

## REQUEST FOR PROPOSAL: RFP# CWPP-25R COGWORKS Procurement Platform 2025 RFP

David A. Cleveland, Executive Director, ETCOG

Wendi Horst, Director of Financial Operations



### RFP TIMELINE SCHEDULE (dates/times subject to change)

Bid Released	<b>Wednesday, September 17, 2025</b>
Questions Due	Monday, September 29, 2025
Staff Responses Post	Thursday, October 2, 2025 5:00PM
Access Link Deadline	<b>Tuesday, October 14, 2025 11:00AM</b>
Bids Due	<b>Wednesday, October 15, 2025 11:00AM</b>
Presentations	TBD

All programs and employers under the auspices of ETCOG is in compliance with EO (29 CFR 38.25).

## INTRODUCTION

### East Texas Council of Governments

East Texas Council of Governments (ETCOG) is a voluntary association of counties, cities, school districts and special districts within a fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating sound regional development. Either directly or through contractors, ETCOG provides programs and services for East Texas seniors, employers, and job seekers. ETCOG also builds the 9-1-1 emergency call delivery system, provides peace officer training and homeland security planning services; and delivers rural transportation services, business finance programs, grant writing services and environmental grant funding for the region.

## PURPOSE

East Texas Council of Governments (ETCOG) invites proposals from qualified firms with proven expertise to deliver program outreach and operational enhancement services for the COGOWRKS Cooperative. The proposer should have the capability to design and implement innovative processes that improve efficiency, strengthen engagement, and position COGWORKS as a leader within our 14-county region. The ideal proposer will bring both vision and practical experience, offering methods that not only achieve results but also have the potential to reshape how COGWORKS delivers value across the East Texas region.

## SCOPE of WORK

COGWORKS is a cooperative procurement program of the East Texas Council of Governments. With members within the 14-county region of East Texas, we are looking for a partner organization to help reach a broader market and increase membership across the ETCOG region. The ideal partner organization would have access and key relationships across cities, towns, counties, state and national agencies, as well as special districts and other councils of government. Relationships, or the ability to develop and strengthen the relationships will be instrumental in expanding the membership base of COGWORKS. Additionally, the ideal partner will have key insight and understanding of the procurement challenges facing our state and local governmental entities today with strategic plans to fill the gaps with well-grounded solutions to fill those procurement gaps. A detailed understanding of procurement requirements and new cutting-edge procurement concepts such as agile procurement are crucial.

The anticipated timeline to implement this initiative of the COGWORKS Cooperative purchasing program is to begin work immediately after contract execution and occur within 1 year of contract date. By year 2, the initiative is anticipated to be fully operational and administered by the selected firm. The COGWORKS team look to begin working on this project as soon as the partner is retained. Respondent firms should provide a primarily narrative response to this RFP to provide insight on how they can help COGWORKS achieve success in this timeline. In addition to the overarching questions posed above, the Technical Proposal shall consist of answers to specific prompts. Responses shall be narrative, original, and remain within the subject parameters of each prompt. Additional information regarding your firm's ability to provide additional pertinent information, or value-add criteria may be submitted as extra sheets that are clearly identified as such.

### **Expectations include:**

- Innovation in Procurement Practices: Developing and implementing novel strategies, tools, and methodologies to streamline procurement processes, enhance transparency, and increase efficiency.
- Technology Integration: Leveraging new technologies to improve procurement operations, from automated bidding system to enhanced supplier evaluation and risk management.
- Stakeholder Engagement and Collaboration: Fostering collaboration among our members. This could involve creating platforms for dialogue, feedback, and co-creation of procurement solutions.
- Market Analysis and Intelligence: Conducting thorough market research and analysis to understand trends, identify opportunities for cost savings, and ensure the procurement of high-quality goods and services.

