

Notice

Basic Information

Reference Number	0000395096
Issuing Organization	Dallas County
Owner Organization	
Solicitation Type	RFP - Request for Proposal (Formal)
Solicitation Number	2025-043-7068
Title	Polygraph Testing Services for the Juvenile Department
Source ID	PU.AG.USA.2438.C18536376
Piggyback Solicitation	No

Details

Location	Dallas County, Texas
Purchase Type	Duration:5 years
Description	<p>Dallas County (hereinafter "County") is requesting qualifications from licensed experienced professionals and/or firms to establish a five-year agreement to provide polygraph testing to juveniles on an as needed basis as determined by the Courts. All services shall be conducted at the respondents' facility, unless otherwise pre-approved by the County. Upon request, the respondent shall also be available to provide services at the Henry Wade Juvenile Justice Center. Any alternative facility must be pre-arranged and approved in writing by the County prior to use.</p> <p>Henry Wade Juvenile Justice Center 2600 Lone Star Dr, Dallas, Tx 75212</p> <p>Polygraph testing will be utilized by the Juvenile Probation Department for juvenile offenders who are enrolled in one of the following programs: Dallas County STARS, Outpatient STARS, Sex Offender Unit, Sex Offender Group Treatment, and Letot STARS.</p> <p>Polygraph Examiner shall conduct polygraph examinations utilizing an appropriately structured and validated zone of comparison techniques as approved by the Dallas County Juvenile Department, other County Departments and Outside Agencies and shall evaluate all data from those techniques on the basis of the approved numerical scoring format. Contractor shall also ensure the accuracy of the examination through a system of uniform quality control procedures approved by the Dallas County Juvenile Department and other County Departments or outside agencies.</p>

Dates

Publication	08/07/2025 03:06 PM CDT
Question Acceptance Deadline	08/18/2025 01:00 PM CDT
Questions are submitted online	Yes
Closing Date	09/11/2025 02:00 PM CDT

Prebid Conference	08/15/2025 10:00 AM CDT
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Contact Information

Dhestini Bizor
214-653-7251
dhestini.bizor@dallascounty.org

Pre-Bidding Events

Event Type	Prebid Conference
Attendance	Recommended
Event date	08/15/2025 10:00 AM CDT
Location	Microsoft Teams
Event Note	<p>Microsoft Teams Need help? Join the meeting now Meeting ID: 251 477 426 559 6 Passcode: PU7Kk6Jm Dial in by phone +1 469-208-1731,,926039231# United States, Carrollton Find a local number Phone conference ID: 926 039 231#</p>

Bid Submission Process

Bid Submission Type Electronic or Physical Bid Submission
Pricing Item Based
Pricing Item Based
Supplier can place No Bid on an Item No
Bid Documents List

Item Name	Description	Mandatory	Limited to 1 file
Proposal Submission	Please submit your full proposal	No	No
Attachment A - Cost Sheet	Please submit completed cost sheet	No	No
SBE Documents	Please submit completed SBE Documents	No	No

Documents & Items

Documents

Document	Size	Uploaded Date	Language
RFP Terms and conditions .pdf [pdf]	174 Kb	12/19/2024 11:16 AM CST	English
SBE_Language_for_RFP_02.2024_ATTACHMENT_S.pdf [pdf]	540 Kb	12/19/2024 11:17 AM CST	English
2025-043-7068 RFP for Polygraph Testing Services for the Juvenile Department DB.pdf [pdf]	463 Kb	08/07/2025 11:25 AM CDT	English
Attachment A - Cost Sheet - 2025-043-7068 Polygraph Testing Services for the Juvenile Department.xlsx [xlsx]	12 Kb	08/07/2025 03:01 PM CDT	English

Items

No	Description	UOM	Qty
1	Year One - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	360
2	Year One - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	20
3	Year One - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
4	Year One - Translation Services - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
5	Year One - Court Appearance - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	10
6	Year One - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	300
7	Year One - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	80
8	Year One - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
9	Year One - Translation Services - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
10	Year Two - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	360
11	Year Two - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	20
12	Year Two - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
13	Year Two - Translation Services - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60

No	Description	UOM	Qty
14	Year Two - Court Appearance - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	10
15	Year Two - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	300
16	Year Two - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	80
17	Year Two - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
18	Year Two - Translation Services - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
19	Year Three - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	360
20	Year Three - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	20
21	Year Three - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
22	Year Three - Translation Services - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
23	Year Three - Court Appearance - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	10
24	Year Three - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	300
25	Year Three - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	80
26	Year Three - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
27	Year Three - Translation Services - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
28	Year Four - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	360
29	Year Four - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	20
30	Year Four - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
31	Year Four - Translation Services - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
32	Year Four - Court Appearance - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	10

No	Description	UOM	Qty
33	Year Four - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	300
34	Year Four - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	80
35	Year Four - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
36	Year Four - Translation Services - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
37	Year Five - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	360
38	Year Five - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	20
39	Year Five - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
40	Year Five - Translation Services - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	60
41	Year Five - Court Appearance - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item Delivery Location: 2600 Lone Star Dr, Dallas, Texas, United States, 75212	Each	10
42	Year Five - Polygraph Test during business hours (8 a.m.-4:30 p.m., Mon. - Sat.) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	300
43	Year Five - Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.) PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	80
44	Year Five - Urgent Requests (testing completed within 24 hour notification) - PRICING FOR TESTING AT PROPOSER FACILITY Brand Preference: Not Applicable - Service Item	Each	60
45	Year Five - Translation Services - PRICING FOR TESTING AT COUNTY FACILITY Brand Preference: Not Applicable - Service Item	Each	60

Categories

Selected Categories

NIGP Categories (2)	
680	POLICE, PRISON AND SECURITY ACCESS EQUIPMENT AND SUPPLIES
68068	Polygraph Equipment and Supplies Polygraph Equipment and Supplies
990	SECURITY, FIRE, SAFETY, AND EMERGENCY SERVICES (INCLUDING DISASTER DOCUMENT RECOVERY)
99070	Polygraph Testing Services Polygraph Testing Services

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RFP TERMS AND CONDITIONS

INCORPORATION OF PROPOSAL INTO THE CONTRACT

The contents of this RFP/RFQ, and the selected Proposer's Proposal, cost, exhibits, and negotiated changes and any other attachments will be incorporated, in entirety, into the future formal Contract. This Contract constitutes the entire agreement between the parties hereto and supersedes any other agreement concerning the subject matter of this transaction, whether oral or written.

ENTIRE AGREEMENT

This Agreement supersedes all prior agreements, written or oral, between Proposer and County and will constitute the entire agreement and understanding between the parties with respect to the subject matter of this Agreement. This Agreement and each of its provisions will be binding upon the parties and may not be waived, modified, amended or altered except by a writing signed by both Proposer and County with formal approval by the Dallas County Commissioners Court.

a) BINDING EFFECT

This Contract and the respective rights and obligations of the parties hereto shall inure to the benefit and be binding upon the successors and assigns of the parties hereto, as well as the parties themselves.

b) FORMAL REQUIREMENTS CONTRACT NECESSARY

Proposer agrees that any Contract resulting from this RFP/RFQ and award will be the formal requirements contract between Proposer and County.

This RFP/RFQ or any resulting award does not guarantee any acceptance of products or services and does not guarantee that any purchases of products or services will be made.

c) ORDER OF PRECEDENCE

In the event there is a conflict between the documents comprising this RFP/RFQ and any resulting contracts, the following order of precedence shall govern: (i) the term/conditions in the body of any resulting Master Contract Agreement; (ii) the RFP/RFQ; and (iii) Contractor's Response. In the event that a conflict exists between any state statute or federal law the most restrictive terms shall apply.

d) FORCE MAJEURE

Neither party hereto shall be held responsible for any loss or damage or for any delays or failure to perform due to causes beyond its reasonable control including acts of God, strikes, epidemics, war, riots, flood, fire, sabotage, or any other circumstances of like character ("**force majeure occurrence**"). Contractor shall make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Agreement.

e) FAIR LABOR STANDARDS

Proposer shall comply with all applicable provisions of the Federal Fair Labor Standards Act and shall indemnify, defend, and hold harmless the County and its agents, officers, and employees from any and all liability, including, but not limited to, wages, overtime pay, liquidated damages, penalties, court costs, and attorneys' fees arising under any wage and hour law, including, but not limited to, the Federal Fair Labor Standards Act, for work performed by the Contractor's employees for which the County may be found jointly or solely liable.

CONTRACT TERM

Dallas County reserves the right, upon notice to the Proposer, to extend the Term of the Contract, or any part of the Contract, for up to one hundred twenty (120) days based on the same terms and conditions upon termination or extension. This will be utilized to prevent a lapse in contract coverage and only for the time necessary, up to one hundred twenty (120) days, to enter into a new contract agreement. Proposer shall agree to assist the County with the transition planning to a different contractor.

ACCEPTANCE – REJECTION

Dallas County reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, and to accept any part of a bid/proposal as deemed to be in the best interests of the Dallas County.

COMPLIANCE WITH LAWS AND VENUE JURISDICTION

In providing Services required by this Contract, Proposer must observe and comply with all applicable federal, State, and local statutes, ordinances, rules, regulations, licenses, legal certifications, or inspections required for the Services, facilities, equipment, or materials, and all applicable federal, state, and local statutes, ordinances, rules, and regulations.

This Contract shall be governed by Texas law and exclusive venue shall lie in Dallas County, Texas.

FISCAL FUNDING

Any agreement resulting from this RFP/RFQ will be subject to the availability of governmental fiscal funding. If such funds become reduced or unavailable, any contract agreement shall be subject to immediate modifications, reduction or termination on the expiration date or date in which the funds have been reduced or eliminated.

BEST PRICE IN THE COUNTY

If Proposer offers a lower Proposer Fee rate to any Governmental Agency or Municipality during the Term of the contract resulting from this RFP/RFQ, the County shall have the immediate benefit of such lower Proposer Fee rate.

PERMITS AND LICENSES

Proposer shall secure and pay for all fees for all necessary statutory and regulatory authorizations, permits, approvals, certifications, licenses, and insurance required by the laws of Federal, State, County, and municipal laws, ordinances, rules and regulations that are required in order to perform the services stated in RFP/RFQ. Proposer shall maintain these licenses and permits in effect for the duration of this contract agreement. Proposer will notify County immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this contract agreement.

INDEMNIFICATION

To the fullest extent permitted by law contractor shall indemnify, hold harmless and defend owner, and all of its officers, directors, agents and employees, from and against all claims, damages, losses and expenses, including, but not limited to, attorneys fees, arising out of or resulting from bodily injury or death of any person, or property damage, including loss of use of property, arising or alleged to arise out of or in any way related to this contract or contractor's performance of the work or other activities of contractor, but only to the extent caused in whole or in part by any negligent act or omission of contractor or anyone directly or indirectly employed by contractor or anyone for whose acts contractor may be liable. Notwithstanding the foregoing, to the fullest extent permitted by law, contractor shall indemnify, hold harmless and defend owner, and all of its officers, directors, agents and employees (the "indemnitees"), from and against all claims, damages, losses and expenses, including, but not limited to, attorneys fees, arising out of or resulting from bodily injury to, or sickness, disease or death of, any employee, agent or representative of contractor or any of its subcontractors, regardless of whether such claim, damage, loss or expense is caused, or is alleged to be caused, in whole or in part by the negligence of any indemnitee, it being the expressed intent of owner and contractor that in such event the contractor is to indemnify, hold harmless and defend the indemnitees from the consequences of their own negligence, whether it is or is alleged to be the sole or concurring cause of the bodily injury, sickness, disease or death of contractor's employee or the employee of any of its subcontractors. The indemnification obligations under this paragraph shall not be limited by any limitation on the amount or type of damage, compensation or benefits payable by or for contractor under workers compensation acts, disability benefit acts or other employee benefit acts.

It is mutually understood and agreed that the assumption of liabilities and indemnification provided for in this agreement shall indefinitely survive any expiration, completion or termination of this agreement. In the event contractor and owner are found jointly liable by a court of competent jurisdiction, liability will be apportioned comparatively in accordance with the laws of the state of Texas, without waiving any governmental immunity available to the state under Texas law and without waiving any defenses of the parties under Texas law.

Approval and acceptance of Contractor's services by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor for the accuracy and competency of their services; nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the services performed by Contractor in this regard. Contractor shall defend, hold harmless and indemnify the County for damages resulting from such defects, errors or omissions.

No Indemnification by County: Awardee acknowledges and agrees that Dallas County does not have the ability under Article XI, Section 7 of the Texas Constitution to indemnify Awardee or any other third party for damages arising under this Contract.

Survival. These provisions shall survive completion, suspension, termination, expiration and/or cancellation of this Contract, or any determination that this Contract or any portion hereof is void, voidable, invalid or unenforceable.

TAXES

Dallas County, as a county of the State of Texas, is exempted from the payment of Texas state and local sales, excise, and use taxes pursuant to Texas Local Government Code § 151.309, and shall therefore not be liable or responsible to the Proposer for the payment of such taxes under this Contract.

