TXShare

Your Public Sector Solutions Center

TXShare Proposal
Response to Artificial Intelligence (AI) Consultancy Services
RFP No. 2025-023
Response Due Date: December 18, 2024

FourthSquare, LLC
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P a g e 4 | 39

TABLE OF CONTENTS

1 CERTIFICATE OF OFFEROR AND STATEMENT OF UNDERSTANDING

1.1 ADDENDA ACKNOWLEDGEMENT

TXShare
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.

FOURTHSQUARE, LLC.
Legal Name of Proposing Firm

SANJAY VENKATRAMAN | **SR. V. P. DATA & AI PRACTICE**
Contact Person for This Proposal | Title

978-505-3160 | **SANJAY.VENKATRAMAN@FOURTHSQUARE.COM**
Contact Person Telephone Number | Contact Person E-Mail Address

300 DECKER DR., STE. 335 | **IRVING, TX** | **75062**
Street Address of Principal Place of Business | City/State | Zip

SAME | **SAME** | **SAME**
Mailing Address of Principal Place of Business | City/State | Zip

SANJAY VENKATRAMAN | **SR. V. P. DATA & AI PRACTICE**
Point of Contact for Contract Negotiations | Title

978-505-3160 | **SANJAY.VENKATRAMAN@FOURTHSQUARE.COM**
Point of Contact Telephone Number | Point of Contact Person E-Mail Address

Acknowledgment of Addenda (initial): #1 **SV** #2 **SV** #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

1.2 STATEMENT OF UNDERSTANDING

FourthSquare will assist in defining AI use cases, frameworks, and implementation roadmaps while ensuring solutions comply with public sector regulations and ethical guidelines. The engagement focuses on aligning AI initiatives with organizational goals and building internal capacity for sustainable AI adoption.

Key objectives include assessing current processes to identify AI opportunities across departments, recommending tailored AI tools and frameworks, and developing a strategic AI roadmap. This roadmap will address governance, timelines, milestones, and data strategies emphasizing quality, privacy, and security.

FourthSquare will perform feasibility studies to prioritize AI use cases based on impact and deployment ease. FourthSquare will design and document AI solutions, ensuring compliance with legal standards such as FOIA and GDPR. Comprehensive cost analyses and risk-benefit evaluations will support business cases for immediate and future AI investments.

FourthSquare will also guide pilot implementations, troubleshoot challenges, and support scaling AI solutions organization-wide. Training sessions and workshops will equip staff with the skills to effectively use and manage AI tools. A 5-year roadmap will provide a vision for long-term AI integration, ensuring sustained innovation and value generation through well-governed, scalable AI initiatives tailored to public sector needs.

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P a g e 7 | 39

3 KEY PERSONNEL

FourthSquare recognizes the critical importance of this project for our mutual success.

We understand the significance of each project and are committed to providing comprehensive governance from the outset. Our team will adhere to our established project governance framework and methodology, collaborating closely with the TXShare clients.

Title	Role Description
AI Architect	Brings the senior level AI expertise and creates the solution with the business users leading the way
AI Technology Lead	Bring together all the technology components in the most efficient manner to design a solution that is secure and scalable
Senior Full Stack Programmer	Designs and customizes the end-to-end applications for the project
Azure/AWS/GCP Infrastructure Engineer	Manages all the back-end server and database related activities
DevOps and QA Engineer	Manages the build and release cycles and QA for the software
Project Manager	Ensures scope, budget and timelines are met

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P a g e 8 | 39

4 REFERENCES

We understand that selecting the right partner for your project requires trust, confidence, and a demonstrated track record of success. At FourthSquare, we take pride in our extensive history of delivering innovative, reliable, and transformative solutions for clients across diverse industries.

