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**PROCUREMENT SOLICITATION DOCUMENT**

**REQUEST FOR PROPOSALS (RFP)**

**791 Purchasing Cooperative**

**A Cooperative Purchasing Program available for participants by Government and Other Entities in all fifty states.**

**AND**

**Lead Agency:**

**CENTRAL TEXAS COUNCIL OF GOVERNMENTS**

**RFP #791\_2023\_09\_001 Mobility Software and Solutions**

**Addendum #1**

**Submission Deadline: September 22, 2023, at 1:00 pm Central Time**

**Central Texas Council of Governments**

**ATTN: 791COOP**

**2180 North Main Street,**

**Belton, TX 76513**

**Questions: [Admin@791Coop.org](mailto:Admin@791Coop.org) or 210.757.3775**

**The solicitation documents may be found at <https://791COOP.ionwave.net>**

If a problem is encountered accessing the solicitation, please contact 791 COOPERATIVE at the address or phone listed above for help.

**NOTICE TO PROPOSER(S): ANY FURTHER INFORMATION OR AMENDMENTS TO THIS SOLICITATION SHALL BE POSTED ON THE 791COOP WEBSITE AT <http://www.791Coop.org>. AMENDMENTS SHALL NOT BE FAXED, EMAILED, OR MAILED. IT IS THE PROPOSER(S)'S RESPONSIBILITY TO CHECK THE WEBSITE FOR ANY SOLICITATION CHANGES DURING THE RFP RESPONSE TIME.**

**This Solicitation is a Request for Proposals as permitted in the Texas Local Government Codes, 252, 262, and 271.**

NOTICE: The use of the terms Solicitation, Bid, Request for Proposals, RFP, Request for Competitive Sealed Proposals, RFP, or other specific terms may not be accurate in legal terminology and should be construed to mean the method of competitive procurement listed above with the legal citation of the source of the procurement method. Example: "This Solicitation is a Request for Proposals as permitted in the *Texas Local Government Code Section 252, 262, and 271.*"

## **I. ABOUT 791 PURCHASING COOPERATIVE (791COOP)**

**A.** It is the purpose of this SOLICITATION to establish awarded vendor agreements to satisfy the procurement needs of participating participant entities in this particular commodity category. These awarded agreements will enable participant entities to purchase on an “as needed” basis from competitively awarded agreements with high-performance vendors. Proposers are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties, and educational entities.

- Awards will be made to the successful proposer(s) for the products and/or services. (Unless the proposer has submitted inappropriate items for the commodity category. Those items will not be awarded. Example: a software company may not propose to perform construction work)
- 791COOP reserves the right to award to multiple vendors based on best value for each solicitation.
- This proposal is requested for the benefit of the current participants and other new participants as they execute 791COOP Participant's Agreements in the future.
- 791COOP reserves the right to extend the proposal deadline for any reason.
- 791COOP reserves the right to make changes to this Solicitation by way of one or more posted addenda.

### **B. Benefits of 791COOP**

- Provide government entities opportunities for greater efficiency and economy in acquiring goods and services through competitively procured vendor agreements.
- Provide comprehensive purchasing practices according to the Laws of the State of Texas and Federal Regulation 2 CFR part 200, when appropriate, and is designed to result in competitive agreements that meet a wide variety of needs.
- Provide competitively priced purchasing options for multiple government entities that yield economic benefits usually unobtainable by the individual entity.
- Provide quick and efficient delivery of goods and services by entering into pricing agreements with “high-performance” vendors.
- Maintain credibility and confidence in business procedures by maintaining free, fair, and open competition for purchases and by complying with purchasing laws and ethical business practices.
- Provide document retention for the competitive procurement process for all 791COOP Awarded Agreements.

### **C. Customer Service**

- 791COOP staff is available to participants for assistance in viewing/contacting awarded vendors for categories to make purchases and agreement decisions.
- 791COOP provides a way for government entities to avoid the time and expense of seeking competition for purchases on an agency-by-agency basis.
- 791COOP enables vendors to become more efficient and competitive by reducing the number of proposals that require responses to be made to individual entities.

### **D. Purchasing Procedures**

- Agreements are established through free, full, and open competition as described by the laws of the State of Texas and are available for piggyback by other government entities anywhere in the United States, subject to each entity’s jurisdictional law and regulation. Purchase orders or equivalents are issued by

participating governmental entities directly to the Vendor or vendor-assigned dealer. Purchase orders or equivalent are usually sent to the 791COOP offices where they are reviewed by the 791COOP staff and forwarded to the Vendor within one working day. In some instances, the entity may send the purchase orders or equivalent directly to the vendor and report the purchase to 791COOP.

- **NOTE: It is always the vendor's responsibility under the 791COOP agreements to report all sales under the agreement to 791COOP.**
- Vendors deliver goods/services directly to the participating participant agency and then invoice the participating participant agency. The Vendor receives payment directly from the participating participant agency.

#### **E. Partnerships with 791 Purchasing Cooperative**

- 1) **The Texas Conference of Urban Counties represents 34 Counties and 79% of the Texas Population or about 23 million residents.**
- 2) **The Texas Association of Community Schools, representing over 570 public school districts in Texas. A community school is defined as a school district having 12,000 ADA and below. This comprises the small, mid-sized, and rural school districts in Texas.**
- 3) **The State of Texas CTCOG is a Lead Agency with 791COOP and CTCOG represents 43 Public School Districts in their service area.**
- 4) **The Central Texas Council of Government is a Lead Agency with 791COOP and CTCOG representing over 40 local governments and a population of approximately 523,000 residents.**
- 5) **791COOP may add additional partnerships to this program.**
- 6) **It is estimated that contracts awarded under this RFP will total over \$25-100 million annually with competitive pricing proposed.**

#### **F. Notice of Confidentiality of Proposed Information**

The proposal submitted and all information therein is available to 791COOP participants. Also, according to the Texas Public Information Act TEXAS GOVERNMENT CODE, CHAPTER 552, any documents or information held by 791COOP "may" be public information. In the documents for the proposer to complete is a declaration form entitled "CONFIDENTIAL INFORMATION CLAIM FORM." INFORMATION SUBMITTED IN RESPONSE TO COMPETITIVE PROCUREMENT REQUESTS OF CENTRAL TEXAS COUNCIL OF GOVERNMENTS (CTCOG) AND 791COOP IS GOVERNED BY TEXAS GOVERNMENT CODE, CHAPTER 252 The CONFIDENTIAL INFORMATION CLAIM FORM that completed by the proposer designating specified pages as confidential or waives confidentiality of the entire proposal. The information that is requested to remain confidential must be attached to the CONFIDENTIAL INFORMATION CLAIM FORM signed. The Form must be uploaded and submitted with the Vendor's response.

## **II. SUMMARY OF RFP INSTRUCTIONS**

THIS SOLICITATION IS FOR AN INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) AGREEMENT THIS IDIQ SOLICITATION IS INTENDED FOR THE USE OF CTCOG, 791COOP AND 791COOP PARTICIPANT ENTITIES OR FUTURE PARTICIPANTS TO PIGGYBACK UPON AND UTILIZE AS THEIR OWN SOLICITATION FOR LEGAL PROCUREMENT. BECAUSE PARTICIPANT ENTITIES PIGGYBACKING UPON AN AGREEMENT RESULTING FROM THIS SOLICITATION MAY DO SO AT THEIR DISCRETION AND TIMING, AAND SCOPE REQUIREMENTS OF THE SOLICITATION MAY CHANGE DURING THE LIFE OF THE RESULTING IDIQ AGREEMENTS AND NO SPECIFIC VOLUME OF PURCHASES IS GUARANTEED BY 791COOP.

Below is a summary of the important RFP deadlines and submittal instructions. More detailed information is provided in the following pages of this RFP:

- B.** It is the purpose of this SOLICITATION to establish awarded vendor agreements to satisfy the procurement needs of participating participant entities in this particular commodity category. These awarded agreements will enable participant entities to purchase on an “as needed” basis from competitively awarded agreements with high-performance vendors. Proposers are requested to submit a proposal for offering their line of available products that are commonly purchased by government agencies, cities, counties, and educational entities.
- Awards will be made to the successful proposer(s) for the products and/or services. (Unless the proposer has submitted inappropriate items for the commodity category. Those items will not be awarded. Example: a software company may not propose to perform construction work)
  - 791COOP reserves the right to award multiple vendors for each solicitation.
  - This proposal is requested for the benefit of the current list of participants and other new participants as they execute 791COOP Participant Agreements in the future.
  - 791COOP reserves the right to extend the proposal deadline for any reason.
  - 791COOP reserves the right to make changes to this Solicitation by way of one or more posted addenda.
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### **III. GENERAL INFORMATION**

#### **A. The financing of 791COOP and Lead Agency Central Texas Council of Governments.**

1. **791COOP Vendor Paid Fee:** The total cost of the 791COOP program is funded through an administration **fee of 1.00%** paid to 791COOP by the awarded contractors. The fee is based on actual vendor project sales. The vendor will pay the fee on the actual invoices and paid sales to 791COOP participants. Fees are not assessed to vendors for shipping costs, required bond costs, or any taxes that may be applicable.
2. 791COOP establishes a fee for each solicitation for proposals that are in the best interest of 791COOP and its participants.

#### **B. Additional Information**

1. **Term of Agreement and Renewals:** **The initial term of the agreement is restricted to five (5) years. Awarded optional agreements may be extended for three (3) additional one (1)-year terms. The extension is automatic unless either party exercises its right to terminate as provided in the Vendor Agreement.**

**THIS CLAUSE CONTROLS OVER ANY OTHER TERM IN ANY OTHER PART OF THIS SOLICITATION. 791COOP reserves the right to solicit additional proposals at any time it is in the best interest of 791COOP and/or its participants.**

2. **Termination for Cause:** 791COOP or the awarded vendor may terminate an award under this solicitation for cause. Either Party must provide the other Party with 30 days written notice to respond to the notice at the address provided in the response or as otherwise provided. Bankruptcy is the cause for terminating this agreement. The Awarded vendor shall provide 791COOP with 90 days written notice in order to protect the interests of the 791COOP participants that may be in negotiation.

Vendor Questions: **Questions about this solicitation shall be submitted to [admin@791COOP.org](mailto:admin@791COOP.org) with the following in the subject line: "RFP #2023-09-0XX RFP Title contractor question."** Questions of a ministerial nature will be answered without an addendum (<https://791coop.ionwave.net/CurrentSourcingEvents.aspx>), but questions of a substantive nature that are not addressed in the SOLICITATION or deemed relevant to the process by 791COOP will be addressed by properly posted addendum.

**QUESTIONS WILL BE RECEIVED UNTIL September 13, 2023, AT 5:00 PM Local Time.**

3. **Pre-Bid Meeting:** **NO Pre-Bid Meeting Scheduled.** A Pre-Bid Meeting may be requested by any proposer, if you wish to request a Pre-Bid Meeting, please email [admin@791COOP.org](mailto:admin@791COOP.org) by 10 a.m., September 13, 2023. If a Pre-Bid meeting is scheduled, an addendum posted and a notification will be sent by the electronic bidding system to all known interested parties. If requested, 791COOP reserves the right to determine if a Pre-Bid Meeting is held or not held.

**4. ANTICIPATED SCHEDULE OF AWARD OR RELATED EVENT:**

The anticipated schedule is as follows:

RFP Issued	September 1, 2023
Pre-Proposal Conference	None Scheduled
Inquiry Period Ends	September 13, 2023, at 5:00 PM (CDT)
Proposal Due Date	September 22, 2023, 1:00 PM (CDT)
Anticipated Award	September 29, 2023, *

**\*This date may be later or earlier, depending upon the number of proposals received.**

791COOP agreements are available for use by all schools, colleges, universities, cities, counties, and other government entities in all fifty states if permitted by the jurisdiction of the governmental entities.

