

# 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.

\_\_\_\_\_  
Legal Name of Proposing Firm

\_\_\_\_\_  
Contact Person for This Proposal

\_\_\_\_\_  
Title

\_\_\_\_\_  
Contact Person Telephone Number

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City/State

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Title

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\_\_\_\_\_  
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**



**Proposal for**  
**RFP No. 2025-023:**  
**Artificial Intelligence (AI) Consultancy Services**  
**Issued by: North Central Texas Council of Governments**  
**(NCTCOG)**  
**TXShare Cooperative Purchasing Program**

**Submitted to:**  
 Procurement Officer  
 North Central Texas Council of Governments (NCTCOG)  
 616 Six Flags Drive, Suite 200  
 Arlington, TX 76011

Submitted by

	Zirlen Technologies, Inc
	10998 S Wilcrest Drive, Suite 240 Houston, TX 77099
	Tel: 713-203-9867 Fax: 972-200-7458
	Website: <a href="http://www.zirlen.com">www.zirlen.com</a>

Primary Contact (Authorized Signatory):	Engagement Manager:
Chandra Kancharla	Vinod B
Tel: 713-203-9867	Tel: 972-347-8313
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FEIN: 33-1090546	CAGE Code: 6PG62 / DUNS: 050837977
Submission Date: January 13th, 2025	

Acknowledgment:

We acknowledge compliance with all terms, conditions and requirements outlined in the RFQ documents.

Page Limit and Font Used:

This proposal adheres to the RFP requirements of a 30-page limit (excluding covers, table of contents, and attachments) and formatting using Times New Roman, Arial, or Calibri fonts at 11 or 12-point size.



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**1.0 Cover Letter [RFP Ref: Sec 6.0]**

**13<sup>th</sup> Jan 2025**

Procurement Officer  
North Central Texas Council of Governments (NCTCOG)  
616 Six Flags Drive, Suite 200  
Arlington, TX 76011

Subject: Proposal Submission for RFP #2025-023 – Artificial Intelligence (AI) Consultancy Services

Dear Procurement Officer,

Zirlen Technologies, Inc. is pleased to submit our proposal in response to RFP #2025-023, seeking qualified consultancy services to assist the North Central Texas Council of Governments (NCTCOG) and its TXShare members in implementing Artificial Intelligence (AI) strategies. With over 18 years of experience delivering technology consultancy services, including AI and public sector-focused initiatives, we are confident in our ability to provide innovative, ethical, and scalable AI solutions that will align with NCTCOG's strategic objectives.

Our proposed team of experts brings deep proficiency in AI technologies such as machine learning, natural language processing, and predictive analytics, combined with a strong understanding of public sector regulations and governance frameworks. We aim to support NCTCOG in developing comprehensive AI roadmaps, identifying actionable use cases, ensuring ethical AI implementations, and building internal capacity through tailored training programs.

**Key Qualifications of Zirlen Technologies:**

- **Specialized Expertise:** With a proven track record in AI consultancy, including use-case identification, feasibility studies, and implementation support, we deliver tailored solutions designed to address unique public sector challenges.
- **Ethical and Regulatory Compliance:** Our AI strategies prioritize data security, privacy, and ethical AI principles to ensure adherence to legal and industry standards.
- **Client-Focused Approach:** We foster close collaboration with stakeholders, ensuring our solutions are aligned with NCTCOG's operational goals and organizational culture.
- **Proven Methodology:** Leveraging a structured and adaptive approach, we deliver measurable outcomes while facilitating knowledge transfer for sustained AI adoption.

Our proposal adheres to the RFP requirements and includes:

- A comprehensive technical proposal addressing the Scope of Work and Deliverables.
- Detailed qualifications of our proposed team, including resumes of key personnel.
- References showcasing our successful engagements with similar public sector clients.
- A transparent pricing structure, including a detailed hourly rate card.

We confirm our acceptance of the RFP terms and conditions and validate that this proposal, including all pricing and terms, remains valid for 180 days from submission. Should you require any clarifications or additional information, please do not hesitate to contact us directly.

**About Zirlen Technologies, Inc**

Official registered name	Zirlen Technologies, Inc
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Type of business entity	S-Corporation		
Unique Entity Identifier from SAM.gov	K17AQJGCC2J8		
Primary NAICS Numbers	541511, 541512, 541513, 541519		
Address	10998 S Wilcrest Dr, Suite 240, Houston, TX 77099		
Telephone No	713-203-9867	Fax No	972-200-7458
Email ID	vendorship@zirlen.com		

I, Chandra Kancharla, am the Chief Executive Officer of Zirlen Technologies, Inc. I am authorized to sign the enclosed proposal and serve as the designated representative for this RFP. You may contact me directly at 713-203-9867 or via email at [vendorship@zirlen.com](mailto:vendorship@zirlen.com).

Thank you for considering Zirlen Technologies as a trusted partner for this initiative. We look forward to the opportunity to contribute to NCTCOG's goals and to the broader adoption of AI across its TXShare members.

