

REQUEST FOR QUALIFICATIONS: EC-EAS26R ETCOG Audit Services 2026 RFP

David A. Cleveland, Executive Director, ETCOG

Wendi Horst, Director of Financial Operations



RFP TIMELINE SCHEDULE (dates/times subject to change)

Bid Released	Tuesday, August 11, 2026
Questions Due	Tuesday, August 18, 2026 (5:00PM)
Staff Responses Post	Thursday, August 20, 2026 (5:00 PM)
Access Link Deadline	Friday, August 28, 2026 (11:00AM)
Bids Due	Monday, August 31, 2026 (11:00AM)

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

ETCOG is soliciting proposals from qualified independent certified public accounting firms to perform ETCOG's annual financial audit for the fiscal year ending September 30, 2026 including all required reports, opinions, communications, and related audit services.

The selected firm shall conduct the audit in accordance with applicable professional standards, governmental auditing requirements, federal and state grant requirements, and any additional requirements applicable to ETCOG as a Texas council of governments and recipient of federal and state funding.

ETCOG anticipates that the audit will include, at minimum:

- Audit of ETCOG's financial statements;
- Audit of federal awards,

- Audit of state awards,
- Review and testing of internal controls;
- Required communications with governance;
- Annual Comprehensive Financial Report,
- Management letter, if applicable;
- Presentation of audit results to ETCOG Executive Committee

ETCOG receives and administers significant federal, state, and local funding and operates numerous programs serving the East Texas region. Total annual funding is estimated at approximately **\$85 million** for the audit period.

PROPOSAL TERM

It is expected the resulting contract shall be a one (1) year, fixed-price contract, with options for four (4) additional one-year periods.

PROPOSAL REQUIREMENTS / SCOPE of WORK

BACKGROUND:

A. Description of Entity and Records to Be Audited

The Operations Division is responsible for ensuring financial compliance with all Federal and State programs and will serve as the point of contact for the awarding firm. The Operations Division is comprised of two departments; Financial Services and Fiscal Impact; which are described below:

Financial Services: The responsibilities of the Financial Services Department are carried-out by a total of 5 authorized full-time equivalent positions. This includes transaction processing functions such as cash receipt/bank deposits, accounts payable, accounts receivable, payroll, bank reconciliation, fixed assets, investments, and general accounting.

Fiscal Impact: The responsibilities of the Fiscal Impact Department are carried out by a total of 8 authorized full-time equivalent positions. This includes budget development, monitoring, financial analyses, financial projections and financial reporting, cash draws, inventory, purchasing and procurement.

B. East Texas Council of Government's Fund Structure

ETCOG'S fund structure for accounting and financial reporting purposes for Fiscal year 2026-27 is as follows:

Fund Type/Account Group:

1. General Fund
2. Special Revenue Funds
3. General Fixed Assets
4. Component Unit – East Texas Regional Development Company
5. Component Unit – East Texas Regional Loan Company

A copy of ETCOG's FY 2025 Annual Comprehensive Financial Report as well as prior year reports and annual budgets are located at www.etcog.org for your information. ETCOG has submitted its FY 2025 ACFR for GFOA's Certificate of Achievement for Excellence in Financial Reporting and is currently under review. ETCOG plans to submit its FY 2026 ACFR for GFOA's Certificate of Achievement for Excellence in Financial Reporting.

C. Computer Software

ETCOG utilizes the fund accounting software Micro-Information Products Accounting software (MIP) by Abila.

SPECIFICATION SCHEDULE

A. Scope of Services

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror," to perform a financial and compliance audit of ETCOG.

The Offeror shall perform the examination and express an opinion on all of ETCOG's funds in accordance with auditing standards generally accepted in the United States of America, and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and/or prescribed for financial audits of state and local governmental entities by the:

- General Accounting Office (GAO) (Yellow Book);
- 2 CFR PART 200—Uniform Guidance
- Government Accounting Standards Board (GASB)
- Texas Grant Management Standards (TxGMS)
- Any other state or federal setting agencies

It will be the responsibility of the audit firm to be knowledgeable of the requirements and to submit the

report thereon.