The strategic long-range plan is to grow the COGWORKS program by increasing membership across the state and the nation, increase the COGWORKS contract portfolio, but most importantly meeting the needs of members, both current and future. COGWORKS needs to understand members' needs and have them play a larger role in the program and the solicitations and contracts pursued. This involves providing the COGWORKS user community with a forum and voice to better participate in the COGWORKS program. Additionally, COGWORKS seeks to create a dynamic website or technology that allows a one-stop shop, online marketplace, where members can access the cooperative contracts and due diligence documents along with pricing to shop amongst COGWORKS awarded cooperative contracts that have a variety of items but are under contract for a specified percentage discount off of list price.

## COGWORKS PURCHASING COOPERATIVE

ETCOG's COGWORKS cooperative solicits contracts for goods and services and makes them available to our 14-county local and state government entities and non-profit organizations through the COGWORKS Purchasing Cooperative. ETCOG is included as a public entity customer as it may also make purchases through the contract. This reduces the need for those agencies to perform their own solicitations, and for the vendors to have to repeatedly respond to multiple customer bids or requests for proposals. The contractor realizes substantial efficiencies and the opportunity to increase sales opportunities.

Under the COGWORKS program, any public customer or non-profit can use the COGWORKS contract and its selected contractor(s) to make purchases necessary to pursue their own needs. Offerors awarded a contract under the COGWORKS program may offer their services nationwide if they desire to do so. The COGWORKS contract offers a unique advertising advantage to a contractor to promote its services, as the contract satisfies most public entities' procurement requirements.

### PROPOSAL SPECIFICATIONS & GENERAL INFORMATION

With the understanding of what the COGWORKS Program is, we invite interested respondents to propose their firm for an engagement to work with COGWORKS to achieve the aforementioned goals. We invite you to suggest what you believe such an engagement and platform would look like, to include how it might increase member engagement – for both current and future members. COGWORKS is interested in and will entertain proposals that are in a phased-approach or all-at-once models.

**Your proposal will address the following items. Please number your responses in accordance with the following:**

- 1)** Propose a strategy for reaching and effectively meeting the needs of smaller agencies that do not have their own centralized procurement office, Purchasing Manager/Director, or otherwise. Detail how your engagement with COGWORKS will meet the needs of public entities small, medium, and large in an equal manner.
- 2)** Propose a strategy for national market outreach and how your firm can increase awareness of the COGWORKS Cooperative Purchase Program. Detail the approach in phases, and how your firm anticipates partnering with COGWORKS to achieve this outreach.
- 3)** Provide a narrative that explains how members/users will be able to access contracts and shop cooperative contracts. Provide a detailed response as to how your solution adds value to members/users and increases efficiencies for finding the best awarded vendor/s. Detail the process of shopping the retained vendors to narrow the best value for each member.

- 4)** Detail how a engagement with your firm adds quantifiable value to the COGWORKS Cooperative Purchasing Program and the member participant, to include existing and future members. Explain how your firm will reach other public entities that are not currently COGWORKS Member Entities.
- 5)** Provide your firm’s description of AI usage to accomplish our goals, and how the use of AI would be done in a safe and effective manner.
- 6)** Provide a narrative that details what your firm see as current problems with procurement today. In your narrative, explain how engaging your firm will help alleviate or solve those problems to ensure sustainability and improvement within the procurement processes and how new technologies will continue to meet the needs of COGWORKS users.
- 7)** Regarding your previous description of challenges within public procurement, provide a narrative describing current engagement and/or outreach efforts to make both COGWORKS contractors and members aware of the platform. This includes your ideas regarding stakeholder engagement and collaboration, promoting collaboration among members, and how you plan to accomplish these goals.
- 8)** Provide a narrative that explains your firm’s methods to develop and carry out your long-term strategic plan, with consideration of COGWORKS as a partner.
- 9)** Detail your firm’s understanding of local governments, paying particular attention to legal, political, and managerial needs as they relate to sourcing and procurement. Then provide a response as to how your engagement will meet these needs.
- 10)** Describe the role your firm would assume in the engagement of both COGWORKS Contractors and the Member Entities/users to increase awareness of the program, engagement, and utilization of COGWORKS.
- 11)** Provide what your firm considers to be goals of, and the roles and responsibilities of the website or digital platform that your firm is proposing. Explain the scalability of such a digital solution. Additional details such as mobile access are also desired.
- 12)** Briefly (no more than a half page response) explain your ideas regarding Innovation in Procurement Practices: Developing and implementing novel strategies, tools, and methodologies to streamline procurement processes, enhance transparency, and increase efficiency.
- 13)** Briefly (no more than a half page response) explain your ideas regarding Technology Integration: Leveraging new technologies to improve procurement operations, from automated bidding system to enhanced supplier evaluation and risk management.
- 14)** Briefly (no more than a half page response) explain your ideas regarding Market Analysis and Intelligence: Conducting thorough market research and analysis to understand trends, identify opportunities for cost savings and ensure the procurement of high-quality goods and services.
- 15)** Please provide details on what you envision that the platform would look like and how it would function.