References			
Reference #1			
Client Name:	Alabama Institute for the Deaf and Blind		
Contact Person	Jonathan Sherbert		
Contact email:	Sherbert.jonathan@aidb.org	Contact phone:	256-761-3686

References			
Reference #2			
Client Name:	SILGAN Plastics		
Contact Person	Himanshu Jain		
Contact email:	Himanshu.jain@silganplastics.com	Contact phone:	314-469-4673

References			
Reference #3			
Client Name:	JTEKT North America		
Contact Person	Deepak Khosla		
Contact email:	Deepak.khosla@jtekt.com	Contact phone:	864-770-2100

References			
Reference #4			
Client Name:	City of Hendersonville, NC		
Contact Person	Krystal Powell		
Contact email:	kpowell@hvlnc.gov	Contact phone:	828-697-3056

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P a g e 9 | 39

5 PROJECT-RELATED EXPERIENCE AND QUALIFICATIONS

FourthSquare is strategically focused on public sector. Our team has a combined 100 plus years of experience working with federal, state and local government agencies.

5.1 THIRD PARTY SERVICES

In response to this RFP, we do not intend to utilize any third-party vendors or subcontractors.

5.2 PROJECT RELATED AI EXPERIENCE

I. **Company:** Alabama Institute for the Deaf and Blind (AIDB)

Scope: Provide Digital Assistance for hearing and sight impaired employees.

Overview: The Alabama Institute for Deaf and Blind (AIDB) is the world's most comprehensive education, rehabilitation and service program serving individuals of all ages who are deaf, blind, deafblind and multi-disabled. Founded in 1858 by a young medical doctor who wanted to educate his deaf brother, AIDB now serves more than 31,000 infants, toddlers, children, adults and seniors with hearing and vision loss throughout Alabama each year. With a need to upgrade their ERP, EPM, HCM and SCM solutions, they chose FourthSquare to implement their Oracle applications.

❖ **Challenges:** Many AIDB employees are hearing and/or sight impaired. With that, the Oracle applications must be fully accessible and usable by these team members both on desktop and mobile devices.
  ✓ **Solution:** To extend standard accessibility, FourthSquare implemented Oracle's Digital Assistant, driven by Oracle's powerful AI platform. It allows users to use voice commands for sight impaired closed captions for hearing impaired across all functionality and workflows.
  ✓ **Results:** AIDB was able to fully deploy the Oracle suite of applications to the entire workforce without fail. Employee adoption and satisfaction exceeded expectation due to this effort. Immediate productivity and efficiency gains were immediate.

II. **Company:** SILGAN Plastics

Scope: Provide streamlined access to Accounts Payables invoice processes by leveraging the power of AI

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P a g e 10 | 39

Overview: A leading consumer packaged goods (CPG) company faced mounting challenges with its Accounts Payable (AP) processes. Handling tens of thousands of invoices monthly, the manual nature of their AP workflows led to inefficiencies, high costs, and frequent errors. Recognizing the need for a transformative solution, the company partnered with FourthSquare, an AI implementation expert, to streamline and optimize its AP operations using cutting-edge technologies.

❖ **Challenges:** There were multiple issues with their current process including (1) Manual invoice processing (2) High operational costs (3) Frequent errors
  ✓ **Solution:** FourthSquare designed and implemented a comprehensive AI-powered AP solution that transformed the company's invoice processing workflow. The solution integrated the following technologies: Microsoft Azure AI Platform, OpenAI GPT 4o Vision, Vector databases, AI based workflow management
  ✓ **Results:** The implementation of this solution delivered lowered costs, efficiency gains, error reduction and improved scalability

III. Company: JTEKT

Scope: Improve manufacturing efficiencies by designating scrap accordingly and accounting for them in the ERP system

Overview: A global automobile giant faced an escalating challenge in improving manufacturing efficiencies.

❖ **Challenges:** One of the challenges was in designating and managing scrap from WIP processes. Workers noted down these transactions on preprinted stationery. Once their shift was over, they had to drop these off in the supervisor's office. Many a time, managers got to know of this much later and could not change things while it as happening
  ✓ **Solution:** We leveraged GPT4o vision and our AI stack to read data off of the pre-printed stationery and immediately integrated it with their ERP system. If there was an anomaly, supervisors were immediately notified
  ✓ **Results:** JTEKT was able to improve efficiencies and save significant time which would have otherwise been spent on researching the source of scrap

IV. Company: City of Hendersonville

Scope: Create a Proof of Concept for the city to manage their parking spots better

