



Paige McInnis
Harris County Purchasing Agent

June 30, 2025

Commissioners Court
Harris County, Texas

RE: The Interlocal Purchasing System (TIPS)

Members of Commissioners Court:

Please approve the following award the on the basis of only quote and the attached Order authorizing the County Judge to execute the attached Addendum to the Agreement:

Description: Emergency Operations Center (EOC) Coordination Platform for Harris County Office of Homeland Security and Emergency Management

Quote(s)

Received: One (1) (see attached)

Vendor(s): Veoci Inc

Term: July 10, 2025 - July 09, 2026 with four (4) one-year renewal options

Amount: \$94,545

Reviewed By: • Harris County Purchasing • Office of Homeland Security and Emergency Management

Purchase order(s) will be issued upon Commissioners Court approval.

Sincerely,

Paige McInnis

Paige McInnis
Purchasing Agent

SMM
cc: Vendor(s)

FOR INCLUSION ON COMMISSIONERS COURT AGENDA JULY 10, 2025



Quote Tab - 00001983 - Emergency Operations Center (EOC) Coordination Platform for Harris County Office of Homeland Security and Emergency Management

				Veoci Inc¹ (TIPS# - 220105)	
Item No.	Description	Est. Qty.	UOM	Unit Price	Total Price
1	EOC Coordination Platform	1	LOT	No Bid	No Bid
	Implementation/Configuration/Training	1	LOT	\$ 8,700.00	\$ 8,700.00
	Consulting Services	1	LOT	\$ 19,000.00	\$ 19,000.00
	Annual Software Subscription Fee (250 Licenses) - Initial Year	1	LOT	\$ 66,845.00	\$ 66,845.00
Grand Total					\$ 94,545.00
¹ Award Recommendation Only Quote					

ADDENDUM TO THE AGREEMENT BETWEEN HARRIS COUNTY AND VEOCI INC.

THE STATE OF TEXAS §
 §
COUNTY OF HARRIS §

This Addendum to the above-referenced Agreement is made and entered into by and between Harris County (“County”), a body corporate and politic under the laws of the State of Texas, acting by and through its Harris County Emergency Management department (“Department”), and Veoci Inc. (“Contractor”). County and Contractor are referred to herein collectively as the “Parties” and individually as a “Party.” This Agreement is a cooperative purchase procurement pursuant to Texas Local Gov’t Code Ann. § 271.102(a).

Recitals

The Department desires use of an Emergency Operations Center coordination platform (the “Services”) in accordance with The Interlocal Purchasing System (TIPS) Contract# 220105.

Contractor represents and warrants it is willing and capable of providing the Services.

Terms

1) ORDER OF PRECEDENCE

Contractor’s “Scope of Services,” as well as a “Bid Table,” and “TIPS Contract,” referred to together as the “Agreement,” is attached hereto as Exhibit A and incorporated herein by reference. In the event of any conflict between this Addendum and the Agreement, this Addendum shall control.

2) TERM

The term shall be for a period beginning upon execution by the Parties and remain in full force and effect for twelve (12) consecutive months. At the County’s option, this Addendum may be renewed on the same terms and conditions for four (4) additional one (1) year periods (each a “Renewal Term”).

3) LIMIT OF APPROPRIATION

- A) Contractor understands and agrees, said understanding and agreement also being of the absolute essence of this Addendum, that the total maximum compensation that Contractor may become entitled to for the Services performed under this Addendum, and the total maximum sum that the County shall become liable to pay to Contractor under this Addendum, shall not under any conditions, circumstances, or interpretations thereof exceed the sum of Ninety-Four Thousand Five Hundred

Forty-Five and 00/100 Dollars (\$94,545.00). Notwithstanding anything to the contrary, or that may be construed to the contrary, the County's liability under the terms and provisions of this Addendum is limited to this sum.

