RFP-25-61-ART-Transportation Coordination Plan Consultant

Request for Proposal Transportation Coordination Plan Consultant 2025 - 2026



Procurement Department 2700 NE Interstate 410 Loop, Suite 101 San Antonio, TX 78217 Office (210) 362-5302 Fax (210) 225-5937

RFP Release Date: Deadline to Submit Questions: Response to Questions Posted: Proposal Submission Deadline: June16, 2025June30, 2025June7, 2025July21, 2025

RFP Links: <u>https://aacog.gov/procurement</u>

Notice: Prospective proposers who receive this document from a source other than AACOG should immediately contact AACOG and provide their name, company, and email address in order that an addendum to the RFP or other communication can be delivered. Any prospective proposer who fails to provide the agency with this information assumes complete responsibility for complete submission requirements.

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# PART 1.0 – SCOPE OF REQUEST

# 1.1 PURPOSE OF REQUEST FOR PROPOSALS (RFP)

AACOG is seeking proposals from qualified consultants to update the Regional Public Transit Coordination Plan for the Alamo Region (Region 18). This plan will meet the requirements outlined in the TxDOT Coordination Plan Guidebook and will comply with state and federal regulations, including the Federal Transit Administration's Section 5310.

The purpose of this RFP is to identify and contract a consultant with the expertise to:

- 1. Conduct a comprehensive assessment of the transportation needs of target populations (e.g., seniors and individuals with disabilities, but also low-income residents, zero car households, youths, residents with limited English proficiency, veterans, and clients of workforce agencies (job seekers).
- 2. Help organize and facilitate meaningful stakeholder and public engagement.
- 3. Identify gaps and duplication in transportation services focused on the above populations.
- 4. Identify and help facilitate prioritization of unmet needs.
- 5. Identify goals and strategies that stem from the prioritized unmet needs and help facilitate the prioritization of those strategies.
- 6. Prepare a 5-year update to our regional coordination plan that meets TxDOT's requirements and supports funding eligibility.

AACOG is looking for experienced professionals in public transportation coordination to prepare and deliver an updated, five-year regionally coordinated transportation plan. This plan aims to ensure a comprehensive network of transportation services, enabling people to efficiently and effectively reach their destinations.

# **1.2 BACKGROUND INFORMATION**

#### 1.2.1 Alamo Area Council of Governments (AACOG)

AACOG is a voluntary association of municipal and county governments and special districts located in Bexar County and the surrounding twelve counties. Defined as a political subdivision of the State of Texas, the Alamo Area Council of Governments (AACOG) was established in 1967 under Chapter 391 of the Local Government Code as a voluntary association of local governments and organizations that serves its members through planning, information, and coordination activities. AACOG serves the Alamo Area/State Planning Region 18, which covers 13 counties and 12,582 square miles. Comprising the area planning region are Atascosa, Bandera, Bexar, Comal, Frio, Gillespie, Guadalupe, Karnes, Kendall, Kerr, Medina, McMullen, and Wilson counties. The population of the region is approximately 2.7 million, with over 500,000 persons living in the counties surrounding Bexar County.

The Alamo Regional Transit (ART) department provides public transportation bus service to all residents in the service region. Service to and from Bexar County and San Antonio is also provided. ART provides demand response, micro-transit, and deviated route transportation services.

It is AACOG's policy to treat all persons, potential members, vendors, contractors, subcontractors, providers, suppliers, and others fairly, equitable, in a nondiscriminatory manner. AACOG employees, as public servants, will execute their duties in a fair and legal manner, avoiding actual or perceived conflicts of interest.

# 1.2.2 Funding Sources

Payment for services will be provided through grants successfully obtained, as well as the funding abilities of participating counties and cities, and AACOG.

# **1.3 SCOPE OF WORK**

1.3.1 The selected consultant will perform the following tasks, according to the TxDOT Coordination Plan Guidebook; the schedules that are contained in the Guidebook (see especially Timeline 2 in Appendix M); and using the tools and methodologies as described in the Guidebook and its appendices.

# 1.3.2 Task 1: Project Management

- Conduct a kickoff meeting with the Agency and the Regional Coordination Committee (RCC) members to go over the tasks, the preliminary schedule of tasks and deliverables and clarify the divisions of responsibilities and the role of the RCC. The Agency will also seek the consultant's help in inviting additional individuals to join the RCC in order to broaden the representation of the organizations serving the target populations.
- Revise the project timeline as needed per discussions at the kickoff meeting.
- Schedule and conduct monthly check-in calls with the Agency's project manager.
- Prepare and submit monthly progress reports to the Agency.

# 1.3.3 Task 2: Stakeholder and Public Engagement

- Prepare and submit a stakeholder/community engagement plan and communication plan.
- Schedule and conduct stakeholder surveys/interviews, rider surveys, and/or focus groups, and public meetings, as per the Coordination Guidebook.
- Engage representatives from target populations and relevant agencies via the RCC and provider survey effort in Task 3.

# **1.3.4 Task 3: Existing Conditions Analysis**

• Prepare a geographic assessment.

- Prepare a demographic assessment including the Transit Needs Index (TNI) map.
- Prepare an assessment of transportation services in the region that provide trips to the target populations; this effort will include conducting a survey of such transportation providers and preparing profiles of each of the transportation providers.
- Identify instances of service duplication and service gaps, instances of unmet transportation needs.
- Prepare and submit a Task 3 Technical Memorandum on the findings from this task.
- Conduct a workshop (Workshop #1) for the RCC where the existing conditions, the instances of duplication and service gaps, and instances of unmet needs are presented and discussed, and at which the consultant will help the RCC prioritize the unmet needs.

# **1.3.5** Task 4: Prepare the Interim Plan

- Compile the findings from the preceding tasks into Chapters 1 through 6 of the Interim Plan, per the required format in the Coordination Guidebook.
- Submit the Interim Plan to the RCC for review, and revise the Interim Plan.
- Revise Chapters 1 through 6 as needed per feedback from the RCC: [Note, the Agency must submit the Interim Plan to TxDOT by March 2026].
- Conduct any "missing activities" and revise the Interim Plan, as needed per instructions from TxDOT stemming from its review of the Interim Plan.

# 1.3.6 Task 5: Goals and Strategies

- Develop matrices of goals and strategies that trace back to the unmet needs prioritized in the Interim Plan.
- Prepare and submit a Task 5 Technical Memorandum that introduces and discusses these matrices.
- Conduct a workshop (Workshop #2) for the RCC where the goals and strategies are presented and discussed, and at which the consultant will help the RCC prioritize the goals and strategies.
- Revise the matrices per the discussions at the workshop.

# 1.3.7 Task 6: Draft Final Plan and Final Plan

- Prepare and submit the Draft Final Plan.
- Review the Final Plan per Agency/RCC feedback.
- Help the Agency promulgate the stakeholder/community review of the Draft Final Plan.
- Present to the Agency/RCC suggested changes based on the stakeholder/community feedback and come to a consensus on final changes.
- Prepare and submit the Final Plan, including all supporting data and documentation and required signatures.

# 1.3.8 Required Deliverables:

- **Deliverable 1:** <u>A report on an inventory of transportation resources.</u> This report shall include (a) a description of the methodology used to conduct this inventory, (b) observations/findings/conclusions (c) recommendations concerning the public transit – human services transportation plan, (d) appendices including data collection forms, assessment documents as applicable, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 65 and older, and persons with low incomes participated in the development and approval of this inventory and report. See the list of essential stakeholders shown below.
- Deliverable 2: <u>A report on a comprehensive needs assessment.</u> This report shall include (a) a description of the methodology used to conduct this needs assessment concerning the public's transportation needs, (b) observations/findings/conclusions concerning unmet needs and inefficiencies such as overlaps and gaps in services, (c) a discussion of recommendations and implications concerning the public transit – human services transportation plan, (d) appendices including data collection forms, assessment documents, minutes, sign-in sheets and documentation that stakeholders including individuals with disabilities, individuals 60 and older and persons with low incomes participated in the development and approval of this comprehensive needs assessment and report. See the list of essential stakeholders shown below.
- Deliverable 3: <u>A final updated, five-year Coordinated Human</u> <u>Service Public Transportation Plan</u>. This deliverable shall include support documentation, including minutes, sign-in sheets, and other documentation that stakeholders, including individuals with disabilities, individuals 60 and older, and persons with low incomes, participated in the development and approval of this five-year plan.

# 1.3.9 Essential stakeholders include:

- Representatives of public, private, and non-profit transportation providers, including recipients of Section 5307 funds (small urban transportation providers), Section 5311 funds (rural transportation providers), and Section 5310 (Enhanced Mobility of Seniors and Individuals with Disabilities)
- Representatives of human services providers
- Representatives of metropolitan planning organizations (unless in a planning region with no MPO)
- Individuals with disabilities
- Individuals 60 and older
- People with low incomes or representatives of/advocates for individuals with low incomes
- Zero-car households
- Veterans
- Workforce agencies
- Advocates for children
- Other members of the public

**1.3.10 Deliverable Cost and Timeline:** The applicant must propose costs for developing and completing each deliverable and provide calculations showing how the cost was derived.