## **IV. PROPOSAL SCORING AND EVALUATION**

A qualified evaluation committee will evaluate and score all proposals. Recommendations for awards will be made to the CTCOG Executive Board/Committee. Awards will be granted or denied at the monthly stated meeting of the CTCOG Executive Board/Committee. 791COOP will base a recommendation for award on factors permitted by the *Texas Government Code section 252.043*. The factors that will be considered and weighted points in each area are as follows (100 total points):

791COOP shall use a final overall scoring system to include consideration for competitive pricing, best value price, and cost evaluation. 791COOP reserves the right to assign any number of point awards or penalties it considers warranted if an offeror stipulates exceptions, exclusions, or limitations of liabilities. Strong consideration will be given to the best value price as it relates to the products and services. However, price is ultimately only one of the factors taken into consideration in the evaluation and award. 791COOP shall reserve the right to reject any or all proposals or any part of any proposal. The following evaluation criteria are mandated for consideration by *Texas local government codes 252, 262, & 271*.

1. Purchase Price: **(30) point weight**. Per prices quoted as related to information within the request for proposals and the discount off MSRP or other published list pricing or stated prices of goods.
2. The reputation of the vendor and of the vendor's goods or services; **(10) point weight**. References and 791 COOPERATIVE staff knowledge and any other available information known to 791 COOPERATIVE may be used to score this criterion.
3. The quality of the vendor's goods or services; **(20) point weight**. Proposal response and 791 COOPERATIVE staff knowledge and any other available information known or available through the RFP or otherwise to 791 COOPERATIVE may be used to score this criterion.
4. Extent to which the Goods or Services meet the Needs: **(20) point weight**. 791 COOPERATIVE evaluators will determine if the proposal provides value to 791 COOPERATIVE participants and if the goods and/or services offered by the proposer meets the needs outlined in the solicitation.
5. Vendor's Past Relationship: **(0) point weight** –New Contract and no past relationships.
6. The total long-term cost to 791 COOPERATIVE and its participants to acquire the vendor's goods or services: **(10) point weight**.
7. Experience: **(10) point weight** - <1 year = 0 points; 1 -3 years = 5 points; 4-6 years =8 points; >6 years = 10 points
8. Residency: **(0) point weight** –for a contract for goods and services, ***other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials***, whether the vendor or the vendor's ultimate parent company or majority owner:
  - (A) has its principal place of business in this state; or
  - (B) employs at least 500 persons in this state

Federal funds may be utilized by CTCOG or 791 COOPERATIVE participant entities during the life of this contract, and residency is a prohibited criterion under federal regulation, it has been considered and assigned a **weight of 0 points**.



9. Impact on the Ability of the Participant to Comply with Laws and Rules Relating to Historically Underutilized Businesses and nonprofit organizations employing persons with disabilities and Disadvantaged Business Enterprises : **(0) point weight** – There are no Texas laws that apply to this procurement but since federal funds are anticipated to be utilized during the life of this contract, the proposer should agree to abide by the federal regulations in the forms contained in this SOLICITATION document related to underutilized businesses in its subcontracting practices. This factor has been considered and due to the foregoing, no points will be assigned. NOTE: Failure to agree to comply with the federal regulations in the forms herein shall make use of federal funds to purchase the goods or services proposed unallowable.
- a. Historically Underutilized Business as defined by the State of Texas. Historically Underutilized Business (HUB) Program. The Statewide Procurement Division Historically Underutilized Business (HUB) Program administers the HUB program in accordance with Texas Government Code Section 2161 and Texas Administrative Code, Title 34, Chapter 20, Subchapter D, Division 1, Sections 20.281 to 20.298.
  - b. DBEs, as defined in 49 CFR Part 26, can compete fairly for DOT-assisted contracts. PARTICIPATION BY DISADVANTAGED BUSINESS ENTERPRISES IN DEPARTMENT OF TRANSPORTATION FINANCIAL ASSISTANCE PROGRAMS. Additionally, 791COOP is committed to removing barriers to the participation of DBEs on DOT-assisted contracts. The DBE requirements of 49 CFR Part 26 applies to this procurement. By submitting its bid/proposal, Bidder/Proposer certifies that it will take all necessary and reasonable steps in accordance with 49 CFR Part 26 to ensure that DBEs are given the maximum opportunity to compete for and participate in the performance of this contract. Bidder/Proposer further certifies and agrees that it has not and will not discriminate on the basis of race, color, national origin, or sex in the award of subcontracts under this contract or in the performance of this contract.

**PROPOSERS FALLING BELOW A 75-point THRESHOLD WILL NOT BE CONSIDERED FOR AN AWARD.**



## **V. SPECIFICATIONS**

**This solicitation is for RFP #791 2023 09 001 Mobility Software and Solutions and seeking providers for MOBILITY AS A SERVICE, AND SOLUTIONS.**

This is including but is not limited to **Mobility Software and Solutions**. This can include any type of Mobility Software and Solutions, Including Consulting and Planning etc. This may include consulting, training, installation, equipment, Service Contracts (as necessary), Maintenance contracts (as necessary), repairs, certifications, inspections, or anything related to the category may also be included.

### **A. DESCRIPTION**

Contract shall be for Mobility Software and Solutions, Software, Labor, and other materials used with Mobility Software and Solutions and Services. This may or may not include minor (non-JOC) services, maintenance, and equipment. **The contract may be used for the installation of products and equipment that do not structurally alter a building or facility structure in accordance with Texas statutes.**

791COOP is soliciting high-quality Vendors with experience installing and maintaining high-quality rental systems that control access and monitor facilities and otherwise provide rental functionality for the Participant. Contractor should be able to diagnose what type of Rental and Public Safety product is right for the needs of the School District or Local Government.

Contractor shall be responsible for providing all necessary training, labor, supervision, and tools to perform work. Contractor shall also provide parts, supplies, and equipment necessary to perform work and be allowed a percentage mark-up. Any additional special moving, lifting equipment, or other equipment out of the ordinary shall be billed separately as a pass-through expense to the Buyer.

Contractor shall be required to meet the Buyer at the job site (if necessary) and provide a quotation for varying types of Rental Products and Services at no additional cost. Quotations shall include all necessary labor (non-JOC), supplies, parts, materials, and software to perform the quoted task.

Only new parts and equipment shall be used to perform repair work. All work shall be performed in a quality workmanlike manner. All work shall follow city, County, and State codes and requirements. The contractor shall be responsible for obtaining any necessary permits.

### **B. SCOPE OF WORK**

#### **SCOPE OF WORK:**

791 Coop seeks to contract with providers and suppliers for Mobility Software and Solutions, Including Transit and Micro transit software, services, consulting, planning, products, and services. Participating public agencies' Departments of transportation and planning, and other organizations require a wide variety of Mobility Software and Solutions, Including Consulting and Planning, competitive pricing, excellent customer service, and up-to-date inventory management tools. The awarded contract is intended to encompass the wholesale distributors and vendors' entire line of products and services. Vendors are asked to provide specific pricing for the items listed but also provide a discount for the entire catalog of all available products.

Firms interested in submitting a proposal to provide the Transit Districts primary platform must demonstrate current capabilities to support NEMT services including but not limited to, reporting, billing, and operational execution and standard of delivery to satisfy state, federal, and administrative reporting requirements.

The goal of this solicitation is to improve mobility, provide passengers with better transportation options, better serve suburban communities, and better leverage existing traditional transit assets. Providing workers access to jobs, enhancing the ability of commuters to travel to popular employment centers, and increased access to higher education and medical districts through regional.

#### REQUIREMENTS OF AWARDED VENDORS:

- Scope: The scope of this RFP is to award a contract to a qualifying vendor-defined as a manufacturer, provider, or dealer/distributor, established as a Proposer, and deemed responsive and responsible through our open and competitive proposal process. Vendors will be awarded contracts based on the proposal and responders demonstrated ability to meet the expectations of the RFP and demonstrate the overall highest valued solutions that meet and/or exceed the current and future needs and requirements of 791COOP and its participating agencies nationally within the scope of Mobility Software and Solutions.

791 COOP may select a wide range of firms or contractor teams for partnerships that will assist agencies improve personal mobility options, explore opportunities to optimize transportation network efficiency, define a role for alternative and emerging mobility services in transit operations, and prepare for future transportation service technologies. 791Coop reserves the right to award a single or multiple contracts from this RFP.

791COOP believes the future of transit will require a network of multiple service solutions. This solicitation is for all companies that provide mobility services, products, and capital vehicle leasing programs, including but not limited to, long-term car leasing, Taxis, Transportation Network Companies (TNCs), Microtransit companies, bikeshare and carshare companies, and any other service or product that can address some or multiple types of subcategories identified below.

This solicitation should be read to include, but not limited to

#### **MOBILITY-AS-A-SERVICE PROVIDERS**

The following section outlines services and products that 791COOP will consider for selection under this solicitation. Individual Firms that do not clearly fit into one area of desired service are encouraged to submit so that 791COOP can review all innovative project proposals.

##### 1.1 DEMAND-RESPONSE AND RIDESHARE SERVICE

This service category includes scheduled and real-time, dynamic mobility services primarily booked and scheduled through a platform accessible by mobile phone, web portal, or by calling a central phone number.

This service category includes software, apps, and technology solutions that allow for the use of personal devices and/or smartphones as a portal for multimodal service options. Responses in this category do not necessarily have to provide the transportation service, but they do need to address how their technologies will interface with on-demand mobility providers, both public and private, and provide a seamless and convenient customer experience.

Responses in this project category should include functionality to address the following:

- On-Demand Transportation Software – Technology that can assist in the operations of on-demand

transportation services. Software can be utilized by either passengers or fleet vehicle operators to perform on-demand service.

- Multimodal Mobility Management – Software and apps that allow a customer to book transportation services across several modes through both public and private providers.
- Centralized Fare Payment Systems – Platforms should address fare payments, demonstrate commend for transaction processing, and management of various fare media, various fare structures, and tracking and reporting by fare type.
- Fixed-Route Integration – Platforms should demonstrate capabilities to integrate vehicle location and transfer capabilities between Microtransit and Fixed-Route and track traveler information across multiple modes.
- Demonstrate capabilities of Application Programming Interfaces (APIs) and cross-platform solutions.
- Demonstrate how technology integrates with onboard vehicle technologies to effectively provide seamless experience for customers and staff.
- Demonstrate how customer service capabilities, how information is collected and stored, and capabilities offered for customers service personnel.

The 791COOP will select software platform providers to serves as the participant agenices primary operating platform to serves as a Brokerage and Transaction Clearing House. However, all bidders are encourage to submit a proposal as this cooperative procurement will be open to all cooperative members. The selected platform shall contain, and/or have the ability to perform, all of the following Software Platform Features described below.

1. The selected platform shall assign and broker trips to various Service Providers and allow for comingling of various trip types (i.e., Paratransit, NEMT, and general public trips sharing same vehicle) requested by passengers.
2. The software platform shall enable separation of data by point of sale and sales type, funding source from different fare-media.
3. The platform shall provide user-friendly reports and access to data necessary to fulfill applicable Federal Reporting Requirements such as (but not limited to) FTA’s National Transit Database (NTD) and the Texas Department of Transportation’s (TxDOT’s) Public Transportation Division’s PTN-128 requirements.
4. The system shall allow for all demand response services (Microtransit, ADA/paratransit, NEMT, dial-a-ride, etc.) to be centralized in a single platform for scaling across a city or region all within the same window.
5. The services shall be able to have different business rules for different types of functions (Microtransit, ADA/paratransit, Non-Emergency Medical Transportation, Fixed-Route, etc.) while sharing the same fleet. The software must be able to differentiate between these service types for both operational and reporting purposes.
6. The ability to have multiple zones within a service, and each zone should be able to have a specific configuration. For example, it shall be possible to have customizable stops and locations including door-to-door, curb-to-curb, origin-to-destination, and/or customer redirect to designated stop location.
7. Map data, such as addresses, should be automatically updated with the option of manual intervention.