**ADMINISTRATIVE FEE:**

Contractors agree to pay an administrative fee to COGWORKS calculated as a percentage of sales processed through the COGWORKS contracts awarded and held by the contractor. This administrative fee is not an added cost to be invoiced by the contractor to COGWORKS participants. This administrative fee covers the costs of contract marketing and facilitation incurred by COGWORKS. The contractor fee collected will be 3% of the COGWORKS sales. The administrative fee is remitted to ETCOG on a quarterly basis.

**INTERLOCAL AGREEMENT WITH THE COOPERATIVE MEMBER:**

Governmental entities are extended the opportunity to purchase from contracts awarded by the COGWORKS purchasing cooperative by virtue of an interlocal agreement between the entity and ETCOG/COGWORKS. East Texas Council of Governments is not an agent of, partner to, or representative of those government entities and therefore is not obligated or liable for any action or debts that arise out of the government customer's purchase.

**INSURANCE REQUIREMENTS**

At all times during the term of any awarded contract, contractor shall procure, pay for, and maintain, with approved insurance carriers, the minimum insurance requirements set forth below, unless otherwise agreed in writing between contractor and participating entities. Further, the contractor shall require all contractors and sub-contractors performing work for which the same liabilities may apply under the contract to do likewise. All subcontractors performing work for which the same liabilities may apply under this contract shall be required to do likewise. Contractor may cause the insurance to be effected in whole or in part by the contractors or sub-contractors under their contracts. Coverage shall be endorsed to the Customer as a Named Additional Insured. East Texas Council of Governments reserves the right to waive or modify insurance requirements at its sole discretion.

- Commercial General Liability:  
Required Limits:  
\$1,000,000 per occurrence;  
\$3,000,000 Annual Aggregate

## PROPOSAL SUBMISSION

Please provide a written response regarding ability to meet each requirement as outlined in the Specifications . Include any additional pertinent information on how your proposed solution meets each requirement. Provide any pertinent additional functionality and/or services not outlined in the Scope of Work that you wish to offer.

**1. Company Cover Sheet**

A brief statement of the proposers understanding of the work to be done and a summary of the firm's qualifications.

**2. Executive Summary:**

An executive summary will briefly describe the individual or firm's approach and clearly indicate any options or alternatives being proposed. It should also indicate any major requirements that cannot be met by the individual or firm.

**3. Technical Proposal:**

This section should constitute the major portion of the submittal and must contain a narrative in specific response to items identified in this RFP. Proposers must indicate specific examples of how they can meet each requirement.

**4. Proposal Pricing:**

Prepare and submit a pricing proposal.

**5. Certificate of Insurance Liability**

**6. All other required signed documentation noted on **page 8****

### CURRENT REFERENCES

Please provide three (3) references from similar firms for whom your organization provided like services specific to this RFP, other than ETCOG, who can verify performance as a vendor/service is preferred. **NOTE:** Inaccurate, obsolete, or negative responses may result in rejection of quote submissions.

1. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ St/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Email: \_\_\_\_\_

Contract Name/Title: \_\_\_\_\_

# of years contracted: \_\_\_\_\_

Service Description: \_\_\_\_\_

\_\_\_\_\_

2. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ St/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Email: \_\_\_\_\_

Contract Name/Title: \_\_\_\_\_

# of years contracted: \_\_\_\_\_

Service Description: \_\_\_\_\_

\_\_\_\_\_

3. Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ St/Zip \_\_\_\_\_

Contact Name \_\_\_\_\_ Email: \_\_\_\_\_

Contract Name/Title: \_\_\_\_\_

# of years contracted: \_\_\_\_\_

Service Description: \_\_\_\_\_

\_\_\_\_\_

## REQUIRED SUBMISSION DOCUMENTATION

**Bid proposals/submissions are to include the following:**

- 1) References (p. 7); (return with submission)
- 2) Appendix I & Conflict of Interest form - signed; (return attachment with submission)
- 3) Appendix II - signed; (return attachment with submission)
- 4) TxDot, PTN-130 form; (return attachment with submission)
- 5) Signed 'Affirmation & Signature' (p.16); (**must** return with submission);
- 6) All pages requiring initials, checkmarks, and/or signatures if not indicated above (return with submission);
- 7) Transmittal letter. Include the name, title, and contact information of the primary contact (return with submission);
- 8) Project understanding. Describe the Plan's objectives and requirements (return with submission);
- 9) Technical approach. Describe the methodologies, tools and strategies for completing the tasks (return with submission);
- 10) Team composition and experience. Provide resumes of key personnel and highlight relevant experience (return with submission);
- 11) Schedule. Include a timeline with key milestones and deliverable dates (return with submission); and,
- 12) Proposal pricing. Submit a 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 (return with submission).

**Attention:** It is understood failure to provide the above items with a submitted proposal will diminish award consideration and ETCOG has the right to mark the proposal as non-compliant and treat it as a no-bid at their sole discretion.

**Note:** Only Proposals submitted with all the required documentation/response on this page shall be considered for award in conjunction with the Evaluation Criterion, (p.12 ).

The Agency reserves the right to award the contract to the proposer whose bid proposal is deemed most advantageous.

# PLEASE CHOOSE ONLY ONE OPTION FOR BID SUBMISSION

## Option 1 - HARD COPY BID SUBMISSION

**Hardcopy bid submissions** must be clearly identified on the outermost return envelope or packaging and must be received by the bid submission date/time of **11:00 A.M., Wednesday, October 15, 2025**, regardless of if by mail, courier/delivery services, or hand delivered, at:

**East Texas Council of Governments (ETCOG)**  
**Attn: Christine Weems, Strategic Procurement Mgr.**  
**3800 Stone Road, Kilgore, TX 75662**

**Write: Company Name, RFP# -CWPP25R, Wednesday, October 15, 2025, in bottom left-hand corner of the outermost Return Envelope/Package**

**NOTE: Emailed, telephone, & facsimile bid submissions are not allowed in response to this RFP.**

1. Proposers are to submit one (1) hardcopy marked 'Original' along with (4) four additional copies marked 'Copy' and submit one (1) electronic copy of proposal to include all related documentation. Please do not use 3-ring binders.
2. Pages should be numbered and contain an organized, paginated table of contents corresponding to the section and pages of the proposal. At least an eleven (11pt) point font of Calibri, Ariel, or Times New Roman is acceptable and must be legible.
3. It is the Proposer's sole responsibility to prepare, submit, and deliver or arrange delivery of the RFP proposal(s) with all required exhibits and materials to the designated location on or before the published submittal deadline.
4. ETCOG will not bear liability for any costs incurred in the preparation and submission of submissions in response to this RFP.
5. RFP submission deadline *time* will be determined by the ETCOG lobby clock.
6. If submitting more than one property to be considered, each property submission should be placed in a separate envelope and clearly identified with the RFP number, submittal deadline/opening date and time, as referenced on previous page.
7. Courier or delivery services may not deliver directly to the specified location; therefore, it is strongly recommended:
  - Proposers allow sufficient time for delivery of a hard copy proposal prior to the published deadline date/time to the location specified.
  - Proposers understand that failure to submit a proposal by designated deadline, for whatever reason, may not be grounds for disputing the procurement solicitation process or any resulting contract award.