Overview: The city of Hendersonville, known for its vibrant downtown and growing community, faced a recurring challenge in managing its street parking efficiently. With limited parking spaces and increasing demand, citizens often struggled to find parking within a convenient radius, especially during peak hours. The Traffic Enforcement Division sought to address these issues by leveraging AI-driven insights

❖ **Challenges:** Hendersonville's downtown area consists of a mix of residential and commercial spaces, resulting in diverse parking demands throughout the day. Existing parking management relied on manual checks and static pricing, leading to inefficiencies

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P a g e 11 | 39

✓ **Solution**: FourthSquare initiated the project with a feasibility study to determine the viability of an AI-driven solution tailored to Hendersonville's needs. The study focused on leveraging advanced technologies, including Microsoft Azure, OpenAI's GPT-4 Vision, computer image processing, vector databases, Python, Blob Storage, and Power Automate

✓ **Results:** The feasibility study confirmed that an AI-driven parking management system was both viable and impactful for Hendersonville

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P a g e 12 | 39

6 TECHNICAL PROPOSAL

FourthSquare is a leading AI implementation consulting organization committed to delivering innovative and transformative solutions for local government entities. This proposal outlines a detailed methodology to meet the specified objectives, leveraging advanced tools such as OpenAI GPT-4, Claude, Azure Storage, Python, and vector databases. Our approach incorporates robust project management methodologies like Agile and SCRUM, employs DevOps for seamless repository and release management, and emphasizes ethical AI practices, data privacy, and comprehensive training to ensure successful implementation and adoption.

I. AI Solutions for Streamlining Permit Applications, Automating Inspection Scheduling, and Enhancing Communication

❖ Overview of the Solution

AI technologies can modernize development services by streamlining permit applications, automating inspection scheduling, and improving communication between developers, residents, and municipalities. This comprehensive solution aligns with the outlined criteria, delivering functionality, scalability, and integration, while ensuring compliance with data governance and privacy standards.

❖ Project Deliverables

1. Streamlined Permit Applications
   a. AI-Powered Guidance: Natural Language Processing (NLP) enables chatbots to assist users in completing applications, answering questions, and ensuring data accuracy.
   b. Automated Verification: Optical Character Recognition (OCR) and AI validate uploaded documents, flagging errors or missing information.
   c. Dynamic Workflows: The system adjusts workflows based on application complexity, reducing processing times and human intervention.

2. Automated Inspection Scheduling
   a. Optimized Scheduling: AI analyzes inspector availability and application priorities to create efficient schedules.
   b. Real-Time Notifications: Automated alerts inform inspectors and applicants of updates, cancellations, or required actions.
   c. Predictive Analytics: Prioritizes inspections based on availability requirements, or community impact.

3. Enhanced Communication
   a. 24/7 Virtual Assistants: AI chatbots provide round-the-clock support, handling inquiries about permit statuses, regulations, and processes.
   b. Proactive Updates: Automated emails and SMS notifications keep developers and residents informed of deadlines and milestones.

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P a g e 13 | 39

    c. Inclusive Accessibility: Multilingual NLP ensures that users from diverse linguistic backgrounds can engage with the system effectively.

❖ Technical Approach

➢ Methodologies for Design and Development
- o Modular design for scalability and adaptability.
- o Agile development to ensure iterative improvements and stakeholder involvement.
- o Usability testing to optimize user experience.

➢ Integration Strategies
- o API-Driven Connectivity: Ensures seamless interoperability with existing systems (e.g., case management, GIS, and utility billing).
- o Adherence to Open Standards: Enables compatibility with metadata formats like JSON, XML, and SQL.
- o Security Integration: Aligns with frameworks like MDM, IAM, and SIEM for secure and reliable operations.

➢ User Accessibility
- o Intuitive dashboards and interfaces.
- o Compliance with WCAG standards for accessible design.

❖ Performance Metrics

✓ Permit Application Accuracy: Targeting a 75% error-free submission rate.

✓ Inspection Scheduling Efficiency: Reducing scheduling conflicts by 80%.

✓ User Satisfaction: Achieving an 85% or higher satisfaction rate based on surveys and feedback.

✓ System Uptime: Ensuring 99% availability.