8. Zones should have time restrictions attached to certain configurations, so it should be possible to configure a zone as door-to-door during certain hours and origin-to-destination during other times.
9. Service and zone additions should be done in a window that allows you to see all existing services directly on the map.
10. Service zone boundaries shall be changeable from within the web application, and not require interacting with the software vendor to complete the changes of the service and shapes.
11. The system shall have the ability to configure service and zone level configurations as needed by operator staff without being required to interact with the software vendor to do so.
12. The system shall allow entry of client first name, last name and middle initial. When entering data, the system shall utilize search, pop-ups or other appropriate techniques to detect and alert the user if there may already be a client database entry under this name.
13. The platform shall allow dispatchers to search any field such as ID numbers, Date of Birth, address etc. to locate and identify a client profile.
14. The system shall allow the customized entry of client's data with additional fields according to the needs of the agency.
15. The system shall allow multiple address entries for common client pick-up locations, drop-off locations, or other favorite locations.
16. The system shall require entry into a field specifying for accessibility features that will be needed on the ride.
17. The system shall support trip booking while a booking clerk is on the phone with the client.
18. The system shall support booking for both pre-scheduled and on-demand trips.
19. The ability to book pre-scheduled trips shall be configurable to turn on or off.
20. The system should allow for demand forecasting to be able to see what amount of demand you will have based on scheduled and recurring trips in the system at a future date to allow schedulers to better understand their client demand and how many vehicles they need.
21. The system shall permit trip booking times within prescribed scheduling windows.
22. The system shall accommodate return trips and should also be able to implement minimum holdover times (or passenger dwell times) for scheduled trip returns if programmed accordingly.
23. The system shall allow notes to be attached to any phone booking (e.g. indicating details on pick-up/drop-off location, or any other relevant information). This information should be visible to the driver during pickup.
24. The system shall permit the booking agent to retrieve the client record by entering the client's first or last name, telephone number, or other forms of client level identification. For client retrieval by last name a list box shall be used to list all clients with name beginning with the characters entered.
25. The system shall allow for leave-at and arrive-by trip bookings, so that passengers can specify either the time they would like to leave someplace at, or arrive somewhere by, giving passengers more control over their days and time.
26. The system shall be able to show various services that the specific passenger will have access to. This could mean that a passenger could see a paratransit service, a pooled (shared ride) Microtransit service, and

an NEMT service all within the app, and as long as they have the ability and eligibility to use that service, they would be able to choose the specific service that they want to use that day. The system shall also allow rides to be shared by multiple client types.

27. The system shall allow the booking clerk to edit the number of travelers per booking.
28. During each trip booking, the system shall display the map locations for the pick-up and drop-off.
29. Once all other trip booking information has been entered, the system shall indicate to the booking clerk any applicable fare(s) to be paid by the client, attendant, and any companions.
30. The system shall be capable of accepting trip bookings up to a certain number of (admin defined) days in advance. This limit shall be configurable.
31. The system shall allow the definition of recurring-trip bookings (subscription trips), with flexible options to specify exceptions. At minimum, the system shall support selection of a recurring weekly day (e.g., every Tuesday), a recurring monthly day (e.g., every 2nd Wednesday), a recurring monthly date (e.g., the 4th of every month), and recurring weekly days (e.g., every Tuesday and Friday).
32. The system shall allow a booking agent to temporarily suspend a particular recurring-trip booking (subscription trips) and provide exclusion dates for the recurring trips.
33. The system shall allow the agency to designate trips to a third-party contractor (e.g. taxis or other TNC). This dispatching should be done automatically and based on service criteria and business rules.
34. The system shall allow the agency to differentiate fleet types between dedicated vehicles and non-dedicated vehicles.
35. The system shall have automation in trip brokering based on an intelligent algorithm that will allow for dispatching to multiple dedicated fleets, and also to contracted non-dedicated TNCs in cases of overage in demand. Fleet priorities may be set by the agency.
36. The system shall enable automated brokering for each day, taking into consideration the recurring trip bookings and scheduled trips. The system shall optimize for the highest shared-ride ridership, the least distance traveled, and/or the least travel time, based on actual mapping and GIS data stored in the system.
37. The system should allow for on-demand trips to be booked through the mobile app or by calling into the agency's call center. If it is the first time they have used the service, the scheduler and the app should be able to create a profile within the same window.
38. The system should be able to combine (commingle) different demand-response transportation services into one or more fleets, so that, for example, Microtransit customers can also be put on ADA/paratransit vehicles.
39. Solutions provider shall demonstrate the ability to plan, book, and pay for travel across different modes and online platforms.
40. When services are pooled and/or commingled, the service should automatically broker this functionality. The Administrator should have the capability to change the criteria around how efficient the system is, (for example, how important short trips and passenger experience is), and define the service to fit their specific requirements around public service offerings.
41. When commingling, the service must be able to have specific criteria for flexibility around the ETA approximated to adjust how flexible the system can be when scheduling passenger pickups. For example, if picking up a Demand Response passenger (Microtransit) would cause a special needs passenger (ADA/paratransit) to miss their ETA beyond the point of the flexibility allotted, then that Demand Response

passenger should not be picked up first, but rather they should wait for the next vehicle. This should all be automatic so not to jeopardize the criteria of multiple services that are being offered.

42. The system shall automatically produce a driver schedule for each operator run, indicating the driver pickup and drop off. Any trips that come in during these runs should be added to the driving schedule according to the algorithm criteria. Notification of changes to a driver's manifest should be immediate. In instances where pooling/shared rides are allowed, it should occur automatically.

43. Passenger requests shall have several options to indicate each pick-up and drop-off, including the street address, point of interest and name of stop, as well as times for pickup and drop-off.

44. The ride requests shall be transmitted to the Driver app in their assigned vehicle using the mobile data communications system. Once a driver has logged in to that mobile device, the manifest will be automatically updated.

45. Adjustments (i.e., for insertions, changes, cancellations, or no-shows) during vehicle operation shall be immediately transmitted to and from vehicles using the mobile data communications system.

46. The central dispatching/monitoring system shall display the most recently reported location of all vehicles on the map in real-time.

47. The map display shall provide the following information via vehicle icon shape, color coding, and/or overlays:

- Network connection status;
- Fleet;
- Service state (e.g. in-service, not in service);
- On-time state (e.g. running behind schedule, slack time)

48. The map display for dispatchers shall provide more information about any vehicle via the icon text and an available pop-up window when clicked over the icon. Such information shall include at a minimum:

- Vehicle Number;
- Operator;
- Driver;
- Logon status;
- Upcoming Pick-up/Drop-off location (or a list of next events);
- Trip and passenger information;
- Current speed

49. The central dispatch/monitoring system shall present a tabular display that presents the schedule times for events currently assigned to each vehicle.

50. The system shall allow historical trip information to be reviewed by the agency.

51. The system shall allow all logged data to be retrieved, even if it has been archived.

52. The historical map shall provide replay controls to view the entire sequence of reported locations from the beginning of the time period through the sequence of events.

53. The system shall allow selection of any time period for access to the historical data.



54. All system data shall be owned by the agency, with the rights and ability to access all data, export it to other applications, and allow access to third parties for integration purposes on a perpetual royalty-free basis.
55. The platform shall be a cloud-based MaaS platform with no specialized hardware/infrastructure from the agency unless approved in advance with cost being absorbed by the software vendor.
56. Continuous optimization - The system shall continuously optimize by moving trips (if required) so driver manifests are updated in real time, and trips may be moved between vehicles for maximum efficiency when conditions change. Trips must also be able to manually be moved and altered to make up for the dispatching system's shortcomings. The system must be able to compensate for trip cancellation when a driver is already in-route so that unrealistic pickup times aren't possible.
57. Trip brokering: System can seamlessly allocate trips to TNCs, taxi companies, and/or ride hailing operations with varying priorities so trips are allocated in special conditions to non-dedicated vehicles.
58. Trip brokering: All trips to dedicated or non-dedicated vehicles are recorded and tracked for reporting purposes. It shall further separate and track costs from different fare-media and service type and pull all data necessary to fulfill applicable Federal Reporting Requirements such as (but not limited to) the National Transit Database (NTD) and the Texas Department of Transportation (TxDOT) PTN-128 requirements.
59. Trip brokering: Trips should flow seamlessly to third-party fleets, including TNCs and taxis, based on time rules set by the agency in order to avoid overloading the system.
60. Automatic alerts should inform staff about driver overtime, stranded riders, excessive ride length, late pickups and/or drop-offs, and any other issues that need to be addressed operationally in a timely fashion.
61. Custom fields should be available for rider data capture.
62. Custom fields should be available in trip request and shall be able to be used for reporting purposes.
63. Onboard driver-facing electronics should have the capability to capture signatures from client types that require them.
64. The platform shall be able to dynamically assign driver breaks that consider company policy, labor rules and trip pattern.
65. For NEMT reasons, the platform must allow for manual assignment of trips. It should also allow tracking of the reason for such changes through the recording of comments and/or notes attached to the trip log.
66. The software shall be able to predict On-Time Performance prior to the date of service as well as throughout the day.
67. The software shall automatically adjust trips so they are close to the originally scheduled time when cancellations occur.
68. It is preferred (but not necessarily required) that any telecommunication devices utilize "FirstNet" as the communication provider company. 791COOP currently contracts with FirstNet who provides high priority mobile connectivity equivalent to that of First Responders (such as Law Enforcement, Fire Department and EMT Services). Contractor must provide evidence that the selected service provider is able to operate in remote areas in rural counties.
69. It is preferred (but not necessarily required) that any platform software be interoperable with



common transit applications such as compatible with Dallas Area Rapid Transit's (DART) "Go Pass" mobile app..

70. The selected platform-as-a-service vendor shall assist the participating Transit District with Title VI analysis, public hearings, board meetings regarding service design, and appropriate marketing and stakeholder consulting for 791COOP's participating agencies markets. Bidders shall address their capabilities and provide examples of experience in this area.

71. DATA REPORTING: All Platform-As-Service Providers and Directly Operated Service Providers must provide the following information to comply with federal and state reporting requirements. The following is not intended to be an exhaustive list of reporting requirements.

- i. Ridership Reporting
- ii. TxDOT PTN 130 Reporting
- iii. Federal NTD Reporting
- iv. Number of Passenger Rides Performed
- v. Number of Passengers Carried
- vi. Total Vehicle Hours
- vii. Vehicle Revenue Miles
- viii. Total Vehicle Miles
- ix. Passenger Miles
- x. Unique Rider Accounts
- xi. Passengers Per Revenue Hour
- xii. Percent of Rides Shared
- xiii. Average Wait Times
- xiv. Average Ride Time
- xv. Demand by time of day, designated in increments of hours
- xvi. On-App Customer Survey capabilities
- xvii. On-App Customer Experience Rating
- xviii. On App Information Push to Riders
- xix. Customer Facing App must display real-time vehicle location tracking

72. Customer Facing App must display estimated arrival time and at time of booking and estimated arrival time as part of real-time tracking based on traffic and other conditions that may impact arrival time.