Sincerely,

Chandra Kancharla - CEO  
Tel (Direct) 713-203-9867  
Email ID: [vendorship@zirlen.com](mailto:vendorship@zirlen.com)



## 2.0 Executive Summary [RFP Ref: Sec 5.0, Sec 5.1]

Zirlen Technologies, Inc., established in 2004, is a trusted provider of technology consulting services with a proven history of delivering innovative solutions to government agencies, public sector organizations, and private enterprises across the United States. Headquartered at 10998 S Wilcrest Drive, Suite 240, Houston, TX 77099, we have built a reputation for excellence through meticulous quality assurance, innovative service delivery, and a client-centric approach.

As an S-Corporation, Zirlen maintains robust business credentials, including:

- ⇒ Federal Tax ID (FEIN): 33-1090546
- ⇒ CAGE Code: 6PG62
- ⇒ DUNS Number: 050837977
- ⇒ NAICS Codes: 541511, 541512, 541513, and 541519, reflecting our specialization in IT services.

### Our Expertise and Capabilities

Zirlen's core capabilities are aligned with the objectives outlined in RFP #2025-023. We specialize in providing tailored consultancy services in Artificial Intelligence (AI) and related technologies. Key areas of our expertise include:

- AI strategy development and roadmap creation.
- Use-case identification and feasibility analysis for public sector applications.
- Data strategy formulation, emphasizing privacy, security, and compliance.
- Implementation of AI solutions and frameworks, ensuring ethical and scalable deployments.
- Training and capacity building to empower client teams with AI adoption and utilization skills.

### Service Delivery Framework

Our service delivery framework ensures seamless alignment with NCTCOG's goals:

1. Client-Focused Solutions: We prioritize collaboration and tailor our services to meet the unique needs of NCTCOG and its TXShare members.
2. Rapid Implementation: Our team is equipped to deliver actionable AI solutions promptly and efficiently.
3. Continuous Improvement: We emphasize scalability and adaptability, ensuring our solutions remain effective and relevant in dynamic environments.

### Commitment to NCTCOG Objectives

Zirlen's AI consultancy services are designed to help NCTCOG and its TXShare members leverage the transformative potential of AI. By integrating advanced technologies like machine learning and predictive analytics into public sector operations, we aim to enhance decision-making, operational efficiency, and citizen engagement. Our ethical approach ensures compliance with all data privacy and regulatory standards, fostering trust and transparency.

### Value Proposition

With over 18 years of experience, Zirlen has successfully navigated complex public sector engagements. Our structured methodology, experienced team, and robust systems position us as an ideal partner for this initiative. Our adaptive approach ensures measurable outcomes while building long-term AI capabilities for NCTCOG.



### Point of Contact

Primary Contact (Authorized Signatory):	Engagement Manager:
Chandra Kancharla	Vinod B
Tel : 713-203-9867	Tel: 972-347-8313
Email: <a href="mailto:vendorship@zirlen.com">vendorship@zirlen.com</a>	Email: <a href="mailto:vinod.b@zirlen.com">vinod.b@zirlen.com</a>

### Vendor Contact Information

Contact Name	Chandra Kancharla
Vendor's Name as Registered in MFMP	Zirlen Technologies, Inc
Mailing Address	10998 S Wilcrest Dr, Suite 240, Houston, TX 77099
Telephone	713-203-9867
Fax No	972-200-7458
Email id	<a href="mailto:vendorship@zirlen.com">vendorship@zirlen.com</a>

We look forward to collaborating with NCTCOG to achieve its vision of leveraging AI for sustainable growth and operational excellence.

### **3.0 Understanding of the Scope of Work (SOW) [RFP Ref: Sec 5.2]**

Zirlen Technologies, Inc. fully understands the comprehensive scope of work outlined in RFP #2025-023 issued by the North Central Texas Council of Governments (NCTCOG) for Artificial Intelligence (AI) Consultancy Services. We recognize that NCTCOG and its TXShare members aim to leverage AI to enhance operational efficiency, improve decision-making, elevate service delivery, and foster innovation across various governmental organizations.

Our approach is designed to address each component of the Scope of Work, ensuring alignment with NCTCOG's objectives and compliance with all regulatory and ethical standards. Below, we detail our understanding of each task and how we intend to fulfill these requirements.

#### **1. AI Strategy Development [RFP Section 5.2.1]**

We understand that NCTCOG seeks to develop a long-term AI strategy that aligns with its strategic plan and 5-year vision. This involves:

- **Collaborative Engagement:** Working closely with individual departments to identify specific AI use cases and associated challenges. For example, improving response times in public safety or enhancing citizen engagement through AI-driven tools.
- **Comprehensive Needs Assessment:** Conducting an in-depth analysis of the organization's current processes, goals, and challenges to identify opportunities where AI can add significant value.

Our approach includes stakeholder interviews, workshops, and surveys to gather insights from various departments. We will analyze existing workflows and identify areas where AI can streamline operations, reduce costs, or enhance service delivery.

#### **2. Feasibility Study and Use Case Identification [RFP Section 5.2.2]**

We recognize the importance of a thorough feasibility study to ensure that AI implementations are practical, valuable, and aligned with organizational capabilities. This involves:

- **Identifying Potential AI Use Cases:** Exploring various applications of AI across departments and prioritizing them based on impact and ease of deployment.
- **Analyzing Feasibility and Value:** Assessing technical feasibility, resource requirements, expected benefits, and potential risks for each use case.
- **Compliance Documentation:** Documenting all external and internal compliance requirements, including legal and regulatory considerations.
- **Data Strategy Integration:** Ensuring that the feasibility study includes considerations related to data quality, governance, and integration readiness.