❖ Risk Management

➢ Potential Risks
- o Data breaches or non-compliance.
- o Integration challenges with legacy systems.
- o User resistance to technology adoption.

➢ Mitigation Strategies
- o Robust encryption and role-based access controls.
- o Extensive API testing and phased integration plans.
- o Comprehensive training programs for users and stakeholders.

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P a g e 14 | 39

❖ **Compliance and Standards**
  - ○ CCPA compliance for data privacy.
  - ○ Data anonymization, pseudonymization, and user consent protocols.

❖ **Data Governance Provisions**

  ➢ Data Integrity
    - ○ Real-time validation and error detection mechanisms.
    - ○ Scheduled audits and cross-checks.

  ➢ Data Privacy
    - ○ Explicit user consent for data collection.
    - ○ Robust encryption and access controls.

  ➢ Retention and Disposal
    - ○ Defined retention periods with secure deletion processes.

  ➢ Auditing and Monitoring
    - ○ Comprehensive logging to track access and changes.
    - ○ Regular reports to ensure accountability.

❖ **Value-Added Features**

1. Operational Efficiencies
    a. Workload balancing for municipal staff.
    b. Predictive maintenance tools for infrastructure projects.

❖ **Other Requirements:**

  ➢ Service category: This initiative falls under the Service Category#1: AI solutions for Public Sector Entities.
  ➢ Warranty: Our warranty for the system includes a guaranteed uptime of 99%. For more information, please refer to the performance metrics section above
  ➢ All or Nothing: We are prepared to accept a partial award.
  ➢ Pricing Details: Here are the detailed components that are going to be used and the associated pricing for this solution
    1. Azure Public Cloud
    2. Microsoft PowerApps
    3. Microsoft Power Automate
    4. FourthSquare AI Smart Content Hub
    5. Here is what is included as part of the offering
        a. 10 Public Sector Named User License
        b. 100 Permit Processing Requests Per Week
        c. 250 SMS Notifications Per Week
        d. 50 GB of Data Storage

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P a g e 15 | 39

e. 50 ChatBot Conversations Per Day with each conversation not exceeding 1000 words
f. One time data conversion effort of $1.50 per historical permits (if needed)
6. If customers exceed the limits above, there will be incremental charges.
7. The one-time cost of this will be $150,000.00 with first year support included.
8. Starting year #2, the annual cost of this initiative will be $50,000.00.
9. We are prepared to offer a 20% discount on both Year1 costs and subsequent year costs.

This AI-powered solution ensures efficient, transparent, and user-friendly development services while maintaining the highest standards of security, scalability, and integration. It transforms municipal operations, enhancing service delivery and community satisfaction.

II. AI Solutions for Enhancing Public Library Services

❖ Overview

AI technologies can significantly improve public library services by delivering personalized user experiences, enhancing catalog search capabilities, and providing automated assistance. This solution aligns with the outlined requirements, offering scalability, seamless integration, and compliance with stringent data governance and privacy standards.

❖ Project Deliverables

1. Personalized User Experience
   a. Advanced Natural Language Processing (NLP): Chatbots understand user inquiries in natural language, providing accurate responses in real-time.
   b. Accessibility: Multilingual support and adaptive interfaces cater to diverse user needs, including those with disabilities.

2. Enhanced Catalog Searches
   a. Semantic Search Capabilities: AI improves search precision by understanding context, enabling users to find resources through natural language queries (e.g., "children's science fiction books about space").
   b. Predictive and Auto-Suggest Features: AI anticipates user needs by offering search suggestions and related topics.

3. Automated Assistance
   a. Virtual Assistants: AI chatbots handle routine inquiries such as library hours, membership renewals, and overdue notices.
   b. Self-Service Portals: Patrons can manage accounts, reserve books, and register for events independently, freeing up staff for complex tasks.
   c. Proactive Notifications: Automated alerts for due dates, new arrivals, and event reminders improve user engagement.

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P a g e 16 | 39

❖ **Technical Approach**

➤ Methodologies for Design and Development
  o Modular Architecture: Enables scalability and customization for library-specific requirements.
  o Agile Development: Incorporates stakeholder feedback during iterative phases to ensure user-centric solutions.