The Offeror will prepare all applicable compliance and internal control reviews required by the GAO's Government Auditing Standards and Uniform Guidance, including the Data Collection Form (SF-SAC) and the electronic filing of the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.

The Proposer will prepare all applicable compliance and internal control reviews required by the GAO's Government Auditing Standards and Uniform Guidance, including the Data Collection Form (SF-SAC) and the electronic filing of the Data Collection Form for Reporting on Audits of States, Local Governments, and Non-Profit Organizations.

B. Reports, Schedules, and Forms to Be Issued

The Proposer shall study and evaluate ETCOG's system of internal control. If weaknesses are noted, appropriate recommendations will be reviewed with the Executive Director. Include findings and recommendations in a separate Management Letter to the ETCOG Executive Committee.

REQUIRED REPORTS:

Auditor will issue the following reports as part of Independent Audit to include the following, as well as any other reports deemed necessary by Federal and State Guidelines:

1. Independent Auditor's Reports on the Basic Financial Statements
2. Independent Auditor's Report on Internal Control over Financial Reporting and on Compliance and Other Matters
3. Independent Auditor's Report on Compliance for Each Major Program and on Internal Control Over Compliance

SUPPLEMENTARY INFORMATION:

The Proposer shall subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole:

1. Schedule of Expenditures of Federal and State Awards;
2. Schedule of Indirect Costs; and
3. Schedule of Employee Benefits

C. Performance

The East Texas Council of Government's records should be audited through September 30, 2026

The objectives of the audits are to have you express an opinion about whether the financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the additional information, as required, when considered in relation to the financial statements taken as a whole. The objectives also include reporting on internal controls related to the financial statements and compliance with laws and regulations, noncompliance with which could have a material effect on the financial statements in accordance with the GAO's Government Auditing Standards, Uniform Guidance, and any specific requirements of grantor agencies. The audit should include tests of accounting records and other procedures you consider necessary to enable you to express such an opinion and to render the required reports.

D. Delivery Schedule

The Proposer should provide a proposed audit time schedule including approximate dates for planning, fieldwork, and final delivery.

The Proposer shall deliver the final audit reports to ETCOG's management and the Board no later than March 31, 2027.

Reports may be submitted earlier than the schedule above. However, if the Proposer fails to make delivery of the audit reports within the time schedule specified herein, or if the Proposer delivers audit reports that do not conform to all of the provisions of this contract, ETCOG may, by written notice of default to the Proposer, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Proposer with sufficient justification.

E. Price

The Proposer's proposed price should be submitted separately. Include information indicating how the price was determined. For example, the Proposer should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level. Any out-of-pocket expenses should also be indicated. The pricing information should be in a separate, sealed envelope.

F. Payment

Payment will be made when ETCOG has determined that the total work effort has been satisfactorily completed. Should ETCOG reject a report, ETCOG's authorized representative will notify the Proposer in writing of such rejection, giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Proposer submits the final invoice for payment.

Progress payments will be allowed to the extent that ETCOG can determine satisfactory progress is being made.

Upon delivery of the of the final reports to the ETCOG and their acceptance and approval, the Proposer may submit a bill for the balance due on the contract for the audit.

G. Audit Review

All audit reports prepared under this contract will be reviewed by ETCOG and its funding sources to ensure compliance with the GAO's *Government Auditing Standards* and other appropriate audit guides.

H. Exit Conference/Board Meetings

An exit conference with ETCOG's representatives and the Proposer's representatives will be held at the conclusion of the fieldwork. Observations and recommendations must be summarized in writing and discussed with ETOCG. These should include internal control and program compliance observations and recommendations. The partner and/or manager in charge shall be available to attend one public meeting annually, at which time the audit reports may be discussed.

I. Workpapers

1. Upon request, the Proposer will provide a copy of the workpapers pertaining to any questioned costs determined in the audit. The workpapers must be concise and provide the basis for the questioned costs, as well as an analysis of the problem.
2. The workpapers will be retained for at least three years from the end of the audit period.
3. The workpapers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the GAO, and ETCOG.

