

TEXAS DEPARTMENT OF TRANSPORTATION  
GENERAL SERVICES DIVISION

SPECIFICATION NO.  
TxDOT 956-05-40\*  
REVISED: AUGUST 2011

POLICY RESEARCH SERVICES  
PUBLICATION

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1. **SCOPE:** This solicitation is to provide policy research services to TxDOT statewide on an as needed basis. The policy research services assist TxDOT in compiling facts, figures and information for use in formulating, developing and implementing programs and policies.
2. **BACKGROUND:** In support of its mission, TxDOT uses a variety of sources, including in-house policy specialists, state university researchers, and private sector vendors, to conduct broad, statewide transportation policy research for the Texas Transportation Commission, TxDOT Administration, and other transportation policy decision makers. The goal of this procurement is to obtain access to private sector vendors to provide policy research services for TxDOT.

Since 2006, TxDOT procured a broad range of policy research services under an existing purchase order for services. The areas of emphasis for previous policy research efforts have included, but are not limited to:

- 2.1. Issues related to the TxDOT Strategic Plan, including the development of statewide performance measures, strategies, and tactics in support of the department's goals
- 2.2. Issues related to state and federal legislation
- 2.3. Statewide and regional transportation financing options
- 2.4. Statewide and regional economic benefit analysis that influence strategic transportation policy
- 2.5. Specialized studies at the request of TxDOT's transportation partners
- 2.6. Short-term analyses and data compilation
- 2.7. Statewide scenario planning and funding estimates

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\* This Specification Supersedes Specification No. TxDOT 956-05-40, Revised March 2008.

- 2.8. Identification of key transportation issues around the country and the globe with potential for implementation in Texas

For a detailed understanding of the types of work that may be performed under this contract in the future, reference Exhibit 1 – Projects Undertaken Using the TxDOT Policy Research Services Contracts - Inception through June 2011.

3. RESPONDENT QUALIFICATIONS: The respondent shall:

- 3.1. Be a company or individual engaged, or whose partners or participants or both are engaged, in the business of providing policy research services for a minimum of five years within the last seven years. Recent start-up businesses do not meet the requirements of this solicitation.

NOTE: A start-up business is defined as a new company that has no previous operational history or expertise in the relevant business and is not affiliated with a company that has that history or expertise. Two companies are affiliated if they have a common parent company or if one is the parent or subsidiary of the other.

- 3.2. Have a minimum of five years experience within the last seven years in providing similar services for local, state, federal, or private entities.
- 3.3. Be in good financial standing and current in payment of all taxes and fees such as state franchise fees. TxDOT reserves the right to request a copy of the respondent's audited or un-audited financial statement.

TxDOT may request a statement from the president, owner or financial officer on company letterhead certifying that the company is in good financial standing, current in payment of all taxes and fees or request financial statements.

When financial statements are requested, TxDOT will review the respondent's audited or un-audited financial statement to this solicitation in accordance with Texas Government Code, Title 10, Subtitle D, Section 2156.007 to evaluate the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service required in the solicitation. TxDOT will be the sole judge in determining the sufficiency of the respondent's financial resources and ability to perform the contract or provide the service. Factors to be reviewed include:

- 3.3.1. Balance sheets
- 3.3.2. Net working capital
- 3.3.3. Current asset ratio
- 3.3.4. Liquidity ratio
- 3.3.5. Auditor(s) notes
- 3.3.6. Any notes to the financial statements

4. KEY PERSONNEL QUALIFICATIONS: The respondent shall designate the following key personnel:

- 4.1. SENIOR RESEARCH DIRECTOR: The Senior Research Director shall have the following:

- 4.1.1. Bachelor's degree or higher.
- 4.1.2. A minimum of five years in the last seven years directing research work or similar services.
- 4.2. PROJECT MANAGER (PM): The PM shall have the following:
  - 4.2.1. Bachelor's degree or higher.
  - 4.2.2. A minimum of three years experience within the last five years in project management for similar services.
  - 4.2.3. A minimum of three years experience in the past five years performing policy research.
- 5. VENDOR REQUIREMENTS: The vendor shall:
  - 5.1. Adhere to the TxDOT Terms and Conditions identified on the solicitation.
  - 5.2. Provide all labor, materials and equipment necessary to meet requirements of the specified services throughout the term of the purchase order.
  - 5.3. Provide a primary point of contact.
  - 5.4. Maintain a staffed office, open 8 a.m. to 5 p.m. CT weekdays, Monday through Friday, excluding Texas state observed and federal holidays.
  - 5.5. Provide staff personnel with a minimum of one year of experience within the last three years in the services referenced in Para. 7. with the knowledge to develop and implement the service requirements in this solicitation. TxDOT reserves the right to request resumes of proposed personnel for each project.
- 6. RESPONDENT PERSONNEL REQUIREMENTS
  - 6.1. SENIOR RESEARCH DIRECTOR: The Senior Research Director shall:
    - 6.1.1. Be a permanent staff member.
    - 6.1.2. Have the qualifications and skills to perform specific work assignments.
    - 6.1.3. Have the ability to effectively communicate orally and in writing.
  - 6.2. PM: The PM shall:
    - 6.2.1. Be a permanent staff member.
    - 6.2.2. Have the qualifications and skills to perform specific work assignments.
    - 6.2.3. Have the ability to effectively communicate orally and in writing.
- 7. SERVICE REQUIREMENTS: The vendor, in coordination with the designated TxDOT office or division, shall provide policy research services for TxDOT specific programs, initiatives, actions and plans as follows:

- 7.1. Conduct required research and provide analyses on policy issues identified by TxDOT.
- 7.2. Research services may include, but are not limited to:
  - 7.2.1. Identifying research-based options and recommendations for formulating, developing and implementing transportation programs and policies.
  - 7.2.2. Reviewing and tracking transportation issues, statewide and nationwide, as related to specific research assignments. This may include monitoring stakeholder viewpoints, activities of potential partners, legislative bills, legal issues and other activities as appropriate.
  - 7.2.3. Attending or conducting hearings, meetings or in-depth interviews with stakeholders or other groups as appropriate.
  - 7.2.4. Providing analyses of comments received on proposed programs, policies and initiatives.
  - 7.2.5. Recommending ways to address and implement legislative initiatives.
  - 7.2.6. Monitoring and analyzing press coverage on transportation issues.
- 7.3. Research projects may include, but are not limited to:
  - 7.3.1. Strategic planning
  - 7.3.2. Financial matters
  - 7.3.3. Federal and state funding and policies
  - 7.3.4. Legislatively mandated studies
  - 7.3.5. Case studies
  - 7.3.6. Comparisons of best practices
- 7.4. STATEMENT OF WORK (SOW): Submit a SOW for each project assigned, to the designated TxDOT contract manager for written approval prior to performing the work. Each SOW shall be submitted to the designated TxDOT contract manager no later than ten working days of receipt of the assigned project. TxDOT will approve or deny the SOW in writing within ten state working days of receipt. The vendor shall not commence work on any project until the designated TxDOT contract manager provides written approval. The vendor shall:
  - 7.4.1. Identify and schedule projected activities. The SOW shall include measurable objectives and estimated costs. SOW activities may be amended as necessary and as mutually agreed to between TxDOT and the vendor. Only costs approved in writing by TxDOT will be eligible for payment.
  - 7.4.2. Submit progress reports for each project on a schedule mutually agreed to between TxDOT and the vendor.