The fees paid to Proposer pursuant to this Contract are inclusive of any applicable sales, use, personal property or other taxes attributable to periods on or after the applicable effective date of this Contract and based upon or measured by Proposer's cost in acquiring or providing products and/or Services and related materials and supplies furnished or used by Proposer in performing its obligations hereunder, including all personal property and use taxes, if any, due on equipment or software owned by Proposer.

Proposer accepts full and exclusive liability for the payment of any and all contributions or taxes for Social Security, Workers' Compensation Insurance, Unemployment Insurance, or Retirement Benefits, Pensions, or annuities now or hereafter imposed under any state or federal laws which are measured by the wages, salaries, or other remuneration pay to persons employed by Proposer for work performed under the terms of this Contract and agrees to indemnify and save harmless the County from any such contribution or taxes or liability.

SALARIES AND EXPENSES RELATING TO THE SUCCESSFUL PROPOSERS EMPLOYEES

The successful proposer shall pay all salaries and expenses of, and all Federal, Social Security taxes, Federal and State Unemployment taxes, and any similar taxes relating to its employees used in the performance of the contract. The successful proposer further agrees to comply with all Federal, State and local wage and hour laws and all licensing laws applicable to its employees or other personnel furnished under this agreement

WITHHOLDING/RETURN OF PAYMENT

Dallas County reserves the right to withhold payment to the Contractor or to require Contractor to return payment(s) received from Dallas County in the event Contractor performance does not comply with the provision of this agreement. Contractor agrees to return any unearned amounts paid by Dallas County within thirty (30) days following the final date of the contract period or within thirty (30) days following Dallas County delivery of a notice to the Contractor that amounts paid to be returned.

PAYMENT TERMS

Invoices accompanied by detailed supplements and other backup documentations are to be submitted in arrears, after services and/or goods have been received. Dallas County payment terms are Net 30 Days after receipt of invoice. Invoices shall be verified and approved by the Dallas County Auditors Office and subject to routine processing requirements. Payment will be authorized for all services covered under this contract upon completion of services in accordance with specification requirements and inspection of the products/services covered under this contract by Dallas County authorized representative. Payments made by the County shall not preclude the right of Dallas County from thereafter disputing any items involved or billed under this contract and shall not be construed as acceptance of any part of the services and/or goods. Dallas County requires timely and accurate accounting and billing information.

ASSIGNMENT

Contractors' assures that it will not transfer or assign its interest in this Contract without prior written consent of County. Contractors' understands that in the event that all or substantially all of Awardees' assets are acquired by another entity, Contractors' is still obligated to fulfill the terms and conditions of this Contract. County approval to transfer or assign Contractors' interest in this Contract to an entity that acquires all or substantially all of Awardees' assets is subject to formal approval by the Dallas County Commissioners Court.

AMENDMENTS AND CHANGES IN THE LAW

No modification, amendment, novation, renewal or other alteration of this Contract shall be effective unless mutually agreed upon in writing and executed by the parties hereto with final approval by the Dallas County Commissioners Court through Court Order. Any alteration, addition or deletion to the terms of this Contract which are required by changes in federal or State law are automatically incorporated herein without written amendment to this Contract and shall be effective on the date designated by said law.

NOTICES

Any notice to be given under this Contract shall be deemed to have been given if reduced to writing and delivered in person or mailed by overnight or Certified Mail (returned receipt request), postage pre-paid, to the party who is to receive such notice, demand or request at the addresses set forth in the contract agreement. Such notice, demand or request shall be deemed to have been given three (3) business days subsequent to the date it was so delivered or mailed.

INDEPENDENT CONTRACTOR

Proposer, including its agents or employees, is an independent contractor and not an agent, servant, joint enterpriser, joint venture or employee of the County, and is responsible for its own acts, forbearance, negligence and deeds, and for those of its agents or employees in conjunction with the performance of work covered under this Contract.

SUBCONTRACTING

Proposer may not enter into agreements with subcontractors for delivery of the designated Services outlined in this Contract without prior written consent of the County, which consent shall not be unreasonably withheld. The costs of all subcontracted services are included in the fees paid herein. Subcontracts, if any, entered into by the Proposer will be in writing and subject to all requirements herein. Proposer agrees that Proposer is solely responsible to County for the performance of this Contract. Proposer shall pay all subcontractors in a timely manner. County shall have the right to prohibit Proposer from using any subcontractor.

LITIGATION

In the best interest of the Dallas County, any Proposer who is currently involved, either directly or indirectly, with any litigation against or involving Dallas County may be disqualified and/or not considered for an award.

SOVEREIGN IMMUNITY

This Contract is expressly made subject to County's Sovereign Immunity, Title 5 of the Texas Civil Practices and Remedies Code, and all applicable federal and state laws. The parties expressly agree that no provision of this Contract is in any way intended to constitute a waiver of any immunities from suit or from liability that the County has by operation of law. Nothing in this Contract is intended to benefit any third party beneficiary.

DEFAULT/CUMULATIVE RIGHTS/MITIGATION

It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this Contract are cumulative, and either party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the parties may have by law, statute, ordinance or otherwise. Proposer has a duty to mitigate damages.

LIABILITY FOR LOSS OF INFORMATION

In the event of loss of information or data due to negligence of Proposer or its employees, Proposer's liability for such loss shall be limited to the replacement or regeneration of the lost information or data by the methods or means deemed most suitable by Proposer for such regeneration or replacement.

TERMINATION FOR CONVENIENCE

County may terminate the Contract for convenience. County shall exercise its termination option by delivering to Proposer written notice of such termination identifying the termination date which shall be at least thirty (30) days after the date of such notice. In connection with any such termination County shall have no liability to Proposer for amounts in excess of the normal charges through the date of termination. After receipt of a notice of termination and except as otherwise directed by the County, the Proposer shall: Stop work under this Contract on the date and to the extent specified in such notice, and Complete performance of such part of the work as shall not have been terminated by such notice

Such notice of termination shall be by registered or certified mail, return receipts requested, and will be deemed given upon receipt of such notice by the other party.

TERMINATION FOR INSOLVENCY

County shall have the option to terminate the Contract in its entirety if Proposer (i) becomes insolvent or is unable to meet its debts as they mature, (ii) files a voluntary petition in bankruptcy or seeks reorganization or to effect a plan or other arrangement with creditors, (iii) files an answer or other pleading admitting, or fails to deny or contest, the material allegations of an involuntary petition filed against it pursuant to any applicable statute relating to bankruptcy or reorganization, (iv) shall be adjudicated a bankrupt or shall make an assignment for the benefit of its creditors generally, (v) shall apply for, consent to or acquiesce in the appointment of any receiver or trustee for all or a substantial part of its property, (vi) any such receiver or trustee shall appointed and shall not be discharged within thirty (30) days after date of such appointment.

TERMINATION FOR DEFAULT

County shall have the option to terminate the Contract, for cause: (i) for a material breach of such Contract by Proposer that is not cured by Proposer within ten (10) days of the date on which County provides written notice of breach; (ii) for a material breach of such Contract by Proposer that is not reasonably subject to cure within ten (10) days after it occurrence; (iii) if it is determined by County, that there exists a plurality of non-material breaches by Proposer that have a material adverse impact on of services. In the event that the County terminates this Contract in whole or in part, the County may procure, upon such terms and in such manner as the County may deem appropriate, goods and services similar to those so terminated. The Proposer shall be liable to the County for any and all excess costs incurred by the County, as determined by the County, for such similar goods and services.

County shall exercise its termination option by delivering the termination date which shall be at least ten (10) days from the date such termination notice is delivered to Proposer . Such notice of termination shall be by registered or certified mail, return receipts requested, and will be deemed given upon receipt of such notice by the other party.

TERMINATION FOR NON PERFORMANCE

County may suspend, terminate, or modify this contract immediately upon written notice to the Contractor in the event of a non-performance of stated objectives or other material breach of contractual obligations; or upon the happening of any event which would jeopardize the ability of the Contractor to perform any of its contractual obligations. If the Contractor should persistently or repeatedly refuse or should fail, except in cases for which extension of time is provided, to provide enough properly skilled workers or proper materials, or persistently disregard laws and ordinances, or not proceed with work or otherwise be guilty of, a substantial violation of any provision of this Contract, then the County may terminate this Contract. Prior to termination of this Contract, the County shall give the Contractor ten (10) days written notice.

Upon receipt of such termination notice, the Contractor shall be allowed (10) days to cure such deficiencies or non-performance issues.

MONETARY RESTITUTION

In the event the contract is prematurely terminated due to breach, non-performance and/or withdrawal by the contractor, Dallas County reserves the right to seek monetary restitution (to include but not limited to; withholding of monies owed) from the contractor to cover costs for interim services and/or to cover the difference of a higher cost (difference between termination Contractor's rate and new company's rate) beginning the date of Contractor's termination through the contract expiration date. In the event civil suit is filed to enforce this provision, Dallas County will seek its attorney's fees and cost of suit from the Contractor.

SEVERABILITY

If any provision of this Contract is construed to be illegal or invalid, this will not affect the legality or validity of any of the other provisions in this Contract. The illegal or invalid provision will be deemed stricken and deleted, but all other provisions shall continue and be given effect as if the illegal or invalid provisions had never been incorporated.

PROPOSER'S PROFESSIONAL WARRANTIES

- I. No Actions, Suits, or Proceedings: Proposer warrants that there are no actions, suits, or proceedings, pending or threatened, that will have a material adverse effect on Proposer's ability to fulfill its obligations under this Contract. Proposer further warrants that it will notify County immediately if Proposer becomes aware of any action, suit, or proceeding, pending or threatened, which will have a material adverse effect of Proposer's ability to fulfill the obligations under this Contract.
- II. Warranty of Proposer's Capability: Proposer warrants that it is financially capable of fulfilling all requirements of this Contract and that Proposer is a validly organized entity that has the authority to enter into this Contract. Proposer warrants that it is not prohibited by any loan, contract, financing arrangement, trade covenant, or similar restriction from entering into this Contract.
- III. Professional Quality: Proposer warrants to County that all materials and Services will be of professional quality conforming to generally accepted practices, and that all

Services provided under this Contract will be performed in a manner consistent with that degree of care, qualification and skill ordinarily exercised by members of the same profession currently practicing under similar circumstances. If there are no applicable or recognized professional standards in the applicable area or areas of expertise required to perform such Services, then Proposer will perform all Services in a good and professional manner that meets County's goals and objectives as stated herein as well as otherwise adds value to and/or improves the performance of County's expectations, objectives and purposes as stated in this Contract. Any work that is determined by County to be less than professional quality will be corrected without charge. This warranty extends for ninety (90) business days past termination or expiration of this Contract. This warranty is limited to rework of the unsatisfactory service or product without change to the original specifications and without regard to the amount of the effort expended on the original service or work product.

ASSURANCES

- I. Proposer agrees to establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- II. Proposer assures that neither it nor its employees, volunteers, agents or officers shall receive personal benefits, commission, consideration, or gains in performance of the Services outlined in this Contract. Furthermore, Proposer agrees to disclose prior to commencement of a particular assignment any material/financial interests that it or a third party may have in the Services required under this Contract.
- III. Proposer assures that funds received pursuant to this Contract will not be used for lobbying the Texas legislature or any governmental agency in connection with a particular contract.
- IV. Proposer shall pay all subcontractors in a timely manner. County shall have no liability to any subcontractors in the event Proposer does not pay or delays payment to any subcontractors. At termination or expiration of this Contract, Proposer shall deliver to County an affidavit of all bills paid. Final payment shall be contingent upon receipt of such affidavits as resolution of all accounting for which County is or may be liable under this Contract.
 - a. Under Section 231.006, Texas Family Code, Proposer certifies to County that the owner(s) of at least a 25% interest in the organization is not delinquent in any child support obligation that renders him/her ineligible to receive payment under the terms of this Contract. Proposer hereby acknowledges that this Contract may be terminated and payment may be withheld if this Certification is inaccurate.
 - b. Proposer certifies that neither it nor any of its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this Contract by any Federal department or agency.

- c. Proposer assures that it shall not receive personal benefits or gains in performance of the Services outlined in this Contract. Furthermore, Proposer agrees to disclose prior to commencement of a particular assignment any material/financial interests that it or a third party may have in the Services required under this Contract.
- d. Best Efforts to Minimize Costs to County: Proposer shall use its best efforts to complete each assigned task in as economical a manner as possible and to minimize any charges incurred in connection therewith to the maximum extent possible, consistent with Proposer's other obligations under this Contract.
- e. Failure to comply with any of these assurances or any other requirements specified within this Contract will put Proposer in default and/or breach of this Contract and may result, at the sole discretion of County, in the disallowance of funds and the withholding of future awards, in addition to any other remedies permitted by law.
- f. Governmental Consent: Proposer warrants that no consent, approval, or withholding of objection is required from any governmental authority with respect to the entering into or the performance of this Contract.
- g. Corporate Good Standing: Proposer represents and warrants that it: (i) is a corporation duly incorporated, validly existing and in good standing; (ii) has all requisite corporate power and authority to execute, deliver and perform its obligations hereunder; (iii) is duly licensed, authorized or qualified to do business and is in good standing in every jurisdiction in which a license, authorization or qualification is required for the ownership or leasing of its assets or the transaction of business of the character transacted by it except when the failure to be so licensed, authorized or qualified would not have a material adverse effect on Proposer's ability to fulfill its obligations hereunder.

