



## **Appendix I: Proposal Forms**

1. Acknowledgement of Addenda
2. Questions & Answers Form
3. Conflict of Interest Form



## Acknowledgement of Addenda

Provide the Company name, Addendum Number, Date, and initials acknowledging receipt of NET RMA's Addenda to Roadside System Implementation and Maintenance RFP. Include this Acknowledgement in the Proposal after your Cover Letter.

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**Toll System Integrator (TSI) Name:**

|                   |              |                          |
|-------------------|--------------|--------------------------|
| <b>Addendum #</b> | <b>Date:</b> | <b>Receipt Initials:</b> |
| <b>Addendum #</b> | <b>Date:</b> | <b>Receipt Initials:</b> |
| <b>Addendum #</b> | <b>Date:</b> | <b>Receipt Initials:</b> |
| <b>Addendum #</b> | <b>Date:</b> | <b>Receipt Initials:</b> |
| <b>Addendum #</b> | <b>Date:</b> | <b>Receipt Initials:</b> |



## Questions & Answers Form

Reference: RFP and Appendices

| Date: |          |              |              |              |
|-------|----------|--------------|--------------|--------------|
| No.   | Document | Section/Page | TSI Question | RMA Response |
| 1.    |          |              |              |              |
| 2.    |          |              |              |              |
| 3.    |          |              |              |              |
| 4.    |          |              |              |              |
| 5.    |          |              |              |              |

## **North East Texas Regional Mobility Authority**

### **Conflict of Interest Policy for Consultants**

The North East Texas Regional Mobility Authority (NET RMA) anticipates utilizing outside consultants for a significant portion of the work necessary to plan, study, and develop transportation projects. The NET RMA also anticipates developing projects through a variety of means, including through private sector involvement and contracts which combine various elements of the work necessary for design, construction, financing, operation and/or maintenance of projects. The NET RMA recognizes that many of the same individuals and firms that provide services to it may also have, or previously have had, some business relationship with individuals and firms seeking to do business with the NET RMA. To assure that any such relationships are fully disclosed and so as to assure that the impartiality of the individuals and firms working for the NET RMA is not compromised, individuals and firms working for the NET RMA, and those seeking to do business with the NET RMA, must adhere to the following procedures:

1. The NET RMA shall maintain, on its website (when available) and in the records of the Authority, a list of key personnel and firms performing work for the NET RMA. Any individual or firm receiving more than \$10,000 in compensation for goods and services rendered to the NET RMA during the preceding 12 months, as well as any newly hired individual or firm expected to be paid more than \$10,000 in a 12 month period, shall be included on that list.

2. Any individual, firm, or team (including individual team members) submitting a proposal (including an unsolicited proposal and a response to a solicited proposal) to the NET RMA to perform work for the authority shall disclose in its submittal the existence of any current or previous (defined as one terminating within 12 months prior to submission of the proposal) business relationship with any of the NET RMA's key personnel. The disclosure shall include information on the nature of the relationship, the current status, and the date of termination (or expected termination, if known) of the relationship. *Failure to make the disclosure required in this paragraph is grounds for rejection of the proposal and disqualification from further consideration for the project or work which is the subject of the proposal.*

3. Separate and apart from the disclosure required to be made by proposers under the preceding paragraph, any key personnel of the NET RMA who are requested to participate in any way in the review of a proposal, the procurement of goods and services leading to a proposal, or the supervision of work to be performed pursuant to a proposal, must disclose the existence of any current or previous business relationship with any individual, firm, or team (including team members) making a proposal to provide goods or services or a proposal to perform work to be supervised. *Failure to make the disclosure required in this paragraph is grounds for termination of work by the key personnel failing to make the disclosure.* Disclosures required under this paragraph shall be made within three business days of receipt of information concerning the identity of a proposer to the NET RMA's general counsel in accordance with paragraph 5 below (unless

the disclosure is required of the general counsel, in which case disclosure shall be made to the executive director, or Board of Directors).

4. For any disclosures required under paragraphs 2 or 3 above, the affected key personnel shall complete and submit the form attached hereto as Attachment A. (Submittal of such form shall be sufficient to constitute the disclosure required under paragraph 3 above.) Completion of the required information is necessary to provide the NET RMA with information to assess the nature of the prior or current business relationships, the role of individuals and firms involved, internal safeguards which may be implemented by the key personnel to protect against access to, or disclosure of, information, and the potential for the prior or current business relationship to compromise the independence of the affected key personnel.

5. The NET RMA's general counsel shall be responsible for compiling and presenting to the Executive Committee information concerning all conflict of interest disclosures (e.g., those contained in proposals and those made by key personnel). The Executive Committee shall determine whether to permit the affected key personnel to continue its work on the proposal or the work giving rise to the conflict, and if such work is permitted to continue, the safeguards to be implemented as a condition of the continuation. If continuation of work is approved subject to the implementation of safeguards, failure to implement and maintain those measures is grounds for termination of that work and any further work for the authority. If the Executive Committee does not approve of the continuation of work by the key personnel, the key personnel shall immediately cease any work and shall turn over all records concerning such work to the authority.

6. These policies and procedures may be amended or modified at any time action of the NET RMA board of directors. Key personnel and proposers seeking to do business with the NET RMA are responsible for complying with these policies and procedures as amended from time to time.

ATTACHMENT A

DISCLOSURE STATEMENT FORM

This Disclosure Statement outlines potential conflicts of interest as a result of a previous or current business relationship between the undersigned individual (and/or the firm for which the individual works) and an individual or firm submitting a proposal or otherwise, under consideration for a contract associated with \_\_\_\_\_.

Section I of this Disclosure Statement Form describes the potential conflicts of interest. Section II of this Disclosure Statement Form describes the proposer's management plan for dealing with the potential conflicts of interest as described in Section I of this form. This Disclosure Statement is being submitted in compliance with the North East Texas Regional Mobility Authority's Conflict of Interest Policy for Consultants. The undersigned acknowledges that approval of the proposed management plan is within the sole discretion of the North East Texas Regional Mobility Authority.

**SECTION I. Description of Potential Conflicts of Interest.**

**SECTION II. Management Plan for Dealing with Potential Conflicts of Interest.**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

REPRESENTING: \_\_\_\_\_

**APPROVED BY THE NORTH EAST TEXAS REGIONAL MOBILITY AUTHORITY:**

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

NAME AND TITLE: \_\_\_\_\_

*Confidential*