

**REQUEST FOR QUALIFICATIONS: EC-EILS26RFQ
ETCOG Interim Legal Services 2026 RFQ**

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Wendi Horst, Director of Financial Operations



RFQ TIMELINE SCHEDULE (dates/times subject to change)

Bid Released	Thursday, June 18, 2026
Questions Due	Monday, June 29, 2026 5:00PM
Staff Responses Post	Monday, July 6, 2026 5:00PM
Access Link Deadline	Friday, July 17, 2026 11:00AM
Bids Due	Monday, July 20, 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.

Background

ETCOG is a regional organization serving member governments and communities in East Texas. ETCOG requires responsive and experienced legal support to advise leadership, staff, the ETCOG Board of Directors and Executive Committee, the Chief Elected Officials—Rural Transportation Planning Organization (CEO-RTPO) Board, and as well as other ETCOG affiliated boards and advisory committee's on matters arising from governance, contracts, procurement, employment, public-sector compliance, and organizational operations.

PURPOSE

In accordance with the provisions of Texas Government Code, Chapter 2254, Subchapter A, Professional Services, and Rules and Procedures adopted by the East Texas Council of Governments (ETCOG), ETCOG is soliciting Request for Qualifications from qualified attorneys or law firms licensed to practice in the State of Texas to provide Interim Legal Support Services for ETCOG. The selected Respondent will provide interim general counsel services following the retirement of ETCOG's long-time contract attorney and will also complete special project legal assessments related to ETCOG's internal procurement processes and long-term legal service delivery model.

- General counsel services for ETCOG's routine and emerging legal needs; and
- Special project legal services consisting of a review of ETCOG's internal procurement process and procedures and an internal review to determine whether ETCOG has sufficient legal workload and organizational need to support a full-time in-house Chief Legal Counsel position.

SCOPE of WORK

- Provide legal advice on issues affecting ETCOG's operations, administration, programs, contracts, governance, and regulatory compliance.
- Interpret applicable federal and Texas laws, regulations, and administrative requirements relevant to ETCOG.
- Advise ETCOG leadership regarding legal risk, compliance obligations, and recommended courses of action.
- Review and advise on bylaws, resolutions, board actions, policy documents, and governance procedures.
- Assist with legal review of board agenda items, develop and review resolutions, and supporting materials, as requested.
- Attend board or committee meetings, in person or virtually, when requested by ETCOG.
- Review, draft, revise, and negotiate contracts, interlocal agreements, memoranda of understanding, professional services agreements, vendor agreements, lease-related documents, amendments, and other legal instruments.
- Advise ETCOG concerning contract structure, risk allocation, indemnity, insurance, remedies, default, termination, and dispute provisions.
- Advise ETCOG on procurement-related legal issues, including solicitation processes, evaluation procedures, contract award issues, protests, procurement documentation, and compliance matters.
- Advise ETCOG on the continuing development of our "COGWORKS" Purchasing Cooperative.

- Advise on employment and personnel matters, including policy interpretation, disciplinary actions, investigations, employee complaints, separations, workplace compliance issues, and related risk management matters.
- Advise ETCOG regarding public information requests, records retention, confidentiality, and handling of sensitive or protected information.
- Advise ETCOG regarding claims, disputes, complaints, demand letters, and other legal controversies that do not require separate specialized litigation counsel.
- Conduct legal research and prepare memoranda, legal opinions, correspondence, policy language, and other written work product as requested.
- Advise ETCOG on the development of potential program legislation directly tied to Board, Executive Committee and CEO-RTPO Board directives and current and future span and scope of ETCOG programs and services.

Special Project Legal Services

Special Project 1: Review of ETCOG's Internal Procurement Process and Procedures

Purpose: ETCOG seeks a legal review of its current internal procurement process and procedures to identify any steps, requirements, approvals, or documentation practices that are not legally required and that may unnecessarily delay procurements, create administrative burden, or reduce operational efficiency.

1. Review ETCOG's written procurement policies, procedures, forms, templates, approval requirements, and related internal controls.
2. Review ETCOG's current procurement workflow and actual operational practices to determine how procurements are initiated, reviewed, approved, documented, and awarded.
3. Identify steps in the process that are legally required, funder-required, best practice/risk management-driven, or legally unnecessary/discretionary.
4. Distinguish clearly between mandatory legal requirements, recommended best practices, and internal discretionary practices that may be modified by ETCOG.
5. Identify areas where ETCOG may be over-documenting, over-reviewing, duplicating approvals, or imposing unnecessary procedural burdens.
6. Identify any areas where current procurement practices create legal risk, inconsistency, ambiguity, or vulnerability to challenge.
7. Recommend legally defensible options to simplify, streamline, clarify, and improve ETCOG's procurement process while preserving appropriate internal controls and compliance safeguards.
8. Prepare written recommendations for ETCOG leadership, including a prioritized roadmap for implementation.