RECORD KEEPING AND AUDIT

Proposer, at its sole expense, must make all of its facilities and related documentation available to Dallas County or designated third party the on-site right to review, examine, and audit all financials, records, books, papers, documents, expenditures incurred, and other pertinent records or documents relating to any contract resulting from this RFP/RFQ held by Contractor, as requested, and shall have absolute right to monitor the performance of Contractor in the delivery of services provided under this Contract.

AVAILABILITY AND RETENTION OF RECORDS

All records pertaining to services delivered and all financial books, records, statistical and management books and records shall be available for examination and audit by County, Federal, State and/or the County duly authorized representatives for a period of not less than five (5) years after final payment of the Contractor's fee expenses under the Contract or until all pending County, State, and Federal audits are completed, whichever is later.

All records related to this Contract must be kept in a single location, either at the Contractor's principle place of business or its place of business where the work was done. If this is not practical, the Contractor will assume the cost of collecting, organizing, and relocating the records and any technology needed to access the records to the Contractor's office nearest Dallas County, Texas whenever the County or anyone else with audit rights requests access to the Contractor's records associated with the services covered under this RFP/RFQ. The Contractor will do so with all due speed, not to exceed five (5) business days. If any audit reveals any material deviation from the RFP/RFQ's service and specification requirements, any misrepresentation, or any overcharge to the Dallas County, the County will be entitled to recover damages, as well as the cost of the audit.

ADEQUACY OF RECORDS

If the Contractor's books, records and other documents relevant to this Contract are not sufficient to support and document that allowable services were provided to eligible clients the Contractor shall reimburse Dallas County for the services not so adequately supported and documented.

AUDIT DISALLOWANCE

If at any time it is determined by the County that a cost for which payment has been made is disallowed cost, the County shall notify the Contractor in writing of the disallowance and the required course of action, which shall be at the option of the County either to adjust any future claim submitted by the Contractor by the amount of the disallowance or to require repayment of the disallowed amount by the Contractor forthwith issuing a check payable to Dallas County.

CONFLICT OF INTEREST

No official or employee shall have any financial interest, direct or indirect, in any contract with the County or be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies or services, except on behalf of the County as an official or employee. Any violation of this section, with knowledge, expresses or implied, of the person or corporation contracting with the County shall render the Contract involved voidable by the Commissioners Court of Dallas County. It is the responsibility of the contractor during all phases of the Contract process to notify the County in writing of any potential conflict of interest.

Contractor covenants that neither it nor any member of its agency presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this contract. Contractor further covenants that in the performance of this contract no person having such interest shall be employed or appointed by contractor.

ANTI-KICKBACK CLAUSE

Contractor hereby certifies that it will comply with all applicable "Anti-Kickback" Laws (including (18 USC 874) as supplemented in Department of Labor regulations (29 CFR, Part 3), and shall insert appropriate provisions in all subcontracts covering work under this Agreement

POLITICAL ACTIVITY PROHIBITED

None of the funds provided under this agreement shall be used for influencing the outcome of any election, or the passage or defeat of any legislative measure. This prohibition shall not be construed to prevent its governing body upon request or to any other local or state official or employee or to any citizen information in the hands of the employee or official not considered under law to be confidential information. Any action taken against an employee or official for supplying such information shall subject the person initiating the action to immediate dismissal from employment.

No funds provided under this agreement may be used directly or indirectly to hire employees or in any other way fund or support candidates for the legislative, executive, or judicial branches of government of Contractor, the State of Texas, or the government of the United States.

None of the funds provided under this agreement shall be paid to any official or employee who violates any of the provisions of this section.

COLLUSION

Proposer expressly warrants and certifies that neither the Proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competition in conjunction with the Proposal or Contract. This paragraph does not however, preclude two or more supplier of certain parts of the requirements from presenting a combined or joint proposal for the purpose of providing a complete Proposal.

NEPOTISM

No person (1) Who is an employee, agent, consultant, officer, or official of the contractor and who exercises or has exercised any functions or responsibilities with respect to assisted contract activities; or (2) Who is in a position to participate in a decision making process or gains inside information with regard to such activities, may obtain a personal or financial interest or benefit, direct or indirect, in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure.

NON-DISCRIMINATION/AFFIRMATIVE ACTION

This Contract is subject to applicable federal and state laws and executive orders, including the Fair Labor Standards Act of 1938, relating to equal opportunity and nondiscrimination in employment. Neither Proposer nor its agents or subcontractors shall discriminate in their

employment practices against any person by reason of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status.

Proposer agrees to comply with Title VI of the Civil Rights Act of 1964, Executive Order 11246 (Public Law 88- 352), Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), The Americans with Disabilities Act of 1990 (Public Law 101-336), and all amendments to each, and all requirements imposed by the regulations issued pursuant to these Acts. In addition, Proposer agrees to comply with Title 40, Chapter 73, of the Texas Administrative Code. These provide in part that no persons in the United States must, on the grounds of disability, age, race, creed, national origin, color, religion, sex, political affiliation, or veteran status, be excluded from, be denied the benefit of or be subjected to discrimination under any program or activity funded in whole or in part under this Contract.

Proposer agrees to comply and to cause its agents and subcontractors to comply, with the provisions of said laws and orders to the extent any such laws and orders are applicable in the performance of this Contract.

SECTARIAN ACTIVITY

Contractor expressly warrants and certifies that no funds under this contract are used either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.

FEDERAL DEBARRED VENDORS

No products and/or services utilizing Federal funds may be procured from vendors that are listed (debarred or otherwise suspended) on System for Award Management (SAM) formerly known as the Federal Excluded Parties List. Government requirements for non-procurement suspension and debarment are contained in the OBM guidance 2CFR, part 180 that implements Executive Orders 12549 and 12689 Debarment and Suspension. Dallas County reserves the right to reject from award consideration and/or terminate any contract with any vendor found to be suspended, ineligible and/or debarred as outlined herein.

DISCLOSURE FORM CIQ

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any Proposer or person considering doing business with a local government entity disclose in the Questionnaire Form CIQ, the Proposer or person's affiliation or business relationship that might cause a conflict of interest with a local government entity. By law, this questionnaire must be filed with the records administrator of Dallas County no later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006.

Local Government Code, A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor. The questionnaire is included in this solicitation. By submitting a response to this request, the Proposer represents that it is in compliance with the requirements of Chapter 176 of the Texas Local Government Code. Please send completed forms to the Dallas County Clerk at 509 Main Street, 2nd Floor, Dallas, Texas 75202.

TWELVE (12) MONTH WAITING PERIOD FOR EMPLOYMENT OF CERTAIN FORMER COUNTY EMPLOYEES

In accordance with the County's Transparency Policy, any firm awarded a contract for the Procurement of goods or services shall be prohibited from hiring any individual who has previously worked for the County and in that capacity either evaluated, recommended, approved, monitored, or managed a contract involving that firm no sooner than twelve months after that individual has ceased to work for or be employed by the County. Failure to adhere to such a contractual requirement may result in the termination of the contract with the County.

AUTHORITY TO TRANSACT BUSINESS IN THE STATE OF TEXAS

Pursuant to Sec. 9.001 of the Texas Business Organization Code, non-Texas entities, including, but not limited to corporations, limited partnerships, and limited liability companies must have an application for registration filed with the Texas Secretary of State and shall provide to Dallas County a Certificate of Status issued by the Texas Secretary of State that serves as official evidence of the entity's existence or authority to transact business in Texas. To transact business with Dallas County, all entities must be in legal compliance pursuant to applicable laws, and shall provide to Dallas County evidence of said compliance.

USE OF CONTRACT BY OTHER POLITICAL JURISDICTIONS

In accordance with Article 791.025 of the Texas Government Code, governmental agencies (local, state) may request to utilize County contract by executing an interlocal agreement with Dallas County to do so. Proposers are advised that all awarded contracts may be extended, with the authorization of the Proposer, to others. If any other jurisdiction or political jurisdictions is authorized, their ordering of services/goods shall be at the prices, terms and conditions as of the results the final contract. The Contractor(s) must deal directly with that jurisdiction or political subdivision concerning the placement of orders, services, issuance of purchase orders, contractual disputes, invoicing and payment. Dallas County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of your offer.

Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination, etc. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.

Dallas County is indemnified against any and all claims that may arise from Interlocal Agreements entered into by the Contractor and by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the awardee.

COUNTERPARTS, NUMBER/GENDER AND HEADINGS

This Contract may be executed in multiple counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Words of any gender used in this Contract shall be held and construed to include any other gender any words in

the singular shall include the plural and vice versa, unless the context clearly requires otherwise. Headings herein are for the convenience of reference only and shall not be considered in any interpretation of this Contract.

RFP

ATTACHMENT S
SBE PROGRAM AND FORMS



SBE LANGUAGE FOR RFP SOLICITATIONS

REQUEST FOR PROPOSAL (RFP)

7.0 SMALL BUSINESS ENTERPRISE (SBE) PROGRAM

7.1. Definitions.

- 7.1.1. The term **"Commercially Useful Function"** is defined as a business that is directly responsible for providing the supplies or services to Dallas County as required by the solicitation or request quotes, bids or proposals. A firm is considered to perform a commercially useful function when responsible for the execution of a distinct element of the work of a contract and carries out its responsibilities by actually performing, managing and supervising the work involved. Example: A business that stocks sufficient quantities of supplies in direct inventory, which is being held for sale or resale, to cover anticipated future demands for the suppliers is considered to be performing a commercially useful function.
- 7.1.2. A **"Contractor"** is defined as one who participates, through a contract or any other contractual agreement in a County funded contract opportunity for work, labor, services, supplies, equipment, materials, goods or any combination of the aforementioned. For purposes of this Section, a Contractor is any individual, company, or other entity seeking to do work for Dallas County regardless of the method used to procure the services or products, including but not limited to bid or solicitation. A Contractor includes but is not limited to a contractor, consultant, or vendor.
- 7.1.3. The term **"Director of Small Business Enterprise"** shall mean the Director of the County's Office of Small Business Enterprise and/or her/his designee.
- 7.1.4. The term **"Contract Administration"** shall mean the County Purchasing Department and/or its designee.
- 7.1.5. The **"Contract Administration Supervisor"** shall mean the Purchasing Director and/or his or her designee.
- 7.1.6. **Equal Employment Opportunity Requirements.** It is the policy of Dallas County to ensure non-discrimination in the award and administration of contracts. The Contractor or Subcontractor shall not discriminate on the basis of race, color, national origin, disability, veteran status, religion, or sex in the performance of any Dallas County contract.
- 7.1.7. **Good Faith Effort Plan.** The plan submitted with a Submittal detailing the Respondent's efforts to achieve the set aspirational goal or documenting the Good Faith Efforts to meet the goals for all elements the Solicitation. A Good Faith Effort Plan must be submitted with a Submittal for any Dallas County projects in which goals have been established.

7.1.8 Metropolitan Statistical Area (MSA). The Dallas County MSA includes the following counties: Dallas, Tarrant, Denton and Collin.

7.1.9 Small Business Enterprise. It is the policy of Dallas County to support the growth and development of Small Business Enterprise ("SBE") and ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. Thus, Dallas County Commissioners Court has created the Office of Small Business Enterprise to establish and oversee a Diversity Program to ensure that SBEs have an equal opportunity to compete for and participate in Dallas County contracts. It is Dallas County's intent to:

- Ensure nondiscrimination in the award and administration of Dallas County contracts.
- Create a level playing field on which small businesses can compete fairly for Dallas County contracts; and
- Ensure that only firms who attempt in good faith to meet the SBE good faith efforts are considered for applicable contract awards.

Consequently, the contractor shall carry out applicable requirements of the good faith effort in its proposal/bid hereunder and, if awarded the contract, the award and administration of the Contract.

7.2 SBE Goals, Good Faith Efforts and Eligibility.

The Director of Small Business Enterprise and the Contract Administration Supervisor set the annual SBE participation contracting/subcontracting aspirational SBE goals for each contract. The contracting/subcontracting goals for this contract will be based on meeting or exceeding the **minimum aspirational SBE goal of 40%**, unless good cause exists for failing to meet the goal. The SBE aspirational goal is based on the total dollar amount of the contract.

To be eligible for points, firms (contractors and/or subcontractors):

- a) Must be certified as an SBE by the following County approved entities: North Texas Regional Certification Agency (NCTRCA), DFW Minority Supplier Development Council and/or the Women's Business Council of Southwest, at the time of the proposal/bid submission. Other certifications are not acceptable.
- b) 51% or more owned and controlled
- c) Firm must be organized as for-profit business
- d) To be recognized by the County as a **qualified SBE firm**, as defined pursuant to Section 3 of the Small Business Act and relevant regulations, an SBE is a firm for which the gross revenues or number of employees averaged over the past three years, inclusive of any affiliates, is as defined by 13 C.F.R. Sec. 121.2; and
- e) All eligible firms must also perform a commercially useful function on the project and have a local presence in Dallas County Metropolitan Statistical Area (MSA) in order to be counted for SBE points. The MSA includes the following counties: Dallas, Tarrant, Denton and Collin.