- 7.4.3. Submit a comprehensive recap, with a summary compilation of activities as requested by TxDOT. This report shall document the results of all work performed to date. TxDOT and vendor will agree upon the report format and forms.
- 7.4.4. Notify TxDOT in writing of events which have a significant impact on contract work in a time frame mutually agreed to between TxDOT and the vendor. Events may include, but not be limited to:
  - 7.4.4.1. Problems, delays, or adverse conditions which will prevent vendor from meeting approved time or work schedules.
  - 7.4.4.2. Favorable developments which will allow vendor to meet time or work schedules sooner than anticipated.
- 7.5. Provide project briefings upon request.
- 7.6. Provide onsite advice as an embedded team member, including guidance on state and federal regulations as they apply to transportation programs and policies.
- 7.7. Assist TxDOT in producing program or policy documentation for distribution to other state and federal governmental agencies as requested.
- 7.8. Assist TxDOT in developing publication materials, including analytical white papers and briefings, on specific transportation topics for internal and external audiences.
- 7.9. Assist TxDOT in developing training and informational materials to support new transportation programs, policies and initiatives.
- 7.10. Assist TxDOT in developing multimedia presentations as required.
- 7.11. Provide project reports in a format mutually agreed to between TxDOT and the vendor.
- 8. PRINTING: For any printing requirement, TxDOT reserves the right to:
  - 8.1. Use TxDOT's print shop.
  - 8.2. Use the vendor's subcontractor.
  - 8.3. Use an existing printing purchase order.
  - 8.4. Establish a separate purchase order.
- 9. VENDOR SELECTION FOR PROJECTS: As projects are identified, TxDOT reserves the right to invite awarded vendors to submit competing SOW's for review and selection. TxDOT will select the vendor with the preferred approach providing the best value to TxDOT.
- 10. VENDOR PERFORMANCE: Satisfactory and unsatisfactory performance will result in a vendor performance report. TxDOT may consider the following performance by the vendor as unsatisfactory performance, which may result in cancellation of the purchase order. An unsatisfactory performance determination includes, but is not limited to:

- 10.1. EDITING: The vendor fails to satisfactorily correct a problem in formatting, content, style or grammatical errors in a draft and final document within ten calendar days of notification by the designated TxDOT PM.
- 10.2. ADHERENCE TO PROJECT SCHEDULE: The vendor misses a project reporting or deliverable deadline more than three times in one year of the purchase order service term.
- 10.3. BIAS: The vendor presents unsatisfactory and strongly biased opinions in a project report and fails to remove the biased comments within ten calendar days of notification by the designated TxDOT PM.

11. PERSONNEL CONTINUITY AND REPLACEMENT

- 11.1. TxDOT recognizes that events beyond the control of the vendor such as the death, physical or mental incapacity, long-term illness, or the voluntary termination of employment of the Senior Research Director or the PM will require the vendor propose a replacement. In the event such a replacement is necessary, vendor agrees that personnel shall not begin work on the project without prior written approval from TxDOT.
- 11.2. The Senior Research Director and the PM shall remain available for the entire term of the purchase order as long as that individual is employed by the vendor.
- 11.3. If TxDOT determines the Senior Research Director or the PM is unable to perform in accordance with the service requirements or to communicate effectively, the vendor shall immediately remove that person.
- 11.4. Proposed replacement personnel shall meet minimum qualifications and have experience comparable to the person(s) being replaced. Replacement personnel shall be provided at no additional cost to TxDOT. Resume(s) and reference(s) may be requested for the proposed replacement(s). TxDOT may reject any replacement if references or past working performance is questionable or unfavorable. TxDOT will be the sole judge of the qualifications of the proposed replacement personnel.

12. QUALITY ASSURANCE PLAN: The vendor shall provide a comprehensive, continuous, and measurable quality assurance program. The plan shall include:

- 12.1. Strategies and processes to promote quality.
- 12.2. Procedures to periodically measure and report quality performance to TxDOT throughout the term of the purchase order.
- 12.3. Controls to be used within the project to assure quality and consistency throughout the life of the project.

13. SUBCONTRACTING

- 13.1. Subcontractors providing service under the purchase order shall meet the same service requirements and provide the same quality of service required of the vendor.
- 13.2. No subcontract under the purchase order shall relieve the primary vendor of responsibility for the services.
- 13.3. The vendor shall be the only contact for TxDOT and subcontractor(s).

- 13.4. The vendor shall manage all quality and performance, project management, and schedules for subcontractors. The vendor shall be held solely responsible and accountable for the completion of all work for which the vendor has subcontracted.
- 13.5. TxDOT retains the right to check subcontractor's background and make a determination to approve or reject the use of submitted subcontractor(s). Any negative responses may result in disqualification of the subcontractor.
- 13.6. TxDOT reserves the right to request the removal of vendor's subcontractor staff deemed unsatisfactory by TxDOT.
- 13.7. Subcontracting shall be at the vendor's expense.
- 13.8. During the term of the purchase order, if the vendor determines a need for a subcontractor change, TxDOT shall be notified in writing by the vendor within ten calendar days of any proposed change. The vendor shall be required to provide references and work history for any proposed subcontractor to TxDOT. No change will be allowed without written authorization by TxDOT.
- 13.9. SOLICITATIONS OVER \$100,000: TxDOT will make an initial determination of whether subcontracting is probable. It is the respondent's determination to choose to subcontract any of the work under this purchase order with a Texas certified Historically Underutilized Business (HUB) or other businesses.
  - 13.9.1. If TxDOT has determined that subcontracting opportunities are probable, the class and items in which HUBs may be registered will be noted in the solicitation.
  - 13.9.2. The respondent shall identify all proposed HUB and other subcontractors at the time of response submittal. The required forms with video instructions can be found at the following website:  
  
<http://www.window.state.tx.us/procurement/prog/hub/hub-subcontracting-plan/>
- 13.10. HUB SUBCONTRACTING PLAN (HSP) PRIME CONTRACTOR PROGRESS ASSESSMENT REPORT: After award of the purchase order, the vendor shall report all HUB and non-HUB subcontractor information using the HSP Prime Contractor Progress Assessment Report form. The report shall be submitted to the TxDOT contract manager monthly. The report shall be submitted monthly even during the months the vendor is not invoicing TxDOT. All payments made to subcontractors shall be reported. TxDOT may verify the amounts being reported as paid by requesting copies of cancelled checks paid to subcontractors.
14. BUSINESS CONTINUITY PROCEDURES AND DISASTER RECOVERY PLAN: The respondent shall submit a business continuity procedures and disaster recovery plan which shall include the following:
  - 14.1. Business continuity procedures that shall be implemented to fulfill all requirements of the purchase order including, but not limited to: fire, theft, natural disaster, technical difficulty, workforce problems, equipment failure or other disruption of business.
  - 14.2. A disaster recovery plan for this service shall be maintained. The vendor shall be responsible for all cost of disaster recovery.