8. It is the Proposer's sole responsibility to ensure any addenda or additional materials pertinent to their proposal be included in or with their RFP submission. ETCOG will not be held liable for missing addenda or materials at the time of the RFP Opening and said addenda or additional materials will not be accepted past the RFP submission deadline date and time.

## Option 2 - DIGITAL BID SUBMISSION OPTION

### Upload Requirements/Instructions

1. Proposers must **email** Christine Weems at [christine.weems@etcog.org](mailto:christine.weems@etcog.org) to **request an 'Access Link' by 11:00 A.M., Tuesday, October 14, 2025**, if not sooner, to receive digital upload purposes.
2. Access code requests by phone, voicemail, or past the noted deadline date/time above will not be accepted, **no exceptions**.
3. It is the Proposer's sole responsibility to upload their RFP proposal digitally with all required exhibits and materials by referenced **'RFP Submission Due' deadline date/time (p. 1)**, if not sooner.

### RFP RETRIEVAL

The RFP document, related appendix, RFP bid updates, and any additional RFP information or amendments throughout the bid process will be posted as warranted on the ETCOG website and may be retrieved by clicking on the **'COGWORKS Procurement Platform 2025 RFP'** link at <https://www.etcog.org/procurements> or request by emailing Christine Weems at: [christine.weems@etcog.org](mailto:christine.weems@etcog.org). Please note, it is the Proposer's sole responsibility to stay informed of any RFP changes/updates.

## PROPOSER COMMUNICATION

There is to be no communication allowed, in any form, between ETCOG and their representatives, other than conducting daily business unrelated to this RFP procurement, during the entirety of the RFP process. Failure to follow this directive will result in rejection of Proposer participation and/or submitted RFP proposal.

## QUESTION/RESPONSES

**Proposer Questions:** Proposer questions concerning this RFP are due **Monday, September 29, 2025**, if not sooner, and must be emailed to Christine Weems, Facilitator at: [christine.weems@etcog.org](mailto:christine.weems@etcog.org) and no one else.

**Staff Responses:** Proposers **must** go online at <http://www.etcog.org/procurements> and click on **'COGWORKS Procurement Platform 2025 RFP'** to retrieve responses to all questions asked, no earlier than **5:00 PM Thursday, October 2, 2025 (CST)**.

**NOTE:** Other than the above opportunity and unrelated daily business, there is to be no communication between Proposers and ETCOG staff or representatives during an active RFP process to ensure fair and open competition for all potential Proposers. To willingly do so may result in the disqualification of a Proposer for non-compliance of RFP restrictions.

## **RFP RETRIEVAL**

The RFP document, RFP updates, and additional RFP information or amendments will be posted on the ETCOG website and may be retrieved by clicking on '**COGWORKS Procurement Platform 2025 RFP**' at <http://www.etcog.org/procurements> or request by emailing to Christine Weems at: [christine.weems@etcog.org](mailto:christine.weems@etcog.org).

## **HUB BEST PRACTICES**

ETCOG shall ensure that small, minority, disadvantaged, and women's businesses are considered as sources for acquisitions whenever possible.

The proposer is encouraged to make a good faith effort to consider DBEs and HUBs when subcontracting.

Some methods for locating DBEs and HUBs include:

- Choosing the HUB/DBE organization in the case of tie proposals;
- Soliciting these businesses whenever they are potential sources.
- When economically feasible, dividing total desired services into smaller components to permit maximum participation by these businesses;
- If the requirement permits, establishing delivery schedules that will encourage small, Minority, disadvantaged, and women's businesses to participate; and
- Using the services and assistance of the Small Business Administration or the Minority Business Development Agency, as needed.

Proposer is encouraged to make a good faith effort to consider HUBs and DBEs when subcontracting.