73. Customer Facing App should provide dropdowns of frequent and popular destinations.

74. Bidders may provide other features that are useful for consideration.

75. Heat Maps depicting heavy to light pickup and dropoff locations throughout the service area displayed in selected zone area.

76. The Planform should allow for easy selection of specific streets to define zone area to define geographic fencing.

77. All data generated by the Platform software shall become the property of the participating agency.

**REQUIRED SUBMISSIONS:**

- Describe your delivery method and expected promptness from date of order
- List distribution point(s)
- Provide a list of five (5) current, similar contracts
- Furnish a brief narrative on the level of expertise to be expected from your company
- Describe the length of time in business
- List your hours of operation and ordering procedure
- Describe any involvement in animal conservation causes

**C. ADDITIONAL SCOPE:**

The contract initial term of the agreement is restricted to five (5) years. Awarded agreements may be extended for three (3 ) optional consecutive one (1)-year terms. It may be awarded to one contractor or multiple contractors, or it may reject all bids as it deems appropriate.

1. **Interested Vendors** shall submit an RFP responding to portions of the RFP that it can qualify and perform the work and desire to perform the work. Identify each response with the appropriate letter/numerical designation and respond to all items in the order given. Do not provide company brochures or other types of marketing materials in response to any item, except where requested.
  - a) Cover sheet, indicating the name of your company and the project title.
  - b) Organization information, describe your company’s professional focus and the complete range of services being offered for the project. Furthermore, each Vendor must provide a list of any subcontractors who will be utilized to meet the terms of the proposal. All Vendors must review and comply with each Contracting Entity’s ethics code.
  - c) Submit a statement of why your company is best qualified for this project.
2. **Project Approach:**
  - a) Provide a milestone project schedule for the selection of approaches, design, construction, and implementation.
  - b) Describe the extent of the Contracting Entity’s staff involved in the project, including key decision points at each stage.

**D. ADDITIONAL SERVICES:**

Bidder should list in (preferably) an Excel spreadsheet or other attachment of all related supplies, equipment, services, software, installation, repair, maintenance, and hourly or other unit-priced fees according to the category offered on this contract. The offering must be related to this category. No inappropriate offerings

will be considered.

## **1. BACKGROUND**

The Local Participating Entity using this contract may utilize this contract for Mobility Software and Solutions. Some local governments may utilize all services, and some may choose to pick the services on an “a la carte basis.” Rental Products and Services include having a private company take over 100% responsibility for the services contracted for, regardless of who the manufacturer is and regardless of who repaired, restored, or replaced it in the past.

## **2. OVERVIEW**

The program involves products and services specified by the Local Government Entity. The Local Government Entity will expect the chosen company to phase in a fully operational program within 90 days of issuing a Notice to Proceed. The Contracting Entity will have the right, in its sole discretion, to add, delete or revise the contracted services to meet its changing needs, upon providing a minimum of 90-day notice. Billing shall be adjusted accordingly.

## **3. Bidder’s Company and Product Information**

- a) Responses shall be clearly labeled with the item number.
  - b) Proper evaluation of bidders requires information about the bidding company and its products.
  - c) Public Companies must provide their most recent yearly report to stockholders.
  - d) Private Companies must answer the questions below.
  - e) Provide a brief history of your company that includes the type of business and its philosophy of doing business. If the bidder has recently purchased an established business or has proof of prior success in this business, or a closely related business, please provide written verification.
  - f) Indicate the location of the headquarters of the company. List any branch offices in the state of any 791 PURCHASING COOPERATIVE participating Entity. Provide the name, title, qualifications, and experience of the employee, that will coordinate the work and be the general contact for this contract.
  - g) For purposes of determining a bidder's ability to perform financially, attach a letter from your financial institution that indicates the line of credit available to you currently, and evidence of financial stability over the past three (3) years. This letter does not need to identify a dollar amount; instead, a credit range should be indicated. (For example, “credit in the low six figures” or “a credit line exceeding five figures”).
4. Gaps sometimes exist between management (those who respond to RFPs) and sales staff (those who contact public educational institutions) that result in problems. Please provide the Names of your key salespeople, phone numbers, and states for which they are responsible.
  5. Any business that has served the public for more than ten years will have had problem projects. List five projects that have had problems (use more than one state), describe the problem, and identify how the problem was solved (what steps were taken to satisfy the customer). Provide the name of the public agency, type of roof repair or replacements, contract amount, contact name, and telephone number.
  6. Manufacturers responding to this solicitation must name one or more dealers or subcontractors certified and trained to install their products. The prime contractor must identify how their dealers/subcontractors are certified. Provide the name of the dealer/subcontractor, business name,

- address, telephone (voice and fax), and the state contractor's license number, if any.
7. Vendor should provide a list of equipment and facilities used for testing products if requested.
  8. Costs for inspection must be separated from repair and service costs but may be included as a line item in this contract. The manufacturer must offer to refund (or credit) all or a percentage of the inspection costs if the agency participant issues a contract for Vehicle Inspection within a 12-month period.
  9. Vendor may offer extended warranties available at extra cost for agency participants who agree to a maintenance contract. The maintenance contract must be offered as a separate line item. Upon request, no-cost training must be offered by the prime contractor for the maintenance staff of the buyer and will be arranged prior to installation as part of the purchase contract. (Describe the no-cost training to be offered in the solicitation.)
  10. To monitor and guarantee the quality of the work being performed by subcontractors, the Vendor/prime contractor must have inspectors examine from start to finish. Describe in writing how you will meet this requirement and provide the names and qualifications brief of each inspector.

#### **D. Requested Requirements**

Describe your company's ability to meet the following specifications. Bidders will respond to each numbered item by checking the appropriate "Comply" or "Deviate" box. "No Bid" items shall be marked as such in the appropriate "Deviate" box. Details for deviations will be listed by item number on the Exceptions to Terms, Conditions, and Specifications Form.

1. All products shall be new and of high quality.
2. The vendor's catalog shall include a variety of major manufacturers for specified products & services.
3. The catalog shall contain an adequate supply of items for the trade(s).
4. Orders of stocked products will be shipped or scheduled for shipment within 48 hours of receipt of order.
5. Ability for tracking orders, including any back-ordered item(s).
6. Participants should be able to set up accounts for various user departments to ensure spend does not exceed budget amounts.
7. Participants should be able to place some of the orders with P-Cards **for small dollar purchases**.
8. The system must allow for Participants to set up individual delivery locations for each site.
9. The Vendor should allow for electronic returns, which allow for packages to be automatically picked up and returned to the vendor.
10. Participants should be able to track returns electronically.
11. Credits should be posted within 30. Participants may ask for a report once a month at no cost or the Participant must be able to run a report at no cost.

12. Products sold under the contract must be guaranteed by the contractor for a minimum of one year. With the exception of clearly identified special order items, all merchandise sold under the contract shall be subject to exchange or refund.
13. All deliveries shall be accompanied by delivery tickets or packing slips.
14. Customer support: The Vendor shall provide timely and accurate technical advice and sales support to 791 PURCHASING COOPERATIVE staff and 791 PURCHASING COOPERATIVE participants. The Vendor shall respond to such requests within one (1) working day after receipt of the request. The Vendor shall provide free training to 791 PURCHASING COOPERATIVE staff regarding products and services supplied by the Vendor if required
15. Contracts: All contracts and agreements between a Vendor and a 791 PURCHASING COOPERATIVE participant shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised and adopted by the state in which the transaction occurs. Contracts for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government agencies.
16. Tax exempt status: All Texas government agencies participating in 791 PURCHASING COOPERATIVE are exempt from payment of taxes under Chapter 20, Title 122A of the Revised Civil Statutes of Texas, for the purchase of a tangible personal property. Laws of other states shall apply within those states.
17. Assignments of contracts; there is no assignment of contract may be made without the prior written approval of 791 PURCHASING COOPERATIVE. Requests for Assignments shall include the reason for requesting the contract be assigned to a third party and provide information substantiating their capabilities. Payment can only be made to the awarded Vendor and assigned vendor.
18. Disclosures: Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
19. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.
20. Funding out clause: Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the Entity’s current revenue only, provided the contract contains either or both of the following provisions: Retains to the Entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the Entity to obtain appropriate funds for payment of the contract.
21. Indemnity: The Vendor shall protect, indemnify, and hold harmless 791 PURCHASING COOPERATIVE and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Vendor, Vendor employees or Vendor subcontractors in the preparation of the RFP and the later execution of the contract.
22. State of Texas Franchise Tax: By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.

23. Vendor shall comply with Insurance requirements.
24. New Technology and Products: New products that meet the scope of work may be added to the existing contract. Pricing shall be equivalent to the percentage discount of other products.
25. Vendor will have the ability to ship materials via UPS, Fed Ex, or Common Carrier. These materials can include a copy or printed materials but may also include materials brought to the vendor's facility for shipping F.O.B. destination.
26. The Vendor may match or lower any pricing of comparable contracts with similar volume or similar Cooperative.
27. The Vendor will honor pricing and will not have "Floors" in their percentage discount pricing
28. Vendor may revise catalogs 4 times a year.
29. Vendor may request price adjustments quarterly based upon the US BLS Consumer Price Index, <https://www.bls.gov/cpi/> . However, 791 COOP may deny or reduce price adjustments based up combined price increases and the combined CPI over 12 months.
30. Vendors that have storefronts will have a process to register an entity's P-Cards to ensure the entity is getting the contract price or the store price, whichever is the lowest.
31. Vendor will notify 791 COOP of any changes in ownership and the vendor will notify any entity requesting this information.
32. Vendor may request 791 COOP sign a non-disclosure agreement regarding ownership change until such change in ownership is complete.
33. Publicly held Company (Vendor) shall provide the most recent SEC Financial filing.
34. Private held Company (Vendor) shall provide access to review its Financial Statement

**Taking deviations will not automatically result in a vendor not being awarded a contract. It is another part of the evaluation criteria.**

*(Note: 791 COOPERATIVE must be able to verify customer quotes when requested by the 791 COOPERATIVE Participants from the pricing submitted from this vendor proposal.*

## **D. Products & Services Summary Matrix**

Provide a matrix that will allow 791 PURCHASING COOPERATIVE to readily appraise your company's products and service offerings versus other respondents.

## **E. Value Add Services Description**

Provide answers to the following questions from which information will be utilized should your company be selected.

1. Describe how your company will interact with 791 PURCHASING COOPERATIVE.
2. Describe your training program with 791 PURCHASING COOPERATIVE staff and a proposed schedule of topics and include any proposed training literature or materials.

3. Indicate who will be providing training including their title, telephone number, fax number and e-mail address. Include resume.
4. Indicate who will be providing technical assistance including their title, telephone number, fax number, and e-mail address. Include resume.
5. Describe your company's shipping schedule notification procedures.

## **F. Product Information:**

Provide answers to the following questions from which information will be utilized should your company be selected.

1. Please give examples of local agencies that have purchased products from your company.
2. If your product is deemed defective, what is the replacement process and turnaround?
3. State whether your company provides a quality guarantee on their product/service. If so, please describe.
4. State your insurance provider(s) and your company's level of coverage.

## **G. Additional Questions:**

### **General Information**

- 1) Briefly describe your company. What services do you offer?
- 2) Describe your company's values and mission statement and how they relate to supporting your clients' leasing needs.
- 3) Please describe your growth plans and business objectives, both locally and internationally.
- 4) What differentiates your company and your services from that of your competitors? What value do these characteristics create for our company?
- 5) Provide a copy or a link to your most recent annual report or audited financial statement.

### **ACCOUNT MANAGEMENT**

- 6) Describe your customer service.
- 7) Describe the account team that would manage our account.
- 8) How will you help us manage, monitor and reduce costs?