15. TRAVEL: All travel and per diem shall be pre-approved in writing by the designated TxDOT representative. If approved, expenses will be reimbursed as follows:
  - 15.1.1. In-state reimbursement will be in accordance with the allowable rates as determined by TxDOT's Finance Division. Rates are subject to change each fiscal year. Vendor shall contact the designated TxDOT representative for current rates prior to incurring travel expenses.
  - 15.1.2. Out-of-state reimbursement will be at current legislated rates and comply with the current state travel laws and rules. Guidelines are available at:  
  
<https://fm.x.cpa.state.tx.us/fm/pubs/travallow/index.php>
  - 15.1.3. Reimbursable travel expenses include: Personal vehicle mileage, commercial transportation, hotel accommodations, parking and meals.
  - 15.1.4. Travel expenses shall be clearly detailed and receipts attached to the invoice.
16. CONFLICT OF INTEREST: The vendor, vendor's personnel and vendor's subcontractor(s) shall affirm not to have, nor acquire any interest during the term of the purchase order that would conflict in any manner with the performance of the vendor's obligations in regards to services authorized.
17. AMENDMENTS: TxDOT and the vendor reserve the right to amend the purchase order by mutual written agreement at any time during the term of service, as may be necessary to achieve the highest quality of production by the most efficient and cost-effective means or to include a different element or special feature that was not contemplated or fully developed at the time of solicitation. The amendment process will be accomplished through a Purchase Order Change Notice (POCN).
18. INVOICING INSTRUCTIONS: The vendor shall provide a comprehensive and detailed invoice with reference to the basis for each item charged. The vendor shall submit invoices on a monthly basis and no later than 90 days from the date of service. Original documentation that validates the charges shall be attached to include but not be limited to; copies of invoices from subcontractors or other entities to which vendor has made payment and requires reimbursement from TxDOT. The original invoice shall be sent to [FIN\\_Invoices@txdot.gov](mailto:FIN_Invoices@txdot.gov) unless otherwise shown on the purchase order to ensure timely payment and shall include the following:
  - 18.1. Complete 16-digit purchase order number
  - 18.2. Vendor Employer Identification Number (EIN)
  - 18.3. Remit to address
  - 18.4. Date of service
  - 18.5. All in-house labor including, but not limited to, research, analysis, report development, advising and other approved services shall be billed on an hourly basis in accordance with Schedule 1 – Pricing. Actual total monthly hours worked by each employee shall be documented according to the type of service performed, and the rate of pay extended to a monthly total.
  - 18.6. All travel expenses shall be clearly detailed and receipts attached to the invoices.

NOTE: Invoices requiring correction shall be re-submitted with a new invoice date.

19. TxDOT RESPONSIBILITIES: TxDOT will:

- 19.1. Provide a contract manager as the point of contact.
- 19.2. Provide management supervision, technical assistance and written approval of all finished products prior to release or implementation of any material developed.
- 19.3. Provide written approval of vendor's SOW within ten state working days of receipt.
- 19.4. Conduct periodic meetings with vendor to monitor progress of work.
- 19.5. Provide any necessary report formats and forms and relevant TxDOT information needed to provide the service.
- 19.6. Provide access to appropriate TxDOT data systems and information.

20. RESPONSE SUBMISSION

20.1. **GENERAL FORMAT:** The respondent shall submit one signed and dated original (marked Original) and three copies (marked Copy). The submission shall be in separate loose leaf binders on one sided 8-1/2 x 11 inch paper and shall be tab-indexed corresponding to the sections listed below. Plastic spine-bound or wire bound submittals are highly discouraged

20.2. **ORIGINAL RESPONSE:** Failure by the respondent to submit the documentation listed below will disqualify the respondent from further consideration. The response submission shall be submitted in the following format:

20.2.1. Section 1 – Schedule 1 – Pricing: Respondent shall propose fully burdened hourly rates for the team members listed under the specific services. The fully burdened hourly rate should include salary, fringe benefits, overhead, G&A and profit.

NOTE TO RESPONDENT: If addendums are generated as part of this solicitation, include the original signed and dated addendum(s) in Section 1.

20.2.2. Section 2 – Schedule 2 – Original, signed and dated Execution of Proposal

20.2.3. Section 3 – Schedule 3 – Company Qualifications and Experience

20.2.3.1. Complete and return Schedule 3 detailing company qualifications and experience.

20.2.3.2. Staffing plan – Submit a proposed staffing plan to demonstrate staff qualification and experience, including subcontractors. This plan should describe the number of staff proposed, the functions proposed staff will perform and the percentage of time each will be assigned during the purchase order term.

20.2.4. Section 4 – Schedule 4 – Key Personnel Qualifications and References: Complete and return for each proposed key or respondent personnel position.

20.2.4.1. Submit one personnel for the Research Director position.

20.2.4.2. Submit a maximum of five personnel for the PM position.

- 20.2.5. Section 5 – Demonstration of Capability: The respondent's approach and ability to meet the service requirements as specified in the solicitation shall be demonstrated. The response should be specific and address all requirements described in the solicitation in the order presented in Para. 7. The respondent shall provide a brief narrative description of five policy research projects completed by respondent during the past five years (limit response to ten pages). The narrative shall include the following for each of the five projects:
- 20.2.5.1. Client goals and objectives.
  - 20.2.5.2. Project timeline.
  - 20.2.5.3. Identification of stakeholder issues related to the research project.
  - 20.2.5.4. Brief overview of project results and how respondent met client goals, objectives and desired outcomes.
- 20.2.6. Section 6 – Demonstration of Experience: Within the narrative, but not necessarily in each example respondent shall provide evidence of experience and ability to:
- 20.2.6.1. Identify methodologies and plan and conduct research to provide required information on policy issues for a state agency or other organization involving a large bureaucracy.
  - 20.2.6.2. Review and track policy issues, both statewide and nationwide, as related to specific research assignments. May include monitoring stakeholder viewpoints, activities of potential partners, legislative bills and legal issues.
  - 20.2.6.3. Conduct stakeholder hearings, meetings, or in-depth interviews.
  - 20.2.6.4. Provide research-based analyses of comments received on proposed programs and plans.
  - 20.2.6.5. Identify research-based options and recommendations for formulating, developing and implementing programs and policy.
  - 20.2.6.6. Recommend ways to address legislative initiatives when indicated by research.
  - 20.2.6.7. Monitor and analyze press coverage.
  - 20.2.6.8. Provide regulatory guidance on programs and policies.
  - 20.2.6.9. Provide advice on the development of training and outreach materials to support new policies, programs or implementation activities.
  - 20.2.6.10. Work efficiently and effectively under compressed time frames with tight deadlines. Develop multimedia presentations necessary to convey program messages and communicate the overall strategy and plan to targeted internal and external audiences.