Our team will develop a comprehensive report outlining the pros, cons, and risk-benefit analysis for each proposed use case. We will engage with key stakeholders to ensure that selected use cases align with organizational priorities and regulatory constraints.

#### **3. AI Solution Design and Roadmap [RFP Section 5.2.3]**

We understand that NCTCOG requires a detailed AI implementation roadmap that includes:

- **Designing Appropriate AI Models and Frameworks:** Selecting or developing AI tools suited to the identified use cases, ensuring they are scalable and maintainable.

- **Comprehensive Roadmap Development:** Providing project timelines, milestones, resource requirements, and key performance indicators (KPIs) to track progress.
- **Cost Analysis:** Offering a detailed cost breakdown for each proposed AI solution, including development costs, licensing, cloud services, and ongoing maintenance.
- **Ethical and Regulatory Alignment:** Ensuring all AI solutions comply with ethical guidelines and public sector regulations, including data privacy laws and internal policies.

Our solution design process involves cross-functional collaboration to create AI models that are not only technically sound but also ethically responsible and compliant with all relevant regulations.

#### **4. Pilot Testing and Implementation Support [RFP Section 5.2.4]**

We recognize the importance of pilot programs to validate AI solutions before full-scale deployment. Our approach includes:

- **Guiding Pilot Implementations:** Assisting in the setup, configuration, and deployment of AI pilots in selected departments or use cases.
- **Evaluation and Refinement:** Working closely with stakeholders to monitor performance, gather feedback, troubleshoot issues, and refine solutions as necessary.
- **Post-Implementation Support:** Providing ongoing support to integrate AI solutions into existing systems and processes, ensuring a smooth transition and scalability.

Our team is committed to ensuring that pilot programs deliver measurable outcomes and provide valuable insights for broader AI adoption.

#### **5. Training, Adoption, and Capacity Building [RFP Section 5.2.5]**

We understand that the success of AI initiatives depends on the ability of the organization's staff to adopt and utilize new technologies effectively. Our plan includes:

- **Customized Training Sessions:** Developing training programs tailored to different roles and departments, focusing on AI tools, best practices, and ethical considerations.
- **Knowledge Transfer:** Creating comprehensive documentation and resources to enable internal teams to maintain and update AI systems independently.
- **Workshops and Capacity Building:** Facilitating workshops to build internal AI capabilities, fostering a culture of innovation and continuous learning.

Our training approach is interactive and practical, aiming to empower staff with the skills and confidence needed to leverage AI effectively.

#### **Additional Considerations**

##### **Data Security and Privacy Compliance [RFP Section 5.3.2]**

We are committed to upholding the highest standards of data security and privacy. Our methodologies include:

- **Compliance with Laws:** Adhering to all applicable federal, state, and local data privacy laws, such as GDPR (if applicable) and other relevant regulations.



- **Security Measures:** Implementing robust security protocols, including encryption, access controls, and regular security assessments.
- **Privacy Assurance:** Ensuring that personal and sensitive data are protected throughout the AI development and deployment process.

#### **Ethical AI Implementation [RFP Section 5.3.6]**

We understand the critical importance of ethical considerations in AI. Our practices include:

- **Bias Detection and Mitigation:** Implementing methodologies to identify and reduce biases in data and algorithms.
- **Transparency Protocols:** Ensuring that AI models are explainable and that decision-making processes are transparent to stakeholders.
- **Accountability Measures:** Establishing mechanisms for auditing AI systems and addressing any ethical concerns that arise.

#### **Project Management and Reporting [RFP Section 5.3.3]**

We will maintain regular communication with NCTCOG's project management team, providing:

- **Regular Status Updates:** Submitting detailed progress reports and attending scheduled meetings to keep all stakeholders informed.
- **Final Reporting:** Delivering a comprehensive final report summarizing findings, outcomes, and recommendations.
- **Adherence to Deadlines:** Committing to project timelines and ensuring timely delivery of all required documentation.

#### **Alignment with NCTCOG's Objectives**

Our understanding of the Scope of Work is comprehensive and aligns with NCTCOG's objectives to leverage AI effectively across its member organizations. We are prepared to deliver end-to-end AI consultancy services, from strategy development to implementation and training, ensuring that all solutions are ethical, secure, and compliant.

We are excited about the opportunity to partner with NCTCOG and are confident in our ability to contribute significantly to the successful adoption of AI within the organization and its TXShare members.



#### 4.0 Key Personnel and Resumes [RFP Ref: Sec 6.0]

Zirlen Technologies, Inc. is proud to present a highly skilled and experienced team to deliver the services outlined in RFP #2025-023. Below is an overview of our key personnel, whose expertise and proven track records align seamlessly with the Scope of Work.