A Quarterly report will be provided to AACOG to include the following: 1) whether work is progressing according to the project description / workplan; if not, briefly explain why and describe plans for moving forward.

2.) Identify any need for technical assistance.

- **1.3.11 IMPORTANT:** The final updated, five-year public transit human-services transportation plan must include all elements of the following <u>Regionally</u> <u>Coordinated Transportation Plan Organization and Contents</u> that follow:
  - Cover Page
  - Executive Summary
  - Table of Contents
  - Chapter 1. RPTCP Introduction & Organization
  - Chapter 2. Public Outreach & Community Engagement
  - Chapter 3. Geographic Assessment
  - Chapter 4. Demographic Assessment
  - Chapter 5. Transportation Services Assessment
  - Chapter 6. Needs & Gaps Analysis
  - Chapter 7. Goals, Strategies, & Projects
  - Chapter 8. Priorities
  - Chapter 9. Approvals
  - Appendices

Appendices can be used to provide information that was used to prepare the RPTCP, such as:

- Detailed outreach activities, including example materials used
- Feedback from outreach activities
- Transportation provider survey instruments
- Participating transportation provider contact information
- Transportation provider survey responses
- RCC strategy prioritization exercise results
- Feedback for RPTCP review

# 1.4 PROJECT BUDGET

Applicants are asked to submit pricing proposals to accomplish the Scope of Work as outlined previously. The cost breakdown must encompass all costs for travel, personnel, and any miscellaneous items. Provide a breakdown per each deliverable. Allowed budget/funding outlined between AACOG and TxDOT for the 5-year Regionally Coordinated Transportation Plan is set at <u>\$200,000</u> for the plan update.

#### Example:

FY 2016-17										
Labor Expenses			Deliverable 1 - 2016		Deliverable 2 - 2016		Deliverable 3 - 2017		Grand Total	
Title		Rate	Hrs	Cost	Hrs	Cost	Hrs	Cost	Hrs	Cost
PROJECT MANAGER		\$70.97	75	\$5,322.75	80	\$5,677.60	50.5	\$3,583.99	205.5	\$14,584.34
SENIOR PLANNER		\$58.06	22	\$1,277.32	35	\$2,032.10	12	\$696.72	69	\$4,006.14
ASSOCIATE PLANNER		\$43.87	50	\$2,193.50	50	\$2,193.50	38.5	\$1,689.00	138.5	\$6,076.00
MKTG PRACTICE LEADER		\$58.06	65	\$3,773.90	70	\$4,064.20	20	\$1,161.20	155	\$8,999.30
Subtotal, Direct Labor	Т		212	\$12,567.47	235	\$13,967.40	121	\$7,130.90	568	\$33,665.77
Burden and Overhead		55%		\$6,912.11		\$7,682.07		\$3,922.00		\$18,516.17
Total Labor				\$19,479.58		\$21,649.47		\$11,052.90		\$52,181.94
Direct Costs										
Travel/per diem				\$900.00		\$900.00		\$900.00		\$2,700.00
Collateral/printing				\$50.00		\$200.00		\$50.00		\$300.00
Total Direct Costs				\$950.00		\$1,100.00		\$950.00		\$3,000.00
TOTAL COST				\$20,429.58		\$22,749.47		\$12,002.90		\$55,181.94

# 1.5 CONTRACT AND PAYMENTS

- **1.5.1** The contract period between AACOG and the successful bidder/applicant will be **September 1, 2025**, through **September 30**, **2026**.
- **1.5.2** AACOG shall not be liable for any costs incurred by Contractor in the performance of this RFP.
- **1.5.3** Contractor hereby agrees and acknowledges that Contractor shall not have any claim against AACOG in the event AACOG loses funding from its sources and is unable to continue with this collaboration. In the event of a loss of funding, Contractors will be paid for approved work completed prior to the loss of funding.

# **1.6 CONTRACTOR REQUIREMENTS**

- **1.6.1** The Contractor will be required to complete an AACOG Vendor Packet and a (BBA) Business Associate Agreement. (See attachments)
- **1.6.2** The Contractor must ensure that clients are at all times treated respectfully and professionally. The Contractor's staff must conduct themselves in a professional manner at all times.
- **1.6.3** Contractor must be licensed, certified, and prepared to adhere to when performing work.
- **1.6.4** The work must be completed in a timely and expeditious manner. The Contractor is expected to provide progress reports to AACOG indicating the work schedule and work status.
- **1.6.5** The Contractor and its subcontractors are considered independent Contractors and shall indemnify and hold harmless AACOG, AACOG staff, and program clients from all claims arising out of work performed.
- **1.6.6** The Federal Privacy Act of 1974 and related State law and regulations regulate the proper disclosure of individually identifiable information and / or

records. Contractor must take special precautions to protect confidential information from loss, unauthorized use, access, disclosure, modification, and destruction.

**1.6.7** Performance of this RFP and all work or obligations covered by and arising out of this RFP shall be at the risk of Contractor exclusively. To the fullest extent permitted by law, Contractor shall, with respect to all work or obligations covered by or arising out of the this RFP, or the performance thereof, indemnify, hold harmless and defend AACOG and each of its officers, partners, joint venture partners, representatives and/or employees from and against any and all allegations, losses, claims, actions, demands, damages, liabilities, or expenses (including costs, expenses and attorney's fees), arising directly or indirectly from this RFP, or the performance thereof.

# 1.7 PROCUREMENT STANDARD

It is the policy of AACOG to conduct procurement in a manner that provides for full and open competition. An award will be made only to an organization possessing the qualifications and demonstrated ability to perform successfully under the terms and conditions of a contract.

# PART 2.0 - SUBMISSION INFORMATION

# 2.1 RESPONSE DEADLINE

The Request for Proposals (RFP) will be posted on **Monday, June 16th, 2025**. The deadline to submit a completed proposal is **Monday, July 21, 2025**. Official receipt of Proposals submitted will be by entry on a proposal receipt log. All submitted applications will be recorded in an official application receipt log. An email confirmation receipt will be issued. Please note only Electronic Submissions is allowed: Applications and all attachments must be submitted as PDF files via email to procurement@aacog.gov and ijones@aacog.gov. The subject line of the email must read: RFP Submission: RFP-25-61-ART-Transportation Coordination Plan Consultant. Modifications or amendments to a Proposal must comply with the deadline. A respondent may withdraw a Proposal at any time during the procurement process by submitting a written request to the

# 2.2 PROCUREMENT SCHEDULE

All time noted on the Procurement Schedule (Page 1) is Central Standard Time. Dates posted are subject to change.

# 2.3 TECHNICAL ASSISTANCE

AACOG will accept questions submitted via electronic mail. An Addendum to the RFP, to include all questions received, will be delivered to all interested parties and included in the document archived at the ElectronicState Business Daily website. No other representative of AACOG is allowed to accept or respond toquestions related to this solicitation other than:

Debbie Ugarte Contracts and Procurement Director Email: <u>dugarte@aacog.gov</u>

#### AACOG RFP Secondary Point of Contact: Isaac Jones III Senior Procurement Analyst Email: <u>ijones@aacog.gov</u>

- 2.4
- **2.4.1** During the period between the date AACOG issues this RFP and the date of the selection of the Contractors by AACOG, if any, Respondents shall restrict all contact with AACOG and direct all questions regarding this RFP, including questions regarding terms and conditions, only to the individual identified above in Section "Inquiries and/or Discrepancies" in the specified manner. Do not contact members of the Board of Directors, other employees of AACOG, or any of AACOG's agents or administrators. Contact with any of these prohibited individuals after issuance of this RFP and before selection is made may result in disqualification of the Respondent. The communications prohibition shall terminate when the contract is executed by the Contractor and AACOG.
- **2.4.2** Prohibited communications includes direct contact, discussion, or promotion of any Respondent's Proposal with any member of AACOG's Board of Directors or employees except for communications with AACOG's designated representative as set forth in this RFP and only in the course of inquiries, briefings, interviews, or presentations. This prohibition is intended to create a level playing field for all potential Respondents, assure that decisions are made in public, and protect the integrity of the RFP process. Except as provided in the above stated exceptions, the following communications regarding a particular invitation for bids, Requests for Proposal, requests for qualifications, or other solicitations are prohibited:
  - **2.4.2.1** Communication between a potential Contractor, service provider, bidder, respondent, lobbyist, or consultant and any member of AACOG's Board of Directors.
  - **2.4.2.2** Communications between any director and any member of a selection or evaluation committee.
  - **2.4.2.3** Communications between any director and administrator or employee.
- **2.4.3** The communications prohibition shall not apply to the following:
  - **2.4.3.1** Communications with AACOG's purchasing agent, specifically named and authorized to conduct and receive such communications under this RFP or upon the request of AACOG, with AACOG's general counsel.
  - **2.4.3.2** Presentations made to the Board of Directors during any duly noticed public meeting.
  - **2.4.3.3** Nothing contained herein shall prohibit any person or entity from publicly addressing AACOG's Board of Directors during any duly noticed public meeting, in accordance with applicable Board policies, on a matter other than this RFP or in connection with a

# 2.5 AVAILABILITY OF REQUEST FOR PROPOSALS

The RFP will be posted as noted on Page 1, RFP Links, or at the request of the proposer, by contacting procurement staff at the above e-mail beginning **Monday**, **June 16th**, **2025**. The RFP is also available at the above address from 8:00 a.m. – 5:00 p.m., Monday through Friday (except for holidays). Any interested party that receives this RFP by means other than directly from AACOG is responsible for notifying AACOG that it has received an RFP package so that when an addendum to this RFP is issued, the information can be provided to all interested parties.