- 20.2.6.11. Describe staffing plan used for each project to demonstrate staff qualification and experience, including subcontractors. Describe the number of staff proposed for this project, the functions performed and the percentage of time assigned to this project.
- 20.2.7. Section 7 – Quality Assurance Plan (Ref. Para. 12.)
- 20.2.8. Section 8 – Business Continuity and Disaster Recovery Plan: Respondent shall submit a contingency and recovery plan detailing how they propose to meet the specifications in the event vendor service is interrupted. The plan shall detail the vendor’s backup and recovery process (Ref. Para. 14.).
- 20.2.9. Section 9 – Schedule 5 – Respondent References: Respondent shall submit a minimum of three references to substantiate the qualifications and experience requirements for services completed within the past three years. References shall illustrate respondent’s ability to provide the services outlined in the specification. References shall include name, point of contact, telephone number and dates services were performed. The response may be disqualified if TxDOT is unable to verify qualification and experience requirements from the respondent’s references. The response may be disqualified if TxDOT receives negative responses. TxDOT will be the sole judge of references.
- 20.2.10. Section 10 – HUB Subcontracting Plan
- 20.3. COPIES: The three reproduced copies (marked Copy) shall include only the following tab-indexed sections:
  - 20.3.1. Section 3 – Schedule 3 – Company Qualifications and Experience
  - 20.3.2. Section 4 – Schedule 4 – Key Personnel Qualifications and References
  - 20.3.3. Section 5 – Demonstration of Capability
  - 20.3.4. Section 6 – Demonstration of Experience
  - 20.3.5. Section 7 – Quality Assurance Plan
  - 20.3.6. Section 8 – Business Continuity and Disaster Recovery Plan
  - 20.3.7. Section 9 – Schedule 5 – Respondent References
- 20.4. Section 11 – Financial Standing: The respondent should submit the most recent five years audited financial statements, or if audited financial statements are unavailable, un-audited financial statements should be submitted and certified as true, correct and accurate by the chief financial officer or treasurer of the respondent’s company (Ref. Para. 3.3.). Failure by the respondent to submit the requested documentation may disqualify the respondent from further consideration.
- 21. RESPONSE EVALUATION: Only a complete response with the listed required submittal documents and meeting minimum qualifications will be considered. Failure to meet the minimum qualifications and submit the required documents will result in a response being declared non-responsive.

- 21.1. STEP 1 – INITIAL EVALUATION: A TxDOT evaluation committee will evaluate and score each response based on established criteria. Respondents shall not contact members of the evaluation team. Responses will be evaluated according to the respondent's ability to best satisfy TxDOT requirements. Respondent's submission is evaluated and scored on a weighted system to determine the best value as follows:
  - 21.1.1. Respondent qualifications and experience will comprise 60% of the evaluation total.
  - 21.1.2. Pricing submitted for the solicitation requirements will be 40% of the evaluation total.
- 21.2. STEP 2 – ORAL PRESENTATION: The TxDOT evaluation committee will evaluate and score each oral presentation. All responses will be evaluated according to the respondent's ability to best satisfy TxDOT requirements.
  - 21.2.1. The initial selection of respondents qualifying to proceed to this step will maintain the pricing weight at 40%. The initial evaluation score of the qualifications and submission information will be replaced with the oral presentation score at 60%.
  - 21.2.2. TxDOT will advise each respondent in writing of the location, date and time of the scheduled oral presentation. A minimum of two weeks notice will be given to the respondent(s) selected for the oral presentation phase.
  - 21.2.3. TxDOT may provide the respondent with a list of proposed key personnel required to attend and participate in the meeting.
  - 21.2.4. Respondent and proposed key personnel should be prepared to address any questions that may be asked by TxDOT evaluators.
- 21.3. TxDOT reserves the right to continue discussions or negotiations with selected respondent(s).
- 21.4. NEGOTIATIONS: Upon completion of oral presentation evaluation scoring, TxDOT reserves the right to enter into negotiations with one or more selected respondents.
- 21.5. STEP 3 – BEST AND FINAL OFFER (BAFO): TxDOT reserves the right to request a BAFO from selected respondent(s).
  - 21.5.1. The respondent(s) shall submit a final price and any added value. If more than one respondent reaches this level, the negotiated terms, references, BAFO and added values will be the considered in the award. TxDOT will make the final determination on the best value.
  - 21.5.2. TxDOT may award the purchase order for the service without requesting a BAFO.
22. AWARD: TxDOT reserves the right to award a purchase order(s) to the company(ies) that provide the best value to TxDOT in performance of this service. TxDOT may award to a single vendor or multiple vendors, whichever best serves the interest of TxDOT.
  - 22.1. BEST VALUE: TxDOT will be the sole judge of best value. Best value criteria may include, but not be limited to:
    - 22.1.1. Best meets the goals and objectives of the solicitation as stated in the Service Requirements.

22.1.2. Experience in successfully providing services in the solicitation.

22.2. TYPES OF AWARD

22.2.1. Single Award: One purchase order awarded to a single vendor.

22.2.2. Multiple Award: A multiple award is the award of multiple purchase orders for the same line item(s) from a single solicitation to two or more vendors to provide the same or similar goods or services.

23. POST AWARD MEETING: Vendor(s) may be requested to attend a post award meeting in person or via teleconference in Austin, Texas with TxDOT within 30 calendar days after the award of the purchase order. The purpose of the meeting is to discuss the terms and conditions of the purchase order and to provide additional information regarding the purchase order. Vendor(s) and TxDOT shall identify specific goals, strategies and activities planned for meeting particular program area objectives.

24. TRANSITION OF TxDOT PROPERTY: TxDOT will provide assistance as needed for the efficient and smooth transfer of all TxDOT property, including but not limited to: Publications, documents, property, equipment and other material which TxDOT retains ownership rights related to work provided under a previous or current purchase order.

24.1. BEGINNING PHASE: The vendor awarded a purchase order as a result of this solicitation, shall, at the request of TxDOT, be responsible for contacting the previous vendor to request the transfer of all TxDOT property. The transition of TxDOT's property shall occur within an agreed upon time frame to assure the new vendor can begin providing services as required by TxDOT.