### **INNOVATION, TECHNOLOGY AND INFORMATION MANAGEMENT**

- 9) What innovations has your company contributed to the industry?
- 10) Describe your company's approach to product development and your process for product



enhancements.

- 11) What advantages does your technology bring?
- 12) Do you provide technical support for your Web site and applications? If so, please describe the available support in detail.

### **FINANCING**

- 13) What financing options do you offer your clients?

### **CUSTOMER SERVICE**

- 14) Please describe your customer service.
- 15) Do you provide a 24/7 assistance contact center?
- 16) Where are they located?
- 17) Describe your ability to provide multi-lingual client service and support.
- 18) What are the qualifications of your maintenance personnel? How many technicians do you have on staff?
- 19) How are calls routed to the appropriate skill levels?

### **BILLING**

- 20) Is your invoice available for review online?
- 21) Can billing be formatted to clients' needs? Sub-account billing. How many levels?
- 22) How do you audit and ensure the accuracy of your billing?

## **VI. PRICING FORMAT**

### **A. Pricing for Line Items or Catalog**

It is the intention of 791COOP to establish an agreement to furnish and/or deliver all goods and services provided by awarded vendors to its participants. Proposers are requested to submit a proposal for offering their complete and total line of available products and services to governmental entities, including school districts.

If a name brand is mentioned in the specifications, proposals on any reputable manufacturer's regularly produced

equipment of such items of a similar nature or similarly used and substantially equivalent will be considered.

The list or category of goods or services sought by this solicitation is inclusive and not exclusive. There may be other similarly used items that are sold by the responding vendors that may be included as part of the proposing vendor's "catalog" (defined below) now or during the life of the agreement that is considered included in this solicitation and subject to the minimum discount proposed. Pricing may also exclusively be line-item pricing or, and recommended, in combination with a minimum catalog discount.

Example: During the life of the agreement, models change, and new products come to market that is in the same category and are added to the vendor's "catalog" and are available for purchase by users of the agreement. If you fail to propose a minimum discount on your catalog, it may limit the ability to change the pricing of catalog items and services during the life of the award.

### **Definition of "catalog"**

"Catalog" means the available list of tangible personal property or services, in the most current listing, regardless of date, during the life of the contract that takes the form of a catalog, price list, schedule, shelf price or another form that:

1. is regularly maintained by the manufacturer or vendor of an item; and
2. is either published or otherwise available for inspection by a customer during the purchase process;
3. to which the minimum discount proposed by the proposing vendor maybe applied.

**Adding New or Replacement Goods Items:** During the Life of the Agreement, it is easiest proposing a Minimum Discount off (PREFERRED MODEL) catalog prices for goods or a markup on the vendor's cost of a good item.

### **Markup on cost**

**It is NOT recommended proposers use the Markup pricing method because many participants are not allowed to use a bid with a markup pricing method, specifically when using Federal Grant Funds. Using this pricing method may limit the effectiveness of your award.**

If you choose to use the markup pricing method:

When proposing a markup on cost model, the vendor shall be required to provide proof of actual cost to the vendor of the goods sold to verify pricing markup is properly and legally applied for the sale of the goods.

**NEW ITEMS:** 791COOP will allow the addition of new goods items to be added to the agreement when they become available to the market through the vendor under the discount off the published pricing model or markup on cost model. You must stipulate a discount or markup on catalog price in the appropriate section of the pricing Excel sheet to be eligible for this option. You may stipulate a discount off specific brands or lines of goods if you desire. Be thorough and concise. Any items added must be available to all customers, within legal or contractual limitations, if any. (Example: Apple products are not permitted to be sold to the education market without special agreement from Apple but may be sold to other government customers.)

**REPLACEMENT OF DISCONTINUED OR LIMITED AVAILABILITY ITEMS:** **When proposing a Line Item pricing model -** 791COOP will allow replacement items to the original list item if it is no longer manufactured or is available in limited quantities. Limited availability must be documented by a letter from the manufacturer. Vendor may replace it with an item of like kind and quality and the price will remain the same as proposed, except if it is cheaper, vendor shall lower the price accordingly and if it is more expensive due to the vendor's

actual cost from the manufacturer, it will be priced and the same discount shall apply as the item it replaces. Vendor shall be required to prove the pricing if the cost is higher than the original core list price to the customer.

**Note: If you propose a minimum Discount off catalog, you avoid this process since you are adding an item to your catalog and list price and the proposed minimum discount off catalog would apply to the new item.**

**Shipping cost:** Pricing presented for goods offered should not include shipping costs from dealer to Participant customer. IF shipping is included in the price regardless of the situation, then you simply state no additional cost for shipping or delivery to any customer. Example: if you sell a vehicle and it includes delivery but the sale of vehicle parts does not, then be sure to specify the variations in your pricing. Shipping method is determined by the vendor and the Participant/Customer at the time of the quote/purchase by the Participant/Customer and satisfactory shipping methods and costs are agreed at that time. Shipping should be passed through by the Vendor at actual cost to the 791COOP Participant.

## **B. Discussion of Pricing Options**

Proposals on any reputable manufacturers regularly produced goods falling within the general categories solicited herein will be considered for award. If a name brand is mentioned, it is only to illustrate type and quality and is not intended to restrict competition. Any list included herein is inclusive and not exclusive. There may be other similarly used items that are sold by the responding vendors that may be included as part of the proposing vendor's "catalog" (Defined above) now or during the life of the contract that are considered included in this RFP. Example: During the life of the contract, models change, and new products come to market that are in the same category and are added to the vendor's "catalog" and are available for purchase by users of the contract provided the catalog discount or cost markup proposed is honored by the awarded vendor.

791COOP leaves it to the proposer to determine what goods or services that perform or serve this function and the proposer may list or include anything applicable. This includes a multitude of various Facility Maintenance related services. Vendors may submit for one specific trade or multiple trades. Vendor may submit for the trades listed in this RFP or other related trades not listed. Response submittals will be evaluated by 791 Purchasing Cooperative.

A discount off list price pricing model is ideal as list prices change over the life of the awarded agreement. Possible pricing models are discussed in this document. Any other goods and services that are logically related to this general category should be included. 791COOP reserves the sole right to determine whether or not proposed goods or services are logically related to this general category.

Bidder should list all related services, installation, repair, maintenance, travel, lodging, per diem, and hourly fees or other defined and specified unit cost according to category offered on this contract. No inappropriate offerings will be considered.

The Contractor shall furnish all necessary labor, materials, tools, supplies, equipment, transportation, supervision, management and shall perform all operations necessary and required for services. All work shall be performed in accordance with the requirements set forth in the resulting contract and each mutually agreed upon work request or purchase order issued by 791COOP participating participants.

Since the list of items a vendor may carry is potentially very long, and items are removed and added to the market frequently, it may be more advantageous to propose a minimum discount off your catalog for goods and services. You may offer different discounts for different brands or lines or services of goods if you choose.

**A zero discount off catalog proposal is permitted, but** 791COOP encourage vendors to propose the best discount they feel is necessary to compete with other retailers to provide the greatest benefit to 791COOP participants.

Please propose a minimum discount off the catalog for all non-line items proposed so you will be covered when future items are available in your catalog. By doing this, the price is a ceiling and not a floor. You may always lower your price or increase your minimum discount percentage to be more competitive in a particular situation.

You may propose all goods as a line-item list if you prefer but the PREFERRED proposal method is a minimum discount off catalog prices. You may propose, both discount off a catalog AND line-item pricing for specific lists of items if you choose to.

**Caution:** Using the Markup method of pricing may exclude some participants when using Federal funds as Federal regulations prohibit this type of pricing and some local regulations prohibit this type of pricing, and it always requires the proposer to make available to 791COOP or its participants proof of the cost of the item to the proposer to verify the markup is applied according to the terms of this solicitation ad resulting award.

You may stipulate different discounts off on specific brands or lines of goods if you desire.

**Escalation** Include annual price escalation not to exceed percentage. We highly recommend anchoring a commonly known price index such as the CPI or common trade publication index. If goods or service components face market exposure include this in your submission.

### **Service Incidental to the Sale of Goods**

Many times, the sale of goods may be accompanied by the installation or set up of said goods. Proposers may submit pricing for the services in a Pricing Sheet spreadsheet as an attachment.

**Any and All SERVICES may be proposed, but must be priced either as a line item or as a discount off the published Catalog price for said services. You may provide a catalog of services or a link to the available services or you may create a 791COOP-specific Catalog list of services with applicable pricing. Please specify or illustrate your chosen method.**

**If LINE ITEM GOODS** pricing is proposed, then during the life of the award, prices may be increased only commensurate, dollar for dollar as your cost for the item increases. To increase the price of line item priced goods, vendor may be required to submit proof from the manufacturer or distributor that the pricing has increased and by how much.

**NOTE: FAILURE TO PROPOSE SERVICES SHALL EXCLUDE THEM FROM YOUR OFFERING THROUGH THIS AWARD. THUS, PLEASE INCLUDE THEM IS SOME CALCULABLE WAY. YOU MAY PROVIDE A PERCENTAGE DISCOUNT OFF POSTED PRICES OR CATALOG PRICES FOR THE LOCATION OF THE STORE OR IN SOME SPECIFIC MANNER THAT FITS YOU BUSINESS MODEL.**

**When using line item pricing, vendor should provide a pricing template with a maximum price increase percentage for annually for renewal years.**

### **Optional Pricing Forms**

**Sample of Pricing Template in Excel Spreadsheet.**

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**Please provide a labor Wage Classification with labor rates for each type of work, Vendor proposes to use under this RFP.**

## **VII. GENERAL INSTRUCTIONS**

791COOP reserves the right to waive any informality and/or reject any or all proposals.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree. Proposers must propose pricing that is calculable based on the prices presented or discounts proposed as they relate to a published price of the goods or services. Published prices are prices that are provided by a catalog, website, shelf, price list accessible to 791COOP and its participants at any time during the term of an awarded agreement with the vendor or specifically proposed. Other methods of publishing prices will be considered if proposed but must be calculable.

### **PROPOSAL FORMAT - PROPOSERS PAY CLOSE ATTENTION TO DETAILS LISTED.**

791 COOPERATIVE reserves the right to waive any informality and/or reject any or all proposals.

All responses should be direct, concise, complete, and unambiguous. With regard to those items that cannot be answered in the affirmative, clearly explain the precise portion to which you disagree and why you disagree. Proposers must propose pricing that is calculable based on the prices presented or discounts proposed as they relate to a published price of the goods or services. Published prices are prices that are provided by a catalog, website, shelf, price list accessible to 791 COOPERATIVE and its participants at any time during the term of an awarded agreement with the vendor or specifically proposed. Other methods of publishing prices will be considered if proposed but must be calculable.

- 1. Customer support:** The Vendor shall provide timely and accurate technical advice and sales support to 791 PURCHASING COOPERATIVE staff and 791 PURCHASING COOPERATIVE participants. The Vendor shall respond to such requests within one (1) working day after receipt of the request. The Vendor shall provide free training to 791 PURCHASING COOPERATIVE staff regarding products and services supplied by the Vendor if required
- 2. Contracts:** All contracts and agreements between a Vendor and a 791 PURCHASING COOPERATIVE participant shall strictly adhere to the statutes that are set forth in the Uniform Commercial Code as most recently revised and adopted by the state in which the transaction occurs. Contracts for purchase will normally be put into effect by means of a purchase order(s) executed by authorized agents of the participating government agencies.
- 3. Tax exempt status:** All Texas government agencies participating in 791 PURCHASING COOPERATIVE are exempt from payment of taxes under Chapter 20, Title 122A of the Revised Civil Statutes of Texas, for the purchase of tangible personal property. Laws of other states shall apply within those states.
- 4. Assignments of contracts:** No assignment of contract may be made without the prior written approval of 791 PURCHASING COOPERATIVE. Payment can only be made to the awarded Vendor.
- 5. Disclosures:** Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.
- 6. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any**

favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

7. Funding out clause: Any/all contracts exceeding one (1) year shall include a standard “funding out” clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the Entity’s current revenue only, provided the contract contains either or both of the following provisions: Retains to the Entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the Entity to obtain appropriate funds for payment of the contract.
8. INDEMNIFICATION: The Vendor shall protect, indemnify, and hold harmless 791 PURCHASING COOPERATIVE and its participants, administrators, employees and agents against all claims, damages, losses and expenses arising out of or resulting from the actions of the Vendor, Vendor employees or Vendor subcontractors in the preparation of the RFP and the later execution of the contract.