➤ Integration Strategies
  o APIs and Open Standards: Facilitates seamless integration with existing library databases, government systems, and security frameworks (e.g., MDM, IAM, SIEM).

❖ **Performance Metrics**

  ✓ Search Efficiency: Achieve an 80% success rate in users finding desired resources within three clicks.

  ✓ System Uptime: Ensure 99% system availability for uninterrupted access.

  ✓ User Satisfaction: Target an 85% satisfaction rate through surveys and feedback mechanisms.

❖ **Risk Management**

➤ Potential Risks
  o Data breaches or non-compliance.
  o Resistance to technology adoption by library staff or users.
  o Integration challenges with legacy systems.

➤ Mitigation Strategies
  o Security: Robust encryption and role-based access controls (RBAC) safeguard sensitive information.
  o Training and Support: Comprehensive programs for staff and users to ease the transition to AI-enabled services.
  o Interoperability Testing: Extensive API and system integration testing to minimize disruptions.

❖ **Compliance and Standards**

  o Privacy Laws: Full compliance with CCPA, including data anonymization and user consent protocols.

❖ **Data Governance Provisions**

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P a g e 17 | 39

➢ Data Integrity and Accuracy

   o Automated validation checks and error correction mechanisms ensure data reliability.

➢ Privacy Compliance

   o Explicit consent mechanisms, pseudonymization, and encryption protect user privacy.

➢ Access Controls

   o MFA and RBAC limit data access to authorized personnel.

➢ Retention and Disposal

   o Defined retention policies ensure secure disposal of outdated data.

➢ Auditing and Monitoring

   o Comprehensive logging tracks data access and modifications, ensuring accountability.

❖ **Value-Added Features**

1. Emerging Technologies
   a. NLP Search: Advanced natural language search for titles and authors

2. Operational Efficiency
   a. Enhance inventory management workflows and returns, reducing staff workload.
   b. Predictive analytics guide resource allocation based on user demand trends.

❖ **Other Requirements:**

➢ Service category: This initiative falls under the Service Category#1: AI solutions for Public Sector Entities.
➢ Warranty: Our warranty for the system includes a guaranteed uptime of 99%. For more information, please refer to the performance metrics section above
➢ All or Nothing: We are prepared to accept a partial award.
➢ Pricing Details: Here are the detailed components that are going to be used and the associated pricing for this solution
1. Azure Public Cloud
2. Microsoft PowerApps
3. Microsoft Power Automate
4. FourthSquare AI Smart Content Hub
5. Here is what is included as part of the offering
   a. 10 Public Sector Named User License
   b. 50 Patron Interactions Per Day

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P a g e 18 | 39

  c. 250 SMS Notifications Per Week

  d. 50 GB of Data Storage

  e. 50 ChatBot Conversations Per Day with each conversation not exceeding 1000 words

6. If customers exceed the limits above, there will be incremental charges.

7. The one-time cost of this will be $150,000.00 with first year support included.

8. Starting year #2, the annual cost of this initiative will be $50,000.00.

9. We are prepared to offer a 20% discount on both Year1 costs and subsequent year costs.

This AI solution empowers public libraries to deliver more personalized, accessible, and efficient services, enhancing their role as vital community resources. By combining cutting-edge technology with robust governance and integration strategies, this proposal addresses current challenges while setting the stage for future innovations.

III. AI Solutions for Digitizing Historical Town Documents and Providing Automated Assistance

❖ **Overview**

AI technologies can revolutionize the digitization and management of historical documents, such as old property cards, deeds, permits, and tax records. By leveraging AI-powered Optical Character Recognition (OCR), Natural Language Processing (NLP), and machine learning, municipalities can preserve valuable records, improve searchability, and offer automated assistance. This solution ensures scalability, compliance with data privacy standards, and seamless integration with existing systems while maintaining high accuracy and user accessibility.