24.2. CANCELLATION OR TERMINATION OF THE PURCHASE ORDER: At the end of the contract term or if the purchase order is cancelled by either party, the vendor(s) shall return all TxDOT property to TxDOT or transfer all TxDOT property to the TxDOT designated vendor(s) immediately upon TxDOT's request.

25. CONTRACT ADMINISTRATION: Administration of the purchase order is a joint responsibility of the TxDOT Contract Administrator and TxDOT Purchasing. TxDOT Purchasing staff will be responsible for administering the contractual business relationship with the vendor.

25.1. Any proposed changes to work to be performed, whether initiated by TxDOT or the vendor, must receive final written approval in the form of a Purchase Order Change Notice signed by the authorized TxDOT purchasing agent.

25.2. Upon issuance of purchase order, TxDOT will designate an individual who will serve as the Contract Manager and point of contact between the agency and the vendor. The Contract Manager does not have any express or implied authority to vary the terms of the purchase order, amend the purchase order in any way or waive strict performance of the terms or conditions of the purchase order. This individual's contract management and contract administration responsibilities include, but are not limited to:

25.2.1. Monitoring the vendor's progress and performance and ensuring services conform to established specification requirements.

25.2.2. Managing the financial aspects of the contract including approval of payments.

25.2.3. Meeting with the vendor as needed to review progress, discuss problems and consider necessary action.

- 25.2.4. Identifying a breach of contract by assessing the difference between contract performance and non-performance.
- 25.2.5. Other areas as identified by the Comptroller of Public Accounts Contract Management Guide, latest edition.

**EXHIBIT 1**  
**Projects Undertaken Using the TxDOT Policy Research Services Contracts**  
**- Inception through June 2011**

<b>Project Title</b>	<b>Description</b>	<b>Initiation Date</b>	<b>Promise Date</b>	<b>Amount Paid</b>
Impact of Panama Canal Expansion on Texas Ports and Highways	Evaluate the impact of the planned expansion of the Panama Canal on Texas ports and highways and their ability to accommodate additional trade traffic	5/26/2006	7/1/2006	\$ 29,620.00
Transportation Prediction Market Feasibility Study	Conduct a limited number of pilot prediction markets and online jams allowing TxDOT to gain a greater, first-hand understanding of how these markets operate, their startup and maintenance costs, and to evaluate their potential in aiding the effectiveness and efficiency of agency decisions	6/6/2006	9/25/2006	\$ 44,075.00
TxDOT Acquisition of Non-ROW Property	Examine the acquisition of property by TxDOT, the transfer of the property to the General Land Office, and the financial impacts of current law.	6/6/2006	9/21/2006	\$ 17,148.00
Review and Analysis of TxDOT Early ROW Acquisition	Identify possible legislative changes to TxDOT's authority to purchase right of way (ROW) in advance of the standard schedule	7/7/2006	9/20/2006	\$ 16,350.00
Review and analysis of TxDOT right of entry	Examine the current right of entry situation in Texas and right of entry laws in other states to determine the current fiscal implications of right of entry lawsuits within Texas.	7/7/2006	9/20/2006	\$ 16,303.00
The Economic Activity Generated by TxDOT Spending & TxDOT and Non-TxDOT Mobility Funding	Evaluate the number of jobs and the amount of economic activity which has been generated by TxDOT authorized spending from 1996-2006	9/19/2006	11/1/2006	\$ 21,251.00
<a href="#">Economic Assessment of Trans-Texas Corridor Development opportunities in rural Texas, using the Ports to Plains Corridor as a Case Study</a>	This study, conducted in coordination with the Ports-to-Plains Corridor Coalition, uses the Ports-to-Plains Corridor as a case study of the potential development opportunities using the Trans-Texas Corridor statutory provisions in rural areas of the State.	11/3/2006	4/30/2007	\$ 72,370.00
Texas Motor Fleet Fuel Efficiency Model & Fuel Tax Increase Methodology	Build a model which forecasts Texas motor fleet fuel efficiency in miles per gallon for the period of 2007-2031	12/28/2006	1/31/2007	\$ 7,000.00
Business Development Evaluation Criteria	Develop criteria by which the Texas Department of Transportation and the Texas Transportation Commission might evaluate economic development proposals that request/require a transportation investment. The proposed criteria will be reviewed by Texas economic development community for efficacy.	4/2/2007	7/20/2007	\$ 41,425.00
Prediction Market/Online Jam Pilot Project	Conduct a limited number of pilot prediction markets and online jams allowing TxDOT to gain a greater, first-hand understanding of how these markets operate, their startup and maintenance costs, and to evaluate their potential in aiding the effectiveness and efficiency of agency decisions.	4/26/2007	12/31/2007	\$ 161,484.00
TxDOT Vehicle & Registration (VTR) Fee Study	This is a two part study. The purpose of Part A is to develop a revised fee structure that rationalizes and streamlines fees charged by the TxDOT Vehicle Titles and Registration Division (VTR). The purpose of Part B is to develop alternative methods of compensating partners other than a per transaction fee.	5/15/2007	11/15/2007	\$ 97,430.74
<a href="#">TxDOT Strategic Plan 2009-2013</a>	This research activity will build on the department's current Strategic Plan by developing statewide performance measures related to the department's strategic goals. The resulting 2009-2013 Strategic Plan will fulfill the requirements of state law and provide a publication relevant to TxDOT employees and the public.	6/6/2007	5/30/2008	\$ 105,698.73

**EXHIBIT 1**  
**Projects Undertaken Using the TxDOT Policy Research Services Contracts**  
**- Inception through June 2011**