# 2.6 PROPRIETARY INFORMATION AND THE PUBLIC INFORMATION ACT

- **2.6.1** Because contracts are awarded by a governmental entity, all responses submitted are subject to release as public information after contracts are executed. If a Respondent believes that its response, or parts of its response, may be exempted from disclosure, the Respondent must specify page-by-page and line-by-line the parts of the response, which it believes, are exempt. In addition, the Respondent must specify which exception(s) are applicable and provide detailed reasons to substantiate the exception(s). Any information that is unmarked will be considered public information and released, if requested, under the Public Information Act.
- **2.6.2** The determination of whether information is confidential and not subject to disclosure is the duty of the Texas Office of Attorney General (OAG). AACOG must provide the OAG with sufficient information to render an opinion, and therefore, vague and general claims to confidentiality by the Respondent are not acceptable. AACOG must comply with the opinions of the OAG. AACOG assumes no responsibility for asserting legal arguments on behalf of any Respondent. Respondents are advised to consult with their legal counsel concerning disclosure issues resulting from this procurement process and to take precautions to safeguard trade secrets and other proprietary information. After completion of the award, these documents will be available for public inspection.

# PART 3.0-GENERAL INFORMATION & ADMINISTRATIVE REQUIREMENTS

# 3.1 ELIGIBLE PROVIDERS

- **3.1.1** AACOG expects to receive proposal statements from established and knowledgeable entities with demonstrable expertise in the tasks required. The proposer(s) selected for the contract will become an approved AACOG vendor and will be responsible for tasks outlined in the SOW.
- **3.1.2** It is the policy of AACOG to encourage participation by small and Historically Underutilized Businesses (HUBs), as defined in Government Code, Chapter 2161, as Contractors to AACOG. It is the goal of AACOG to include HUBs in at least ten percent (10%) of the total value of contracts awarded annually.

- **3.1.3** To be eligible for consideration:
  - **3.1.3.1** Licensed to do business in the State of Texas.
  - **3.1.3.2** Proposers must have experience with Transportation Planning and Regional Coordination Plans
- **3.1.4** AACOG is prohibited from contracting with any entity debarred, suspended, or otherwise excluded from or ineligible for participation. Accordingly, a contract requires Contractors to certify that they are in compliance with the Federal regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98-510, Participant's Responsibilities. The Contractor must certify that, to the best of its knowledge and belief, neither it nor its principals are presently debarred, suspended, proposed fordebarment, declared ineligible, or voluntarily excluded from participation in this transaction by a federal department or agency.
- **3.1.5** Respondents must possess the knowledge, experience, expertise, professional judgment, and capacity within their organization to perform theservices and activities requested under this RFP and meet high standardsfor public service and fiduciary responsibility.

### 3.2 CONTRACT INFORMATION

- **3.2.1** TYPE OF CONTRACT: This Request for Proposal may result, assuming a Contractor is selected, and an award made. There will be no guarantee of work assigned or awarded.
- 3.2.2 CONTRACT PERIOD: It is the intent of AACOG to execute a contract for the delivery of services identified for an initial period beginning on or about September 1<sup>st</sup>, 2025, and ending September 30th, 2026. AACOG reserves the right to terminate a contract at any time based on Contractor performance or noncompliance.
- **3.2.3** ADDITIONAL FUNDING: AACOG reserves the right to expand the contract to include additional tasks in the Proposal response that AACOG deems beneficial to the area.
- **3.2.4** REASSIGNMENT: In the event a Contractor fails to perform as required, AACOG reserves the right to terminate the contract early and assign the contract in whole or in part to a comparably ranked proposer / proposal obtained through this procurement, subject to successful contract negotiations.
- **3.2.5** Within 30 days, written notice by either party, if Contractor shall be required to satisfactorily complete all projects in progress at the time notice is given.
- **3.2.6** In the event of a breach of this RFP by either party hereto that is not remedied within five (5) working days after delivery of written notice of such breach, the non-breaching party may terminate this RFP by providing ten

(10) days' written notice to the other party of their intent to terminate thisRFP.

# 3.3 GOVERNING PROVISIONS AND LIMITATIONS

Violation of any of the following provisions may cause a Proposal to be disqualified and rejected from consideration:

- **3.3.1** The Proposal, if accepted, will become the basis for the contract scope of work.
- **3.3.2** Respondents must submit a comprehensive Proposal for all services solicited. Any Proposal that is not comprehensive will be deemed non-responsive.
- **3.3.3** The only purpose of this RFP is to ensure uniform information in the solicitation of Proposals for the procurement of identified services. This RFP is not to be construed as a purchase agreement, contract, or as a commitment of any kind; nor does it commit AACOG to pay for costs incurred prior to the execution of a formal contract unless such costs are specifically authorized in writing by AACOG.
- **3.3.4** AACOG reserves the right to accept or reject any or all Proposals received, to cancel or reissue this RFP in part, or in its entirety.
- **3.3.5** AACOG reserves the right to award a contract(s) for any services solicited in this RFP in any quantity AACOG determines is in its best interests.
- **3.3.6** AACOG reserves the right to extend, shorten, increase, or decrease any contract awarded as a result of this RFP.
- **3.3.7** AACOG reserves the right to request additional information, clarification of or explanation for any aspect of a response to this RFP.
- **3.3.8** AACOG reserves the right to waive any minor defect in the procurement process or to correct any error(s) and/or make changes to this solicitation it deems necessary. AACOG will provide notifications of any changes in this RFP to all interested parties having requested or received a copy of this RFP.
- **3.3.9** AACOG reserves the right to negotiate the final terms of any and all contracts or agreements with selected proposers and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the regional area.
- **3.3.10** AACOG reserves the right to contact any individual, agency, employer, or granting agencies listed in a Proposal, contact others who may have experience and/or knowledge of the respondent's relevant performance and/or qualifications, and to request additional information from any and all respondents.
- 3.3.11 AACOG reserves the right to conduct on-site reviews of records, systems,

procedures, including credit and criminal background checks of any entity selected for funding under this RFP. This may occur either before or after the award of a contract or agreement. Any misrepresentation of the proposer's ability to perform as stated in the RFP response may result in the cancellation of any contract or agreement awarded.

- **3.3.12** AACOG reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this RFP if adequate funding is not received by AACOG from funding sources or due to legislative changes.
- **3.3.13** Respondents shall not, under penalty of law, offer or provide any gratuities, favors, or anything of monetary value to any officer, board member, employee, Proposal evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- **3.3.14** Respondents shall not attempt in any manner to advocate for, lobby, or otherwise attempt to influence any officer, board member, employee, Proposal evaluator, or agent of AACOG or elected official for purposes of having an influencing effect on this procurement.
- **3.3.15** No officer, board member, employee, Proposal evaluator, or agent of AACOG shall participate in the selection, award, or administration of a contract if a conflict of interest or potential conflict is involved.
- **3.3.16** Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision will cause a respondent's Proposal to be disqualified and rejected. This does not preclude joint ventures or subcontracts.
- **3.3.17** The contents of a successful Proposal will become a contractual obligation if selected for the award of a contract. Failure of a respondent to accept this obligation may result in cancellation of an award. No plea of error or mistake shall be available to the successful proposer as a basis for release from proposed services at the stated price/cost. Any damages assessed by AACOG as a result of a successful proposer's failure to contract with AACOG may be recovered from the proposer.
- **3.3.18** A contract with a selected proposer may be withheld, at the sole discretion of AACOG, if issues of contract or questions of non-compliance, questioned/disallowed costs, audit/monitoring findings, or legal issues exist, until such issues are satisfactorily resolved.
- **3.3.19** AACOG is exempt by law from paying State Sales Tax and Federal Excise Tax.
- **3.3.20** The contractor shall retain all records for a minimum period of seven (7) years after AACOG makes final payment and all other pending matters are closed. This requirement is to ensure fair settlement of disputes or complaints that may arise, as well as to fulfill federal audit requirements. This requirement survives the termination of this RFP for any reason.