Some methods for locating these businesses include:

- Utilizing the Texas Comptroller of Public Accounts website <http://www.window.state.tx.us/procurement/cmb/cmbhub.html>.
- Utilizing Web sites or other minority/women directory listings maintained by local Chambers of Commerce.
- Advertising subcontract work in local minority publications; and/or contacting the contracting state agency for assistance in locating available HUBs and DBEs.
- Encouraging eligible agencies to gain HUB or DBE certifications by providing all applicable information to do so.

## PROPOSAL OPENING

ETCOG reserves the right to a closed RFP process for bid submission review/analysis and award recommendation procedures to the best interest of and best benefit to ETCOG and programs served as well as ensure the best competitive edge for all parties, and in accordance to [Texas Local Government Code](#):

*Sec. 252.049. CONFIDENTIALITY OF INFORMATION IN BIDS OR SUBMISSIONS.* Bid submissions will be received until the deadline date/time as referenced under 'RFP Timeline Schedule. p. 1', and public attendance is allowed. However, only the names of submitting Proposers will be read and disclosed if received by the deadline date/time.

1. All bid submissions become the property of ETCOG after the RFP deadline/opening date.
2. Responses submitted shall constitute an offer for a period of one hundred eighty (180) calendar days or until a preferred selection for award is approved by ETCOG, whichever comes first.
3. All programs and employers under the auspices of ETCOG are following EEO. Auxiliary aids and services are available, upon request, to individuals with disabilities.

## PROPOSAL EVALUATION & AWARD

Submitted proposals will be scored numerically from 'highest to lowest' for award consideration by, but not limited to, the program evaluation criteria in the table below. The number of proposals selected for award consideration will be at the sole discretion of ETCOG.

CRITERIA TABLE	POINTS
Technical Proposal: Expertise, Approach, Quality Control	50
Proposer References , Experience, Key Personnel	25
Proposed schedule	10
Proposal pricing.	15
<b>TOTAL</b>	<b>100</b>

**NOTE:** A minimum of **seventy-five (75) points** overall and the noted minimum of points **must** be achieved for each criterion above for proposal to be considered for award, **no exceptions**.

## PROPOSAL REVIEW TERMS

1. Proposal submissions will be reviewed by ETCOG staff to determine if proposal meets program needs and if requested information and required documentation as identified throughout the RFP document has been returned to qualify for award consideration.
2. An evaluation team made up of staff, outside evaluators, committee members, and/or other subject matter experts as deemed necessary to achieve the best possible results will evaluate and score submitted proposals.
3. ETCOG reserves the right to contact any source regarding, but not limited to, vendor reputation, product/service quality, work history, and/or past performance to evaluate/award the bid submission(s) that best meet ETCOG program needs, and clients served.
4. The evaluation team's preferred proposal will be presented to governing bodies as a recommendation for award so the governing body(s) may make a final award decision.
5. Proposal must have original signature of the person having the authority to bind the organization to a contract or it may be rejected for non-compliance.

## PROPOSAL AWARD TERMS

1. ETCOG will select only one proposer to perform the services.
2. ETCOG reserves the right to ask questions, request additional information or clarifications, hold individual interviews at any given time throughout the evaluation and negotiation process to determine the proposal which best meets the procurement needs being sought to the best benefit of ETCOG and programs served.
3. ETCOG reserves the right to allow corrections of non-material errors or omissions at ETCOG's sole discretion.
4. Submission of a proposal indicates Proposer's acceptance of the evaluation and award process and is in agreement the evaluation team may make subjective judgments in evaluating the proposals to determine best value to best benefit ETCOG and programs served.
5. ETCOG reserves the right to accept or reject any bid proposal received, as well as cancel the RFP in its entirety at any time during the bid process, without notice or explanation, which may result due to unforeseen irregularities, low response, or procurement needs not being met by submitted proposals.
6. ETCOG may modify or waive any provisions set forth in this RFP for any reason and all herein mentioned without notice to anyone if deemed in the best interest of ETCOG and programs served.