Project Title	Description	Initiation Date	Promise Date	Amount Paid
Refine "Tax Gap" Estimation Methodology for Texas	Refine and design an improved model for estimating the fiscal "tax-gap" of a specific roadway or segment of road. A "tax-gap" is defined as the difference between the revenue collected through a highway and the costs of the highway. Costs include the initial construction and right-of-way costs, plus preventive and routine maintenance costs. TxDOT also includes reconstruction costs in its calculation of the tax gap.	6/28/2007	7/30/2007	\$ 12,757.00
<a href="#">La Entrada Al Pacifico (LEAP) Rail District Economic and Financial Feasibility Study</a>	Determine the economic and financial feasibility of developing a north-south rail line from McCamey, Texas (with connections to the South Orient Railroad), through Midland-Odessa to the West Texas and Lubbock Railroad in Seagraves, (connecting to the Burlington Northern Santa Fe Railroad at Lubbock). This project will identify the best range of options for a proposed railroad line and related facilities based on ability to attract customers, investors, and other resources needed for success.	7/25/2007	4/30/2007	\$ 65,749.00
Future TxDOT Structure Study	Assess the realm of DOT and related agency structures across the country and around the world and identify recommendations for TxDOT's future agency structure; evaluate the steps TxDOT has taken thus far and make recommendations on additional actions the department should take to fully create the recommended future agency structure	8/17/2007	1/31/2008	\$ 29,602.00
Effective Transportation Development & Delivery Alignment for Texas	Determine the most effective and efficient alignment of Texas transportation planning entity boundaries and responsibilities, including TxDOT districts, councils of governments, MPOs, regional planning boards, and other entities involved in future transportation planning, financing, development, and operations.	8/22/2007	1/31/2008	\$ 33,271.00
Texas Traffic Safety Information System Strategic Plan	Develop the Texas Traffic Safety Information Systems Strategic Plan. The strategic plan must address existing deficiencies in the state's highway safety data and traffic records. It must state how the deficiencies in the system were identified, prioritize the needs and set goals for improving the systems, identify performance based measures by which progress towards those goals will be determined, and show how Texas will use section 408 and other funds of the state to address the needs and goals identified. The Strategic Plan must cover timeliness, accuracy, completeness, uniformity, integration, and accessibility	9/11/2007	5/15/2008	\$ 62,486.23
<a href="#">Analysis of Funding Options</a>	Provide a description of various approaches to solve the Texas transportation funding challenge; prepare a draft and final report on the approaches, possible solutions, and implications of each funding proposal	12/14/2007	8/13/2008	\$ 65,333.00

**EXHIBIT 1**  
**Projects Undertaken Using the TxDOT Policy Research Services Contracts**  
**- Inception through June 2011**

Project Title	Description	Initiation Date	Promise Date	Amount Paid
Schmidt/Access Research	Determine the costs to the state associated with the Schmidt factors if they were compensable under Texas law (circuitry of travel, loss of visibility of the property from the highway, diversion of traffic/loss of traffic volume, and temporary construction inconvenience); and determine the costs to the state associated with a change from the Texas "material and substantial impairment of access" compensation standard (sometimes called "suitable access" requirement), to a legal standard that would entitle a property owner to compensation for all diminution in the market value of a property caused by any diminishment or impairment of access.	4/2/2008	7/18/2008	\$ 65,656.86
<a href="#">Immediate Needs Assessment</a>	Produce a comprehensive description of the current and future needs of the Texas transportation system, both in terms of mobility and maintenance; This study will provide the context and commentary beyond the numbers to create a picture description of the impact of transportation investment or lack thereof and discuss the types and extent of improvements needed across the state to deal with growing population, road use, and aging infrastructure. as an interim commentary on the State's needs; the report will point toward the follow-on effort by TTI and CTR.	4/3/2008	5/16/2008	\$ 40,771.13
<a href="#">Great Plains International Trade Corridor Assessment</a>	Identify the need and value of the Great Plains International Trade Corridor, compile the existing disparate studies conducted by various groups along the corridor, including state DOTs, corridor groups, and economic development organizations to create a comprehensive look at the entire corridor. The study will evaluate existing information and identify any gaps requiring further study by the appropriate bodies. The vendor will develop a consolidated general assessment of the current and potential need for the corridor and identify current and potential users and beneficiaries.	5/9/2008	8/8/2008	\$ 55,736.54
Naval Station Ingleside Impact Assessment	Prepare a report detailing the transportation impacts to the Corpus Christi area with the proposed closing of the Naval Station Ingleside.	7/10/2008	8/15/2008	\$ 30,262.06
Immediate Needs Assessment - Addendum	Prepare addendum to final report on methodologies; provide testimony and information as needed through 81st Session	9/17/2008	5/31/2009	\$ 4,270.00
Texas Traffic Safety Information System Strategic Plan - Year 2	Update (for FY 2009) the three year strategic plan for Texas Traffic Safety Information Systems within the Texas Department of Transportation (TxDOT) for submission to the National Highway Traffic Safety Administration	1/9/2009	8/14/2009	\$ 36,234.46
511 Travel Information System Plan	Develop a project plan for the implementation of a 511/Travel Information system in Texas. This will include a written evaluation of how other state DOTs have implemented 511 systems, recommendations for all services to be offered in a Texas 511 system, and a range of cost estimates for development and ongoing operation and maintenance of such a system.	5/11/2009	7/7/2009	\$ 32,986.63
Economic ROR of Road Surface Maintenance	Develop comparative versus costs for various types of pavement & maintenance	6/15/2009	12/31/2009	\$ 72,586.57
<a href="#">Public Input Poll</a>	Collect, synthesize and analyze public input on TxDOT's areas of focus and activities in preparation for TxDOT's next strategic planning process	7/3/2009	9/4/2009	\$ 53,713.07

**EXHIBIT 1**  
**Projects Undertaken Using the TxDOT Policy Research Services Contracts**  
**- Inception through June 2011**

Project Title	Description	Initiation Date	Promise Date	Amount Paid
<a href="#">TxDOT Strategic Plan 2011-2015</a>	This research activity will build on the department's current Strategic Plan by developing statewide performance measures related to the department's strategic goals. The resulting 2011-2015 Strategic Plan will fulfill the requirements of state law and provide a publication relevant to TxDOT employees and the public.	8/14/2009	9/8/2010	\$ 188,967.39
Texas Traffic Safety Information System Strategic Plan - 2010	Prepare an update to the Fiscal Year (FY) 2010 Texas Traffic Safety Information System (TSIS) Strategic Plan	11/17/2009	11/5/2010	\$ 29,484.57
Performance Management Training	Develop and deliver two-day in-person training on performance measures to SPPM staff	12/29/2009	1/14/2010	\$ 10,520.13
Funding Options - 2010 Update	Provide a description of various approaches to solve the Texas transportation funding challenge; Prepare a draft and final report on the approaches, possible solutions, and implications of each funding proposal; provide briefing(s) to the Texas Transportation Commissioners about the study results (in writing and in person)	5/7/2010	10/17/2010	\$ 40,486.83
Revising Demographic & Employment Inputs for El Paso	Quickly and judiciously revise and update four separate existing forecast demographic databases for the El Paso urban area to prepare new travel demand forecasts for the years 2010, 2020, 2025, and 2035 for use in developing an update to the area's long-range transportation plan and related air quality conformity analyses	5/28/2010	6/16/2010	\$ 46,547.85
Strategic Action Planning Workshop	Provide hands-on training for performance management drivers in divisions, offices, and regions to produce the agency-level strategic action plan for TxDOT covering FYs 2011-2015	6/1/2010	2/28/2011	\$ 27,282.04
Management Science Course	Produce and conduct a management science short course for the analysts at TxDOT, "Supporting Decision Making With Management Science Methods."	10/4/2010	11/5/2010	\$ 22,544.41
Regionalization Survey Analysis	Collect, synthesize and analyze the results of the TxDOT's Executive Director's Regionalization Questionnaire	12/9/2010	4/15/2011	\$ 14,549.75
Options for Communications & Engagement During Organizational Change	Write a white paper presenting reasons and recommendations for employee engagement activities during TxDOT's modernization process	2/15/2011	3/31/2011	\$ 9,053.39
Tx Talks - Implementing Proactive Internal Communications	Develop and implement a pilot, internal blog to facilitate employee engagement activities during TxDOT's modernization process.	4/25/2011	On Hold	\$ 95,020.00

Note: Amount paid represents vouchers made to vendor to date.