7.3 SBE Scoring

The maximum number of points to be earned is 15 points. Self-performance and subcontracting may be used to achieve the aspirational goals and earn points.

- a) Certified SBE Prime Contractor: **5 points**
- b) Subcontracting to a Certified SBE Firm: **Up to 10 Points**
 - SBE Participation Percentage between 1% and 9.99% = **2 points**
 - SBE Participation Percentage between 10% and 19.99% = **4 points**
 - SBE Participation Percentage between 20% and 29.99% = **6 points**
 - SBE Participation Percentage between 30% and 39.99% = **8 points**
 - SBE Participation Percentage meeting or exceeding 40.00% = **10 Points**

The SBE or certified sub-contractor aspirational goal is expressed as a percentage of the total dollar amount of the contract going to SBE or certified Sub-Contractor for those areas which the Contractor has sub-contracted or anticipates sub-contracting. The aspirational goal shall also apply to contract amendments that require work beyond the scope of services originally required to accomplish the project.

The Respondent agrees to employ good faith efforts through the award of subcontractors to eligible SBEs and certified firms to the fullest extent possible.

Dallas County's Good Faith Effort Plan (GFEP) will be used for scoring purposes based upon SBE and other eligible certified firm's participation. However, all subcontractors and/or suppliers, whether certified or not, must be listed in the GFEP. The information provided in the GFEP Form will be utilized in the development of the final contract/agreement. This form is required and considered to be a part of the response to the RFP. **Should the Good Faith Effort Plan or any of the specified documents listed below be incomplete, not signed, and/or not submitted, the proposal/bid may be deemed non-responsive.**

7.4 Each Contractor must include with its proposal/bid, the following documents:

- Completed and signed **Good Faith Effort Plan**, executed by an authorized representative; and
- Completed and signed **Small Business Utilization Affidavit**, executed by an authorized representative; and
- A signed and executed **Subcontractor Intent Form**, executed by an authorized representative (prime and subcontractor).

Note: All forms must be complete in their entirety and submitted as part of a Respondent's Proposal.

The County reserves the right to accept or reject any certified firm, and in its sole discretion is not bound by the certifying bodies' determination if the County has a good faith basis for concern regarding the eligibility of the firm to meet SBE guidelines or standards. A Contractor whose proposed certified firm is rejected may contest in writing to the Office of Small Business Enterprise, in accordance with the SBE Policy. The denial of SBE certification by the Office of Small Business Enterprise is excluded from the Dallas County Purchasing Code of Ethics Protests Procedure and is exclusively governed by the appeal process set forth in the SBE Policy.

7.7. SBE Reporting. The Contractor and its subcontractors are required to electronically submit subcontractor payment information using the County's Compliance Reporting System (CRS), accessed through a link on the Dallas County SBE webpage. The Contractor and all subcontractors will be provided a unique log-in credential and password to access Compliance Reporting System.

Training on the use of the system will be provided by Dallas County's Office for Small Business Enterprise. After the prime receives payment from the County, electronic submittals will require data entry of the amount paid to each subcontractor listed on the Contractor's Good Faith Effort Plan.

- 7.8. **Contracting.** If awarded the contract, the Contractor agrees to be bound by the policies and guidelines set forth in the County's SBE Policy, which may be incorporated into the contract. If a conflict exists between the SBE section of the solicitation and the County SBE Policy, the language in the solicitation governs.

**MANDATORY
SBE SOLICITATION ATTACHMENTS**



SMALL BUSINESS UTILIZATION AFFIDAVIT

It is the policy of Dallas County to encourage the inclusion of qualified Small Business Enterprises (SBEs) to the greatest extent feasible on the County's construction, procurement and professional services contracts. Neither the County, nor its Contractors and their subcontractors shall discriminate on the basis of race, age, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, Dallas County has adopted the Small Business Enterprise Policy for all County contracts.

Small Business Enterprise Participation Goals

The solicitation bidding plan establishes subcontracting goals and requirements for all prospective bidders to ensure reasonable degree of SBE meaningful business utilization and participation in County contracts. It is the goal of Dallas County that a certain percentage of work under each contract be executed by one or more SBEs. For the purposes of participation percentages, Dallas County does not include amounts paid to the prime by the sub-contractor.

The apparent proposer shall agree to meet the established goals or must demonstrate and document a "good faith effort" to include SBEs in subcontracting opportunities. The apparent proposer who fails to adequately document good faith efforts to subcontract or purchase significant material supplies from SBEs may be denied award of the contract by Dallas County based on the contractor's failure to be a "responsive" or "responsible" bidder.

By signing below, I agree to provide Dallas County, Small Business Enterprise Department a completed copy of all required forms. I understand that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. Finally, I understand that if I fail to provide all of the required documents within five (5) business days after notification, my bid may be deemed "non-responsive" and I may be denied award of the contract.

Solicitation Number: _____

Company Name: _____

Typed or Printed Name of Certifying Official of Company

Date

Signature of Certifying Official of Company

Title



Small Business Enterprise Program Utilization Form

Solicitation/Project Name: _____ Solicitation #: _____

Firm Name: _____ Firm Phone # _____

Firm Address: _____ City: _____ State: _____ Zip: _____

Compliance Contact: _____ Phone #: _____ Email Address: _____

Is Your Firm Certified: _____ Certifying Agency: DFWMSDC _____ NCTRCA _____ WBC-Southwest _____ Other: _____

Total Bid Amount: _____ Amount self-performed: _____ Percentage self-performed: _____

Utilization Plan

List the firms that will be utilized on the project. Provide copies of correspondence.

SBE certified subcontractors/suppliers									
Firm Name & SBE Certification #	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of contract
							Total	\$	%

Small Business Enterprise

[Records Building](#) - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



Non SBE certified subcontractors/suppliers									
Firm Name	Tier	Person Contacted & Date	Address	Phone & Email Address	Type of Work	NAICS Code	Local or Non-Local	Dollar Amount	% of Total Contract
							Total	\$	%

Prime Printed Name: _____ Title: _____ Signature: _____ Date: _____

For Use by SBE Office Only

SBE Compliance Officer: _____ Date: _____

SBE Notes:



Good Faith Efforts Form

The Good Faith Efforts Form must be fully completed if the aspirational goal is **not** met.

1. Did you speak with or receive assistance from a staff member in the Small Business Enterprise

Department? _____ (Y/N) Name of staff member _____

2. Did you utilize a Dallas County SBE vendor list? If not, please explain?

Vendor List Accessed	Date of Access

3. Did you provide written notice to potential SBE subcontractors, suppliers, and vendors? Written notice should include plans, specifications, subcontractor/supplier opportunities, and deadline for submission to respondent no less than 7 days before bid submission. Please provide copies of all correspondence, including accepted and rejected SBE bids or proposals, i.e. letters, memos, emails and phone calls.

Firm Name & Address	Phone #	Person Contacted & Date	Type of Work	NAICS Code	SBE Certification No.	Response to Solicitation	Bid/Quote Amount	Company Selected (Y or N)

4. If applicable, did you participate in the pre-bid meeting? _____

Small Business Enterprise

[Records Building](#) - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



5. Did you identify and select specific work items to be performed and/or procurement to be fulfilled by SBEs? Please subdivide total contract work into smaller portions or quantities to permit maximum active participation by SBEs.

1.	2.	3.
4.	5.	6.

6. Did you advertise in trade publications or with local advocacy organizations? The advertisement must identify and describe subcontracting opportunities in detail, including a contact person and deadlines. Please provide a copy.

Publication Name	Date of Publication

Prime Printed Name: _____

Title: _____

Signature: _____

Date: _____

Small Business Enterprise

[Records Building](#) - 500 Elm Street, Suite 0300, Dallas, TX 75202
Telephone: (214) 653-6021 | E-Mail: sbe@dallascounty.org



**DALLAS COUNTY
SUBCONTRACTOR INTENT FORM**

To: Dallas County - Small Business Enterprise Department

Date: _____

Project Name: _____

Solicitation #: _____

_____ will provide the following good(s)/service(s):
Subcontractor on the project

to _____
Prime Contractor on the project

SBE subcontractor is certified by the following agency: _____ DFW Minority Supplier Development Council _____ NCTRCA _____ Women's Business Council SW

SBE Certification #: _____ (Certification must be kept current/valid for the entire duration of this contract. Failure to comply with this provision could be subject to removal from contract.)

For the purposes of SBE subcontracting participation, Dallas County does not include amounts paid to the prime by the sub-contractor.

Total Contract Amount for prime: \$ _____

Estimated Work Start Date: _____

Sub Participation Amount: \$ _____ %

Estimated Work End Date: _____

The undersigned intends to enter into a formal agreement with the subcontractor listed, conditioned upon being awarded the Dallas County contract. The undersigned understands that, for the purpose of SBE subcontracting participation, any amounts paid to the prime from the sub-contractor should not be included in the above listed participation amount. **Before any subcontractor/supplier substitutions are made, the prime contractor must submit an SBE Substitution Request Form to The SBE Department for approval.** Failure to comply with these provisions could result in termination of the contract, sanctions against the prime contractor, and/or ineligibility for future Dallas County contracts. The subcontractor's participation will be entered in B2GNow, Dallas County's compliance system, based upon this intent form.

Officer's Signature (Prime Contractor)

Officer's Signature (Subcontractor)

Printed Name (Prime Contractor)

Printed Name (Subcontractor)

Title (Prime Contractor)

Title (Subcontractor)

Date

Date

Please select or list all Chambers or Advocacy groups you are a member of:

	Prime	Sub
Greater Dallas Asian American Chamber of Commerce	_____	_____
Greater Dallas Black Chamber of Commerce	_____	_____
Greater Dallas Hispanic Chamber of Commerce	_____	_____
U.S. Pan Asian American Chamber of Commerce	_____	_____
Asian Contractors Association	_____	_____
Regional Black Contractors Association	_____	_____
Regional Hispanic Contractors Association	_____	_____



REQUEST FOR PROPOSAL

Polygraph Testing Services for the Juvenile Department

**Solicitation Number No.: 2025-043-7068, Pre-Proposal Meeting Date: 08/15/2025 @ 10 a.m. (CST).
Project Title: Polygraph Testing Services for the Juvenile Department, Proposal Due Date: 09/11/2025**

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I. Introduction, Purpose and Intent

Dallas County (hereinafter “County”) is requesting qualifications from licensed experienced professionals and/or firms to establish a five-year agreement to provide polygraph testing to juveniles on an as needed basis as determined by the Courts. All services shall be conducted at the respondents’ facility, unless otherwise pre-approved by the County. Upon request, the respondent shall also be available to provide services at the Henry Wade Juvenile Justice Center. Any alternative facility must be pre-arranged and approved in writing by the County prior to use.

Henry Wade Juvenile Justice Center
[2600 Lone Star Dr, Dallas, Tx 75212](#)

Polygraph testing will be utilized by the Juvenile Probation Department for juvenile offenders who are enrolled in one of the following programs: Dallas County STARS, Outpatient STARS, Sex Offender Unit, Sex Offender Group Treatment, and Letot STARS.

Polygraph Examiner shall conduct polygraph examinations utilizing an appropriately structured and validated zone of comparison techniques as approved by the Dallas County Juvenile Department, other County Departments and Outside Agencies and shall evaluate all data from those techniques on the basis of the approved numerical scoring format. Contractor shall also ensure the accuracy of the examination through a system of uniform quality control procedures approved by the Dallas County Juvenile Department and other County Departments or outside agencies.

II. Scope of Work

During normal business hours, proposer’s business must have either a professional answering services or employee to handle the heavy workload of examination appointment, cancellations or reschedules. Examiner will perform all pre-test preparations which shall include:

- Scheduling of the polygraph examination
- Collect and review all applicable documentation
- Correspond and provide updates to the appointed Department Representative
- Complete all data analysis

Examiner will conduct polygraph examinations and interviews:

- Collect and review all applicable forms
- Obtain audio recordings of polygraph examinations as directed
- Properly document examinations results
- Provide all data entries
- Correspond and provide updates to the appointed Department Representative.

All polygraph examiners performing polygraph examination services under this contract shall obtain and maintain active annual membership in good standing with at least one of the regulating agencies listed below throughout the term of this agreement including any annual extension. The successful proposer(s) agrees to provide copies of the documents as a part of proposal submission.

- American Association of Police Polygraphists (AAPP)
- American Polygraph Association (APA)
- National Polygraph Association (NPA)
- Texas Association of Polygraph Examiners (TAPE)

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Utilize equipment which includes all computer/digitally enhanced recording channels/results. Dallas County reserves the right to approve any and all equipment being used.

Prior to service engagement, the examiner must undergo a background check and must not have been convicted of an offense that directly relates to the duties and responsibilities of a polygraph examiner.

Polygraph Examiner must follow the rules set out by the Texas Department of Licensing and Regulation 16 Texas Administrative Code, Chapter 88 and Polygraph Examiner, Occupation Code, Title 10, Chapter 1703, as amended, revised and updated.