##### Key Personnel Overview

<b>Chandra Kancharla</b>	
Role	Project Manager (Primary Contact and Authorized Signatory)
Experience	
<ul style="list-style-type: none"> <li>• Over 18 years of leadership in IT consultancy, specializing in project management, staffing augmentation, and public sector engagement.</li> <li>• Proven expertise in managing large-scale, multi-departmental AI implementation projects.</li> <li>• Strong skills in stakeholder engagement, risk management, and compliance with data privacy and ethical standards.</li> </ul>	
Education & Certifications	<ul style="list-style-type: none"> <li>• Certified in project management methodologies</li> <li>• Master in Business Administration</li> <li>• Bachelor's degree in Electronics &amp; Communication Engg</li> </ul>
Contact Details	Tel: 713-203-9867 Email: vendorship@zirlen.com

<b>Vinod B</b>	
Role	Engagement Manager (Secondary Contact)
Experience	
<ul style="list-style-type: none"> <li>• Over 18 years of leadership in IT consultancy, specializing in project management, staffing augmentation, and public sector engagement.</li> <li>• Proven expertise in managing large-scale, multi-departmental AI implementation projects.</li> <li>• Strong skills in stakeholder engagement, risk management, and compliance with data privacy and ethical standards.</li> </ul>	
Education & Certifications	<ul style="list-style-type: none"> <li>• Bachelor's degree in Electronics &amp; Communications Engg</li> </ul>
Contact Details	Tel: 972-347-8313 Email: vinod.b@zirlen.com

<b>John Stanley</b>	
Role	Technical Recruitment Manager
Experience	

	<ul style="list-style-type: none"> <li>• 15+ years of experience in AI strategy development, machine learning model design, and AI ethics.</li> <li>• Hands-on expertise in implementing AI-driven public sector solutions, including citizen engagement platforms and predictive analytics.</li> </ul>
Education & Certifications	<ul style="list-style-type: none"> <li>• Master's degree in Data Science.</li> <li>• Certified in AI technologies, including TensorFlow and AWS ML solutions.</li> </ul>
Contact Details	Tel: 972-347-8313 Email: john.s@zirlen.com

<b>Pradeep</b>	
Role	IT Recruitment Quality Lead
Experience	
	<ul style="list-style-type: none"> <li>• 10+ years in data strategy and governance, with expertise in public sector data management and compliance.</li> <li>• Extensive experience in designing data pipelines, ensuring data quality, and adhering to privacy regulations.</li> </ul>
Education & Certifications	<ul style="list-style-type: none"> <li>• Bachelors in Data Science</li> <li>• Certified Data Privacy Professional (CDPP).</li> </ul>
Contact Details	Tel: 972-347-3452 Email: contracts@zirlen.com



## 5.0 Project-Related Experience and Qualifications [RFP Ref: Sec 6.0]

Zirlen Technologies, Inc. brings over 18 years of experience delivering innovative and scalable technology solutions for government agencies, public sector organizations, and private enterprises. Our expertise spans IT staff augmentation, data strategy, and advanced technology consultancy, including Artificial Intelligence (AI). Below, we outline our relevant experience and qualifications, aligned with the objectives of RFP #2025-023.

### Relevant Project Experience

#### 1 Texas Medicaid and Healthcare Partnership (TMHP)

Client	State of Texas, in collaboration with Systegration, Inc.
Scope	Enhanced the ticketing system for Medicaid and state healthcare programs using advanced tools and customized workflows.
Key Achievements	
<ul style="list-style-type: none"> <li>• Designed and implemented a scalable data integration framework using Microsoft Dynamics CRM.</li> <li>• Enhanced agent efficiency through predictive analytics for ticket resolution prioritization.</li> <li>• Developed a comprehensive roadmap for integrating future AI-driven solutions, including chatbot-assisted customer support and automated data quality checks.</li> </ul>	

#### 2 Enterprise Tax Platform for Thomson Reuters

Client	Thomson Reuters via 3S USA Inc.
Scope	Deployed enterprise web applications with AI and cloud-native capabilities in AWS.
Key Achievements	
<ul style="list-style-type: none"> <li>• Incorporated machine learning algorithms for predictive tax analytics and compliance tracking.</li> <li>• Enhanced data governance through AI-based validation processes, ensuring integrity across multi-jurisdictional datasets.</li> <li>• Delivered scalable solutions leveraging AWS services, including SageMaker for model training and deployment.</li> </ul>	

#### 3 Digital Transformation for Citizen Services

Client	State of Florida – Multiple Departments
Scope	Implemented AI-powered solutions for public safety and citizen engagement.
Key Achievements	
<ul style="list-style-type: none"> <li>• Designed a predictive policing platform leveraging machine learning for real-time crime pattern analysis.</li> <li>• Developed NLP-based chatbots to handle citizen queries, reducing wait times and improving service delivery.</li> <li>• Conducted ethical AI impact assessments to ensure compliance with data privacy laws such as FOIA and GDPR.</li> </ul>	

#### 4 Data Processing and Validation Portal for USAP

Client	VC5 Consulting/USAP
Scope	Created a data processing framework for healthcare quality submissions.
Key Achievements	
<ul style="list-style-type: none"> <li>• Used AI-based models for anomaly detection and quality assurance in healthcare datasets.</li> <li>• Optimized reporting pipelines through Azure Data Factories integrated with AI-driven analytics dashboards.</li> <li>• Proposed a long-term AI roadmap for automated data enrichment and predictive insights.</li> </ul>	

#### Qualifications Relevant to AI Consultancy

##### 1. Proven Expertise in AI Strategy Development

- ⇒ Successfully developed AI roadmaps for public sector clients, focusing on ethical, scalable, and impactful implementations.
- ⇒ Experience in aligning AI solutions with organizational goals and regulatory standards.