Minimum Deliverables:

- Written assessment of ETCOG's internal procurement process and procedures.
- Matrix identifying which procurement steps are legally required, funder-required, best practice/risk management-driven, or legally unnecessary/discretionary.
- Specific recommendations for process simplification, clarification, or revision.

- Proposed revisions or redlines to procurement policies, procedures, forms, or approval structures, if requested by ETCOG.
- Summary presentation or briefing to ETCOG leadership.

Special Project 2: Internal Legal Services Needs Assessment / Feasibility Review for Full-Time Chief Legal Counsel

Purpose: ETCOG seeks a thorough internal review to determine whether the organization has sufficient legal workload, complexity, risk profile, and strategic need to support a full-time in-house Chief Legal Counsel position.

1. Review ETCOG's historical and current legal service needs, including the type, frequency, complexity, and volume of legal matters handled over a representative period identified by ETCOG.
2. Consult with ETCOG leadership and relevant departmental staff to understand legal support needs across divisions, programs, and administrative functions.
3. Assess the range of legal issues ETCOG routinely encounters, including governance, contracts, vendor contracts, procurement, employment, public information and records, regulatory compliance, grant-related legal issues, interlocal agreements, risk management, and special projects or strategic initiatives.
4. Evaluate whether the quantity and nature of ETCOG's legal work are sufficient to justify a full-time in-house attorney position.
5. Assess which legal functions are well-suited to in-house counsel and which functions would likely still require outside specialty counsel.
6. Compare the benefits, limitations, risks, and operational implications of a fully outsourced legal model, a hybrid model, and a full-time in-house Chief Legal Counsel model.
7. Evaluate organizational considerations associated with creating an in-house legal function, including workload sustainability, scope of duties, reporting structure, independence considerations, qualifications needed, support resources, estimated budget implications, and transition considerations.
8. Provide a professional recommendation as to whether ETCOG appears to have sufficient need to support a full-time Chief Legal Counsel position, and if so, under what structure and assumptions.
9. If a full-time position is not recommended, provide alternative recommendations for strengthening ETCOG's legal service model.

Minimum Deliverables:

- Written legal services needs assessment.
- Analysis of ETCOG's current and anticipated legal workload and service demands.
- Comparative evaluation of outsourced, hybrid, and full-time in-house counsel models.
- Recommendation regarding whether ETCOG should create a full-time Chief Legal Counsel position.
- If appropriate, a proposed high-level role profile or functional outline for such a position.

Executive Director briefing summarizing findings, assumptions, and recommendations.

SPECIALIZED EXPERIENCE / QUALIFICATIONS

General Counsel Experience

- Governance
- Contracts
- Procurement
- Employment
- Compliance

Organizational Review / Strategic Legal Assessment Experience

- Internal legal process reviews
- Operational assessments
- Governance reviews
- Legal service delivery evaluations

Minimum Qualifications

- Current licensure and good standing to practice law in the State of Texas.
- Demonstrated experience representing governmental entities, public-sector organizations, councils of governments, local governments, or comparable quasi-governmental bodies.
- Experience in public-sector contracts, governance, procurement, employment, and compliance matters.
- Capacity to provide responsive interim general counsel services while also completing project-based legal assessments.
- **Ability to provide services beginning on or about August 17, 2026.**

SERVICE EXPECTATIONS

- Prompt acknowledgment of routine requests and reasonable availability for urgent matters.
- Advice that is legally sound and practically implementable.
- Clear distinction between legal requirements, best practices, and risk-based recommendations.
- Collaborative work style with ETCOG leadership, department heads, procurement staff, and human resources staff.
- Protection of attorney-client privilege and confidential information.

BID FEE PROPOSAL SHEET

ETCOG requests a clear and complete fee proposal. Attach additional pages if necessary.

1. Hourly Rates

Role / Classification	Name (if known)	Hourly Rate	Comments
_____	_____	_____	_____

2. Optional Retainer Pricing

Monthly retainer amount for routine general counsel services, if proposed:

Description of services included in retainer:

3. Special Project Pricing

Special Project 1 – Review of ETCOG’s Internal Procurement Process and Procedures
Proposed pricing (fixed fee or not-to-exceed):

Assumptions / exclusions:

Special Project 2 – Internal Legal Services Needs Assessment / Feasibility Review
Proposed pricing (fixed fee or not-to-exceed):

Assumptions / exclusions:

4. Other Costs

Identify any anticipated reimbursable expenses or other charges:

5. Certification

The undersigned certifies that the fee proposal submitted is true and correct and will remain valid for the period specified in the RFQ.