As required by State law, for a period of two (2) years from the date of a polygraph examination, the contractor shall make available at the request of the Dallas County Juvenile Department, copies of all respective reports and opinions, question sheets, polygraph charts, records of numerical scoring, audio and video recordings, or any other information or records of any polygraph examination conducted on behalf of Dallas County, that are in file, to either the departments or Dallas County Commissioners Court. All examinations will be subject to Quality Control by the Dallas County. Contractor shall have the ability to provide translation services to conduct a polygraph examination, as needed.

1) Qualifications and Experience

The County may make such investigation as it deems necessary to determine the ability of the Proposer to provide the required services, and the Proposer shall furnish to the County such data as may be requested for this purpose. The County reserves the right to reject any offer if evidence submitted by or investigation of such Proposer demonstrates the firm does not meet the minimum qualifications or is not properly qualified to deliver the services requested.

Each polygraph examiner shall meet the following qualifications:

1. Have a valid polygraph examiner's license issued by the State of Texas, as required by law and must provide evidence of license with solicitation response.
2. Have a minimum of three (3) years continuous experience during the last five (5) years in conducting Sexual History polygraph examinations, Instant Offense polygraph examinations, Monitoring polygraph examinations, and Special Issue polygraph examinations, with computer/digitally enhanced recording equipment.
3. Polygraph examiners must provide documentation proving graduation from an accredited polygraph school recognized by the American Polygraph Association, Texas Association of Polygraph Examiners or American Association of Police Polygraphists.
4. Polygraph examiner shall provide proof of be trained in conducting structured and semi-structured interviews as they apply to the treatment of sexual offenders. All examiners shall provide documentation confirming completion of a County approved federally accredited program, ensuring compliance with industry standards and regulations.
5. Polygraph examiner must be able to demonstrate past and current use of a recognized and validated testing format and consequential numerical scoring format.
6. Must base any and all opinions concerning deception and non-deception entirely on polygraph data only.

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7. Must present a neutral and professional image. Customer service is of the utmost importance. Eye contact should be made with the applicant as often as possible.
8. Examiners should adhere to all requirements of the laws and rules that regulate the conduct of polygraph examiners, to include the Employee Polygraph Protection Act (EPPA), Equal Employment Opportunity Commission (EEOC), American with Disabilities act (ADA), HIPAA (Health Insurance Portability and Accountability Act), and other applicable bodies of law.
9. Adhere to the established Ethics, Standards of Principles and Practices of the Texas Association of Polygraph Examiners or American Association of Police Polygraphists.
10. Maintain records of all polygraph examiners on-going continuing education as set out by the Texas Department of Licensing and Regulation Texas Administrative Code, Chapter 16 and make them available to Dallas County upon request.
11. Types of Polygraph Examination Test Required:
 - Instant Offense
 - Sexual History
 - Monitoring
 - Maintenance
 - Specific Issue
 - Sexual Thoughts and Fantasies

2) Functionality, Performance and Contract Management

a. Polygraph Examiners Appearance:

Polygraph examiners will be neat and well groomed, and well dress in a manner consistent with standards of the professional community. Examiners must present a neutral and professional image.

b. Place of Performance and Examination Testing Facility:

The successful proposer(s) business office and examination testing facility must be located in Dallas County. This will allow outpatient clients and families to schedule and undergo polygraphs locally. All polygraph examination will be conducted at Contractor's business office location or examination facility in Dallas County area, unless otherwise directed by the requesting department. The proposer should also be mobile and travel to different treatment facilities including secure facilities (upon request of the Juvenile Department).

All polygraph examination should be administered in an environment that is free from distractions that would interfere with the applicant/examinee's ability to appropriately focus on the issues being addressed.

Polygraph examination room(s) must be of reasonable size to hold two adult persons, all equipment, audio and video equipment, and recorder devices, used during the polygraph examination, and a desk and at least two chairs. Polygraph examination room(s) must be located in a quiet area in that outside noise would not affect the proper administration of a polygraph examination. Room(s) must be clean, neat, and free from visual and audible distractions. Room(s) shall have comfortable temperature and adequate ventilation.

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Polygraph examination room(s) shall provide adequate privacy of the polygraph examination being administered.

The successful proposer(s) shall be responsible for procurement office space, examination testing facility, maintenance, upkeep, safety, and liability of facilities they use for this contract. Dallas County reserves the right to inspect successful proposer's place of business and examination testing facility at any time during the term of the contract.

c. Scheduling and Authorization Procedures:

Outpatient polygraph examinations will be scheduled during normal work hours (8:00 a.m. through 4:30 pm., Monday through Friday), after hours and urgent requests will be scheduled or notified as necessary. On occasion, when urgently needed, Contractor must be available to schedule and conduct a polygraph test within forty-eight (48) hour after notice.

Examiner shall immediately notify designated department representative of an examinee's failure to keep appointments, lack of cooperation, or obstruction behavior, upon its occurrence but no later than the next working day, and preferably the same working day. There will be no payment made for no-show occurrence. In the event examiners is unable provide the services as scheduled, the successful proposer is required to notify Dallas County Juvenile Department immediately (within 24 hours) in writing, of the reasons for the cancellation/delays.

d. Polygraph Examiner Conduct, Processes, and Questions:

Examiner shall make such inquiries of the subject's health, medical history and/or use of medications as necessary to determine his/her ability to take the examination. Polygraph examination shall not be conducted on any persons whom the examiner reasonably believes to be physically or emotionally unsuitable for testing. Pregnancy by itself is NOT a disqualifying condition. When questions arise, the examiner is to seek guidance from medical or psychological professionals as authorized by department and/or request the examiner to obtain a medical certificate from an appropriate health care provider.

Examiner shall not conduct a polygraph examination upon a subject if an unbiased examination cannot be given. In such cases, the reasons for not conducting the examination will be detailed in writing and provided to the requesting department or agency on the same business day as the examination was scheduled to occur.

Prior to the examination, the examiner shall obtain the consent of the examinee, explain the polygraph procedure, and prepare him/her for the examination. Sufficient time should be spent to ensure that the examinee has a reasonable understanding of the polygraph process and the requirement for cooperation.

Sufficient time shall be spent to discuss the issues to be tested and to allow the examinee to fully explain his or her answers. Time shall be spent to ensure the examinee recognizes and understands each question. Attempts by the examinee to rationalize should be neutralized by a pretest discussion in which the examinee demonstrates he or she understands the test questions to have the same meaning as does the examiner. Questions shall be asked in a form that would prevent a reasonable person, facing a significant issue, from successfully engaging in a rationalization process to avoid culpability. Examiner shall not express bias in any manner regarding the truthfulness of the examinee prior to the completion of testing.

An examination shall cease immediately if requested by the examinee.

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Examiner shall use a validated testing technique as authorized by the Texas Board of Polygraph Examiners. Evidentiary examinations shall not materially deviate from the protocol of a validated testing technique. Where investigative examinations deviate from the format or protocol of a validated testing technique, such deviation shall, where the test is subjected to quality control by a reviewing examiner, be noted and justified in writing. For the resolution of specific issues, each polygraph examination shall use a validated testing technique.

Questions shall be asked with clarity and distinctiveness. Questions shall be balanced in terms of length and impact for each category of questions utilized. Questions used in the assessment of truth and deception shall be preceded and followed by time intervals of not less than 20 seconds or as required by law under the Texas Board of Polygraph Examiner as authorized under the Texas Polygraph Examiner Act, Texas Civil Statutes latest revision.

When preapproved validated research supports the use of another time interval, that time span shall prevail. Examiners shall collect a sufficient number of charts so as to acquire sufficient data techniques for proper evaluation, in conformance with a validated testing technique. Standardized chart markings, recognized and utilized within the polygraph profession should be employed. Examiners shall employ quantitative or numerical scoring for all evidentiary examinations and for all specific issue investigative examinations. Examiner notes of the test evaluation shall have sufficient clarity and precision so that another examiner could read them.

e. Polygraph Examination Results Reporting:

Proposer(s) shall provide to the designated department representative, a typed written report on each polygraph, within two (2) to five (5) calendar days of the test administration. Test result reports will be emailed or delivered by established courier service.

Contractor shall provide a summarized and comprehensive report which details all findings to each applicant/examinee's polygraph. Polygraph examinations should be divided into three sections including pretest interview, administration of the exam and post-test interview, if needed.

Polygraph examiner shall independently interpret the chart tracings and render an opinion.

All result reports will include specific statements of the examiner's opinion as to truthful, deceptive, or inconclusive nature of the examination. If the report is "deceptive", additional explanation shall be included to indicate to which sections the applicant/examinee was deceptive. If the report is "inconclusive", additional information shall be included such as the subject attempted controlled breathing after being repeatedly warned against doing so.

Polygraph examiner must base any and all opinions concerning deception and non-deception on substantial polygraph data only. Second examinations, scheduled at a later date than the original polygraph examination, are required for those examinees whose test results are inconclusive. The polygraph examiner shall recommend if a second polygraph examination is recommended or appropriate.

Narrative summary of any issues or concerns the polygraph examiner may have developed as a result of the examination, including questions asked by the examiner during the polygraph will be included in the report, any admissions, information changes or updates in the words of the person being examined. The results of the test must be available to the Department upon request.

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All written reports, and to the extent requested, examination materials and examination responses, are to become, upon receipt by the County, the exclusive property of the County and the successful proposer will consider all information obtained and professional opinions formed confidential.

f. Confidentiality and Disclosure of Information:

Proposer shall maintain the confidentiality of all records, information, events or circumstance which occur during the course of Proposer's performance under the contract.

Proposer shall maintain absolute confidentiality of all polygraph information, data, and results pertaining to examinees conducted for Dallas County. Proposer will only release polygraph information, data, and results to designated representative of Dallas County Juvenile Department including other Dallas County Departments and/or the Requesting Agencies utilizing this contract (when applicable). No information or data shall be released without prior written consent authority of Dallas County or Requesting Agencies. This requirement is not intended to preclude the Proposer or Examiner from complying with the requisites of state law.

Proposer will immediately report to the Dallas County Juvenile Department Legal Advisor any requests for polygraph examination or related records before they release such records to anyone outside the Dallas County Juvenile Department including other Dallas County Departments or Requesting Agencies.

g. Examination Records and Results Retention:

Unless otherwise prohibited by law, regulation or governmental policy, Proposer shall maintain all polygraph results and records on file and accessible to Dallas County as part of this contract for a period of five (5) years from date of examination and indefinitely in capital offense at no additional cost. All test results, records, allied papers, all tapes, reports and opinions, question sheets, polygraph charts, records of numerical scoring, audio and video recordings, or any other information or records of any polygraph examination in such a manner as to preserve admissibility as evidence in a court of law. All records and results associated with polygraph examinations conducted for Dallas County or Requesting Agencies are considered the property of Dallas County or Requesting Agencies. At the expiration or termination of the contract, Proposer will return all records and information to Dallas County and requesting agencies utilizing this contract within five (5) business days of expiration or termination of contract. All results and records shall be stored in a secured storage location and remain confidential.

h. Polygraph Equipment and Instruments:

Proposer shall provide all pertinent polygraph equipment, instruments and all associated components to perform polygraph examination. Ensure the polygraph equipment, instruments and all associated components they use are working properly when conducting polygraph examinations under this contract.

Utilize the latest industry standard polygraph equipment, instruments and all associated components. Polygraph equipment, instruments and all associated components used shall be of commercial manufacture and shall have no fewer than three functioning recording channels.

All polygraph equipment and instruments must be APA approved, calibrated properly, and operational, proof of calibration will be required by the County. The polygraph equipment and instruments must be designed to collect physiological data from applicant/examinee. The minimum requirements are as follows:

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- Respiration patterns recorded by pneumograph components.
- Thoracic and abdominal patterns shall be recorded separately, using two pneumograph components.
- Electrodermal activity reflecting relative changes in the conductance or resistance of current by the epidermal tissue.
- Heart rate, blood volume and blood pressure shall be recorded using a standard medical blood pressure cuff and sphygmograph.
- Cardiograph to record relative changes in pulse rate, pulse amplitude, and relative blood volume. Physiological recording during each test shall be continuous and shall be of sufficient amplitude to be easily readable by the examiner and any reviewing examiner.
Pneumograph and cardiograph tracings over one-half inch in amplitude will be considered of sufficient size to be easily readable.
- The polygraph shall be given a functionality or calibration test consistent with manufacturer recommendations. The functionality or calibration test shall be administered prior to all evidentiary examinations.