# 3.3.21 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY:

Contractor provides its assurance that it will comply with all requirements of applicable Federal and State laws that no person providing or receiving services under this contract will be excluded from participation, or be otherwise subjected to discrimination because of race, color, religion, gender, sexual orientation, national origin, age, disability or political affiliation or belief.

# 3.4 ADMINISTRATIVE REQUIREMENTS AND LIMITATIONS

- **3.4.1** Contractor will be required to procure all insurance required by this RFP and to list AACOG as an additional insured on each policy prior to the commencement of any work pursuant to a contract executed as a result of this RFP, when applicable (or if funding becomes available). Liability coverage and deductibles must be acceptable to AACOG.
- **3.4.2 INSURANCE REQUIREMENTS** CONTRACTOR will be required to provide proof of general liability and casualty insurance coverage prior to contract execution:
  - **3.4.2.1** Performance bonding: \$10,000
  - **3.4.2.2** General Liability: \$100,000
  - **3.4.2.3** Personal Injury: \$100,000
  - **3.4.2.4** Property damage: \$100,000
  - 3.4.2.5 Automobile Liability: \$500,000 per occurrence
- **3.4.3** Respondents must be able to demonstrate the necessary administrative and fiscal capability to successfully provide required services and to meet the financial accountability requirements of federal grants when applicable (or if funding becomes available).
- **3.4.4** The contractor must provide reports upon demand as may be requested orrequired by AACOG.
- **3.4.5** Private for-profit corporations submitting a Proposal must include a statement signed by an authorized representative of the corporation authorizing submission of a Proposal.
- **3.4.6** AACOG shall require the Contractor to remove any employee or staff member from the contract who is alleged (accused, arrested, or charged) to have committed a disqualifying offense subsequent to the background check performed. The contractor is required to immediately notify AACOG when it becomes aware of the alleged offense to determine if it disqualifies the employee or staff member from continuing to work under the contract.
- **3.4.7** Respondents must possess the knowledge, experience and expertise,

professional judgment and capacity within their organization to perform the services and activities requested under this RFP.

#### PART 4.0 – PROPOSAL REVIEW AND SELECTION PROCESS

- **4.1 EVALUATION PROCESS:** The evaluation process will consist of:
  - **4.1.1** An initial review of responsiveness and eligibility with the criteria specified in the RFP by AACOG personnel.
  - **4.1.2** All eligible Proposals will be evaluated and scored by an independent team of reviewers. The proposer's qualifications will be evaluated on specificcriteria outlined in Section 4.2 by reviewers using a standardized scoringmatrix.
  - **4.1.3** Applicants will be determined:
    - **4.1.3.1** Acceptable for contract
    - 4.1.3.2 Deficient
    - **4.1.3.3** Not eligible.
  - **4.1.4** Proposals determined to be deficient will be notified of the deficiency and allowed to reapply upon correction of the deficiency.

#### 4.2 EVALUATION CRITERIA

4.2.1	Project Understanding and Technical Approach	25points
4.2.2	Qualifications & Experience of the Consultant Team	25 points
4.2.3	Stakeholder Engagement Plan	20 points
4.2.4	Proposed Schedule	20 points
4.2.5	Cost Effectiveness	10 points

#### 4.3 PROPOSER'S ACCEPTACE OF EVALUATION METHODOLOGY

By submitting a Proposal, Proposer acknowledges:

- **4.3.1** Proposer's acceptance of the Proposal evaluation process
- **4.3.2** The criteria for selection
- **4.3.3** Proposer's recognition that certain subjective judgments may be generated during

evaluation.

#### 4.4 PROCUREMENT DISPUTE RESOLUTION Appeal and Debriefing Process

### 4.4.1 Appeal Process

**4.4.1.1** Proposers not selected for funding may appeal only with respect to any fault or violation of law or regulation regarding the procurement process. Appeals must be filed within <u>ten calendar days</u> of receipt of AACOG notification of final action. Appeals shall be directed to:

Contract and Procurement Director Alamo Area Council of Governments Procurement Department 2700 NE Interstate 410 Loop, Suite 101 San Antonio, TX 78217

- **4.4.1.2** The appeal must indicate the AACOG action appealed and the violation, which forms the basis for the appeal, and shall be signed by the Proposers organization's authorized representative. Fax and e-mail transmittals will not be accepted. The filing of the appeal must be within the time frame identified. There is no relief accorded to the appellate for not filing within the published deadlines. Hearings are at the discretion of AACOG and shall be conducted inaccordance with existing AACOG procedures.
- **4.4.1.3** Proposers must provide a detailed statement of legal and factual grounds including, copies of relevant documents, and the form of relief requested.
- **4.4.1.4** Proposers may NOT appeal the scoring and ranking of Proposals, unless substantiated by material or relevant facts.
- **4.4.1.5** Proposers may NOT appeal solely on the belief that their Proposal is superior to the one selected for award.
- **4.4.1.6** Proposers understand that review and action shall be considered final, with no further formalities considered.

#### 4.4.2 Debriefing Process

Proposers not selected by this procurement process, and have elected not to file an appeal, may submit within 10 days of the receipt of AACOG notification of the procurement decision, a Request for Debriefing to obtain information on the procurement process and how their Proposal or offer was received and ranked. AACOG shall acknowledge receipt of the Request for Debriefing in writing within 10 days of receipt, along with the date and time of the scheduled debriefing. The debriefing shall be scheduled as soon as possible and no later than 10 days from the receipt of the Request for Debriefing. A debriefing is offered as a courtesy to any bidder who is not selected for funding. The purpose of the debriefing is to promote the exchange of information, explain the Proposal evaluation system, and help unsuccessful bidders understand why they were not selected.

# PART 5.0 – PROPOSAL RESPONSE REQUIREMENTS

# 5.1 PROPOSAL FORMAT AND NUMBER OF PROPOSALS

### 5.1.1 EMAIL SUBMISSION

Respondents must submit one complete application, including all executed certifications and authorized signatures. Applications and any attachments must be submitted as PDF files only. An electronic copy must be sent via email to procurement@aacog.gov and ijones@aacog.gov, with the email subject line: RFP Submission: RFP-25-61-ART-Transportation Coordination Plan Consultant. No paper copies should be submitted. Any submission lacking the required content may be ruled non-responsive and may not be considered under this procurement.

# 5.2 PROPOSAL FORMAT

- **5.2.1** Proposals must be typed, single-spaced, and submitted on 8  $\frac{1}{2}$  x 11-inch plain white paper.
- **5.2.2** Do not use less than a 10-point font.
- **5.2.3** Each page of the Proposal, with the exception of the cover sheet, must be sequentially numbered, including attachments.
- **5.2.4** Proposals must contain all required elements in the order prescribed.
- **5.2.5** Proposals that do not conform to this requirement may be considered non-responsive and excluded from consideration under this procurement.

#### 5.3 PROPOSAL VALIDITY PERIOD

Each Proposal will remain valid for AACOG's acceptance for a minimum of thirty (30) days after the submittal deadline, to allow for evaluation, selection, and Boardaction.

# 5.4 PROPOSAL SUBMISSION REQUIREMENTS

Proposals should include the following sections

- **5.4.1 Transmittal letter:** Include the name, title, and contact information of the primary contact.
- **5.4.2 Project Understanding:** Describe the Plan's objectives and requirements
- **5.4.3 Technical Approach:** Describe the methodologies, tools, and strategies for completing the tasks

- **5.4.4 Team composition and experience:** Provide resumes of key personnel and highlight relevant experience
- **5.4.5** Schedule: Include a timeline with key milestones and deliverable dates
- **5.4.6 Cost Proposal:** Submit a separate sealed cost proposal with a detailed budget per task and project staff member. The payment schedule may be based on milestones or time and materials with a not to exceed amount.

# 5.4.7 Conflict of Interest Questionnaire

# 5.4.8 Certification Regarding Debarment, Suspension, Ineligibility, and VoluntaryExclusion

5.4.9 Non-Discrimination Certification

### 5.4.10 Certification Regarding Lobbying

### 5.4.11 Request to be added to AACOG Bidder's/Contractor List

### PART 6.0 – PROPOSAL RESPONSE FORMS

### 6.1 **PROPOSAL TITLE PAGE (Attachment A)**

Each Proposal must be accompanied by a complete Proposal title page. Respondents must designate a contact person responsible for all communications concerning the Proposal and notification of award. Respondents must also designate a person with documented signatory authority for contract negotiations.