##### 2. Hands-On Experience with AI Technologies

- ⇒ Proficient in machine learning, natural language processing (NLP), and computer vision for public sector use cases.
- ⇒ Skilled in AI frameworks such as TensorFlow, PyTorch, and AWS SageMaker.

##### 3. Data Strategy and Governance Expertise

- ⇒ Extensive experience in designing data strategies that prioritize quality, security, and compliance.
- ⇒ Knowledge of public sector data laws, including GDPR and state-specific regulations, ensuring adherence to all compliance requirements.

##### 4. Focus on Ethical AI and Transparency

- ⇒ Proven track record of implementing bias mitigation techniques in AI solutions.
- ⇒ Delivered projects with built-in accountability and transparency mechanisms to foster trust and adoption.

## 6.0 Technical Proposal [RFP Ref: Sec 5.3, Sec 5.4]

Zirlen Technologies, Inc. proposes a comprehensive and strategic approach to meet the specifications and requirements outlined in **RFP Section 5.3**, ensuring the successful delivery of the **specific deliverables** highlighted in **RFP Section 5.4**. Below, we outline our technical proposal:

### Approach and Methodology

#### 1. AI Strategy Development

- Collaborate with NCTCOG stakeholders to define specific AI use cases and align them with organizational objectives.
- Conduct a comprehensive needs assessment, evaluating existing workflows, data readiness, and potential AI integration points.
- Develop a long-term AI roadmap that includes governance, project milestones, and timelines, adhering to ethical AI principles.

#### 2. Feasibility Study and Use Case Identification

- Conduct feasibility analyses for potential AI solutions, considering organizational impact, deployment complexity, and cost-effectiveness.
- Prioritize use cases based on a structured framework that evaluates impact and ease of implementation.

#### 3. AI Solution Design and Implementation

- Design AI solutions tailored to NCTCOG's specific requirements, ensuring alignment with public sector standards and data privacy regulations.
- Use advanced AI frameworks such as TensorFlow, PyTorch, and AWS SageMaker to create scalable, reliable models.
- Develop a robust implementation roadmap, detailing governance structures, resource allocation, and KPIs.

#### 4. Pilot Testing and Scaling

- Execute pilot projects to validate AI models and workflows, ensuring minimal disruption to existing processes.
- Gather stakeholder feedback and refine solutions for broader organizational deployment.
- Provide post-implementation support for scaling AI solutions across multiple departments.

#### 5. Training and Knowledge Transfer

- Deliver hands-on training sessions for staff on AI tools, emphasizing operational usability and long-term adoption.
- Develop a knowledge transfer plan to enable NCTCOG teams to manage and update AI solutions independently.

#### 6. Ethical AI and Compliance

- Ensure all AI implementations adhere to ethical guidelines, including fairness, transparency, and bias mitigation.

- Integrate data protection measures to comply with FOIA, GDPR (if applicable), and local regulations.

#### **Specific Deliverables [Aligned with RFP Section 5.4]**

1. Initial AI Strategy Report
  - ⇒ Comprehensive documentation outlining AI use cases, organizational objectives, and proposed frameworks.
2. Feasibility Study and Recommendations
  - ⇒ Detailed report assessing potential AI applications, including a prioritized list of use cases with pros, cons, and risk-benefit analyses.
3. 5-Year AI Roadmap
  - ⇒ A strategic plan defining governance structures, project milestones, timelines, and resource requirements for sustained AI integration.
4. Pilot Implementation Plan
  - ⇒ Step-by-step execution plan for selected AI pilots, including testing frameworks, KPIs, and success metrics.
5. Staff Training and Knowledge Transfer Materials
  - ⇒ Training manuals, workshop content, and knowledge transfer documentation to empower NCTCOG teams.
6. Ethical AI Guidelines
  - ⇒ Documentation on ethical AI practices and measures incorporated into the project.
7. Final Project Report
  - ⇒ A comprehensive project closure report summarizing achievements, outcomes, lessons learned, and recommendations for further AI adoption.

#### **Technology Stack**

- ⇒ Machine Learning Frameworks: TensorFlow, PyTorch, Scikit-learn
- ⇒ Cloud Platforms: AWS (SageMaker, RDS, S3), Microsoft Azure
- ⇒ Data Processing Tools: Apache Spark, Pandas, SQL
- ⇒ Compliance Frameworks: NIST, GDPR guidelines, and FOIA requirements



## 7.0 References [RFP Ref: Sec 6.0]

Zirlen Technologies, Inc. has compiled detailed references from past projects to showcase our extensive experience and success in delivering technology consultancy, AI solutions, and project management services. These references highlight our proven ability to meet and exceed client expectations in the public and private sectors.