CURRENT REFERENCES

Please provide three (3) references from similar firms for whom your organization provided like services specific to this RFQL, 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.5); (return with submission)
- 2) Bid Fee Proposal Sheet; (return with submission)
- 3) Appendix I & Conflict of Interest form - signed; (return attachment with submission)
- 4) Appendix II - signed; (return attachment with submission)
- 5) Signed 'Affirmation & Signature' (p.16); (**must** return with submission);
- 6) Federal & State Clauses for Professional Services (**must** return with submission):

Attention: It is understood failure to provide the above items with a submitted RFQ 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 RFQ Proposals submitted with all the required documentation/response on this page shall be considered for award in conjunction with the Evaluation Criterion, (p.12).

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

PROPOSAL INSTRUCTIONS

Bid proposals/submissions are to be returned in the order below and provide the following documentation and responses where asked:

- Cover Letter
- Firm or Attorney Profile
- Proposed Team and Staffing
- Relevant Experience
- Project Approach and Methodology
- Representative Engagements
- References
- Appendix I and Conflict of Interest Disclosure
- Appendix II
- Bid Fee Proposal Sheet
- RFQ Signature Page
- Federal & State Clauses for Professional Services

PLEASE CHOOSE ONLY ONE OPTION FOR SUBMISSION

Option 1 - HARD COPY RFQ 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 **11:00 A.M., Monday, July 20, 2026**, 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, RFQ# EC-EILS26RFQ, Monday, July 20, 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 RFQ.

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 RFQ 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 RFQ 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 RFQ.
5. RFQ 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 RFQ 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 RFQ submission. ETCOG will not be held liable for missing addenda or materials at the time of the RFQ Opening and said addenda or additional materials will not be accepted past the RFQ submission deadline date and time.

Option 2 - DIGITAL RFQ 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., Friday, July 17, 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 RFQ proposal digitally with all required exhibits and materials by referenced **'RFQ Submission Due' deadline date/time (p. 1)**, if not sooner.

RFQ RETRIEVAL

The RFQ document, related appendix, RFQ bid updates, and any additional RFQ 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 Interim Legal Services 2026 RFQ'** 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 RFQ 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 RFQ, during the entirety of the RFQ process. Failure to follow this directive will result in rejection of Proposer participation and/or submitted RFQ proposal.

QUESTION/RESPONSES

Proposer Questions: Proposer questions concerning this RFQ are due **Monday, June 29, 2026 by 5:00 PM**, 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 Interim Legal Services 2026 RFQ'** to retrieve responses to all questions asked, no earlier than **Monday, July 6, 2026 at 5:00 PM(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 RFQ 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 RFQ restrictions.

RFQ RETRIEVAL

The RFQ document, RFQ updates, and additional RFQ information or amendments will be posted on the ETCOG website and may be retrieved by clicking on 'ETCOG Interim Legal Services 2026 RFQ' 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.

RFQ EVALUATION AND SELECTION OF SUBMITTAL

ETCOG intends to evaluate Statements of Qualifications 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
General Counsel Experience and Qualifications	25
Organizational Review / Strategic Legal Assessment Experience	20
Proposed Approach to Scope of Services	20
Public-Sector / Governmental Experience and Fit	15
Capacity, Availability, and Responsiveness	10
References and Past Performance	5
Fee Proposal / Overall Value	5
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 70 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 RFQ.

RFQ PROPOSAL REVIEW TERMS

1. RFQ 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 RFQ 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 RFQ'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. RFQ 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 RFQ 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 RFQ 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 RFQ 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 RFQ to include but not limited to the RFQ document, Proposer(s) submitted proposal, and the RFQ 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 RFQ 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.

RFQ 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

RFQ AWARD NOTIFICATION

1. It is expected an award will be made on **August 6, 2026. (date subject to change)**
2. The anticipated start date for services is **August 17, 2026. (date subject to change)**
3. Upon award notification all Proposers who responded to this RFQ will be contacted.

RIGHT TO AUDIT

Proposer understands acceptance of funds under any resulting contract of this RFQ acts as acceptance of the authority of the State Auditor's Office, ETCOG or any successor agency, to conduct an audit or investigation in connection with those funds. Proposer further agrees to cooperate fully with the above parties in the conduct of the audit or investigation, including providing all records requested. Proposer shall ensure this clause concerning the authority to audit funds received indirectly by subcontractors through the Proposer and the requirement to cooperate is included in any subcontract it awards.

PUBLIC DISCLOSURE

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

CONTRACT TERMS AND CONDITIONS

The anticipated start date for services is August 17, 2026, or as soon thereafter as a contract is executed. ETCOG's objective is to complete the special projects outlined in the 'Special Legal Projects' section (p. 3-4), within 12 months of initial engagement. The term of the engagement shall be determined by ETCOG and may include renewal or extension options at ETCOG's discretion.

CONTRACT PAYMENT METHOD

Payment terms are NET 30 upon receipt of invoice by email to 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 RFQ 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 RFQ 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 RFQ or the submitted proposal will be marked 'Rejected/No RFQ' due to non-compliance.