within 30 days of any if, at any time, there is a material change in your firm, including changes in ownership, control, operational management, address, or contact information. You must notify this office in writing within 30 days of the change. Submit a Change Request through our online certification management system (<https://oregon4biz.diversitysoftware.com>), via U.S. Mail, or by email to cobid_web@oregon.gov. Notification must include any supporting documentation. Failure to inform COBID of changes or failure to respond to requests for annual reporting information may result in decertification.

Your Company remains in the Directory of Certified Firms and publicly available at www.ORcobid.com. We recommend that you regularly view your firm's information in the Directory to confirm your contact information is current and that the description and NAICS/NIGP codes listed accurately describe your services and/or products. Your inclusion in our Directory is key to vendors and agencies identifying and confirming your certification in Oregon. As long as your firm remains in the Directory, you are certified. You will receive future notification regarding yearly reporting requirements. Your firm may continue to compete for and perform work on all USDOT federally funded projects throughout Oregon, receiving DBE credit in the following areas:

NAICS 541611: ADMINISTRATIVE MANAGEMENT AND GENERAL MANAGEMENT CONSULTING SERVICES
NAICS 541613: MARKETING CONSULTING SERVICES
NAICS 541618: OTHER MANAGEMENT CONSULTING SERVICES
NIGP 91806: ADMINISTRATIVE CONSULTING
NIGP 91876: MARKETING CONSULTING
NIGP 92040: PROGRAMMING SERVICES, COMPUTER, INCLUDING MOBILE DEVICE APPLICATIONS

If you have questions regarding your certification and the codes assigned; or if you do not have access to the internet, please contact our office and I can assist you.

Sincerely,

Daniel Jackson,
Certification Specialist II
Phone: 503-986-0075
Email: daniel.jackson@biz.oregon.gov

This message was sent to: nancy@onstrategyhq.com
Sent on: 4/9/2024 10:27:02 AM
System ReferenceID: 224940633

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.

Compliance with the NCTCOG Standard Terms and Conditions

By signing its submission, Offeror acknowledges that it has read, understands and agrees to comply with the NCTCOG standard terms and conditions.

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 must 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 2.2 - General Terms and Conditions.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Connie Armstrong

Date: _____

ATTACHMENT II: CERTIFICATIONS OF OFFEROR

I hereby certify that the information contained in this proposal and any attachments is true and correct and may be viewed as an accurate representation of proposed services to be provided by this organization. I certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. I acknowledge that I have read and understand the requirements and provisions of the solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract.

I also certify that I have read and understood all sections of this solicitation and will comply with all the terms and conditions as stated; and furthermore that I, _____ (typed or printed name) certify that I am the _____ (title) of the corporation, partnership, or sole proprietorship, or other eligible entity named as offeror and respondent herein and that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Connie Armstrong

Date: _____

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

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

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

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

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

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Connie Armstrong

Date: _____

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

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

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

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

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

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

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

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification 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):

Signature of Authorized Representative:

Connie Armstrong

Date: _____

ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

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

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

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

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

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

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

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

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

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

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

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Connie Armstrong

Date: _____

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

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

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

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

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

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

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

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

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

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

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

Name of Organization/Contractor(s):

Signature of Authorized Representative:

Connie Armstrong

Date: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

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 the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed;
- or
- (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
- (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
- (3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

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):

Signature of Authorized Representative:

Connie Armstrong

Date: _____

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

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

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

Indicate the certification that applies to your corporation:

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

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

Type of Business (if not corporation):

☐ Sole Proprietor

☐ Partnership

☐ Other

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

(Printed/Typed Name and Title of Authorized Representative)

Connie Armstrong
Signature

Date: 12/17/24

**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.

NCTCOG recognizes the certifications of most agencies. HUB vendors must submit a copy of their certification for consideration during the evaluation of their proposal. Please attach the copy to this form. This applies only to the Offeror and not a subcontractor.