#### 6.2 TABLE OF CONTENTS (Attachment B)

Each Proposal must have a Table of Contents that lists each item of the Proposal, including attachments, with corresponding page numbers. Clearly identify the material by section and page number.

#### 6.3 EXECUTIVE SUMMARY (Attachment C)

Provide a brief summary highlighting your organization's history, qualifications, and experience; overall approach to delivering the services solicited in this RFP; and any unique or innovative aspects of your Proposal. Briefly state the proposer's understanding of the service to be provided and make a positive commitment to performing the work in a timely manner.

#### 6.4 **PROPOSAL NARRATIVE (Attachment D)**

- 6.5 CERTIFICATION SHEET (Attachment E) (complete and sign form)
- 6.6 ACKNOWLEDGEMENT FORM (Attachment F) (complete and sign form)

# 6.7 CONFLICT OF INTEREST QUESTIONNAIRE (Attachment G) (complete and

sign form)

If a conflict exists. You may review the Agency's current Board of Directors at <u>https://aacog.gov/board-members-committees</u>

- 6.8 CERTIFICATION REGARDING DEBARMENT (Attachment H) (complete and sign form)
- 6.9 NON-DISCRIMINATION CERTIFICATION (Attachment I) (complete and sign form)
- 6.10 CERTIFICATION REGARDING LOBBYING (Attachment J) (complete and sign form)
- 6.11 REQUEST TO BE ADDED TO BIDDER'S/CONTRACTOR'S LIST (Attachment K) (complete and sign form)
- 6.12 CONSOLIDATED CERTIFICATION FORM (Attachment L) (complete and sign form)



# ATTACHMENT A

# PROPOSAL TITLE PAGE REGIONAL COORDINATION PLAN

Legal Name of Proposing Entity	
Name of Owner/Director of Entity	
Title	
Mailing Address	
Physical Address (If different than mailing)	
Telephone Number	
Fax Number	
E-mail Address	
Contract Signatory Authority & Title	
Federal Tax ID Number	
Disadvantaged Business Enterprise? If "yes", attach copy of current certification.	□ Yes □ No
	□ Corporation □ Sole Proprietor
Legal/Tax Status of Organization	□ Partnership  □ Other (Specify)



# ATTACHMENT B

TABLE OF CONTENTS



# ATTACHMENT C

**EXECUTIVE SUMMARY** 



# ATTACHMENT D

**PROPOSAL NARRATIVE** 



# ATTACHMENT E

# **CERTIFICATION SHEET**

All specifications and terms and conditions of the RFP have been read.

Our Company accepts the specifications and conditions unless otherwise accepted in writing to the Executive Director, Alamo Area Council of Governments (AACOG).

Company					
Name:					
Mailing					
Address:					
City:		State		Zip Code	
Phone:			Fax:		
Web Site:					
Email:					
	Na	ame of Repres	entative autho	prized to sign for bidder:	
(Print name)				(Signature)	

(a) Does your "residence state" require bidders whose principal place of business is in Texas to underbid bidders whose residence state is the same as yours by a prescribed amount or percentage to receive a comparable contract? "Residence State" is defined as the state in which the principal place of business is located. YES NO

(b) What is that amount or percentage?



I certify that the above information is correct:

Name:	
Position:	
Signature:	
Date:	



# ATTACHMENT F

### ACKNOWLEDGEMENT FORM

Having carefully examined the terms and conditions and specifications within this RFP document, the undersigned Proposer's Agent hereby proposes and agrees to furnish the proposed product(s)/service(s) in strict compliance with the specifications as quoted.

The Proposer affirms that, to the best of his knowledge, the response 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 them an unfair advantage over other bidders in the award of this RFP.

The Proposer affirms that he/she has not participated in an act of favoritism, gratuity, or inside dealings with any member of the staff of AACOG or its Board of Directors.

Company Name:	
President/Designee:	
Position:	
Signature:	
Date:	



# ATTACHMENT G (page 1)

CONFLICT OF INTEREST QUESTIONNAIRE FORM CIQ	
For vendor or other person doing business with local governmental entity	
This questionnaire reflects changes made to the law by H.B. 1491, 80 <sup>th</sup> Leg., Regular Session.	OFFICE USE ONLY
This questionnaire is being filed in accordance with chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001 (1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).	Date Received
By law this questionnaire must be filed with the records administrator of the local governmententity not later than the 7 <sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. <i>See</i> Section 176.006, Local Government Code.	
A person commits a offense if the person violates Section 176.006, Local Government Code.A offense under this section is a Class C misdemeanor.	
1. Name of person who has a business relationship with local governmental entity.	
<ul> <li>Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file a updated completed questionnaire with the appropriate filing authorit 7<sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)</li> </ul>	
3. Name of local government office with whom filer has employment or business relationship. This section (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach addi Form CIQ as necessary.	
A. Is the local government officer named in this section receiving or likely to receive taxable income, oth income, from the filer of the questionnaire?	er than investment
☐ Yes ☐ No	
B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment inc direction of the local government officer named in this section AND the taxable income is not from the local	
<ul> <li>☐ Yes</li> <li>☐ No</li> <li>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect government officer serves as an officer or director, or holds a ownership of 10 percent or more?</li> <li>☐ Yes</li> <li>☐ No</li> </ul>	to which the local
D. Describe each employment or business relationship with the local government office named in this sec	tion.
Signature of person doing business with governmental entity Date Date	-



#### ATTACHMENT H

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

NAME OF INDIVIDUAL, AGEN ORGANIZATION	NCY, BUSINESS OR	Doing business as (DBA), if applicable:		
ADDRESS	Applicable Procurement or S	Solicitation #, ifay:	Federal Employer Tax Identification #:	

# READ CAREFULLY BEFORE SIGNING THIS CERTIFICATION. Federal regulations require contractors, bidders, and sub grantees to sign and abide by the terms of this certification, without modification, in order to participate in certain transactions directly or indirectly involving federal funds.

- 1. By signing and submitting this certification, the prospective vendor/grantee is attesting/acknowledging the representations set out below.
- 2. This certification is a material representation of fact upon which the Alamo Area Council of Governments (AACOG)will rely on when this transaction is entered into. If it is later determined that the prospective vendor/grantee knowingly rendered an erroneous certification, in addition to other remedies available to Federal or Statedepartments or funding agency(s), AACOG may pursue on its own available remedies, including contracttermination, suspension and debarment.
- 3. The prospective vendor/grantee shall provide immediate written notice to AACOG, Executive Director, 2700 NE Loop 410, Suite 101, San Antonio, Texas, 78217, if at any time it learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4. The terms "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "Proposal", and "voluntarily excluded", as used in this certification, have meanings based upon materials in the Definitions andCoverage sections of federal rules implementing Executive Order 12549. You may contact the person to which this Proposal or contract is submitted for assistance in obtaining a copy of this regulation.
- 5. The prospective vendor/grantee agrees, by submitting this certification, that should the proposed contract/grant beentered into, it shall not knowingly enter into any lower-tier-covered transaction or sub-contract with a person or entity that is proposed for debarment, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, unless pre-authorized by the appropriate federal or state department or agency, orby AACOG.

#### Do you have or do you anticipate having sub-vendors/sub-grantees under this proposed agreement?Yes No

- 6. The prospective vendor/grantee further agrees by submitting this certification, that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Contracts and Grants," without modification, in all lower-tier covered transactions and sub-contracts and in all solicitations for lower-tier covered transactions and sub-contracts.
- 7. A vendor/grantee may rely upon a certification of a prospective participant that it is not proposed for debarment, debarred, suspended, ineligible, or voluntarily excluded from the transaction, unless it knows that the certification is erroneous. Each vendor/grantee is required to check the list of parties excluded from Federal and State Procurement and Non-procurement Programs. AACOG checks this list for all parties to which it provides funds that are derived directly or indirectly from the Federal Government.
- 8. Nothing contained in the foregoing shall be construed to require the establishment of a system of records in orderto render in good faith the certification required by this certification document. Participants are not required to have knowledge and information exceeding that which is normally possessed by a prudent person in the ordinary courseof business activity.
- 9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a transaction knowingly enters into a lower-tier transaction or contract with a person who is proposed for debarment, debarred, suspended,ineligible, or voluntarily excluded from participation, in addition to other remedies available to the Federal Government, AACOG or its applicable funding agency(s) may pursue available remedies, including contract termination, suspension and/or debarment



# ATTACHMENT H

#### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR CONTRACTS AND GRANTS

Check the statement that applies to the potential vendor/grantee:

- 1. The prospective vendor/grantee certifies by submission of this certification, that neither it nor its principals:
  - (a) Is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by ay Federal or State department or agency; and
  - (b) Have, within a three-year period preceding this certification, been convicted of or hand a civil judgment rendered against them for fraud; committed a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract; violated Federal or State antitrust statutes; committed embezzlement, theft, forgery, bribery, falsification or inappropriate destruction of records; or received stolen property; and
  - (c) Is presently indicted for or otherwise charged by a government entity (Federal, State, or local) with the commission of any of the offenses enumerated in the preceding paragraph.
     (b) of this certification; and
  - (d) Have, within a three-year period preceding this certification, hand one or more contracts or transactions (Federal, State, or local) terminated for cause or default.
  - 2. The potential vendor/grantee is unable to certify to one or more of the terms in this certification. In this instance, the potential vendor/grantee must attach a signed and dated explanation for each of the above terms, 1(a) through 1(d), to which it cannot certify.