IN ADDITION TO ALL OTHER OBLIGATIONS OF INDEMNIFICATION SPECIFIED HEREIN, PROPOSER AGREES TO RELEASE AND BE LIABLE FOR AND TO DEFEND, INDEMNIFY AND SAVE HARMLESS 791COOP, PARTICIPANTS, ITS BOARD MEMBERS, OFFICERS, AGENTS, SERVANTS, WORKMEN, EMPLOYEES, SUBSIDIZERS AND INDEMNITIES, U.S. DEPARTMENT OF TRANSPORTATION, TEXAS DEPARTMENT OF TRANSPORTATION, COUNTY AND ALL GOVERNMENT FUNDING AGENCIES PROVIDING FUNDS OR SERVICES IN CONNECTION WITH THIS PROJECT (HEREINAFTER COLLECTIVELY REFERRED TO AS "791 COOP"), FROM AND AGAINST ANY AND ALL LOSS, COST, DAMAGE, LIABILITY AND EXPENSE, INCLUDING CONSEQUENTIAL DAMAGES, COUNSEL FEES, WHETHER OR NOT ARISING OUT OF ANY CLAIM, SUIT OR ACTION AT LAW, IN EQUITY, OR OTHERWISE, OF ANY KIND OR NATURE WHATSOEVER, INCLUDING NEGLIGENCE, ARISING OUT OF THE PERFORMANCE OF THE WORK BY REASON OF ANY ACCIDENT, LOSS OR DAMAGE OF PROPERTY, INCLUDING THE WORK SITE, PROPERTY OF 791COOP AND VENDOR, OR INJURY, INCLUDING DEATH, TO ANY PERSON OR PERSONS, INCLUDING EMPLOYEES OF 791COOP, VENDOR, SUBCONTRACTORS AT ANY TIER OR ANY PERSON WORKING ON VENDOR’S BEHALF, CAUSED BY VENDOR, WHICH MAY BE SUSTAINED EITHER DURING THE TERM OF THE CONTRACT, OR UPON OR AFTER COMPLETION OF THE PROJECT, WHETHER BROUGHT DIRECTLY BY THESE PERSONS OR BY ANYONE CLAIMING UNDER OR THROUGH THEM INCLUDING HEIRS, DEPENDENTS AND ESTATES.

VENDOR ALSO AGREES FOR ITSELF AND ON BEHALF OF ITS AGENTS, SERVANTS, SUBCONTRACTORS, MATERIAL MEN, AND EMPLOYEES TO DEFEND, INDEMNIFY AND HOLD HARMLESS 791COOP FROM AND AGAINST ANY AND ALL CLAIMS OF ANY KIND OR NATURE WHATSOEVER REGARDING SUBCONTRACTORS AND MATERIAL MEN AND AGREES TO ASSUME THE DEFENSE OF 791COOP TO ANY SUCH SUIT AT ITS COST AND EXPENSE. THE VENDOR FURTHER ASSUMES THE RISK OF LOSS AND DAMAGE TO MATERIALS, MACHINERY AND EQUIPMENT TO BE INCORPORATED IN THE WORK AT ALL TIMES PRIOR TO DELIVERY TO THE PROJECT SITE OR WHILE IN THE POSSESSION OR UNDER THE CONTROL OF THE VENDOR.

VENDOR, FOR ITSELF AND ITS EMPLOYEES, BOARD MEMBERS, OFFICERS, AGENTS, SERVANTS, WORKMEN, VENDORS, SUBCONTRACTORS, LICENSEES AND INVITEES, OR ANY OTHER PERSON WORKING ON VENDOR’S BEHALF, HEREBY RELEASES AND AGREES TO BE LIABLE FOR AND TO DEFEND, INDEMNIFY AND SAVE HARMLESS 791COOP, EXCEPT TO THE EXTENT THAT 791COOP IS NEGLIGENT IN WHOLE OR IN PART, FOR ANY CLAIMS MADE BY AN EMPLOYEE, BOARD MEMBER, OFFICER, AGENT, WORKMAN OR SERVANT OF VENDOR’S OR ANY OTHER PERSON WORKING ON



VENDOR'S BEHALF, INCLUDING CLAIMS FOR COMPENSATION OR BENEFITS PAYABLE TO ANY EXTENT BY OR FOR VENDOR UNDER ANY WORKERS' OR SIMILAR COMPENSATION ACTS OR OTHER EMPLOYEE BENEFIT ACTS. IN THE EVENT OF JOINT OR CONCURRENT NEGLIGENCE OF THE VENDOR AND 791COOP, RESPONSIBILITY, IF ANY, SHALL BE APPORTIONED COMPARATIVELY IN ACCORDANCE WITH THE LAWS OF THE STATE OF TEXAS. A VENDOR'S OBLIGATIONS UNDER THIS SECTION 7 SHALL NOT BE LIMITED TO THE LIMITS OF COVERAGE OF INSURANCE MAINTAINED OR REQUIRED TO BE MAINTAINED BY VENDOR UNDER ANY RESULTANT AGREEMENT. THIS PROVISION SHALL SURVIVE THE TERMINATION OF ANY RESULTANT AGREEMENT.

A VENDOR'S INDEMNITY OBLIGATIONS UNDER THIS SECTION SHALL ALSO SPECIFICALLY INCLUDE, WITHOUT LIMITATIONS, ALL FINES, PENALTIES, DAMAGES, LIABILITY, COSTS, EXPENSES (INCLUDING, WITHOUT LIMITATIONS, REASONABLE ATTORNEY'S FEES), AND PUNITIVE DAMAGES (IF ANY) ARISING OUT OF, OR IN CONNECTION WITH ANY (I) VIOLATION OF OR FAILURE TO COMPLY WITH ANY LAW, STATUTE, ORDINANCE, RULE, REGULATION, CODE OR REQUIREMENT OF A PUBLIC AUTHORITY THAT BEARS UPON THE PERFORMANCE OF THE WORK BY THE VENDOR, A SUBCONTRACTOR, OR ANY PERSON OR ENTITY FOR WHOM EITHER IS RESPONSIBLE; (II) MEANS, METHODS, PROCEDURES, TECHNIQUES, OR SEQUENCES OF EXECUTION OR PERFORMANCE OF THE WORK; AND (III) FAILURE TO SECURE AND PAY FOR PERMITS, FEES, APPROVALS, LICENSES AND INSPECTIONS AS REQUIRED UNDER THE CONTRACT DOCUMENTS, OR ANY VIOLATION OF ANY PERMIT OR OTHER APPROVAL OF A PUBLIC AUTHORITY APPLICABLE TO THE WORK, BY THE VENDOR, A SUBCONTRACTOR, OR ANY PERSON OR ENTITY FOR WHOM EITHER IS RESPONSIBLE.

IN ADDITION, THE VENDOR SHALL INDEMNIFY 791COOP FOR ANY FINES AND LEGAL FEES INCURRED BECAUSE EMPLOYEES, AGENTS, OR WORKERS SUPPLIED BY THE VENDOR ARE NOT AUTHORIZED TO WORK IN THE UNITED STATES.

By the execution and submission of this proposal, VENDOR acknowledges VENDOR has read and does comply with all terms and conditions, clauses and requirements contained herein.

9. State of Texas Franchise Tax: By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed to the State of Texas under Chapter 171, Tax Code.
10. The Vendor shall comply with Insurance requirements and submit copies of their insurance certificate to 791 Coop and any participant using the vendor's award
11. New Technology and Products: New products that meet the scope of work may be added to the existing contract. Pricing shall be equivalent to the percentage discount of other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is superior to the original products offered, is discounted in a similar or to a greater degree and/or if the products meet the requirements of the original solicitation. No products may be added to avoid competitive procurement procedures. 791 PURCHASING COOPERATIVE may reject any additions, without cause
12. Vendor will have the ability to ship materials via UPS, Fed Ex or Common Carrier. These materials can include copy or printed materials but may also include materials brought to the vendor's facility for shipping F.O.B.

13. The Vendor will match or lower any pricing of comparable contracts with similar volume or similar Cooperative. IE every year the volume discounts may go lower to the agencies as the volume of the program goes up.
14. The Vendor agrees to honor pricing and will not have “Floors” in their pricing. This includes fixed prices and discounts of catalogues.
15. The Vendor agrees it may revise catalogs no more than 2 times a year.
16. The Vendor may request price adjustments quarterly based upon the CPI. However, 791 COOP deny or reduce price adjustments based up combined price increases and the combined CPI over 12 months.
17. Vendors that have storefronts will have a process to register an entity's P-Cards to ensure the entity is getting the contract price or the store price, whichever is the lowest.
18. Vendor will notify 791 COOP of any changes in ownership and the vendor will notify any entity requesting this information.
19. Vendor may request 791 COOP sign a non-disclosure agreement regarding ownership change until such change in ownership is complete.
20. Publicly held Company (Vendor) shall provide the most recent SEC Financial filing.
21. Private held Company (Vendor) shall provide access to review its Financial Statement
22. Vendor will notify 791 COOP of any financial changes including changes in debt ratings. Vendor will notify 791 COOP of any “supplier” putting credit holds upon the vendor and why such hold is in place. Vendor may request 791 COOP sign a non-disclosure agreement regarding this matter.
23. The Vendor agrees that upon request by 791 COOP that it will promptly update contact information of references
24. **Felony Conviction Notice (Required in Texas) -Notification of Criminal History:** “A person or business entity that enters into an agreement with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony. A school district may terminate an agreement with a person or business entity if the district determines that the person or business entity failed to give notice as required or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the agreement.” This notice is not required of a publicly held corporation. Texas Education Code § 44.034. FELONY CONVICTION NOTICE document is part of the Required Forms Combined Rev1 document and posted on Ionwave. This form should be uploaded to the “Response Attachments” of this RFP. Failure to complete this result in being given notice your proposal is being considered for award and you will be given no more than 5 business days to complete and return before being determined non-responsive.
25. **References:** The proposal response should contain a minimum of five (5) references of customers you have served that would be considered eligible for participants in 791COOP (i.e. K-12 School Districts, College/Universities, and/or City/County Government Entities, Water or Fire Districts, etc.). In addition

to the name of the entity, a contact name, email and phone number shall be included. The references document is attached as **EXHIBIT A. REFERENCE SHEET** must be completed and uploaded.