\$ 1,776,027.38

**SCHEDULE 1**  
**PRICING**  
**SOLICITATION NO. BXXXXXXXXXXXXXX**

Hourly rate shall be for the initial 12 month period of the purchase order.

INSTRUCTIONS: Respondent shall propose fully burdened hourly labor rates for the team members listed under the specific services. The fully burdened hourly rate should include salary, fringe benefits, overhead, G&A and profit (Ref. Para. 20.2.1.).

Respondents may revise titles or descriptions to better fit staffing requirements; however, respondents shall not delete or omit positions. **Respondents may add positions on a separate sheet that were not in the initial RFP to best support the requirements of the RFP.**

**RESPONDENT NAME**

POLICY RESEARCH SERVICES				
TITLE	DESCRIPTION	EST. HOURS	HOURLY RATE	EXTENDED TOTAL
Senior Research Director	Works on overall research planning; analyzes/reports findings and prepares report	200		\$ -
Project Manager	Oversees research implementation; assists in report preparation	700		\$ -
Research Associate (Staff Personnel)	Assists in analyzing research findings and preparing reports	500		\$ -
Research Analyst Sr. (Staff Personnel)	Assists in analyzing research findings and preparing reports	700		\$ -
Research Analyst Jr. (Staff Personnel)	Assists in analyzing research findings and preparing reports	600		\$ -
Research Assistant (Staff Personnel)	Assists in performing research and analysis as required	500		\$ -
Subject Matter Expert (Staff Personnel)	Provides specialized expertise as needed for specific projects	100		\$ -
Administrative Support (Staff Personnel)	Clerical support	50		\$ -
<b>TOTAL EXTENDED DOLLARS</b>				<b>\$ -</b>

**NOTE: ESTIMATED HOURS ARE FOR EVALUATION PURPOSES ONLY. TxDOT DOES NOT GUARANTEE A SPECIFIC NUMBER OF HOURS.**

**THIS PAGE OR A REASONABLE FACSIMILE SHALL BE RETURNED WITH THE RESPONSE. FAILURE TO RETURN THIS PAGE OR A REASONABLE FACSIMILE WILL RESULT IN THE RESPONSE BEING CONSIDERED NON-RESPONSIVE.**

**SCHEDULE 2**  
**EXECUTION OF PROPOSAL (RFP)**  
**SOLICITATION NO. BXXXXXXXXXXXXXXXXX**

By signature hereon, Respondent certifies that: All statements and information prepared and submitted in the response to this RFP are current, complete, and accurate.

Respondent has not given, offered to give, nor intends to give at anytime hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted response.

Neither Respondent nor the firm, corporation, partnership, or institution represented by Respondent or anyone acting for such firm, corporation, or institution has (1) violated the anti-trust laws of the state of Texas under Texas Business and Commerce Code, Chapter 15, or the federal anti-trust laws; or (2) communicated the contents of this Proposal either directly or indirectly to any competitor or any other person engaged in the same line of business during the procurement process for this RFP.

By signing this response, Respondent certifies that if a Texas address is shown as the address of the Respondent, Respondent qualifies as a Texas Resident Bidder as defined in Texas Administrative Code, Title 34, Part 1, Chapter 20.

Under Government Code §2155.004, no person who prepared the specifications or this RFP has any financial interest in Respondent's Proposal. If Respondent is not eligible, then any contract resulting from this RFP shall be immediately terminated. Furthermore, "under Section §2155.004, Government Code, the vendor (Respondent) certifies that the individual or business entity named in this bid or contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate."

Under Family Code §231.006, relating to child support obligations, Respondent and any other individual or business entity named in this solicitation are eligible to receive the specified payment and acknowledge that this contract may be terminated and payment withheld if this certification is inaccurate.

Any Proposal submitted under this RFP shall contain the names and social security numbers of person or entity holding at least a twenty-five percent ownership interest in the business entity submitting the Proposal.

Under Government Code §669.003, relating to contracting with an executive of a state agency, Respondent represents that no person who, in the past four years, served as an executive of the Texas Department of Transportation (TxDOT) or any other state agency, was involved with or has any interest in this Proposal or any contract resulting from this RFP. If Respondent employs or has used the services of a former executive head of TxDOT or other state agency, then Respondent shall provide the following information: Name of former executive, name of state agency, date of separation from state agency, position with Respondent, and date of employment with Respondent.

Respondent agrees that any payments due under this contract will be applied towards any debt, including but not limited to delinquent taxes and child support that is owed to the state of Texas.

TxDOT is federally mandated to adhere to the directions provided in the President's Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it via cross-referencing respondents/vendors with the Federal General Services Administration's Excluded Parties List System (EPLS, <http://www.epls.gov>), which is inclusive of the United States Treasury's Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.

**SCHEDULE 2 (CONT.)**  
**EXECUTION OF PROPOSAL (RFP)**  
**SOLICITATION NO. BXXXXXXXXXXXXXXXXX**

Respondent certifies that the responding entity and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Respondent is in compliance with the State of Texas statutes and rules relating to procurement and that Respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at <http://www.epls.gov>.

Under Section 2155.006(b) of the Texas Government Code, a state agency may not accept a bid or award a contract, including a contract for which purchasing authority is delegated to a state agency, that includes proposed financial participation by a person who, during the five-year period preceding the date of the bid or award, has been: (1) convicted of violating a federal law in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005; or (2) assessed a penalty in a federal civil or administrative enforcement action in connection with a contract awarded by the federal government for relief, recovery, or reconstruction efforts as a result of Hurricane Rita, as defined by Section 39.459, Utilities Code, Hurricane Katrina, or any other disaster occurring after September 24, 2005. Under Section 2155.006 of the Texas Government Code, the bidder certifies that the individual or business entity named in this bid is not ineligible to receive the specified contract and acknowledges that any contract resulting from this IFB may be terminated and payment withheld if this certification is inaccurate.

Pursuant to Section 2262.003 of the Texas Government Code, the state auditor may conduct an audit or investigation of the vendor or any other entity or person receiving funds from the state directly under this contract or indirectly through a subcontract under this contract. The acceptance of funds by the Respondent or any other entity or person directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, the Respondent or other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Respondent will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the vendor and the requirement to cooperate is included in any subcontract it awards.