At a minimum, these tests shall be maintained by the examiner for no less than one year. Compliance with state and federal law shall be required.

i. Polygraph Equipment and Instrument Calibration:

Standardized chart markings recognized and used within the polygraph profession, will be employed to annotate all calibration and examination charts. Proposer shall calibrate each polygraph instrument in accordance with following criteria to ensure the instrument is functioning properly:

- If the instrument remains stationary, all analog polygraph instrument will be calibrated at least once each week.
- If the instrument was moved subsequent to its last calibration procedures, each analog instrument will be calibrated prior to use.
- Digital polygraph instruments will be calibrated according to factory specifications and manufacturer's recommendation.
- Calibration test shall be administered prior to all evidentiary examinations. At a minimum, these tests shall be maintained by the examiner for no less than one year. Compliance with state and federal law shall be required.
- Proposer is responsible for the maintenance, safe keeping, and integrity of their polygraph equipment and instruments
- Proposer is responsible for all maintenance and security associated with maintenance or upkeep of polygraph equipment, instruments and all associated costs
- Proposer shall maintain true and accurate records of such calibration at instrument's location or with case files

Proposer shall maintain the records of these calibrations for no less than five (5) years.

j. Court Appearance and Testimony Services:

The polygraph examination and results should be legally defensible in court and legal contentions. Proposer shall provide technical representative for testimony at Court or

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Administrative Hearings upon request to present information in court or hearing related and necessary to support the polygraph examination findings.

Polygraph examiner should be prepared to defend all procedures, tests instruments, conclusions, and recommendations if a decision based, even in part, on the polygraph examination is challenged.

h. Hours of Operation:

All polygraph examiners must be available by telephone or email during normal business hours (8:00 a.m. – 4:30 p.m., Monday through Saturday) for verbal test results on examinees as needed or request by the County. There may be need for afterhours testing and/or short notice testing.

Dallas County will require availability for such instances and a two-hour acknowledgement of any services required by the County. Urgent requests are considered requests that must be fulfilled within 24 hours. After hours are considered Monday through Saturday 4:30 p.m. to 9:00 p.m.

i. Examiner Work Capacity Requirement:

At the time of proposal submission, the respondent shall provide access to a noise-free testing room and an adjacent or nearby waiting area, both of which must offer a controlled, distraction-free environment for examinees. These facilities must be fully operational and available for use at the time of proposal submission.

Both the testing room and waiting area must be free from noise, interruptions, and other environmental distractions that could compromise the integrity of the polygraph examination process.

Respondents must clearly demonstrate their ability to meet these facility and staffing requirements within their proposal submission. Failure to provide this information may result in the proposal being deemed non-responsive.

III. Evaluation Criteria

Proposals shall be evaluated by an evaluation committee and award consideration shall be given to the highest ranked proposer(s). Award is subject to Dallas County Commissioners Court approval.

Criteria	Points
Qualifications & Experience	35
Approach	30
Cost	20
Small Business Enterprise	15
Total Points	100

IV. Submittal Format

In order to expedite the evaluation and comparison process, County requests that the submittal shall be organized in accordance with the format outlined below. The submission shall be prepared and is limited to a maximum of twenty (20) pages. Each page shall be consecutively numbered and identified sequentially by section. Submittals must be single sided; each printed side of any page will count as a numbered page. Please do not submit any portion of your response in a font size less than ten (10) points. Submissions must be tabbed and indexed in accordance with the format as described in this section.

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Qualifications that do not follow the specified formal outlined below, or fail to provide the required documentation, may receive lower scores. A table of contents shall be provided that identifies the consecutive page numbers where to find the various sections included in the submissions.

1. Cover Letter

The cover letter must accompany the executive summary and include:

- a. Respondent's name, address, telephone number and fax number, signed by a person authorized to act on behalf of Respondent.
- b. The name, title, address, e-mail address, telephone number and fax number of the person signing the letter and to whom all future correspondence and/or communications may be directed by Dallas County concerning this solicitation.
- c. The type of business entity that proposes to enter into an agreement with Dallas County and the identity of any other business entities that will comprise Respondent.

2. Executive Summary

The purpose of the Executive Summary is to provide an overview of Respondent's and its Subconsultants'/Subcontractors' qualifications to perform the Services outlined in this request for qualification. At a minimum, the Executive Summary must contain the following information:

- a. A statement of the work to be accomplished, how the Respondent proposes to accomplish and perform each specific service and unique problems perceived by the Respondent and their solutions.
- b. Complete legal name of Respondent and the name of the legal entities that comprise Respondent. Respondent must provide the domicile where each entity comprising it is organized, including entity name, brief history of the entity (including services provided), contact name, address, phone number, fax number, as well as the legal structure of the entity and a listing of offices.
- c. The general and specific capabilities and experience of Respondent's Team.

3. Professional Qualifications / Licensed State of Texas:

- a. Respondent must provide a copy of polygraph examination license
- b. Respondent must provide copy of current membership to one of the regulated agencies listed herein
- c. Respondent shall provide proof of translation capability
- d. Respondent shall provide five references from current agencies using similar or same services within the last five-years, references must include.
 1. Organizational/client name/address
 2. Name of contact person
 3. Email of contact person
 4. Telephone number for contact
 5. Services provided to client
 6. Description of proposer's ability to fill recruitment requests
 7. Description of quality of personnel provided by proposer
 - Resumes

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- Licenses
 - Whether the organization/ client would recommend proposer
- e. Respondent must provide three (3) polygraph examination test sample reports with a minimum of one (1) report being an Instant Offense report.
- f. Respondent shall identify all pending and prior administrative proceedings, litigation or claims which have been filed against the firm, including litigation with Dallas County, by name, case number, jurisdiction, nature of the dispute, judgments, and resolution or status.
- g. Respondents shall include the following in their proposal to demonstrate compliance with the Work Capacity requirements:
- a) **Facility Description**
 - A written overview of the testing location, including:
 - Physical address
 - Description of the testing room and adjacent/nearby waiting area
 - Confirmation that both spaces are noise-free and distraction-free
 - Photographs of the facilities (optional but recommended)
 - b) **Availability Statement**

A signed statement confirming the facilities are fully operational and available for use as of the proposal submission date.
 - c) **Staffing Plan**

A list of personnel assigned to provide the services, including names, qualifications, and availability to perform polygraph testing as outlined in the scope of work.

4. Approach

Provide a narrative of your approach to manage the polygraph contract services. Include in your narrative:

- Written reports detailing the results of the examination.
- Turnaround time on results.
- Location and adequacy of testing facilities in Dallas County, including privacy, environment, equipment, and cleanliness.
- Mobility and ability to travel to different treatment/secure facilities as needed.
- Scheduling, authorization, and responsiveness procedures including after-hours availability and urgent test scheduling.
- Communication of no-shows, cancellations, and timely notification protocols.

5. Cost

Submit Cost Sheet Attachment A

V. Documents Submitted with Proposal or Upon Request

1. Attachment S - Small Business Enterprise (SBE) Forms (mandatory must be submitted with proposal).

VI. Pre-Proposal Meeting

During the solicitation process proposers are required to limit their communication regarding this project to the Buyer referenced herein. A pre-proposal meeting will be held by the County whereby the respondents will have an opportunity to ask the requesting department(s) questions and/or obtain clarification. The pre-proposal meeting will be the only time when respondent and requesting department(s) will communicate directly, thereafter, all communication associated with this project shall be address through the County's purchasing platform, (<https://www.bidnetdirect.com/texas/dallas-county>), to the assigned Buyer. The County will respond

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to all questions by way of addendum which will be posted as part of the solicitation. The County, its agents, and employees shall not be responsible for any information given by way of verbal communication.

Pre-proposal conference **August 15, 2025, at 10:00 a.m. (CST)**, the pre-proposal meeting will be conducted through a conference call.

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 251 477 426 559 6

Passcode: PU7Kk6Jm

Dial in by phone

[+1 469-208-1731,926039231#](#) United States, Carrollton

[Find a local number](#)

Phone conference ID: 926 039 231#

The deadline for the submission of questions is on **August 18, 2025 at 1:00 p.m. (CST)** through Bidnet.

VII. Term and Commencement Date

This will be a five-year master agreement commencing upon award by Commissioners Court, upon meeting any insurance and/or bonding requirements (if applicable) and/or fully executing the contract (if applicable).

VIII. Award Method

The County's intent is to award this solicitation in its entirety, but the County reserves the right to award in the method that is most advantageous to the County.

The County reserves the sole discretion to determine whether a solicitation response is responsive. County reserves the right to reject any or all proposals and to waive minor irregularities or discrepancies in any solicitation response as may be in the best interest of County. Late proposals will not be considered for award.

IX. Opening of Proposals

Proposal reading shall be conducted: **September 11, 2025, at 2:30pm (CST)** on the day the proposals are due. The reading will be conducted via a live meeting online at https://teams.microsoft.com/l/meetup-join/19%3ameeting_MjFjMmRjNDMtNWU2Yy00ZTFjLTk1MGEtMTY2NDM1NzNjMGUy%40thread.v2/0?context=%7B%22Tid%22%3A%2251adcfad-72f1-479c-b28f-52412e04014b%22%2C%22Oid%22%3A%226f7e6e0d-1f84-43a8-a037-c8b93e424cb8%22%2C%22IsBroadcastMeeting%22%3Atrue%2C%22role%22%3A%22a%22%7D&btype=a&role=a. Proposals will be publicly opened in compliance with public proposal opening statutory requirements.

Proposer names will be publicly read aloud. It is the responsibility of the proposer to clearly mark and identify all portions of the proposal, which, in the proposer's opinion, contain trade secrets, confidential information and other proprietary information. All proposals are subject to the Texas Open Records Act process.

X. Additional Questions and Answers During and/or After the Pre-Proposal Conference

Firms will be required to any submit additional questions presented at the pre-proposal and/or after the

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conference. All additional questions must be received by (Date) at (Time) am/pm (CST)

All questions and responses will be posted to the County's website in the manner as previously stated herein. Dallas County reserves the right to reject/not respond to any questions received after the deadline date.

XI. Proposal Submittal and Exception Requirements

To be considered for award, the proposal response must be submitted by **September 11, 2025, at 2:00 p.m. (CST)**. Responses shall be submitted electronically through Bidnet, the County's online public solicitation platform <https://www.bidnetdirect.com/texas/dallas-county>. Although the County prefers submissions in electronic form, a respondent may elect to submit their proposal in hard copy. To submit in hard copy, the vendor may deliver or ship to: Dallas County Purchasing Department, Records Building 500 Elm Street, Suite 5500, Dallas, Texas 75202. When submitting a response in hard copy, the County requires two (2) duplicate hardcopies (one original and one copy) to be submitted.

Any exceptions to the specifications/scope of work and/or terms and conditions shall be included in the solicitation response and shall appear in its own tab. Exception shall reference the page number, section and language for which exception is taken. The County reserves the right to reject any exception not in the best interest to the County or may lead the response to be considered nonresponsive and not considered for award.

Note: On December 19, 2024, Dallas County implemented a new public solicitation platform and will be posting all solicitations for goods, services, and construction through Bidnet. Vendors seeking to do business with Dallas County will be required to register, (<https://www.bidnetdirect.com/texas/dallas-county>). By registering, vendors will be able to receive solicitation notices, view open solicitations, and submit their response online to desired business opportunities.

XII. Location and Invoicing

The County shall pay invoices in 30 days. In order for the County to pay invoices in 30 days, the vendor's invoice must be correct, and reflect the work or goods delivered to the County. The 30 days begin when the County has received a correct invoice reflecting the work or goods delivered. If the County receives an invoice that is not correct and/or reflective of work or goods that have been delivered, the County will request a corrected invoice, and the 30-day period will begin once the correct invoice has been received. All work described in the vendor invoice must have been delivered in compliance with the terms of the contract.

Invoices shall be submitted monthly to the County for payment, unless both parties agree to alternative arrangement based on project milestones. Each invoice submitted for payment shall include, at a minimum, the following information:

- Name and address of the department for which services were provided
- Purchase order number
- Contact information of County staff who placed order (name, phone number, department)
- Date of order or Service
- Detailed description of each service
- Price good or services (charges for all services covered by this contract are to be separately stated and explained
- Unit pricing
- Total cost of goods/services

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Submitting invoices without the above information may cause delays in payment processing. Incorrect invoices or invoices sent to the wrong address will delay payment. Vendors who fail to follow these instructions risk having the contract with the County cancelled.

XIII. Communication

Upon release of the solicitation and during the process, vendors /firms and their employees of related companies as well as paid or unpaid personnel acting on their behalf shall not contact in relation to this solicitation with Dallas County employees, department heads and/or elected officials. Such contact may result in the vendor being disqualified. All questions and request for information related to this solicitation must be coordinated through Dhestini Bazor.

All questions regarding this solicitation are to be submitted in writing to **Dhestini Bazor**, Dallas County Purchasing Department via [Bidnet](https://www.bidnetdirect.com/texas/dallas-county) (<https://www.bidnetdirect.com/texas/dallas-county>), the County's procurement platform. If the respondent does not have access to the County's solicitation platform, the respondent may submit their questions in writing via email to Dhestini.bazor@dallascounty.org. Please reference the Solicitation number in the subject of the email.

All questions, comments and requests for clarification must reference the solicitation number on all correspondence to Dallas County. Any oral communications shall be considered unofficial and non-binding.

Only written responses to written communication shall be considered official and binding upon the County. The County reserves the right, at its sole discretion, to determine appropriate and adequate responses to the written comments, questions, and requests for clarification.