- 26. Vendor Certifications:** Vendor certifications should include applicable D/M/WBE, HUB and manufacturer certifications for sales and service (if applicable). Certificates may be scanned and uploaded to the “Response Attachments” or the Vendor may wait for notification that their proposal is being considered for award or the Vendor may complete and submit with their Response. Vendors choosing to wait will be asked to complete and return. Whether or not you are a D/M/WBE, HUB or similar business will have no bearing on the evaluation score, but provides our participants the information if it is part of their entities’ policies.
- 27. Federal Forms and Certifications:** There is a form that relates to all vendors that is required by Federal Regulation when federal funds are expended by a participant. Vendors should complete all requested forms agreeing to comply with regulations. This document is listed as a bid attachment in IonWave. Vendor may wait for notification that their proposal is being considered for award or the Vendor may complete and submit their response. Vendors choosing to wait will be given no more than 5 business days to complete and return before being determined non-responsive.
- 30. CERTIFICATIONS OF OFFEROR:** This is part of the RFP and must be completed, signed, scanned and uploaded to the “Response Attachments” with the proposal. The EXHIBITS must also be completed, signed, and uploaded with a copy of the RFP. If the proposer has deviations to these documents, the vendor must identify them under **EXHIBIT C. EXCEPTIONS TO TERMS, CONDITIONS AND SPECIFICATIONS FORM**, with the requested language to negotiate with 791COOP. The CERTIFICATIONS OF OFFEROR signature page must be submitted and signed. The acceptance of any negotiated terms will be added to the **CERTIFICATIONS OF OFFEROR**.
- 31. 791COOP Vendor Agreement:** This agreement may be found in this RFP Attachments section on Ionwave. If the proposer has deviations from these documents, the vendor must identify them under a copy of **EXHIBIT C. EXCEPTIONS TO TERMS, CONDITIONS AND SPECIFICATIONS FORM** with the requested language to negotiate with 791COOP. Leave the 791COOP Vendor Agreement unsigned and upon agreement to negotiated terms and conditions both parties shall sign the revised 791COOP Vendor Agreement.
- 32. Warranty (If applicable):** Warranty documentation should be scanned and uploaded to the “Response Attachments” WARRANTY section.
- 33. Protest Procedure:** If a contractor/proposer (contractor) desires to protest a process or decision by 791COOP, the contractor must follow the process used by CTCOG.

## **B. LIMITATIONS OF THE SOLICITATION AND THE USE OF AWARDED AGREEMENTS BY PARTICIPANTS**

Depending on different entities and jurisdictions’ laws and regulations, participants may be prohibited from participating in one or more of the 791COOP agreements. 791COOP has no control over those legal restrictions and does not warrant that a participant entity will be able to utilize a 791COOP awarded agreement.

## **C. INSURANCE REQUIREMENTS**

1. Contractor's Commercial General Liability Insurance—Contractor shall purchase and maintain such insurance as will protect him from claims for damages because of bodily injury, sickness, disease, or death of any person including claims insured by standard personal injury liability, and from claims for injury to or destruction of tangible property, including loss of use resulting therefrom, any or all of which may arise out of or result from Contractor's operations under the Contract Documents, whether such operations be by himself or anyone directly or indirectly employed by him or for whose acts they may be legally liable. This insurance shall include the types and specific coverages herein described and be written for not less than any limits of liability specified in these Documents or required by law, whichever is greater. Insurance must include coverage for independent contractors, products/completed operations, contractual liability, broad form property damage, and personal injury.
2. Contractor's Automobile Liability Insurance—Contractor shall purchase and maintain such insurance as will protect him from claims for damages because of bodily injury, sickness, disease or death of any person, including claims insured by standard personal injury coverage; and from claims for injury to or destruction of tangible property, including loss of use resulting there from, any or all of which may arise out of or result from the use of all owned, non-owned, or hired, automobile, vehicles, and other equipment both on and off work, arising from or in any way related to or as the result of Contractor's operations under the Agreement, whether such operations be by the Contractor or anyone directly or indirectly employed by him or for whose acts any of them may be legally liable.
3. Contractor's Workers' Compensation and Employer's Liability Coverage—The Contractor shall comply with the provisions of the Workers' Compensation Act, and the subsequent Injury Act, and the Contractor shall procure and maintain during the life of this Contract Workers' Compensation and Employer's Liability Insurance in accordance with Texas laws and regulations. Such insurance shall include coverage permitted for safety devices. If the Contractor elects to be self-insured, he shall comply with the applicable requirements and laws of Texas. CTCOG, its officers, or employees will not be responsible for any claims or actions occasioned by the failure of the Contractor to comply with the provisions of this paragraph.

If any class of employee is not protected under the Workers' Compensation Statute, the Contractor shall provide adequate employer's liability coverage as will protect him and the University against any claims resulting from injuries to and death of workers engaged in work under this contract.

4. Coverage limits—Insurance coverage limits required to be carried by the Contractor under this Section shall be as follows:
  - a. Commercial General Liability Insurance and Commercial Automobile Liability Insurance limits of coverage shall be the limits established by the Texas Claims Act or a Combined Single Limit coverage of \$1,000,000.
  - b. Contractor's Workers' Compensation - coverage shall be those established by applicable statutes. Employer's liability coverages shall be the limits established by the State of Texas or \$1,000,000.
  - c. Umbrella Liability Insurance: Liability on the following form basis with a limit of \$1,000,000 per occurrence in excess of all primary limits.
5. All proposals shall include a valid Certificate of Liability Insurance showing CTCOG, 791 Purchasing Cooperative, and individual 791 Purchasing Cooperative participants (if requested) as a certificate holders.
6. To protect the CTCOG, 791 Purchasing Cooperative, 791 Purchasing Cooperative Participants, and their employees against liability, loss, or expense in the event of damage to property, injury, or death to any

person or persons arising in any way out of or in connection with or resulting from the work provided hereunder, Vendor shall procure and maintain, at its sole expense and until acceptance of the work, insurance as hereinafter enumerated in policies which shall be subject to the CTCOG 's and 791 Purchasing Cooperative's approval as to form, amount and issuing company. Amounts listed are a minimum.

## V. Terms and Conditions

1. **Exclusivity**- Any award under this solicitation is not exclusive and 791 COOPERATIVE reserves the right to multi-award or not award. 791 COOPERATIVE reserves the right to solicit the same or similar categories again for additional awards during the life of an existing agreement with one or more awarded vendors of another solicitation if 791 COOPERATIVE decides it is in the best interest of our participants.
2. **Confidentiality of Proposal** - If you believe part of your proposal is confidential and not subject to sunshine laws such as the Public Information Act, there is a form to complete to make such a declaration. Read it carefully.
3. **Best and Final Offer** – There will be NO best and final offer; your proposal will be your final offer for solicitation competition purposes. Vendors may lower prices at any time during the agreement period. See the pricing section.
4. **Non-Responsive Proposals:** All proposals will be reviewed for responsiveness to the material requirements of the solicitation. A proposal that is not materially responsive shall not be eligible for further consideration for award of the agreement. There may be required specifications for this proposal and desired and other specifications. IF YOUR PROPOSAL FAILS TO MEET ANY OF THE DESIGNATED **REQUIRED** SPECIFICATIONS, YOUR PROPOSAL SHALL BE DEEMED NON-RESPONSIVE AND WILL NOT BE EVALUATED FURTHER OR CONSIDERED FOR AWARD.
5. **Deviations and Exceptions:** Deviations or exceptions stipulated as non-negotiable in the response by the proposer may result in disqualification if they are not acceptable to 791 COOPERATIVE.
6. **Estimated Quantities:** Because 791 COOPERATIVE cannot accurately anticipate which participants will utilize the awarded agreements due to the thousands of participants and the different government entity types, 791 COOPERATIVE makes no guarantee or commitment of any kind concerning quantities or usage of agreements resulting from this solicitation. This information, if provided, is provided solely as an aid to vendors in preparing proposals only. The successful Vendor(s) discount and pricing schedule shall apply regardless of the total cumulative volume of business under the agreement.
7. **Conditions of Agreement** - The terms and conditions of this solicitation shall control in the order that best serves the 791 COOPERATIVE participant needs and deciding the controlling order is at the sole discretion of 791 COOPERATIVE. The terms and conditions of this solicitation shall be incorporated by reference in a resulting agreement unless expressly agreed otherwise by the parties in writing.
8. **Name brands** – If name brands are required to be priced but other products of equal or similar type and quality may also be represented in the pricing and will be considered. 791 COOPERATIVE want pricing either in a fixed price or a discount off published or available to 791 COOPERATIVE Participant catalog price or both if applicable to your proposal. A “catalog” is defined above and includes pricing of goods and /or services.
9. **Evaluation** – 791 COOPERATIVE will evaluate the best value by rating the proposals submitted by the vendors. The point score received will be the weighted score which will be used to determine awarded vendors. See Evaluation criteria sheet with applicable point weights in this document. If



applicable, extensions of unit prices shown will be subject to verification by the district. In case of variation between the unit price and the extension, the unit price will be considered to be the proposal.

- 10. LIMITATION OF LIABILITY – Waiver:** BY SUBMITTING A PROPOSAL, OFFERER EXPRESSLY AGREES TO WAIVE ANY CLAIM IT HAS OR MAY HAVE AGAINST BOTH 791 PURCHASING COOPERATIVE CTCOG , ITS DIRECTORS, OFFICERS, ITS TRUSTEES, OR AGENTS ARISING OUT OF OR IN CONNECTION WITH (1) THE ADMINISTRATION, EVALUATION, RECOMMENDATION OF ANY PROPOSAL; (2) ANY REQUIREMENTS UNDER THE SOLICITATION, PROPOSAL PACKAGE, OR RELATED DOCUMENTS; (3) THE REJECTION OF ANY PROPOSAL OR ANY PART OF ANY PROPOSAL; AND/OR (4) THE AWARD OF AN AGREEMENT, IF ANY. NEITHER CTCOG NOR 791 COOPERATIVE SHALL BE RESPONSIBLE OR LIABLE FOR ANY COSTS INCURRED BY PROPOSERS OR THE SELECTED CONTRACTOR IN CONNECTION WITH RESPONDING TO THE SOLICITATION, PREPARING FOR ORAL PRESENTATIONS, PREPARING AND SUBMITTING A PROPOSAL, ENTERING OR NEGOTIATING THE TERMS OF AN AGREEMENT, OR ANY OTHER EXPENSES INCURRED BY A PROPOSER. THE PROPOSER OR SELECTED CONTRACTOR IS WHOLLY RESPONSIBLE FOR ANY SUCH COSTS AND EXPENSES AND SHALL NOT BE REIMBURSED IN ANY MANNER BY CTCOG OR 791 COOPERATIVE.
- 11. RESERVATION OF RIGHTS -** 791 COOPERATIVE expressly reserves the right to:
- a) Reject or cancel any or all proposals;
  - b) Waive any defect, irregularity or informality in any proposal or SOLICITATION procedure provided the waiver is equally applied to all Offerors and an Offeror is not prejudiced by the waiver as compared to other Offerors;
  - c) Waive as an informality, minor deviations from specifications for goods or services at a lower price than other proposals meeting all aspects of the specifications if it is determined that total cost is lower and the overall function is not impaired;
  - d) Reissue a SOLICITATION;
  - e) Consider and accept an alternate proposal as provided herein when most advantageous to 791 COOPERATIVE and its participants;
  - f) 791 COOPERATIVE has the right to terminate the agreement for cause or no cause for convenience with a thirty-day written notice, unless otherwise agreed in writing in an executed agreement between the parties;
  - g) This is not an exclusive award and no guaranteed volumes of purchases are guaranteed. 791 COOPERATIVE and its participants reserve the right to procure any items or services by other means at the sole discretion of 791 COOPERATIVE or its participants.
- 13) Supplemental agreements -** The 791 PURCHASING COOPERATIVE Participant entity participating in the 791 PURCHASING COOPERATIVE Agreement and awarded vendor may enter into a separate supplemental agreement or contract to further define the level of service requirements over and above the minimum defined in this Agreement i.e., invoice requirements, ordering requirements, specialized delivery, etc. Any supplemental agreement or contract developed as a result of this Agreement is exclusively between the participating entity and awarded vendor. 791 PURCHASING COOPERATIVE, its agents, 791 PURCHASING COOPERATIVE Participants, and employees shall not be made a party to any



claim for breach of such agreement unless named and agreed by the Party in question in writing in the agreement. If a vendor submitting a Proposal requires 791 PURCHASING COOPERATIVE and/or 791 PURCHASING COOPERATIVE Participant to sign an additional agreement, those agreements shall comply with the award made by 791 PURCHASING COOPERATIVE to the Vendor. Supplemental Vendor's Agreement documents may not become part of 791 PURCHASING COOPERATIVE's Agreement with the vendor unless and until an authorized representative of 791 PURCHASING COOPERATIVE reviews and approves it. 791 PURCHASING COOPERATIVE permits 791 PURCHASING COOPERATIVE Participants to negotiate additional terms and conditions with the Vendor for the provision of goods or services under the Vendor's 791 PURCHASING COOPERATIVE Agreement.