❖ **Project Deliverables**

1. **Digitization of Historical Documents**

  a. **AI-Driven OCR**: Advanced OCR technology converts physical and scanned documents into machine-readable formats, accurately extracting handwritten and typed text.

  b. **Metadata Generation**: AI automatically tags documents with relevant metadata, such as dates, property identifiers, and keywords, for improved searchability.

  c. **Document Structuring**: Machine learning organizes digitized records into logical categories, enabling efficient storage and retrieval.

2. **Search and Retrieval**

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P a g e 19 | 39

a. **Semantic Search**: AI-enhanced search capabilities enable users to locate documents using natural language queries (e.g., "deeds for properties on Main Street from the 1950s").

b. **Search Filters**: Advanced filters, such as date range, property type, or owner name, improve user navigation.

3. **Automated Assistance**

a. **Virtual Assistants**: AI chatbots powered by NLP handle inquiries, such as locating documents, explaining document contents, or guiding users through archival data.

b. **Proactive Notifications**: Automated alerts inform users about updates, such as the availability of newly digitized records or changes in document access policies.

c. **Translation Capabilities**: NLP translates historical documents into multiple languages for broader accessibility.

❖ **Technical Approach**

➢ **Methodologies for Design and Development**

o Modular design ensures scalability and flexibility for future enhancements.

o Agile methodologies facilitate iterative development, incorporating user feedback at each stage.

➢ **Integration Strategies**

o **APIs and Open Standards**: Seamless interoperability with existing government systems, such as case management and archival databases.

➢ **User Accessibility**

o Mobile-friendly interfaces allow users to access digitized documents on any device.

❖ **Performance Metrics**

✓ **Digitization Accuracy**: Maintain an OCR accuracy rate of 80% or higher, validated through periodic audits.

✓ **Search Efficiency**: Enable users to locate documents within three clicks or a 30-second search.

✓ **User Satisfaction**: Target an 85% or higher satisfaction rate through user surveys.

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P a g e 20 | 39

❖ **Risk Management**

1. **Potential Risks**

   o Data breaches or loss during digitization.

   o Resistance to adoption by staff or users.

   o Integration challenges with legacy systems.

2. **Mitigation Strategies**

   o Encrypt all digitized data and implement RBAC and MFA.

   o Provide training for staff and comprehensive documentation for users.

   o Conduct phased rollouts with extensive interoperability testing.

❖ **Compliance and Standards**

   o Full adherence CCPA, ensuring secure data handling.

   o Anonymization and pseudonymization of sensitive data to protect user identities.

❖ **Data Governance Provisions**

1. **Data Integrity and Accuracy**

   o Validation checks during digitization and routine audits ensure data reliability.

   o Automated correction protocols resolve OCR errors.

2. **Privacy Compliance**

   o User consent for data access and processing is documented.

   o Encryption safeguards sensitive data throughout its lifecycle.

3. **Access Controls**

   o RBAC and MFA restrict access to authorized personnel.

   o Access logs monitor all data interactions.

4. **Retention and Disposal**

   o Retention policies ensure outdated records are securely archived or disposed of.

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P a g e 21 | 39

5. **Auditing and Monitoring**

    o   Regular audits and detailed logging enhance accountability and compliance.

❖ **Value-Added Features**

1. **Emerging Technologies**

    a. **AI-Powered Annotations**: Machine learning adds contextual insights to historical records, such as linking related documents.

2. **Operational Efficiency**

    a. Bulk processing capabilities reduce digitization timelines.

    b. Predictive maintenance for document scanners minimizes downtime.

❖ **Other Requirements:**

➢ Service category: This initiative falls under the Service Category#1: AI solutions for Public Sector Entities.
➢ Warranty: Our warranty for the system includes a guaranteed uptime of 99%. For more information, please refer to the performance metrics section above
➢ All or Nothing: We are prepared to accept a partial award.
➢ Pricing Details: Here are the detailed components that are going to be used and the associated pricing for this solution
1. Azure Public Cloud
2. Microsoft PowerApps
3. Microsoft Power Automate
4. FourthSquare AI Smart Content Hub
5. Here is what is included as part of the offering
    a. 10 Public Sector Named User License
    b. 500 GB of Data
    c. 500 document Processing Requests Per Week
    d. 500 GB of Data Storage
    e. 50 ChatBot Conversations Per Day with each conversation not exceeding 1000 words
    f. One time data conversion effort of $1.50 per historical document (if needed)
6. If customers exceed the limits above, there will be incremental charges.
7. The one-time cost of this will be $225,000.00 with first year support included.
8. Starting year #2, the annual cost of this initiative will be $90,000.00.
9. We are prepared to offer a 20% discount on both Year1 costs and subsequent year costs.