NOTE: All addendums and/or any other correspondence (general information, question and responses) to this solicitation will be made available exclusively through the Dallas County website for retrieval. Respondents are solely responsible for frequently checking this website for updates to this solicitation Addendums to this solicitation can be located at the following web address: <http://www.dallascounty.org/department/purchasing/currentbids.php> (go to the appropriate solicitation #, click on the appropriate hyperlink for viewing and/or downloading.)

XIV. Review of Proposals

All proposals will be examined by an evaluation committee consisting of various Dallas County personnel, Dallas County Purchasing, and representatives selected by the County of Dallas in proportion to contribution sizes.

Proposals that do not conform to the instructions or which do not address all the services as specified may be eliminated from consideration. However, Dallas County reserves the right to accept such a proposal if it is determined to be in the best interest of Dallas County.

Evaluations are based on the information provided. Accuracy and completeness are essential. Omissions, ambiguous and equivocal statements may be construed against the proposer. The proposal response may be incorporated into any contract which results from this RFP, and proposers are cautioned not to make claims or statements it is not prepared to commit to contractually. Failure of the proposer to meet such claims will result in a requirement that the proposer provide resources necessary to meet submitted claims.

Dallas County Purchasing may initiate discussions with selected proposers; however, discussions may not be initiated by proposers. Dallas County Purchasing expects to conduct discussions with vendor's representatives

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authorized to contractually obligate the vendor with an offer. Proposers shall not contact any Dallas County personnel during the RFP process without the express permission from the Office of the Dallas County Purchasing Agent. Dallas County Purchasing may disqualify any vendor who has made site visits, contacted Dallas County personnel or distributed any literature without authorization from Dallas County Purchasing.

All correspondence relating to this RFP, from advertisement to award shall be sent to Dallas County Purchasing. All presentations and/or meetings between Dallas County and the vendor relating to this RFP shall be coordinated by Dallas County Purchasing.

Selected proposers may be expected to make a presentation/product demonstration to an evaluation committee. Proposals, presentations and product/service evaluations may develop into negotiating sessions with the proposer(s) as selected by the Evaluation Committee. Dallas County expects to conduct negotiations with proposer's representatives authorized to contractually obligate with an offer. If proposer is unable to agree to contract terms and conditions, Dallas County reserves the right to terminate contract negotiations with that proposer and initiate negotiations with another proposer. In addition to a presentation, visits by the Evaluation Committee to representative proposer's client sites may be conducted where the proposed solution can be demonstrated in a production environment.

XV. Proposal Pricing

Bid pricing shall be firm for the first 12 months of the contract unless otherwise stated herein. Costs not included or calculated in the applicable unit prices as bid will not be paid by the County, regardless of the intentions of the bidder when the bid was submitted and regardless that those costs were actually incurred. Price increase(s) shall not be automatic, the bidder shall request on an annual bases a price increase which shall not exceed 5% annually as warranted. Bidder shall submit, for the County's consideration, supporting documentation that substantiates the requested price increase. Cumulative change orders and/or price increases shall not exceed 25% of the original amount awarded during contract term. A price increase shall be mutually agreed upon by the County and Contractor. Request for price increases and change orders shall be reviewed and considered at the County's sole discretion.

XVI. Insurance

Any Contractor or Vendor that conducts business with Dallas County, whether it is for goods and/or services, must maintain lawful worker's compensation/self-insured employee coverage requirements and adequate liability limitations

Within ten (10) days after contract award or prior to the commencement of any work or delivery, the Purchasing Agent requires the successful Contractor(s)/Vendor(s) to submit verification of the following coverage. The insurance coverages, except Workers Compensation and Professional Liability, required by this Contract, shall name Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers, as additional insured(s) (as the interest of each insured may appear).

Contractor at its own expense, consistent with its status as an independent contractor will carry, purchase and maintain insurance coverage, the minimum insurance coverage set forth immediately below, with companies authorized to do insurance business in the State of Texas or eligible surplus lines insurers operating in accordance with the *Texas Insurance Code*, having an A.M. Best Rating of "A" or better, and in amounts not less than the following minimum limits of coverage:

The policies may provide coverage, which contains deductibles or self-insured retention. Such deductibles and/or self-insured retention shall not be applicable with respect to the coverage provided to Dallas County under such policies. The Contractor shall be solely responsible for all deductibles and/or self-insured retention.

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All insurance required herein shall be maintained in full force and effect throughout the term of this contract, including all extensions or renewals.

- 1.1. Workers Compensations and Employer's Liability Insurance or self-insured employee in the amount and in compliance with the provisions as provided for by Texas Law as established by the Texas Workers Compensation Act, Title 5, Subtitle A, Texas Labor Code for all his employees assigned to operate or work under this Contract. In the event the Contractor elects to sublet any work, Contractor shall require Sub-Contractors to provide Workers' Compensation Insurance for all of the latter's employees unless the Contractor affords such employees protection. Contractors shall be responsible for workers' compensation insurance for subcontractors or sub-lessees who directly or indirectly provide service under Dallas County contract.

Workers' Compensation Insurance with statutory limits, and Employer's Liability Insurance with limits of not less than \$500,000:

Employers Liability - Each Accident	\$500,000
Employers Liability - Each Employee	\$500,000
Employers Liability - Policy Limit	\$500,000

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation

- 1.2. Commercial General Liability: Contract shall maintain Commercial General Liability Insurance coverage must include the following: (a) Premises; (b) Operations; (c) Independent Contractor's Protective Liability; (d) Products and Completed Operations; (e) Medical Expense; (f) Personal and Advertising Injury; (g) Contractual Liability; (h) Broad form property damage, to include fire legal liability. Such insurance shall carry in an amount not less than One Million and 00/100 (\$1,000,000.00) for bodily injury (including death), property damage, and blanket contractual coverage per occurrence with a general aggregate of Two Million and 00/100 (\$2,000,000.00) and products and completed operations aggregate of Two Million and 00/100 (\$2,000,000.00).

Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation
- c. Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers.

- 1.3. Automobile Liability Insurance: Contractor shall maintain Automobile Liability Insurance covering all owned, hired and non-owned automobiles used in connection with work with limits not less than Five Hundred Thousand 00/100 (\$500,000.00) Combined Single Limit of Liability for Bodily Injury and Property Damage. Such insurance is to include coverage for loading and unloading hazards.

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Policies under this Section shall apply to State of Texas and include the following endorsements in favor of Dallas County:

- a. Waiver of Subrogation
- b. Thirty (30) day Notice of Cancellation
- c. Additional Insureds: Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers.

Contractor agrees that, with respect to the above-referenced insurance, all insurance contracts/policies will contain the following required provisions:

- a. Endorsement: Except Workers Compensation and Professional Liability, name Dallas County and its elected and appointed boards, officers, officials, agents, representatives, directors, employees and volunteers as additional insured(s) (as the interest of each insured may appear) as to all applicable coverage;
- b. Endorsement: Provide for thirty (30) days prior written notice will be given to the County for cancellation, non-renewal or material reduction/change in coverage provided under all policies, except in cases of cancellation for non-payment, in the event of which notice shall be provided as required by state law to Dallas County;
- c. Endorsement: Contractor agrees to waive subrogation against Dallas County, its officers and employees for injuries, including death, property damage or any other loss;
- d. Provide for endorsement that the "other insurance" clause shall not apply to County where County is the additional insured on the policy;
- e. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of the contract is satisfactorily completed and formally accepted;
- f. All insurance coverage shall be on a per occurrence basis, if coverage is written on a claims-made basis, the retroactive date shall be prior to or coincide with the date of the Contract and the certificate of insurance shall state that the coverage is claims-made and indicate the retroactive date. The coverage shall be continuous for the duration of the contract agreement and for not less than two (2) years following the end of the contract agreement. Coverage, including renewals, shall have the same retroactive date as the original policy applicable to the contract agreement;
- g. Contractor shall be solely responsible for the deductible and/or self-insured retention for any loss;
- h. Contractor insurance policies coverage shall be written on a primary basis and non-contributory with any other insurance coverages and/or self-insurance carried by Dallas County;
- i. Default/Cumulative Rights/Mitigation. It is not a waiver of default if the non-defaulting party fails to immediately declare a default or delays in taking any action. The rights and remedies provided by this contract agreement are cumulative, and either Party's use of any right or remedy will not preclude or waive its right to use any other remedy. These rights and remedies are in addition to any other rights the Parties may have by law, statute, ordinance or otherwise. Contractor has a duty to mitigate damages.
- j. Approval and acceptance of Contractor's services and work by County shall not constitute nor be deemed a release of the responsibility and liability of Contractor for the accuracy and competency of Contractor's services or work; nor shall such approval and acceptance be deemed to be an assumption of such responsibility by the County for any defect, error or omission in the services performed by Contractor in this regard;

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- k. Contractor shall provide that all provisions of this contract agreement concerning liability, duty and standard of care, shall be underwritten by contractual liability coverage sufficient to include obligation within applicable policies;
- l. Contractor and their freight contractors must be prepared to show coverage verification prior to entering upon County premises;
- m. Failure to comply with lawful requirements or adequate liability requirements may result in delay of payments, subject to the orders of the Commissioners Court, not to exceed a period of up to two years from the termination of this contract agreement, or cancellation of this contract agreement or both (Dallas County Commissioners Court Order 2003-1792, September 30, 2003);
- n. Insurance Certificates: The certificates of insurance shall list County as the certificate holder. Any and all copies of Certificates of Insurance shall reference any applicable (Solicitation Number, Commissioners Court Order Number, or contract number for which the insurance is being supplied). All insurance policies or duly executed certificates for the same required to be carried by Contractor under this contract agreement, together with satisfactory evidence of the payment of the premium thereof, shall be delivered to the: Dallas County Purchasing Agent located at 500 Elm Street, Suite 5500, Dallas, Texas 75202; and
- o. All insurance required to be carried by Contractor or subcontractors under this contract agreement shall be acceptable to the County in form and content, in its sole discretion. All policies shall be issued by an insurance company acceptable and satisfactory to County and authorized to do business in the State of Texas. Acceptance of or the verification of insurance by County shall not relieve or decrease the liability of Contractor.

2. Insurance Lapse

In the event successful firm fails to maintain insurance as required by this contract, successful firm shall immediately cure such lapse in insurance coverage at successful firm's sole expense and pay County in full for all costs and expenses incurred by County under this contract as a result of such failure to maintain insurance by successful firm, including costs and reasonable attorney's fees relating to County's attempt to cure such lapse in insurance coverage. Such costs and attorney's fees, not to exceed fifteen hundred and 00/100 dollars (\$1,500.00), shall be automatically deducted from monies or payments owed to successful firm by County. Moreover, the County shall retain five percent (5%) of the value of the Contract that shall be placed into an account from monies or payments owed to Contractor by County to cover County's potential exposure to liability during the period of such lapse. The five percent (5%) retainage shall be held by County until six (6) months after the date lapse in coverage is cured or Term of the Contract has ended or has otherwise been terminated, canceled or expired and shall be released if no claims are received or lawsuits filed against County for any matter that should have been covered by the required insurance. The County shall retain the funds if a claim is received or lawsuit and use the funds to defend, pay costs of defense or settle the claim.

XVII. Discussion With Reasonably Qualified Proposals

The County reserves the right to engage in discussions or conduct interviews, either oral or written, with the proposers determined by the evaluation criteria to be reasonably viable to being selected for award. If discussions or interviews are held, the Contract Specialist may request best and final offers. The request for best and final offers may include:

- Notice that this is the opportunity to submit written best and final offers
- Notice of the date and time for submission of the best and final offer
- Notice that if any modification is submitted, it shall be received by the date and time specified or it will not be considered
- Notice of any changes in the Proposal requirements

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Following evaluation of the best and final offers, purchasing may select for negotiations the offer that is most advantageous to the County, considering price or cost and the evaluation factors in the RFP.

After the most advantageous proposer(s) has been identified, Contract negotiations may commence. If at any time Contract negotiation activities are judged to be ineffective, Office of Procurement Services will cease all activities with the proposer and begin Contract negotiations with the next highest ranked proposer. This process may continue until either both the proposer and Commissioner's Court executes a completed Contract or the Procurement Department determines that no acceptable alternative proposal exists.

The County reserves the right to reject any or all proposals received or to award, without discussions or clarifications, a Contract based on initial proposals received. Therefore, each proposal should contain the Proposer's best terms from a price and technical standpoint. Also, only proposers submitting a proposal will be notified of any communications after the RFP closing.

XVIII. Rejection or Acceptance of Proposals

The County reserves the right to accept or reject in part or in whole any proposal submitted. The Purchasing Agent will recommend to Commissioners Court award to the highest ranked responsive and responsible respondent as determined by the Purchasing Agent.

XIX. Late and Withdrawn Proposals

All proposals must be submitted no later than the proposal due date and time established by this solicitation. Proposals arriving after the due date and time will not be accepted. Late proposals delivered by carrier will be return to the respondent unopened.

A respondent has the right to withdraw their proposal prior to the proposal due date and time, thereafter, the respondent shall submit a formal request to the Dallas County Purchasing Agent requesting to withdraw their proposal.