7. ETCOG reserves the right to negotiate the final terms of any potential contract or service agreement resulting from this RFP to include but not limited to the RFP document, Proposer(s) submitted proposal, and the RFP exhibits and Appendices I & II, i.e., 'ETCOG General Terms & Conditions,' and the 'Essential Clauses and Certifications' pages requiring signatures, all acting as binding documents to said contract or service agreement.
8. ETCOG reserves the right, should contract negotiations fail, to enter negotiations with the next highest ranked Proposer with a proposal considered best to meet program needs, and may continue in like manner until successful negotiations have been reached. Furthermore, although ETCOG has the right to negotiate with the next highest ranked Proposer, it is not required to do so and may re-procure or cancel the RFP at ETCOG's sole discretion.
9. Proposer shall indemnify and hold harmless ETCOG, its officers, agents, and employees from any injuries or damages received by any person during any operations connected with the contract, by use of any improper material, or by any act or omission of the contractor or his subcontractor, agents, servants, or employees.
10. Execution of any resulting contract or service agreement is required prior to processing any payments to the successful Proposer.
11. Pursuant to protocol to advise of the right to appeal, a protest must be submitted to ETCOG's Executive Director within ten (10) calendar days of the time the basis of the protest became known and said protest(s) limited to: 1) violations of federal law or regulations; 2) violations of State or local law under the jurisdiction of State or local authorities; and 3) violations of ETCOG's protest procedures for failing to review a complaint or protest. The protest must be submitted in writing and must identify the protestor, the solicitation being protested and specifically identify the basis for the protest, providing all pertinent information regarding the solicitation, contract and/or actions of ETCOG.

### **PATENTS or COPYRIGHTS**

The proposer agrees to protect ETCOG from claims involving infringement of patent or copyrights, if warranted.

### **PROPOSER COMPLIANCE**

Proposer shall comply with all federal, state, and local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any court or administrative bodies or tribunals in any matter affecting the performance of the agreement including, if applicable, workers' compensation laws, minimum and maximum salary and wage statutes and regulations, and licensing laws and regulations. Proposers will be prepared to provide satisfactory proof of compliance if requested

## **PROPOSAL AWARD NOTIFICATION**

1. It is expected an award will be made on **Thursday, November 6, 2025**. (date subject to change)
2. Upon award notification all Proposers who responded to this RFP will be contacted.

## **CONTRACT TERMS AND CONDITIONS**

Any contract resulting from this RFP shall be effective for 1 year from the date of award with an option to renew for 4 additional one-year terms, unless either party provides written notice of its intent not to renew at least 90 days prior to the expiration of the then-current term. Renewal shall be subject to the mutual written agreement of both parties, which may include renegotiation of terms, pricing, and conditions.

## **CONTRACT PAYMENT METHOD**

Payment terms are NET 30 upon receipt of invoice by email to [a.p@etcog.org](mailto:a.p@etcog.org) , attention Accounts Payable, ETCOG Financial Services

**SIGNATURE PAGE**

Proposer affirms understanding and acknowledgement of all referenced bid and program requirement contained within the RFP document; Appendix I - ETCOG Terms and Conditions/Conflict of Interest Questionnaire (CIQ) form; Appendix II - Essential Clauses & Certifications; TxDot PTN130, Attachments and any Exhibits (if provided) are explicit to this bidding procurement and Proposer must return any and all such pages requiring action, signatures, or checkmarks from the RFP document, Appendices, and Attachments with any submitted bid proposal. Proposer further understands and acknowledges making a false statement or proclamation of compliance is a material breach and any subsequent award of product/equipment purchase(s), offered services, and/or contract/service agreement is grounds for award cancellation.

**SIGNATURE**

The undersigned individual hereby certifies and warrants that he/she has been fully authorized to execute this proposal/bid submission on behalf of their firm and to legally bind the firm to all the terms, performances, and provisions as herein set forth.

\_\_\_\_\_  
Company/Provider Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

\_\_\_\_\_  
Email

**IMPORTANT:** Proposer must return this page fully executed and complete with proper signatures and signature dates for current/active RFP or the submitted proposal will be marked 'Rejected/No Bid' due to non-compliance.