**SCHEDULE 2 (CONT.)**  
**EXECUTION OF PROPOSAL (RFP)**  
**SOLICITATION NO. BXXXXXXXXXXXXXXXXX**

**PREFERENCES:** Reference Part 2, Para. 2.08. of the TxDOT Terms and Conditions, Revised May 2011.

In the case of a tie between two or more respondents, the award will be made in accordance with preferences as outlined in Rule 34TAC §20.38. If a tie still exists after review of preferences claimed by respondents, TxDOT will draw lots to break the tie.

Check below if preference is claimed under Rule 34TAC §20.38.

**Tie – Bid Preferences**

- 1. Supplies, materials or equipment produced in Texas or offered by a Texas bidder
- 2. Agricultural products produced or grown in Texas
- 3. Agricultural products and services offered by Texas bidder
- 4. USA produced supplies, material or equipment
- 5. Products produced at facilities located on formerly contaminated property
- 6. Products and services from economically depressed or blighted areas
- 7. Goods produced or offered by a business owned by a service-disabled veteran who is a Texas resident

**Source Preferences**

- 1. Products of persons with mental or physical disabilities
- 2. Vendors that meet or exceed air quality standards. For contracts to be performed, in whole or in part, in a designated non-attainment area or an affected county, as those terms are defined by Health and Safety Code §386.001 Texas Emissions Reduction Plan.
- 3. Manufacturer that has a recycle program for computer equipment
- 4. Contractor providing foods of higher nutritional value

**Specification Preferences**

- 1. Products made of recycled materials, remanufactured, or environmentally sensitive materials including recycled steel
- 2. Energy efficient products
- 3. Rubberized asphalt paving materials
- 4. Recycled motor oil and lubricants

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**SCHEDULE 3**  
**COMPANY QUALIFICATIONS AND EXPERIENCE**  
**SOLICITATION NO. BXXXXXXXXXXXXXXXXX**

Respondent shall use this schedule or a facsimile to clearly show how they meet the requirements set forth in the specification, Para. 3.

Respondent Name:	
Addresses: Physical: Mailing:	
Phone Number: email address: Fax Number:	
Legal Status: Type of Organization, i.e., corporation, partnership, sole proprietorship	
Name: Phone Number: Email Address: of person to contact with questions regarding the solicitation.	
Number of years in business and scope of operation.	<b>From:</b> <span style="float:right"><b>To:</b></span>
Name and title of person signing the response:	
<b>DOCUMENTATION OF RESPONDENT QUALIFICATIONS AND EXPERIENCE:</b>	
<p>3.1. Be a company or individual engaged, or whose partners or participants or both are engaged, in the business of providing policy research services for a minimum of five years within the last seven years.</p> <p>3.2. Have a minimum of five years experience within the last seven years in providing similar services for local, state, federal, or private entities (include names of entities).</p>	

This form may be modified as needed to comply with the requirement to document company information.

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**SCHEDULE 4**  
**KEY PERSONNEL QUALIFICATIONS AND REFERENCES**  
**SOLICITATION NO. BXXXXXXXXXXXXXXXXX**

**Respondent Name:** \_\_\_\_\_

The respondent shall complete Schedule 4, not to exceed 2 pages for each position for **the PM (maximum of five personnel) and Senior Research Director (one personnel)** to be assigned to this purchase order. TxDOT reserves the right to reject the proposed Key Personnel if references or past working performance are questionable or unfavorable.

KEY PERSONNEL INFORMATION		RESPONSE AREA
FULL NAME:		
NUMBER OF YEARS EMPLOYED BY RESPONDENT:		
TITLE AS DEFINED IN PARA. 4.		
KEY PERSONNEL QUALIFICATIONS AND REQUIREMENTS		# YRS EXP.
NUMBER OF YEARS EXPERIENCE IN (REQUIRED SERVICE):		
SPECIFIC EDUCATION, QUALIFICATIONS, TRAINING, CERTIFICATIONS:		

**Reference No.** \_\_\_\_\_

<b>Name of Organization:</b>			
BUSINESS ADDRESS:			
BUSINESS CITY:			
BUSINESS STATE:		ZIP:	
<b>CONTACT PERSON NAME:</b>			
<b>CONTACT PERSON TITLE:</b>			
PHONE NUMBER:		FAX:	
<b>Project Title:</b>			
PROJECT DESCRIPTION AND DOLLAR AMOUNT:			
ROLES AND RESPONSIBILITIES OF THE PROPOSED STAFF DURING THIS PROJECT:			
PROJECT START DATE:		PROJECT END DATE:	

**SCHEDULE 4 (CONT.)  
 KEY PERSONNEL QUALIFICATIONS AND REFERENCES  
 SOLICITATION NO. BXXXXXXXXXXXXXXXXX**

Reference No. \_\_\_\_\_

<b>Name of Organization:</b>			
BUSINESS ADDRESS:			
BUSINESS CITY:			
BUSINESS STATE:		ZIP:	
CONTACT PERSON NAME:			
CONTACT PERSON TITLE:			
PHONE NUMBER:		FAX:	
<b>Project Title:</b>			
PROJECT DESCRIPTION AND DOLLAR AMOUNT:			
ROLES AND RESPONSIBILITIES OF THE PROPOSED STAFF DURING THIS PROJECT			
PROJECT START DATE:		PROJECT END DATE:	
CLIENT COMMENTS:			

Reference No. \_\_\_\_\_

<b>Name of Organization:</b>			
BUSINESS ADDRESS:			
BUSINESS CITY:			
BUSINESS STATE:		ZIP:	
CONTACT PERSON NAME:			
CONTACT PERSON TITLE:			
PHONE NUMBER:		FAX:	
<b>Project Title:</b>			
PROJECT DESCRIPTION AND DOLLAR AMOUNT:			
ROLES AND RESPONSIBILITIES OF THE PROPOSED STAFF DURING THIS PROJECT			
PROJECT START DATE:		PROJECT END DATE:	
CLIENT COMMENTS:			

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**SCHEDULE 5  
 RESPONDENT REFERENCES  
 SOLICITATION NO. BXXXXXXXXXXXXXXXXX**

INCLUDE ONLY REFERENCES FOR WHICH PROJECTS WERE COMPLETED WITHIN THE LAST FIVE YEARS.

Respondent Name: \_\_\_\_\_

Reference No. \_\_\_\_\_

<b>Name of Client Organization:</b>			
BUSINESS ADDRESS:			
BUSINESS CITY:			
BUSINESS STATE:		ZIP:	
CONTACT PERSON NAME:			
CONTACT PERSON TITLE:			
PHONE NUMBER:		FAX:	
<b>Project Title:</b>			
PROJECT DESCRIPTION:			
PROJECT START DATE:		PROJECT END DATE:	

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