<b>Reference 1 (Systegration, Inc/ TMHP)</b>	
Contract/Project name	Systegration/ State of Texas: Project TMHP
Date(s) of contract	08/12/2019 to Ongoing
Address	4200 Commercial Way, Glenview IL, 60025
Contact person	Alec Smoliak
Contact Title	CEO
Contact Telephone Number	847-375-8700 ext. 221
Contact Email Address	<a href="mailto:smoliak@systegration.com">smoliak@systegration.com</a>
<p><b>Description of Services</b></p> <p>Zirlen Technologies, Inc. supported Systegration and the State of Texas on the TMHP project by providing skilled IT staff and consultants, who were instrumental in enhancing the ticketing system for Texas Medicaid and state healthcare programs. Leveraging Microsoft Dynamics CRM (now Dynamics 365), our team executed key initiatives such as workflow integration, data consolidation onto a single interface, and optimization of user experiences for agents and providers.</p> <p>These efforts not only ensured seamless data flow, improved accessibility, and efficient ticket tracking but also laid the groundwork for AI integration. By streamlining processes and creating scalable systems, the project provided a foundation for incorporating AI methodologies, such as predictive analytics for ticket prioritization and automated data quality checks.</p> <p>Our consultants, with their proven adaptability, have continually advanced their skillsets in AI technologies, evolving alongside industry needs. This ensures that projects like TMHP not only meet current operational goals but also remain future-ready, capable of integrating cutting-edge AI solutions to enhance decision-making and operational efficiency. This reflects Zirlen's commitment to fostering AI-enabled innovation within public sector initiatives.</p>	

<b>Reference 2 (3S USA INC/ Thomson Reuters)</b>	
Contract/Project name	3S USA/Thomson Reuters: Project One-Source Indirect Tax
Date(s) of contract	5/2019 to Ongoing
Address	134, S. Bloomingdale Rd Suite 106, Bloomingdale IL 60108
Contact person	Malathi Iyer
Contact Title	CEO
Contact Telephone Number	630-673-5436
Contact Email Address	<a href="mailto:malathi@3susa.com">malathi@3susa.com</a>

**Description of Services**

Zirlen Technologies, Inc. supported 3S USA/Thomson Reuters in the Project One-Source Indirect Tax by providing skilled IT staff and consultants for enterprise web application development. Our team utilized Java, JavaScript, and AngularJS to design robust, scalable applications tailored to meet business objectives.

In the AWS environment, our experts developed cloud-native applications leveraging cutting-edge services such as EC2, ECS, RDS, S3, Redshift, CloudFormation, ALB, and Code Pipeline. These solutions were enhanced by seamless integration with relational databases like Oracle and Postgres, ensuring scalability and high performance.

By maintaining proficiency in emerging technologies, including AWS services and Java Spring Boot, Zirlen ensured that the project incorporated advanced methodologies. The systems developed under this project created a solid foundation for integrating AI-driven functionalities such as predictive analytics, automated compliance checks, and intelligent data processing workflows. Zirlen’s approach demonstrates its readiness to enable AI transformation in enterprise-level solutions.

**Reference 3 (VC5 Consulting/ USAP)**

Contract/Project name	VC5 Consulting/ USAP Project: Data Processing and Validation Portal Staffing.
Date(s) of contract	5/2019 to Ongoing
Address	11111 Katy Freeway, Suite 310 Houston, TX 77079
Contact person	Gabe Quintanilla
Contact Title	Partner
Contact Telephone Number	281-652-5650
Contact Email Address	<a href="mailto:gabe@vc5consulting.com">gabe@vc5consulting.com</a>

**Description of Services**

Zirlen Technologies, Inc. supported VC5 Consulting and USAP by providing skilled professionals for the development of a Data Processing and Validation Portal. Leveraging our expertise as a Microsoft Silver Certified Partner, we efficiently recruited and deployed candidates experienced in advanced cloud and data processing technologies.

The project involved collecting, standardizing, and processing Nacor’s quality data submissions from diverse vendors. Our team utilized technologies such as Cosmos DB, Azure Data Factories, durable functions, and an ASP.NET Core web application to create a highly efficient system for validating and managing large volumes of data.

By integrating advanced data pipelines and scalable architectures, the project provided the foundation for future AI-enabled enhancements. These include anomaly detection using machine learning, predictive insights for data validation, and automation of quality control processes. Zirlen’s role in this project underscores our capability to design systems primed for AI integration, aligning with the evolving needs of data-driven environments.

## 8.0 Proposed Methodology [RFP Ref: Sec 5.3]

Zirlen Technologies, Inc. employs a structured and adaptive methodology to ensure seamless execution and alignment with NCTCOG's strategic objectives.

### Project Management Approach

#### 1. Planning Phase:

- ⇒ Conduct stakeholder interviews to define objectives, identify risks, and establish success criteria.
- ⇒ Develop a comprehensive project plan, including timelines, milestones, and resource allocation.

#### 2. Execution Phase:

- ⇒ Monitor project progress through regular check-ins and status updates.
- ⇒ Manage deliverables using Agile and Waterfall methodologies, ensuring flexibility while meeting deadlines.

#### 3. Data Strategy:

- ⇒ Implement robust data governance frameworks focusing on quality, security, and compliance.
- ⇒ Ensure readiness for AI-driven enhancements like predictive analytics and anomaly detection.

#### 4. Training, Adoption, and Capacity-Building:

- ⇒ Conduct workshops and provide training materials for NCTCOG staff.
- ⇒ Develop a knowledge transfer plan to empower internal teams to maintain and scale AI solutions independently.