- 14) **Survival Clause** - All applicable agreements, contracts, software license agreements, warranties, or service agreements that were entered into between Vendor and 791 PURCHASING COOPERATIVE or the 791 PURCHASING COOPERATIVE Participant Customer under the terms and conditions of this Agreement shall survive the expiration or termination of this Agreement. All Orders, Purchase Orders issued, or contracts executed by 791 PURCHASING COOPERATIVE or a 791 PURCHASING COOPERATIVE Participant and accepted by the Vendor prior to the expiration or termination of this agreement, shall survive expiration or termination of the Agreement, subject to previously agreed terms and conditions agreed by the parties or as otherwise specified herein relating to termination of this agreement.
- 15) **Smoking** - Persons working under the Agreement shall adhere to the 791 PURCHASING COOPERATIVE Participant's or local smoking statutes, codes, or policies.
- 16) **Novation** - If an awarded vendor sells or transfers all assets or the entire portion of the assets used to perform this Agreement, a successor in interest must guarantee to perform all obligations under this Agreement. A simple change of name agreement will not change the Agreement obligations of the awarded vendor.
- 17) **Licenses** - Awarded vendor shall maintain in current status all federal, state, and local licenses, bonds, and permits required for the operation of the business conducted by awarded vendor. Awarded vendors shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of goods or services under the Agreement. 791 PURCHASING COOPERATIVE and its Participants reserve the right to stop work and/or cancel the Agreement of any awarded vendor whose license(s) expire, lapse, is suspended, or terminated subject to a 30-day cure period unless prohibited by applicable statute or regulation.
- 18) **791 PURCHASING COOPERATIVE Participant Purchasing Procedures** - Purchase orders or their equal are issued by participating 791 PURCHASING COOPERATIVE Participant to the awarded vendor and should indicate on the order that the purchase is per the applicable 791 PURCHASING COOPERATIVE Agreement number. Orders are typically emailed to 791 PURCHASING COOPERATIVE at [admin@791COOP.org](mailto:admin@791COOP.org)
  - Awarded vendor delivers goods/services directly to the participating participant.
  - Awarded vendor invoices to the participating 791 PURCHASING COOPERATIVE Participant directly.
  - Awarded vendor receives payment directly from the participating participant.
  - Awarded vendor reports sales monthly to 791 PURCHASING COOPERATIVE (unless prior arrangements have been made with 791 PURCHASING COOPERATIVE for an alternative submission schedule).

- 19) **Incorporation of Solicitation** - The 791 Purchasing Cooperative Solicitation, whether a Request for Proposals, the Request for Competitive Sealed Proposals or Request for Qualifications solicitation, or other, the Vendor's response to same and all associated documents and forms made part of the solicitation process, including any addenda, that resulted in the execution of this agreement are hereby incorporated by reference into this agreement as if copied verbatim.
- 20) **State of Texas Franchise Tax:** By signature hereon, the bidder hereby certifies that he/she is not currently delinquent in the payment of any franchise taxes owed the State of Texas under Chapter 171, Tax Code.
- 21) **Funding out clause:** Any/all contracts exceeding one (1) year shall include a standard "funding out" clause. A contract for the acquisition, including lease, of real or personal property is a commitment of the Entity's current revenue only, provided the contract contains either or both of the following provisions: Retains to the Entity the continuing right to terminate the contract at the expiration of each budget period during the term of the contract and is conditioned on a best efforts attempt by the Entity to obtain appropriate funds for payment of the contract.
- 22) **New Technology and Products:** New products that meet the scope of work may be added to the existing contract. Pricing shall be equivalent to the percentage discount of other products. Vendor may replace or add product lines to an existing contract if the line is replacing or supplementing products on contract, is superior to the original products offered, is discounted in a similar or to a greater degree and/or if the products meet the requirements of the original solicitation. No products may be added to avoid competitive procurement procedures. 791 PURCHASING COOPERATIVE may reject any additions, without cause
- 23) **Disclosures:** Vendor affirms that he/she has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with this contract.

**[CERTIFICATIONS OF OFFER AND SIGNATURE IMMEDIATELY FOLLOWING]**

## **VI. 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 have noted any exceptions to the RFP in my organization's response. I acknowledge that I have read and understand the requirements and provisions of the Request for Proposal 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 Request for Proposals 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 CTCOG , on behalf of said Offeror by authority of its governing body. I am binding my organization to the terms set forth in this agreement with CTCOG . I understand that there is a separate vendor agreement with 791 Purchasing Cooperative. The vendor affirms that, to the best of his/her knowledge, the offer has been arrived at independently, and is submitted without collusion with anyone to obtain information or gain any favoritism that would in any way limit competition or give an unfair advantage over other vendors in the award of this contract.

**Name of Organization/Contractor(s):** \_\_\_\_\_

**Signature of Authorized Representative:** \_\_\_\_\_

**Required**

**Name of Authorized Representative:** \_\_\_\_\_

**Title of Authorized Representative:** \_\_\_\_\_

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

**EXHIBIT A.**  
**REFERENCE SHEET**

Entity Name	City and State	Contact Person	VALID EMAIL IS REQUIRED	Phone

Name of Organization/Contractor(s): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_  
**(Required)**

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

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

## EXHIBIT B

### VENDOR PROFILE QUESTIONNAIRE

**Required for Evaluation of Proposals, Failure to complete may result in your firm's response to be Non-Responsive.**

**Provide responses to the following questions that address your company's operations, organization, structure and processes for providing products and services. Additionally, provide a Cover Letter, a summary of response to this proposal request, of**

**1. Minority/Women Business Enterprise** (Required by some participating governmental agencies)

- Vendor certifies that his firm is a M/WBE **Yes    No**
- Please include any copies of SBA, HUB, MWBE, Veteran or any other certification.

**2. Certification of Residency** (Required by the State of Texas)

- Company submitting bid is a resident bidder. **Yes    No**
- Vendor's principal place of business is in the city of \_\_\_\_\_ State of \_\_\_\_\_

**3. Felony Conviction Notice** (Required by the State of Texas)

- A publicly held corporation; therefore, this reporting requirement is not applicable.
- Is not owned or operated by anyone who has been convicted of a felony.
- Is owned or operated by the following individual(s) who has/have been convicted of a felony: (If the 3<sup>rd</sup> box is checked, a detailed explanation of the names and convictions must be attached.)

**4. Pricing Information**

- In addition to the current typical unit pricing furnished herein, the Vendor agrees to offer all future product introductions at prices that are proportionate to Dealer Pricing. **Yes    No**

If answer is no, attach a statement detailing how pricing for 791 PURCHASING COOPERATIVE participants would be calculated.

- Additional discounts for purchase of a guaranteed quantity? **Yes    No**

**5. Processing Information**

- Company billing address where the invoice for the participation fee will be sent by 791 PURCHASING COOPERATIVE:

Contact Person & Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

- Contact person responsible for processing and confirming all purchase orders (PO's) sent by 791 PURCHASING COOPERATIVE:

Contact Person & Title: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**6. Provide a Cover Letter for Response to this RFP.**

7. Provide your company's Dun & Bradstreet (D&B) number.
8. Please define your standard terms of payment.
9. Provide a description of your company's relevant market and your position within it.
10. Describe the scope of sales/field support your company would make available to government entities.
11. Describe the scope of training opportunities your company would make available to government entities as needed.
12. Describe your company's Customer Service Department (hours of operation, number of service centers, parts outlets, number of technicians, etc. ) Clarify if the service centers are owned by your company or if they are a network of subcontractors.
13. Describe how your company handles after-hours customer service needs.
14. Indicate your response time to emergency service calls.
15. Describe your 24/7 service compliance.
16. Discuss your organization's capability and historical flexibility in completing timely service calls and problem resolution.
17. Please describe the quality program(s) within your company and the program which measures your service work.
18. List the dollar sales volume your company annually.
19. Describe your call center organization.
20. Does your company offer a dedicated, 800 number for all locations to place phone and fax orders? Is the call center available 24 hours/7 days a week?
21. Describe how service call problems get escalated in emergency situations during and after hours. Who would be responsible in your company for assessing the appropriate course of action to remedy the problem?
22. Describe your expectations of your subcontractors and /or service centers when completing a repair. How does your company verify these expectations are being met?
23. List the steps taken from start to finish in receiving a service call through to completion of repair and invoicing. Include time frames associated with each step.
24. Describe how your company tracks completion of repairs.

25. Describe how your company manages services calls on a not to exceed amount. Is your company willing to accept a not to exceed amount specified by the government entity or does your company operate with a minimum amount not to exceed; if so, what is that amount?
26. Describe your process for troubleshooting a problem. How does repair get escalated for service?
27. List the total dollar volume your company completes in Government annually.
28. List the other functions your company can provide.
29. Describe what project scheduling tools your company use to track projects.
30. Describe your company's safety program performing services.
31. Provide your company's administrative support resources
32. Provide who will provide the administrative support services including the person (s) title, phone number (s), fax number(s), e-mail(s) and resume(s)
33. What support documents does your company provide to the government entity after Construction Project is completed (typically for larger Projects)?
34. Describe what technical resources your company will provide to support the government entities' projects.
35. Indicate if your company will accept all forms of Purchase Orders or Project Work Orders.
36. What credit requirements are needed by the government entity in order for your company to accept a purchase order?
37. Identify the process of receiving a purchase order for the ordering of products.
38. Identify the process of receiving a purchase order and any billing (including progress payments).
39. Does your company require Tax Exempt Formsto be provided by government entities for each purchase order?
40. Describe how your company will invoice the government entity. Include a process map.
41. Is your company able to send quotes in electronic format via email including specific information.
42. Discuss the invoicing options your company offers and the payment terms for each.
43. What is the average time frame associated with receiving an invoice following completion of a repair or replacement?



44. Is your company willing to accept a cut off of invoices not submitted within a 90-day period or 120 day period?

Name of Organization/Contractor(s): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_

**(Required)**

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

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

**EXHIBIT C.**

**EXCEPTIONS TO TERMS, CONDITIONS AND SPECIFICATIONS FORM**

Company Name \_\_\_\_\_

**Note: This is a sample form. Actual data must be provided on disk, and printed. Original must be signed and inserted in the bid after it is printed.**

Any exceptions to the Terms, Conditions, Specifications or Bid Forms contained herein shall be noted in writing and included with the bid submittal. **If there are no exceptions, please write N/A and sign it.**

Page Number	Paragraph #	Term, Condition or Specification	Exception

\_\_\_\_\_  
\_\_\_\_\_

Name of Organization/Contractor(s): \_\_\_\_\_

Signature of Authorized Representative: \_\_\_\_\_  
**(Required)**

Name of Authorized Representative: \_\_\_\_\_

Title of Authorized Representative: \_\_\_\_\_

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