This AI-powered solution ensures the efficient preservation, accessibility, and usability of historical town documents while delivering innovative features that enhance operational efficiency, reduce costs, and engage the community. By combining cutting-edge technology with

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P a g e 22 | 39

robust governance and compliance measures, this proposal sets a high standard for digital transformation in municipal records management.

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P a g e 23 | 39

7 PROPOSAL PRICING

At FourthSquare, we understand that cost is a critical factor in evaluating proposals. Our pricing strategy reflects a commitment to delivering maximum value while ensuring transparency, fairness, and alignment with your business objectives. All our initiatives have been individually priced. Please see pricing section for each AI initiative. If there is custom work (outside of the scope of our offering), here is a pricing sheet of our resources.

Title	Role Description	Hourly Rate (US$)
AI Architect	Brings the senior level AI expertise and creates the solution with the business users leading the way	150
AI Technology Lead	Bring together all the technology components in the most efficient manner to design a solution that is secure and scalable	125
Senior Full Stack Programmer	Designs and customizes the end-to-end applications for the project	100
Azure/AWS/GCP Infrastructure Engineer	Manages all the back-end server and database related activities	100
DevOps and QA Engineer	Manages the build and release cycles and QA for the software	75
Project Manager	Ensures scope, budget and timelines are met	100

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P a g e 24 | 39

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P a g e 25 | 39

8 HUB BONUS

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P a g e 26 | 39

9 REQUIRED ATTACHMENTS

REQUIRED ATTACHMENT CHECKLIST

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

- [x] Page 1 – Cover Sheet
- [x] Page 20 – Attachment I: Instructions for Proposals Compliance and Submittal
- [x] Page 22 – Attachment II: Certification of Offeror
- [x] Page 23 – Attachment III: Certification Regarding Debarment
- [x] Page 24 – Attachment IV: Restrictions on Lobbying
- [x] Page 26 – Attachment V: Drug-Free Workplace Certification
- [x] Page 27 – Attachment VI: Certification Regarding Disclosure of Conflict of Interest
- [x] Page 30 – Attachment VII: Certification of Fair Business Practices
- [x] Page 31 – Attachment VIII: Certification of Good Standing Texas Corporate Franchise Tax Certification
- [x] Page 32 – Attachment IX: Historically Underutilized Businesses
- [x] Page 33 – Attachment X: Federal and State of Texas Required Procurement Provisions
- [x] Page 36 – Exhibit 1: Description of Desired Product Categories for Proposed Pricing
- [x] Page 37 – Exhibit 2: Sample Market Basket Form
- [x] Page 38 – Exhibit 3: Service Area Designation Forms

Respondent recognizes that all proposals must be submitted electronically through Public Purchase by the RFP due date and time. All other forms of submission will be deemed non-responsive and will not be opened or considered.

ATTACHMENT I: INSTRUCTIONS
FOR PROPOSALS COMPLIANCE AND SUBMITTAL

Compliance with the Solicitation

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

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):

FourthSquare

Signature of Authorized Representative:

[signature]

Date: _1/23/25_

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P a g e 28 | 39

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, _Kenny Boudreaux_ (typed or printed name) certify that I am the _SVP Sales_ (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):

FourthSquare

Signature of Authorized Representative:

[signature]

Date: _1/23/25_

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P a g e 29 | 39

LOBBYING CERTIFICATION

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).

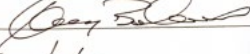The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

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 statues 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):

FOURTH SQUARE

Signature of Authorized Representative:

Date: 1/23/25

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P a g e 30 | 39

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.