XX. Confidentiality

Any information deemed confidential, shall be clearly noted as such on each page of the solicitation response by the respondent. County cannot guarantee it will not be compelled to disclose all or part of any public record under the Texas Open Record Act. Respondents who include information in a proposal that is legally protected as trade secret or confidential shall clearly indicate the information which constitutes a trade secret or confidential information by marking that part of the proposal "trade secret" or "confidential" at the appropriate place. If a request is made under the Texas Open Records Act to inspect information designated as trade secret or confidential in a proposal, the respondent shall, upon request, immediately furnish sufficient written reasons and information as to why the information designated as a trade secret or confidential should be protected from disclosure to Attorney General of Texas for final determination.

XXI. Disqualification Of Proposers

Proposers may be disqualified for, but not limited to, the following reasons:

- Reason to believe collusion exists among the proposers
- The proposer is involved in any litigation against the County of Dallas
- The proposer is in arrears on an existing contract or has failed to perform on a previous contract with the County of Dallas

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XXII. Permits Required by Law

Proposer shall comply with all requirements of federal, state, and local statutory requirements and regulations pertinent to or affecting any phase of this contract.

XXIII. Records and Audit

The Proposer shall keep accurate records of all components of invoices to the County, including but not limited to times and payroll receipts for hourly personnel utilized by this Contract. These records shall be retained for a minimum of two years after the conclusion of the Contract. The County reserves the right to audit any records it deems necessary for the execution of this Contract.

XXIV. Assignment of Contract

The Proposer shall not assign, transfer, sublet, convey or otherwise dispose of the Contract of any part therein or its right, title or interest therein or its power to execute the same to any other persons, firm, partnership, company or corporation without the prior written consent of the County. Should the Proposer assign, transfer, sublet, convey or otherwise dispose of its right, title or interest or any part thereof in violation of this section, the County may, at its discretion, cancel the Contract and all rights, title and interest of the Proposer shall therein cease and terminate, and the Proposer shall be declared in default.

XXV. Default by Proposer

The following shall be deemed as events of default by Proposer under the Contract:

- Proposer shall become insolvent, or shall make a transfer in fraud of creditors, or shall make an assignment for the benefit of creditors;
- Proposer attempts to assign the Contract without the prior written consent of the County;
- Proposer shall fail to perform, keep or observe any term, provision or covenant of the Contract; or
- Proposer fails to properly and timely pay Proposer personnel, suppliers or other Proposers and the failure impacts the County or its Facility in any manner.

In the event a default occurs, the Director shall give the Proposer written notice of the default. If the default is not corrected to the satisfaction and approval of the Director within the time specified in such notice, the County may immediately cancel the Contract. At the direction of the Director, the Proposer shall vacate the facility, if applicable, and shall have no right to further operate under the Contract.

The Proposer, in accepting the Contract, agrees that the County shall not be liable to prosecution for damages or lost anticipated profits if the County cancels or terminates the Contract.

No Waiver: No waiver by the County of any default or breach of any covenant, condition, or stipulation shall be treated as a waiver of any subsequent default or breach of the same or any other covenant, condition, or stipulation.

XXVI. Termination

The County may terminate this agreement in whole or in part by giving thirty days written notice thereof to Proposer. The County will compensate Proposer in accordance with the terms of the agreement for all goods and services delivered and accepted prior to the effective date of such termination notice.

XXVII. Miscellaneous

1. After executing the Contract, no consideration will be given to any claim of misunderstanding.
2. Proposers shall submit with the Proposal, the required Proposer's qualification statement with supporting information as stated herein along with all other supporting documentation requested.

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3. Proposers shall thoroughly familiarize themselves with the provisions of the Scope of Work and the Facilities.
4. The County reserves the right to reject all Proposals and to waive any minor irregularities.
5. A Proposal may be disqualified if the corporation or individual Proposer is in arrears or in default to the County for delinquent taxes or assessments or on any debt or Contract, whether as defaulter or bondsman; or who has defaulted upon any obligation to the County by failing to perform satisfactorily any previous agreement or Contract within the past seven years. Also, Proposers may be disqualified for poor prior performance on similar Contracts with other entities.
6. The Contract with the Proposer will be drawn by the County and may contain such other provisions as are deemed necessary to protect the interests of the County.
7. The Proposer agrees to abide by the rules and regulations as prescribed herein. The Proposer will, in all solicitations or advertisements for personnel to perform services under the Contract, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, or national origin.
8. If either party hereto is prevented from completing its obligations under the Contract by act of God, strike, lockout, material or labor restrictions by any governmental authority, civil riot, flood, or any other cause beyond the control of the parties hereto, then such party shall be excused from such performance for such period of time as is reasonably necessary after such occurrence to remedy the effects thereof.
9. The section headings in these Specifications are for convenience in reference and are not intended to define or limit the scope of any of the conditions, terms or provisions of these specifications.
10. Should any question arise as to the proper interpretation of the terms and conditions of these specifications, the decision of the County Attorney or his authorized representative shall be final.

XXVIII. Indemnity

The selected proposer agrees to defend, indemnify and hold the County, its officers, agents and employees, harmless against any and all claims, lawsuits, judgments, costs, and expenses for personal injury (including death), property damage or other harm for which recovery of damages is sought, suffered by any person or persons, that may arise out of or be occasioned by the selected respondent's breach of any of the terms or provisions of the contract, or by any other negligent or strictly liable act or omission of the selected respondent its officers, agents, employees, or subcontractors, in the performance of the contract; except that the indemnity provided for in this paragraph shall not apply to any liability resulting from the sole negligence or fault of the County, its officers, agents, or employees and in the event of joint and concurrent negligence or fault of the selected proposal(s) and County, responsibility, and indemnity, if any, shall be apportioned comparatively in accordance with the laws of the State of Texas, without waiving any governmental immunity available to the County under Texas law and without waiving any defenses of the parties under Texas law. The provisions of this paragraph are solely for the benefit of the parties hereto and are not intended to create or grant any rights, contractual or otherwise, to any other person or entity.

XXIX. Selection Process

The internal team will evaluate all proposals received in response to this RFP. After reviewing the proposal submissions, consultants may be selected for in-person interviews/oral presentations. From those presentations

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and possible interviews, the proposals will be re-evaluated, and final determination will be made. The County will pursue negotiations with the top ranked respondent with the goal of entering into a contract.

XXX. Development Costs

Neither Dallas County nor its representatives shall be liable for any expenses incurred in connection with preparing a response to this RFP. Proposers are encouraged to prepare their proposals simply and economically, providing a straightforward and concise description of your firm's ability to meet the requirements of the RFP.

XXXI. Contract Award

Upon selection of a successful Proposer, the County and the Proposer will negotiate a final contract, based on the terms outlined in this RFP. A sample agreement, with the general terms for the final contract, is attached as Sample Contract for Services. By submitting a proposal, the Proposer agrees to be bound by these terms and conditions unless otherwise noted in the Submittal. The final contract is subject to County Council approval.

XXXII. Certificate of Interested Parties (Form 1295)

Section 2252.908 of the Texas Government Code: An Act Addressing Disclosure of Interested Parties.

Effective January 1, 2016, Dallas County, must comply with the "Disclosure of Interest Parties, requirements established under Section 2252.908 of the Texas Government Code as implemented by the Texas Ethics Commission. Briefly stated, all contracts requiring an action or vote by the governing body of the entity or agency before the contract may be signed (regardless of the dollar amount) or that has a value of at least \$1 million will require the on-line completion of Form 1295 "Certificate of Interested Parties", in accordance with Texas Government Code Statute §2252.908. Form 1295 is also required for any and all contract amendments, extensions or renewals. All business entities are required to complete and file electronically with the Texas Ethics Commission using the online filing application.

Step 1: Business Entity completes Form 1295 in electronic format on the Texas Ethics Commission website: (https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm)

Step 2: Upon receipt of a completed Interested Parties Disclosure Form, Texas Ethics Commission issues a Certification of Filing to the Business Entity and the Business Entity download(s), print, sign(s) and notarize(s) Form 1295. An authorized agent of the business entity will need to sign the printed copy of the form and have the form notarized.

Step 3: At the time of submission of the solicitation to Dallas County the Business Entity must submit the completed notarized Form 1295 with the Certification of Filing with their contract (i.e.: bid, rfp, rfq, soq, etc.) to Dallas County. Upon receipt, Dallas County may proceed with the award and/or execution of the contract.

Step 4: Not later than the 30th day after the date the contract has been signed by all parties, Dallas County must notify the Texas Ethics Commission (in electronic format) of the receipt of (1) Form 1295, and (2) the Certification of Filing.

Step 5: Not later than the 7th business day after receipt of the above notice, Texas Ethics Commission makes the disclosure available to the public by posting the disclosure on its website.

County Offices and Departments submitting contracts to Commissioners Court for award/execution are responsible for acknowledging and filing the Form 1295.

Definitions:

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(a) “Contract” includes an amended, extended, or renewed contract.

(b) “Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

(c) “Controlling interest” In accordance with the Texas Ethics Commission, Chapter 46.3(c) and applicable to Texas Government Code §2252.908 - (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

(d) “Interested party” (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

(e) “Intermediary” for purposes of this rule, means, a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person’s participation;

(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and

(3) is not an employee of the business entity.

To obtain additional information on Section 2252 and to learn more about the Texas Ethics Commission process to create a new account or to complete an electronic version of Form 1295 for submission with a signed contract, please go to the following website:

<https://www.ethics.state.tx.us/tec/1295-Info.htm>

Instructional Videos for Business Entities on how to file online can be found at:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm, and submit a copy to the buyer before the contract information will be sent to the County Attorney’s Office to draft the contract. Once the terms of the contract are fully negotiated; the recommended vendor has signed the contract indicating agreement with the terms of the contract; and the Form 1295 is on file at the Texas Ethics Commission website with a copy provided to the buyer; the staff recommendation will be placed on a County Council agenda to award the contract.

XXXIII. Conflict of Interest

No County elected or appointed official or representative, or any employees shall have any financial interest, direct or indirect, in any contract with the County or be financially interested, directly or indirectly, in the sale to the County of any land, materials, supplies, goods or services, except on behalf of the County as an official or employee. Any violation of this Section, with knowledge, expresses or implied, of the person or corporation contracting with the County shall render this Agreement involved voidable by the Commissioners Court of Dallas County. It is the responsibility of Contractor during all phases of this Agreement to notify the County in

Solicitation Number No.: 2025-043-7068, Pre-Proposal Meeting Date: 08/15/2025 @ 10 a.m. (CST).

Project Title: Polygraph Testing Services for the Juvenile Department, Proposal Due Date: 09/11/2025

writing of any potential conflict of interest. Contractor covenants that neither it nor any member of its corporation presently has any interest or shall acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of this Agreement. Contractor further covenants that in the performance of this Agreement no person having such interest shall be employed or appointed by Contractor.

**2025-043-7068 Polygraph Testing Services
Department
Attachment A- Cost Sheet**

Services	Five Year Estimated Qty	UOM
PRICING FOR TESTING AT COUNTY FACILITY		
Polygraph Test during business hours (8 a.m.- 4:30 p.m., Mon. - Sat.)	1800	Each
Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.)	100	Each
Urgent Requests (testing completed within 24 hour notification)	300	Each
Translation Services	300	Each
Court Appearance	50	Hour
PRICING FOR TESTING AT PROPOSER FACILITY		
Polygraph Test during business hours (8 a.m.- 4:30 p.m., Mon. - Sat.)	1500	Each
Polygraph Test after business hours (4:30 p.m.-9 p.m., Mon. - Sat.)	400	Each
Urgent Requests (testing completed within 24 hour notification)	300	Each
Translation Services	300	Each

for the Juvenile					
Year One Qty	Year One Price	Year One Extended Total	Year Two Estimated Qty	Year Two Price	Year Two Extended Total
360	\$ -	\$ -	360	\$ -	\$ -
20	\$ -	\$ -	20	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -
10	\$ -	\$ -	10	\$ -	\$ -
300	\$ -	\$ -	300	\$ -	\$ -
80	\$ -	\$ -	80	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -
Grand Total					

Supplier Name:
Supplier Address:
Supplier Email Address:
Supplie Contact Name:
Supplier Phone Number:

Year Three Estimated Qty	Year Three Price	Year Three Extended Total	Year Four Estimated Qty	Year Four Price	Year Four Extended Total
360	\$ -	\$ -	360	\$ -	\$ -
20	\$ -	\$ -	20	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -
10	\$ -	\$ -	10	\$ -	\$ -
300	\$ -	\$ -	300	\$ -	\$ -
80	\$ -	\$ -	80	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -
60	\$ -	\$ -	60	\$ -	\$ -

Year Five Estimated Qty	Year Five	Year Five Extended Total	Five Year Estimated Price
360	\$ -	\$ -	\$ -
20	\$ -	\$ -	\$ -
60	\$ -	\$ -	\$ -
60	\$ -	\$ -	\$ -
10	\$ -	\$ -	\$ -
300	\$ -	\$ -	\$ -
80	\$ -	\$ -	\$ -
60	\$ -	\$ -	\$ -
60	\$ -	\$ -	\$ -
	\$ -		