J. Confidentiality

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to the ETCOG, the Proposer agrees not to publish, reproduce, or otherwise divulge such information, in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Proposer's possession, to those employees on the Proposer's staff who must have the information on a "need to know" basis.

The Proposer agrees to immediately notify, in writing, the ETCOG's authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

K. Subcontracting

Must include an affirmative statement that no subcontracting will be done.

TECHNICAL QUALIFICATIONS

Proposers must include the following or RFP may be subject to rejection:

Prior Auditing Experience

The Proposer should describe its prior auditing experience, including the names, addresses, contact persons, and telephone numbers of organizations audited within the past three years that are similar to our organization. Experience should include the following categories:

1. Prior experience auditing Councils of Governments.
2. Prior experience auditing similar programs operated by Councils of Governments.
3. Prior experience auditing other governmental organizations.

Organization, Size, and Structure

The Proposer should describe its organization, size (in relation to audits to be performed), and structure. Description should include:

1. Size of the Proposer, including number of employees and physical site locations.
2. Explanation of independence.
3. Any conflicts of interest that exist.
4. Results of peer review.
5. Explanation if the Proposer is a small or minority-owned business, or a women's business enterprise.
6. Affirmative statement that the Proposer and all assigned key professional staff are properly licensed to practice in the state.

D. Staff Qualifications

The Proposer should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

1. Audit team makeup.
2. Overall supervision to be exercised.

3. Prior experience of the individual audit team members. Include resumes of only the staff to be assigned to the audits. Include education, position in firm, years with the firm, industry-specific experience, and training on the recent Uniform Guidance.

E. ETCOG Responsibilities During Audit

1. ETCOG will provide and make available on-site office space, internet connectivity, power source, standard office supplies, use of copier/scanner, and postage to conduct the audit and related confirmations by mail.
2. ETCOG will make available and accessible all documents, records, and systems requested by the independent auditors to conduct their examination.

ETCOG's accounting staff will be available to provide documents and reports for examination, reproduce documents, prepare specific schedules, etc.

PROPOSAL CRITERIA REQUIREMENTS

Criteria 1: DEMONSTRATED EXPERIENCE

Proposer is to demonstrate their business or their principals have had ownership/executive management in a previous company with comparable type experience, for the services solicited by the following:

- Describe the technical approach and work plan to complete the tasks described in the RFP's Scope of Work.
- Provide a schedule describing how the work would be accomplished.
- Include a discussion of previous experience in similar work, and the result of that experience.

Criteria 2: STAFF AVAILABILITY, QUALIFICATIONS, AND TECHNICAL ABILITIES

Proposer is to include resumes or work history of individuals proposed to accomplish the work. Describe the role of key staff in the project including the identification of the audit manager. Provide detail on the proportion of time each staff member will allocate to each part of the project.

Criteria 3: EXTERNAL QUALITY CONTROL

Proposer is to provide copies of external quality control reviews (peer reviews).

Criteria 4: WORK PLAN AND COST

Proposer is to specify the total contract price and provide a budget with regards to the proposed Work Plan

Criteria 5: REFERENCES

Proposer is to provide at least three (3) references for audit services comparable to those solicited. (Current References form, p. 9)

Criteria 6: TECHNICAL ASSISTANCE

Proposer is to Demonstrate their ability to provide assistance in obtaining the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association.

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.9); (return with submission)
- 2) Appendix I & Conflict of Interest form - signed; (return attachment with submission)
- 3) Appendix II - signed; (return attachment with submission)
- 4) Signed 'Affirmation & Signature' (p.16) ; (must return with submission);
- 5) Federal & State Clauses for Professional Services (must return with submission):

Attention: It is understood failure to provide the above items with a submitted RFP 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 RFP Proposals submitted with all the required documentation/response on this page shall be considered for award in conjunction with the Evaluation Criterion, (p.13).

ETCOG reserves the right to award the contract to the proposer whose RFP submission is deemed most advantageous.