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P a g e 31 | 39

ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

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

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

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

2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with the instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

FourthSquare

Signature of Authorized Representative:

[signature]

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P a g e 32 | 39

ATTACHMENT V: DRUG-FREE WORKPLACE CERTIFICATION

The _FourthSquare_ (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 _FourthSquare_ (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 statue 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 statue or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

FourthSquare

Signature of Authorized Representative:

[signature]

Date: 1/23/25

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P a g e 33 | 39

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):

FourthSquare

Signature of Authorized Representative:

[signature]

Date: _1/23/25_

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):

FourthSquare

Signature of Authorized Representative:

[signature]

Date: _1/23/25_

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P a g e 34 | 39

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.

Kelly Boudeleaux, SVP Sales
(Printed/Typed Name and Title of Authorized Representative)

Signature: _[signature]_

Date: 1/23/25

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P a g e 35 | 39

**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 Corporation, 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: *(signature)*

NAME OF AUTHORIZED PERSON: Kerry Boudreaux

NAME OF COMPANY: FourthSquare

DATE: 1/23/25

-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: _____

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P a g e 36 | 39

DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS

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

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

A) means, with respect to the entity or association, to:
  I. refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; and
  II. refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or
  III. terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.

B) An exception to this provision excludes the following:
  I. contracts with a sole-source provider; or
  II. the government entity does not receive bids from companies who can provide written verification.

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

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

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: _Kristy Bevolery_

NAME OF COMPANY: _Fourth Square_

DATE: _1/23/25_

-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: _____

Page 34 of 40

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P a g e 37 | 39

BOYCOTTING OF CERTAIN ENERGY COMPANIES

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

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

I. engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; and

II. does business with a company described by paragraph (I).

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

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

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: Kenny Boudreaux

NAME OF COMPANY: FourthSquare

DATE: 1/23/25

-OR-

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

SIGNATURE OF AUTHORIZED PERSON: _____

NAME OF AUTHORIZED PERSON: _____

NAME OF COMPANY: _____

DATE: _____

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P a g e 38 | 39

EXHIBIT 1: CATEGORIES OFFERED AND PRICING PROPOSAL

Place a checkmark next to each category you are offering in your proposal:

☑ Service Category #1: Artificial Intelligence (AI) Solutions for Public Sector Entities

☐ Service Category #2: Other Ancillary Goods or Services (List Below)

_____

_____

_____

The Respondent shall furnish a comprehensive cost pricing model for this RFP, pursuant to the guidance provided in Section 5.13. Please delineate pricing based on **Service Category 1**, **Service Category 2**, or a combined pricing model for both categories. Label your pricing proposal as "Exhibit 1 – Pricing," and use as many pages as necessary to provide detailed information.

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

In addition to the requested pricing, Respondents are encouraged to include a retainage rate based on the hourly rate of each staff member for any future projects that may arise but are not currently anticipated by this RFP.

Refer to Exhibit 1 – Pricing Proposal Worksheet Attachment.

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P a g e 39 | 39

EXHIBIT 3: SERVICE DESIGNATION AREAS

Texas Service Area Designation or Identification

Proposing Firm Name:	FourthSquare

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 3 continued on next page)

Page 38 of 40

(Exhibit 3 continued)

Nationwide Service Area Designation or Identification Form

Proposing Firm Name:	FourthSquare

Notes: Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.

Will service all fifty (50) states	✓	Will not service fifty (50) states	☐

If you are not proposing to service to all fifty (50) states, then designate on the form below the states that you will provide service to. By designating a state or states, you are certifying that you are willing and able to provide the proposed goods and services in those states.

If you are only proposing to service a specific region, metropolitan statistical area (MSA), or City in a State, then indicate as such in the appropriate column box.

Item	State	Region/MSA/City (write "ALL" if proposing to service entire state)	Designated as a Service Area
1.	Alabama		
2.	Alaska		
3.	Arizona		
4.	Arkansas		
5.	California		
6.	Colorado		
7.	Connecticut		
8.	Delaware		
9.	Florida		
10.	Georgia		
11.	Hawaii		
12.	Idaho		
13.	Illinois		
14.	Indiana		
15.	Iowa		
16.	Kansas		
17.	Kentucky		
18.	Louisiana		
19.	Maine		
20.	Maryland		

Page 39 of 40

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P a g e 41 | 39