NAME OF POTENTIAL VENDOR/GRANTEE:	

Signature of Authorized	Printed/Typed Name & Title of Authorized
Representative	Representative

Date:



# ATTACHMENT I

# NON-DISCRIMINATION CERTIFICATION

The Contractor has agreed to comply with:

- 1. Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits employment discrimination based on race, color, religion, sex, or national origin.
- 2. The Equal Pay Act of 1963 (EPA), which protects men and women who perform substantially equal work in the same establishment from sex-based wage discrimination.
- 3. The Age Discrimination in Employment Act of 1967 (ANDEA), which protects individuals who are 40 years of age or older.
- 4. Title I and Title V of the Americas with Disabilities Act of 1990, as amended (ADA), which prohibit employment discrimination against qualified individuals with disabilities in the private sector, and in state and local governments.
- 5. Sections 501 and 505 of the Rehabilitation Act of 1973, which prohibit discrimination against qualified individuals with disabilities who work in the federal government.
- 6. Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA), which prohibits employment discrimination based on genetic information about an applicant, employee, or former employee; and
- 7. The Civil Rights Act of 1991, which, among other things, provides monetary damages in cases of intentional employment discrimination.

NAME OF POTENTIAL VENDOR/GRANTEE:

Signature of Authorized	Printed/Typed Name & Title of Authorized
Representative	Representative

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



# ATTACHMENT J

# **CERTIFICATION for CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS**

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of anagency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts undergrants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of the fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.

\$10,000 and not more than \$100,000 for each such Statement

for Loan Guarantees and Loan Insurance

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

If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete andsubmit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. Submission of this statement is a prerequisite for making or entering this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the requiredstatement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Title	
Organization	



# ATTACHMENT K REQUEST TO BE ADDED TO BIDDER/ VENDOR LIST

AACOG requires all vendors interested in conducting business with the agency to complete a "Request to be added to Bidder/Vendor List" packet prior to being eligible to receive opportunities to bid for agency projects.

AACOG is an equal opportunity agency within the meaning and spirt of the law and does not discriminate on the basis of race, age, color, sex (including sexual orientation and gender identity), disability, national origin, or religion. All contractors and vendors are required to comply with AACOG's EEO policies and/or provide adequate verification upon request that they comply with applicable EEO laws.

By submitting a completed vendor packet to AACOG, you agree to comply with the above terms and conditions and all other applicable federal, state, and local laws and regulations.

#### **RETURN THIS FORM TO:**

Alamo Area Council of Governments 2700 NE Loop 410, Suite 101 San Antonio, TX 78217 ATTN: Procurement Department Phone: (210)362-5200 Email: procurement@aacog.com

I,\_\_\_\_\_, hereby attest that I have read and understand the above terms for conducting business with the Alamo Area Council of Governments.

Company Name:
Mailing Address:
City/ State/ ZIP code:
Telephone Number:
Website Address:
Email Address:
Representative:



Please list the type of products/ services you provide and attach any catalogs/ brochures/ samples. Use this list below to describe your products/ services \*required\*:

	Office Supplies Office Furniture Copier Paper/ Specialty Paper Computers Computer Supplies Computer Software Copier Machines (and supplies) Audio/ Visual Duplication Audio/ Visual Equipment Data & Phone Cabling Other:	General Contractor         Weatherization Contractor         Aging Contractor         Psychological Services         Outreach Items         Printing Services         Security Detail         Criminal Justice Supplies         Consultant (	)
Please as	ssist us by completing the following:		
Гуре of I	Request:		
1.	Type of Request: New Vendor	Chage of Address	Updated Information
2.	Ownership:		
	Sole Proprietorship	Partnership Corporation	
	Governmental Agency	Non-Profit Other	
3.	Tax Identification Number:		
	Attach completed W-9 form unless tax	exempt. http://www/irs.gov/pub/irs-pdf/fw9.pdf	
	-		
	DUNS Number, if applicable:		
4.	Have you done business with AACOO	in the past?	
	Yes No		
5.	Is your business currently certified wit	h the Stat of Texas Centralized Master Bidder's List?	
5.	https://comptroller.texas.gov/purchasing		
	Yes No		
		CMBL certification with this vendor Proposal**	
6.	Is your business currently certified as a <u>https://comptroller.texas.gov/purchasir</u>		
	Yes No	□ N/A	
7.	Is your business currently certified as a	HUB outside the State of Texas?	
	Yes No	If yes, what State?	
		11 yes, what blate:	



8. If YES to either question 6 or 7, enter Historically Underutilized Business (HUB), ethnicity, and gender status, if applicable:

Asia Pacific American (AS)	Hispanic American (HI)	American Woman (WO)
Black American (BL)	Native American (AI)	Male (M)/ Female (F):

9. If applicable, please note if your Texas- based Small, Minority, and/or Women- Owned Business Enterprise (SMWBE) is certified with any of the organizations listed below.

City	of Austin

City of Houston Dallas/ Fort Worth Minority Supplier Development Council

- El Paso Hispanic Chamber of Commerce
- South Central Texas Regional Certification agency (SCTRCA)
- Southwest Minority Supplier Development Council
- Texas Department of Transportation (TXDOT)
- Women's Business Council- Southwest
- Women's Business Enterprise Alliance

#### Please return confirmation of this certification with this vendor Proposal.

\*If you hold certification with any of the entities noted above, you may qualify to automatically receive HUB Certification with the State of Texas. Please contact TPASS's Statewide HUB Program at (888)863-5881 for further information.

10. Is your principal place of business in the State of Texas?

Yes No

11. Is your organization delinquent on State of Texas Franchisee taxes?

Yes	No
-----	----

12. Are you or anyone in your organization related to an AACOG employee or a member of AACOG's governing board?

Yes	🗌 No
-----	------

If YES, list AACOG employee or Board member's name and relationship:

ľ	Var	ne
ſ	Var	ne

Relationship:

13. Are you or anyone in your organization a former Workforce Solutions- Alamo employee and/ or board member?

Yes No



#### ACCOUNTS PAYABLE DIRECT DEPOSIT (ACH) FORM

Vendor Name: Address:	
Phone: E-Mail Address:	
Financial Institution:	
Bak Point of Contact Title and Phone Number	
Bak Account Number:	
Routing Number:	
	Please attach a voided check from this account.

Must provide all numbers required for ACH deposit.

#### PLEASE NOTE THE FOLLOWING

- Only one bank account may be used per Vendor
- Please contact the Accounting Department at (210) 362-5200 with any questions.
- Please allow 10 business days for vendor and banking verification.

I hereby authorize Alamo Area of Governments to initiate credit entries and, if necessary, debit entries, and adjustments for any credits entries in error to our account as shown above with the listed financial institution, and credit and/ or debit the same to the accounted indicated above. I certify that the depository information listed above is accurate.