#### 5. Reporting and Monitoring:

- ⇒ Provide detailed progress reports, capturing key metrics, challenges, and solutions.
- ⇒ Use project dashboards for real-time insights into milestones, risks, and overall performance.



## 9.0 Pricing and Budget Details [RFP Ref: Sec 6.0]

Zirlen Technologies offers a transparent and competitive pricing model tailored to meet NCTCOG's requirements.

### Hourly Rate Card

Role	Junior (\$/hour)	Mid-Level (\$/hour)	Senior (\$/hour)
AI Strategy Consultant	90.00	130.00	175.00
Data Governance Expert	85.00	120.00	160.00
Machine Learning Engineer	100.00	140.00	185.00
Training Specialist	75.00	110.00	150.00
Project Manager	95.00	125.00	170.00

## 10.0 Ethical and Compliance Standards [RFP Ref: Sec 5.3.6, Sec 5.3.2]

Zirlen prioritizes ethical AI implementation and stringent compliance with data privacy and security standards.

### Ethical AI Practices

#### 1. Fairness and Transparency:

- ⇒ Employ methods to identify and mitigate biases in AI models.
- ⇒ Document decision-making processes for all AI solutions.

#### 2. Accountability:

- ⇒ Define clear roles and responsibilities for stakeholders managing AI systems.
- ⇒ Conduct regular audits to ensure compliance with ethical guidelines.

#### 3. Impact Assessments:

- ⇒ Evaluate potential societal and operational impacts of AI solutions.
- ⇒ Develop corrective measures to address unintended consequences.

### Data Privacy and Security

#### 1. Compliance with Regulations:

- ⇒ Adhere to FOIA, GDPR, and local/state data protection laws.
- ⇒ Implement encryption and access control measures to safeguard sensitive data.

#### 2. Data Governance Frameworks:

- ⇒ Develop policies for data usage rights, ownership, and version control.
- ⇒ Ensure end-to-end data lineage tracking for accountability.

#### 3. Anonymization and Protection:

- ⇒ Incorporate anonymization techniques to protect personal information.
- ⇒ Deploy robust protocols for breach detection and mitigation.



### **11.0 Certifications and Attachments [RFP Ref: Sec 6.0]**

Zirlen Technologies, Inc. ensures full compliance with the RFP requirements by providing the following certifications and attachments:

- ⇒ Minority/Women/Disadvantaged Business Enterprise (M/W/DBE): Certified under applicable public sector programs.
- ⇒ Historically Underutilized Business (HUB): Certification showcasing eligibility as a diverse supplier.
- ⇒ ISO 9001:2015 Certification: Demonstrating quality management excellence.
- ⇒ Microsoft Silver Partner Certification: Validating our capabilities in advanced technical solutions.
- ⇒ SAM Registration: Unique Entity Identifier (UEI): K17AQJGCC2J8

All relevant compliance forms, acknowledgments, and certifications are included in the attachments section.

### **12.0 Service Area and Service Categories [RFP Ref: Sec 5.5.2]**

Zirlen Technologies is strategically positioned to provide services across the designated regions of the TXShare Cooperative Program. Our primary service categories include:

- ⇒ AI Strategy and Governance: Developing scalable AI frameworks tailored for public sector use.
- ⇒ Data Strategy and Management: Ensuring data quality, security, and compliance for AI readiness.
- ⇒ AI Implementation and Training: Hands-on support for deploying and adopting AI technologies.
- ⇒ Pilot Testing and Use Case Development: Prioritizing and refining AI-driven solutions for maximum impact.

Zirlen's geographic reach enables seamless delivery across all participating entities under NCTCOG's umbrella.

### **13.0 Value Proposition and Differentiators [RFP Ref: Sec 1.0]**

Zirlen Technologies stands out due to:

1. Proven Expertise in Public Sector AI: Our experience spans government and public agencies, focusing on scalable, ethical AI solutions.
2. Customized Solutions: Tailored approaches that align with the operational goals of NCTCOG and TXShare members.
3. Commitment to Ethical AI: Ensuring fairness, transparency, and compliance with regulatory standards.
4. End-to-End Support: From feasibility studies to post-implementation knowledge transfer, we provide comprehensive services.
5. Cost Efficiency: Competitive pricing while ensuring high-quality deliverables.



Our approach ensures measurable outcomes that align with the RFP's goals of operational efficiency and innovation.

#### **14.0 Additional Information [RFP Ref: Sec 6.0]**

Zirlen offers the following optional services to further support NCTCOG's objectives:

- **AI Readiness Audit:** A comprehensive evaluation of existing processes and systems to identify AI integration opportunities.
- **Custom Training Programs:** Specialized workshops tailored for staff at varying levels of AI proficiency.
- **Ethical AI Compliance Framework:** Guidance on bias mitigation and adherence to privacy standards.
- **AI Solution Maintenance and Upgrades:** Long-term support to adapt AI models to evolving needs.

These services ensure flexibility and scalability, addressing the unique challenges of public sector AI implementations.