Texas vendors who are not currently certified are encouraged to contact either the Texas United Certification Program, State of Texas HUB Program, or the North Central Texas Regional Certification Agency, among others. 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/>

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

Texas United Certification Program
USDOT website at
<https://www.transportation.gov/DBE>

You must include a copy of your certification document as part of this solicitation to receive points in the evaluation.

Vendor to Sign Below to Attest to Validity of Certification:

Vendor Name

Connie Armstrong

Authorized Signature

Typed Name

Date

☐ Not applicable.

**ATTACHMENT X: NCTCOG FEDERAL AND STATE OF TEXAS
REQUIRED PROCUREMENT PROVISIONS**

The following provisions are mandated by Federal and/or State of Texas law. Failure to certify to the following will result in disqualification of consideration for contract. Entities or agencies that are not able to comply with the following will be ineligible for consideration of contract award.

**PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
CERTIFICATION**

This Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment. Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g., phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country. The entity identified below, through its authorized representative, hereby certifies that no funds under this Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

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

SIGNATURE OF AUTHORIZED PERSON: Connie Armstrong

NAME OF AUTHORIZED PERSON: _____

NAME OF COMPANY: _____

DATE: _____

-OR-

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

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: _____

NAME OF COMPANY: _____

DATE: _____

DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS

This contract is subject to the Texas Local Government Code chapter 2274, Subtitle F, Title 10, prohibiting contracts with companies who discriminate against firearm and ammunition industries.

TLGC chapter 2274, Subtitle F, Title 10, identifies that “discrimination against a firearm entity or firearm trade association” includes the following:

- A) means, with respect to the entity or association, to:
- I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
 - II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
 - III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
- B) An exception to this provision excludes the following:
- I. contracts with a sole-source provider; or
 - II. the government entity does not receive bids from companies who can provide written verification.

The entity identified below, through its authorized representative, hereby certifies that they have no practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and that they will not discriminate during the term of the contract against a firearm entity or firearm trade association as prohibited by Chapter 2274, Subtitle F, Title 10 of the Texas Local Government Code.

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

**SIGNATURE OF AUTHORIZED
PERSON:**

Connie Armstrong

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

-OR-

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

**SIGNATURE OF AUTHORIZED
PERSON:**

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

BOYCOTTING OF CERTAIN ENERGY COMPANIES

This contract is subject to the Texas Local Government Code chapter 809, Subtitle A, Title 8, prohibiting contracts with companies who boycott certain energy companies.

TLGC chapter Code chapter 809, Subtitle A, Title 8, identifies that “boycott energy company” means, without an ordinary business purpose, refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations with a company because the company:

- I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and
- II. does business with a company described by paragraph (I).

The entity identified below, through its authorized representative, hereby certifies that they do not boycott energy companies, and that they will not boycott energy companies during the term of the contract as prohibited by Chapter 809, Subtitle A, Title 8 of the Texas Local Government Code.

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

SIGNATURE OF AUTHORIZED PERSON:

Connie Armstrong

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

-OR-

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

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

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	
	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)

Nationwide Service Area Designation or Identification Form							
Proposing Firm Name:							
Notes:	<p>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</p> <table border="1"> <tr> <td>Will service all fifty (50) states</td> <td>Will not service fifty (50) states</td> </tr> <tr> <td></td> <td></td> </tr> </table> <p>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.</p> <p>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.</p>			Will service all fifty (50) states	Will not service fifty (50) states		
Will service all fifty (50) states	Will not service fifty (50) states						
Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area				
1.	Alabama						
2.	Alaska						
3.	Arizona						
4.	Arkansas						
5.	California						
6.	Colorado						
7.	Connecticut						
8.	Delaware						
9.	Florida						
10.	Georgia						
11.	Hawaii						
12.	Idaho						
13.	Illinois						
14.	Indiana						
15.	Iowa						
16.	Kansas						
17.	Kentucky						
18.	Louisiana						
19.	Maine						
20.	Maryland						

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

End of Exhibit 1