Signature:	
Print Name And Date:	



CONFLICT OF INTEREST QUESTIONNAIRE       FORM CIQ         FOR VENDOR OR OTHER PERSON DOING BUSINESS WITH LOCAL GOVERNMENTAL ENTITY       FORM CIQ						
	tionnaire reflect ular Session.	s changes made to the law by H.B. 1491, 80 <sup>th</sup>	OFFICE USE ONLY			
	onnaire is being filo person who has the	Date Received				
governmen	t entity not later that	t be filed with the records administrator of the local in the 7 <sup>th</sup> business day after the date the person becomes statement to be file.				
		the person violated Section 176.006. Local Government section is a Class C misdemeanor.				
1. N	ame of person who	nas a business relationship with local governmental entity:				
2.	Check this box it	You are filing an update to a previously filed questionnaire				
		that you file a updated completed questionnaire with the appress day after the date the originally filed questionnaire become				
3. N		nment office with whom filer has employment or business r				
a	This section (item 3 including subparts A, B, C, & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a). Local Government Code. Attach additional pages to this Form CIQ as necessary.					
А		ernment officer named in this section receiving or likely to a ome, from the filer of the questionnaire?	receive taxable income, other than			
	Yes	No				
В	B. Is the filer of the questionnaire receiving or likely to receive or likely to receive taxable income, other than investment income, from the filer of the questionnaire?					
	Yes	No				
C	C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds a ownership of 10 percent or more?					
	Yes	No				
D	<ul> <li>Describe each o</li> <li>0</li> <li< td=""><td>employment or business relationship with the local governm</td><td>ent office named in this section.</td></li<></ul>	employment or business relationship with the local governm	ent office named in this section.			
4.		_				
Signat	ure of person doing b	usiness with governmental entity	Date			

#### 01 00101111101113

Rev. December 2014) Identification Numb			or Taxpayer			Give Form to the requester. Do not		
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1	<ol> <li>Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</li> </ol>							
N 2	2. Business name/disregarded entity name, if different from above							
600								
	Individual/sole propri single-member LLC		ation 🗍 Partnership 🗌 Trust/estate			4 Examptions (codes apply only to cartain entities, not individuals; see instructions on page 3): Exampt payee code (if any)		
o Instruction	Note. For a single-m	any. Enter the tax classification (C=C corporation, 8 amber LLC that is disregarded, do not check LLC; o of the single-member owner.		Exemption from FATCA reporting code (if any)				
-	Other (see instruction			(Applies to accounts methatract outside the (2.5.)				
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-	List account number(s)	hare (optional)	į	1				
26								
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The n	umber shown on this	form is my correct taxpayer identification nur	nber (or I am waiting for	a number to be is	isued to n	ne); and		
Servic		withholding because: (a) I am exempt from b ect to backup withholding as a result of a fall p withholding; and						
Tam a	a U.S. citizen or other	U.S. person (defined below); and						
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# DBE/MINORITY/SMALL BUSINESS CERTIFICATION DISCLOSURES

Alamo Area Council of Governments (AACOG) is committed to the healthy and responsible growth of our Disadvantaged, Small & Minority Business Enterprises in and around the Alamo City. These service providers are a major driving force for the Alamo, South and Central Texas Region economy. We are unified in our requirement to identify and in utilizing these Agency approved organizations.

For more information regarding DBE certification, please visit DBE link provided: <u>https://www.transportation.gov/civil-rights/disadvantaged-business-enterprise</u>

We also would like to provide information regarding a partner Agency within the Alamo Area that can certify your organization in and around the South Central Texas Region (SCTRCA). Please visit their SCTRCA link provided regarding certification: https://sctrca.org/

For AACOG's certification disclosure within our federal guidelines, please identify any of the applicable certifications your organization falls under, and provide us with a copy of your certificate:

## African American Business Enterprise (AABE) Certification- Complete Certification Proposal

A business structure owned, operated, managed, and controlled by an African American minority group member(s) who has at least 51% ownership.

## Asian American Business Enterprise (ABE) Certification- Complete Certification Proposal

A business structure owned, operated, managed, and controlled by an Asian American minority group member(s) who has at least 51% ownership.

## Disabled Individual Business Enterprise (DIBE) Certification- Complete Certification Proposal

A business structure that is at least 51% owned, operated and controlled by a disabled individual. Disabled individual means a person (a) with one or more disabilities as defined by the Americans with Disabilities Act (ADA) and amendments thereto (for purposes of applicability under the certification statutes, ordinances, rules and regulations governing the State of Texas).

## **Emerging Small Business Enterprise (ESBE) Certification- Complete Certification Proposal**

A SBE eligible business structure for the purpose of making a profit, which is independently owned and operated by individuals legally residing in, or that are citizens of, the United States or its territories, whose annual revenues and numbers of employees are no greater than 25% of the small business size standards for its industry as established by the U.S. Small Business Administration.

## Hispanic Business Enterprise (HABE) Certification- Complete Certification Proposal

A business structure owned, operated, managed and controlled by a Hispanic American minority group member(s) who has at least 51% ownership.



# Minority Business Enterprise (MBE) Certification- Complete Certification Proposal

A business structure that is owned, operated, managed and controlled by an ethnic minority group member(s) who has at least 51% ownership.

# Native American Business Enterprise (NABE) Certification- Complete Certification Proposal

A business structure owned, operated, managed, and controlled by a Native American minority group member(s) who has at least 51 %ownership. The Native American group member(s) must have operational and managerial control, interest in capital, expertise and earning commensurate with the percentage of ownership and legally residing in or are citizens of the United States or its territories; or (2) A business structure owned, operated and controlled by a Native American minority group member(s) who has at least 51% ownership and satisfies the Native American member status.

# Small Business Enterprise (SBE) Certification- Complete Certification Proposal

A business structure that is formed with the purpose of making a profit, which is independently owned and operated and which meets the United States Small Business Administration (SBA) size standard for a small business (See <u>http://sba.gov/size</u> click "table".)

# Veteran-Owned Business Enterprise (VBE) Certification- Complete Certification Proposal

A business structure owned, operated, managed and controlled by an individual who served in the United States Armed Forces, and who was discharged or released under conditions other than dishonorable. *Please note: This certification type should not be confused with the Service Disabled Veteran designation available through the Small Business Administration.* 

# Woman-Owned Business Enterprise (WBE) Certification- Complete Certification Proposal

A business structure that is owned, operated and controlled by one or more women who have a total of at least 51% ownership.





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This form is to assist subrecipients with managing the federal and state clauses related to the procurement they're interested in completing. This document complies with all pertinent federal and state regulations for each procurement type.

To begin, select the procurement's funding source. If TxDOT is the pass-through entity (Direct Recipient), both Federal and State must be checked.

🔄 Federal and State 👘 🗌 State Only

### Federal Clauses – Procurement Types Summary:

#### **All FTA-Assisted Third-Party Contracts and Subcontracts**

- 1. No Federal Government Obligations to Third Parties
- 2. Access to Third Party Contract Records
- 3. Changes to Federal Requirements
- 4. Civil Rights (EEO, Title VI & ADA)
- 5. Incorporation of FTA Terms
- 6. Energy Conservation
- 7. Trafficking in Persons
- 8. False or Fraudulent Statements or Claims
- 9. Disadvantaged Business Enterprises (DBE)
- 10. Fly America
- 11. Americans with Disabilities Act (ADA) Access
- 12. Special Notification Requirements for States
- 13. Safe Operation of Motor Vehicles
- 14. Federal Tax Liability and Recent Felony Convictions
- 15. Program Fraud and False or Fraudulent Statements and Related Acts
- 16. Prompt Payment
- 17. Prohibition on Certain Telecommunications and Video Surveillance Services or Equipment
- 18. Conformance with Intelligent Transportation Systems (ITS) National Architecture
- 19. Severability
- Award Exceeding \$10,000
- 20. Terminating the Contract

21. Solid Wastes

- Award Exceeding \$25,000
- 22. Debarment and Suspension
- 23. Resolution of Disputes, Breaches, or Other Litigation
- Award Exceeding \$50,000

24. Contracting with the Enemy

- Award Exceeding \$100,000
  - 25. Lobbying Restrictions
- Award Exceeding \$150,000
  - 26. Environmental Protection (Clean Air and Water Pollution Control)





### **State of Texas Procurement Contract Clauses**

### State of Texas - Procurement Types Summary:

### All Texas-Assisted Third-Party Contracts and Subcontracts

- 1. Debarment
- 2. Family Code Child Support Obligation Certification
- 3. Debts and Delinquencies Affirmations
- 4. Disaster Recovery Plan
- 5. Disclosure of Prior State Employment
- 6. Entities that Boycott Israel
- 7. Federal Executive Order 13224 Excluded Parties
- 8. False Statements
- 9. Financial Participation Prohibited Affirmation
- 10. Foreign Terrorist Organizations
- 11. Disaster Relief Contract Violation
- 12. Public Information Act
- 13. Signature Authority
- 14. State Auditor's Right to Audit
- 15. Suspension and Debarment
- 16. Assignment
- 17. Contracting Information Responsibilities
- 18. Human Trafficking Prohibition
- 19. Energy Company Boycotts
- 20. Firearm Entities and Trade Association Discrimination

### 1. 34 TAC §20.585 Debarment

The Recipient agrees that The State of Texas, in order to protect the interests of the state may:

- A. Conduct an investigation upon a complaint regarding a contractor's acts and omissions in procurement or performance of that contract where the complaint may constitute cause for debarment;
- B. Cancel one or more of the contractor's active or pending contracts upon a complaint regarding the contractor's acts and omissions in procurement or performance of that contract where the complaint may constitute cause for debarment;
- C. Assess actual damages and costs incurred due to contractor's failure to perform as specified in the contract;
- D. Debar a contractor for a specified period of time; and
- E. Take any other action authorized by law.

### 2. §231.006 Family Code Child Support Obligation Certification

Under Section 231.006(d) of the Texas Family Code, the Sub-recipient certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified GRANT and acknowledges that this Agreement may be terminated and payment or grant funds may be withheld if this certification is inaccurate.