#### **15.0 Required Attachments [RFP Ref: Sec 6.0]**

Zirlen Technologies has included the following attachments as part of this proposal:

1. Attachment I: INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL
2. Attachment II: CERTIFICATIONS OF OFFEROR
3. Attachment III: CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS
4. Attachment IV: RESTRICTIONS ON LOBBYING
5. Attachment V: DRUG-FREE WORKPLACE CERTIFICATION
6. Attachment VI: DISCLOSURE OF CONFLICT OF INTEREST
7. Attachment VII: CERTIFICATION OF FAIR BUSINESS PRACTICES
8. Attachment VIII: CERTIFICATION OF GOOD STANDING
9. Attachment IX: HISTORICALLY UNDERUTILIZED BUSINESSES
10. Attachment X: NCTCOG FEDERAL AND STATE OF TEXAS
11. Exhibit 1: EXHIBIT 1 SERVICE DESIGNATION AREAS
12. BOYCOTTING OF CERTAIN ENERGY COMPANIES
13. DISCRIMINATION AGAINST FIREARMS ENTITIES OR FIREARMS TRADE ASSOCIATIONS
14. Revised Pricing Example.xlsx
15. Zirlen - HUB Cert - exp 05312025
16. Zirlen - MBE Certificate -exp 05312025

All attachments are formatted and included in accordance with the RFP guidelines.

## 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.

- Page 1 - Cover Sheet
- Page 20 - Attachment I: Instructions for Proposals Compliance and Submittal
- Page 21 - Attachment II: Certification of Offeror
- Page 22 - Attachment III: Certification Regarding Debarment
- Page 23 - Attachment IV: Restrictions on Lobbying
- Page 25 - Attachment V: Drug-Free Workplace Certification
- Page 26 - Attachment VI: Certification Regarding Disclosure of Conflict of Interest
- Page 29 - Attachment VII: Certification of Fair Business Practices
- Page 30 - Attachment VIII: Certification of Good Standing Texas Corporate Franchise Tax Certification
- Page 31 - Attachment IX: Historically Underutilized Businesses
- Page 32 - Attachment X: Federal and State of Texas Required Procurement Provisions
- Page 35 - Exhibit 1: Service Designation Areas

Respondent recognizes that all proposals must be submitted electronically through [Public Purchase](#) by the RFP due date and time. All other forms of submissions will be deemed nonresponsive 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):

\_\_\_\_\_

Signature of Authorized Representative:



\_\_\_\_\_

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:

 \_\_\_\_\_

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:

  
\_\_\_\_\_

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 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):

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Signature of Authorized Representative:



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Date: \_\_\_\_\_

**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



\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Typed Name

\_\_\_\_\_  
Date

Not applicable.

**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;

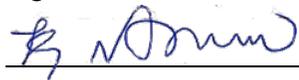
Notifying the Board within ten (10) days of the subcontractor’s receipt of a notice of a conviction of any employee; and,

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:

 \_\_\_\_\_

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:



\_\_\_\_\_

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:



---

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)



\_\_\_\_\_  
Signature

Date: 01/13/2025

**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:  \_\_\_\_\_  
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: \_\_\_\_\_

**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:

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NAME OF COMPANY:

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DATE:

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**-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:

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NAME OF COMPANY:

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DATE:

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**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:**

**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:**

**EXHIBIT 1: SERVICE DESIGNATION AREAS**

<b>Texas Service Area Designation or Identification</b>			
<b>Proposing Firm Name:</b>			
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to service the entire state of Texas</b>		
	Will service the entire state of Texas	Will not service the entire state of Texas	
	<b>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.</b>		
<b>Item</b>	<b>Region</b>	<b>Metropolitan Statistical Areas</b>	<b>Designated Service Area</b>
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)

<b>Nationwide Service Area Designation or Identification Form</b>			
<b>Proposing Firm Name:</b>			
<b>Notes:</b>	<b>Indicate in the appropriate box whether you are proposing to provide service to all Fifty (50) States.</b>		
	Will service all fifty (50) states	Will not service fifty (50) states	
	<p><b>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.</b></p> <p><b>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.</b></p>		
<b>Item</b>	<b>State</b>	<b>Region/MSA/City (write "ALL" if proposing to service entire state)</b>	<b>Designated as a Service Area</b>
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

# Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: 1331090546100  
Approval Date: May 9, 2024  
Scheduled Expiration Date: May 31, 2025

In accordance with the Memorandum of Agreement between the HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL (HMSDC) and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

## Zirlen Technologies, Inc.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **May 9, 2024**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business; application for registration/certification into HMSDC's program, you must immediately (within 30 days of such changes) notify HMSDC's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the HMSDC's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

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*Statewide HUB Program  
Statewide Procurement Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/passcrlbsearch/Index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

THIS CERTIFIES THAT

# Zirlen Technologies, Inc.



\* Nationally certified by the: **HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL**

\*NAICS Code(s): 541511; 541512; 541513; 541519; 518210; 611430; 541690

\* Description of their product/services as defined by the North American Industry Classification System (NAICS)

05/09/2024

**Issued Date**

HS11165

**Certificate Number**

05/31/2025

**Expiration Date**

A handwritten signature in black ink, appearing to read "Ying McGuire".

**Ying McGuire**  
NMSDC CEO and President

A handwritten signature in blue ink, appearing to read "Ingrid M. Robinson".

**Ingrid M. Robinson, President**

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

*Certify, Develop, Connect, Advocate.*

\* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®