PLEASE CHOOSE ONLY ONE OPTION FOR SUBMISSION

Option 1 - HARD COPY RFP SUBMISSION

Hardcopy submissions must be clearly identified on the outermost return envelope or packaging and must be received by the bid submission date/time of **Monday, August 31, 2026 at 11:00 A.M.** 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#EC-EAS26R , Monday, August 31, 2026 , 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 RFP 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 RFP SUBMISSION OPTION

Upload Requirements/Instructions

1. Proposers must **email** Christine Weems at christine.weems@etcog.org to **request an 'Access Link' by 11:00 A.M on Friday, August 28, 2026**, 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 **'ETCOG Audit Services 2026 RFP'** link at

<https://www.etcog.org/procurements> or request by emailing Christine Weems at: 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, 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 **Tuesday, August 18, 2026 at 5:00 P.M.** if not sooner, and must be emailed to Christine Weems, Facilitator at: christine.weems@etcog.org and no one else.

Staff Responses: Proposers must go online at <http://www.etcog.org/procurements> and click on 'ETCOG Audit Services 2026 RFP' to retrieve responses to all questions asked, no earlier than **Thursday, August 20, 2026 at 5:00 P.M.**

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 'ETCOG Audit Services 2026 RFP' at <http://www.etcog.org/procurements> or request by emailing to Christine Weems at: christine.weems@etcog.org

VETHUB & NONDISCRIMATORY BEST PRACTICES

VetHUB is a program that focuses on certification of service-disabled veterans to facilitate their growth and development and increase VetHUB contract and subcontracts with the State of Texas. ETCOG shall ensure veteran-owned businesses are considered as sources for acquisitions whenever possible by:

- 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 VetHub to participate; and

- using the services and assistance of the VetHub list on the Texas Comptroller website, as needed.
- Vendors are encouraged to make a good faith effort to consider VetHubs when subcontracting.
- utilizing the Texas Comptroller of Public Accounts website [Texas Comptroller of Public Accounts](#) ;
- utilizing Web sites or other directory listings maintained by local Chambers of Commerce.
- advertising subcontract work in local veteran and minority publications; and/or contacting the contracting state agency for assistance in locating available VetHubs.

Please refer to [Texas Government Code, Chapter 2161](#) for HUB and VetHUB general provision.

All vendors and their contractors and subcontractors shall comply with all applicable nondiscrimination and equal opportunity provisions of federal and state law and all regulations implementing the laws.

RFP EVALUATION AND SELECTION OF SUBMITTAL

ETCOG intends to evaluate proposers based on the criteria set forth below. ETCOG may review written submissions, request clarifications, conduct interviews, request presentations, negotiate scope and fees, and select the Respondent determined to be the most qualified and in the best interest of ETCOG.

EVALUATION CRITERIA TABLE

CRITERIA TABLE	POINTS
Relevant Experience	30
Staff Availability, Qualifications & Technical Abilities	30
External Quality Control	10
Work Plan & Cost	15
Current References	15
TOTAL	100

NOTE: The number of proposals selected for consideration will be at the sole discretion of ETCOG. A composite grade of a minimum of 75 points or more is required to be eligible for award consideration. The ratings will be based on the qualifications provided in the proposal by the closing date/time of the RFP.

RFP PROPOSAL REVIEW TERMS

1. RFP 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 the RFP's.
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 body(s) as a recommendation for award so the governing body(s) may make a final award decision.
5. RFP submission 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.

ETCOG GENERAL SELECTION 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 RFP 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.
12. The selected firm shall follow the rules and regulations set forth by TxDOT when providing services for the ETCOG Transportation department. Guidance will be provided by ETCOG Transportation department in coordination with TxDOT.

RFP 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

RFP AWARD NOTIFICATION

It is expected an award will be made on **September 3, 2026**. (date subject to change)

PUBLIC DISCLOSURE

No public disclosures or news releases pertaining to this Contract shall be made without prior written approval of ETCOG.

CONTRACT PAYMENT METHOD

Any resulting contracts are NET30 at the time the invoice is received by a.p@etcog.org in ETCOG Operations/Finance department. Payment will be made in accordance with the standard lease terms or agreement.

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; Federal & State Clauses for Professional Services; 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 RFP' due to non-compliance.