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#### 3. §2252.903 Gov't Code Debts and Delinguencies Affirmations

Sub-recipient agrees that any payments due it under the Agreement shall be applied toward any debt or delinquency that is owed to the State of Texas.

### 4. §444.190 Gov't Code Disaster Recovery Plan

In accordance with 13 TAC (Texas Administrative Code) §6.94(a)(9), Sub-recipient shall provide descriptions of its business continuity and disaster recovery plans

### 5. §2254.033 Gov't Code Disclosure of Prior State Employment

In accordance with Section 2254.033 of the Texas Government Code, relating to consulting services, RESPONDENT certifies that it does not employ an individual who has been employed by TxDOT or another agency at any time during the two years preceding the submission of the Response or, in the alternative, RESPONDENT has disclosed in its Response the following:

A. The nature of the previous employment with TxDOT or the other agency;

B. The date the employment was terminated; and

C. The annual rate of compensation for the employment at the time of its termination.

#### 6. §2271.001 Gov't Code Entities that Boycott Israel

Pursuant to Section 2271.001 of the Texas Government Code, Sub-recipient certifies that either:

- A. It meets an exception criterion under Section 2271.002, or
- B. It does not boycott Israel and will not boycott Israel during the term of this Agreement. Sub-recipient shall in a writing to TxDOT state any fact(s) that make it exempt from the boycott certification.

#### 7. Federal Executive Order 13224 Excluded Parties

Sub-recipient certifies that it is not listed on the prohibited vendors list authorized by Executive Order 13224, Blocking Property and Prohibiting Transactions with Persons Who Commit, Threaten to Commit, or Support Terrorism", published by the United States Department of the Treasury, Office of Foreign Assets Control.

#### 8. §2155.077(a)(2) Gov't Code False Statements

Sub-recipient represents and warrants that all statements and information prepared and submitted in this document are current, complete, true and accurate. Submitting a false statement or material misrepresentation made during the performance of a contract is a material breach of contract and may void this agreement.

#### 9. §2155.004 Gov't Code Financial Participation Prohibited Affirmation

Under Section 2155.004(b) of the Texas Government Code, Sub-recipient certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified agreement/GRANT and acknowledges that this agreement may be terminated, and payment withheld if this certification is inaccurate.

#### 10. §2252.152 Gov't Code Foreign Terrorist Organizations

Sub-recipient represents and warrants that is not engaged in business with Iran, Sudan, or a foreign terrorist organization as prohibited by Section 2252.152 of the Texas Government Code.

#### 11. §2155.006 and 2261.053 Gov't Code Prior Disaster Relief Contract Violation

Under Sections 2155.006 and 2261.053 of the Texas Government Code, the Sub-recipient certifies that the individual or business entity named in this Agreement is not ineligible to receive the specified agreement/GRANT and acknowledges that this agreement may be terminated and payment withheld if this certification is inaccurate.

#### 12. Chapter 552, Gov't Code and §2252.907 Gov't Code Public Information Act

Information, documentation, and other material in connection with this Agreement may be subject to public disclosure pursuant to Chapter 552 of the Texas Government Code (the "Public Information Act"). In accordance with Section 2252.907 of the Texas Government Code, the Sub-recipient is required to make any information created or exchanged with the State pursuant to the Agreement and not otherwise excepted from disclosure under the Texas Public Information Act, available in a format that is



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#### accessible by the public at no additional charge to the State.

#### 13. §2252.0012 Gov't Code Signature Authority

The Sub-recipient represents and warrants that the individual executing this Agreement is authorized to sign this Agreement on behalf of the Sub-recipient and to bind the Sub-recipient.

#### 14. §2262.154 Gov't Code State Auditor's Right to Audit

The state auditor may conduct an audit or investigation of any entity receiving funds from the state directly under the contract or indirectly through a subcontract under the contract. The acceptance of funds directly under the contract or indirectly through a subcontract under the contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, an entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit.

#### 15. §2155.077 Gov't Code Suspension and Debarment

Sub-recipient certifies that it and its principals are not suspended of debarred from doing business with the State of Texas or federal government as listed on the State of Texas Debarred Vendor List as maintained by the Texas Comptroller of Public Accounts and the System for Award Management (SAM) maintained by the General Services Administration.

#### 16. §2262.056 (b) Gov't Code Assignment

Sub-recipient shall not assign its rights under the Agreement or delegate the performance of its duties under the Agreement without prior written approval from the TxDOT. Any attempted assignment in violation of this provision is void and without effect.

### 17. §552.372 Gov't Code Contracting Information Responsibilities

In accordance with Section 552.372 of the Texas Government Code, Sub-recipient agrees to:

- A. preserve all contracting information related to the Agreement as provided by the records retention requirements applicable to TxDOT for the duration of the Agreement,
- B. promptly provide to TxDOT any contracting information related to the Agreement that is in the custody or possession of the Sub-recipient on request of TxDOT, and

C. on termination or expiration of the contract, either provide at no cost to TxDOT all contracting information related to the Agreement that is in the custody or possession of the Sub-recipient or preserve the contracting information related to the Agreement as provided by the records retention requirements applicable to TxDOT. Except as provided by Section 552.374(c) of the Texas Government Code, the requirements of Subchapter J, Chapter 552, Government Code, may apply to the Agreement and the Sub-recipient agrees that the Agreement can be terminated if the Sub-recipient knowingly or intentionally fails to comply with a requirement of that subchapter.

#### 18. §2155.0061 Gov't Code Human Trafficking Prohibition

Under Section 2155.0061 of the Texas Government Code, the Sub-recipient certifies that the individual or business entity named in the Agreement is not ineligible to receive the specified Agreement/GRANT and acknowledges that this Agreement may be terminated and payment withheld if this certification is inaccurate.

#### 19. §2274.002 Energy Company Boycotts

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that Respondent does not boycott energy companies and will not boycott energy companies during the term of the Contract. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.

#### 20. §2274 Firearm Entities and Trade Association Discrimination

If Respondent is required to make a verification pursuant to Section 2274.002 of the Texas Government Code, Respondent verifies that it (1) does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Respondent does not make that verification, Respondent must so indicate in its Response and state why the verification is not required.



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### 21. §2252.908, 2254.032, 2261.252(b) No Conflict of Interest

Respondent represents and warrants that the provision of goods and services or other performance under the contract will not constitute an actual or potential conflict of interest or reasonably create an appearance of impropriety.

### **Certification to Purchaser**

- 1. The undersigned vendor certifies that the manufactured good(s) furnished will meet or exceed the specifications, and/or that services rendered will comply with the terms of the solicitation or contract.
- 2. The undersigned vendor certifies that it has read all of the bid, proposal, or contract documents and agrees to abide by the terms, certifications, and conditions thereof.

Type of Organization (check the application type of organization) Sole Proprietorship General Proprietorship Corporation Limited Partnership CLimited Proprietorshi , syour firm a DBE? Yes No	Name of Company:		Addr	Address:		
Description of Commodity Service:         Disadvantaged Business Enterprise Information         Type of Organization (check the application type of organization)         Sole Proprietorship       General Proprietorship         Sole Proprietorship       General Proprietorship         Is your firm a DBE?       Yes	Telephone:	SS# or Tax ID#:	Print	ed Name of Person Comp	leting Form:	
Disadvantaged Business Enterprise Information         Type of Organization (check the application type of organization)         Sole Proprietorship       General Proprietorship         Sole Proprietorship       General Proprietorship         Sole Proprietorship       No	Signature		Date		,	
Type of Organization (check the application type of organization) Sole Proprietorship General Proprietorship Corporation Limited Partnership CLimited Proprietorshi , syour firm a DBE? Yes No						
Sole Proprietorship General Proprietorship Corporation Limited Partnership Limited Proprietorshi						
s your firm a DBE? Yes No	Type of Organization (check	the application type of organ	nization)			
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If yes, what type?	ls your firm a DBE? 📋 Yes	No				
	If yes, what type?					



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	Third Party Procurement Contract Provisions	1.00
Thir	Party Procurement Contracting Provisions	
Sele	t the additional third-party procurement contracting provisions based on the type of solicitation you're procuring: $^{-1}$	
	Procurements cannot be combined. Example: Construction procurement and Rolling Stock procurement, use separate PTN 130s for ach.	
	1. Construction Related Clauses	
	Federal and State	
	State Clauses	
	2. Rolling Stock Related Clauses	
	Federal and State	
	State Clauses	
	3. Professional Services / Architectural Engineering	
	E Federal and State	
	State Clauses	
	4. Materials & Supplies Related Clauses	
	Federal and State	
	State Clauses	
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	5. Operations / Management Related Clauses	
	Federal and State	
	State Clauses	