- B) Contractor understands and agrees that the laws governing the letting of contracts for the County require the approval of the Harris County Auditor and his certification that funds are, or will be, available for the payment of the obligations created under the Addendum before such contracts become effective. Therefore, Contractor shall not proceed with any Services until such time that it receives a Purchase Order issued by the Harris County Purchasing Agent. Any Services performed by Contractor prior to its receipt of a Purchase Order are at Contractor's own expense.
- C) Contractor does understand and agree, said understanding and agreement also being of the absolute essence of this Addendum, that the total maximum compensation that Contractor may become entitled to hereunder, and the total maximum sum that the Contractor shall become liable to pay to Contractor hereunder, shall not under any conditions, circumstances, or interpretations thereof exceed the sum certified by the Purchase Order. Notwithstanding anything to the contrary, or that may be construed to the contrary, the County's liability under the terms and provisions of this Addendum is limited to this sum. When all the funds so certified are expended, Contractor's sole and exclusive remedy shall be to terminate this Addendum. If the Services and charges to be provided for will equal or exceed the amount certified available, Contractor shall notify the County immediately.
- D) With regard to the renewal or extension of this Addendum, the County has not allocated any funds for any renewal or extension period beyond the current fiscal year. Therefore, if the County exercises any renewal option, the renewal is subject to the future allocation and certification of funds for the renewal period.

4) PAYMENT TERMS

- A) Contractor shall submit to the Harris County Auditor an invoice for services rendered each month by email to: vendorinvoices@aud.hctx.net and by mail to: Harris County Auditor, 1001 Preston 8th floor, Houston, Texas 77002. Each invoice shall be in a form acceptable to the County Auditor and shall include such detail of the services as may be requested by the County Auditor for verification purposes.
- B) The invoices shall, at a minimum, include a description of the services, the day(s) and the time(s) that Contractor performed the services, the department for which the Contractor provided services, and the total amount billed for the services. After receipt of an invoice, County Auditor shall forward the invoice to the Department for review and approval with such modifications as may be deemed appropriate,

and after review, the department will return the invoice, with any modifications, to the County Auditor for payment. The County shall pay each invoice as approved by the County Auditor in accordance with the laws of the State of Texas, including but not limited to, the Texas Prompt Payment Act, Chapter 2251, Texas Government Code. The County may exercise any and all rights to set off payment in the event of overpayment by the County and or funds owed to the County under this Addendum.

- C) Notwithstanding the foregoing, payment for the following fees shall be governed as follows:

The Contractor shall submit invoices to the County in accordance with the Milestone Timeline. Payments for approved and accepted services shall be made within thirty (30) days of invoice approval.

Annual Software Subscription Fees (Initial Term): Contractor shall invoice the County upon execution of this Agreement for the total amount due for the first year of annual software subscription fees. Such invoices shall be payable within thirty (30) days of the invoice date.

Annual Software Subscription and Maintenance Fees (Renewal Terms): For each Renewal Option year, Contractor shall invoice the County for the applicable annual software subscription and maintenance fees on the anniversary of the execution date of this Agreement. Such invoices shall be payable within thirty (30) days of the invoice date.

All payments under this subsection C shall remain subject to applicable provisions of the Texas Prompt Payment Act, Chapter 2251, Texas Government Code, and any other relevant laws governing County payments.

5) NO ADDITIONAL FUNDING

Any language in the Agreement referencing any monies to be paid in excess of the Limit of Appropriation and beyond the fees detailed in Exhibit A is hereby deleted.

6) NO INDEMNIFICATION

Any language in the Agreement that states or implies that the County will indemnify, defend, or hold harmless Contractor is hereby deleted.

7) TAXES

- A) The County is a political subdivision under the laws of the State of Texas and claims exemption from sales and use taxes under Tex. Tax Code Ann. §151.309, as

amended. The County agrees to provide exemption certificates to Contractor upon request.

- B) The County is neither liable for any personal property taxes, charges, or fees assessed against Contractor nor obligated to reimburse Contractor for any taxes, charges, or fees assessed against Contractor for the supplies provided or any Services rendered. Any language in the Agreement in conflict with this section is hereby deleted.

8) PUBLIC CONTACT

Contact with the news media, citizens of Harris County, or governmental agencies shall be the responsibility of the County. Under no circumstances shall Contractor release any material or information developed in the performance of its Services without the express written permission of the County.

9) NOTICE

- A) Any notice required to be given under the provisions of this Addendum shall be in writing and shall be duly served when it shall have been delivered in person or deposited, enclosed in a wrapper with the proper postage prepaid thereon, and duly registered or certified, return receipt requested, in a United States Post Office, addressed to the County or Contractor at the following addresses. If mailed, any notice or communication shall be deemed to be received three (3) days after the date of deposit in the United States Mail. Unless otherwise provided in this Addendum, all notices shall be delivered to the following addresses:

To Contractor: Veoci Inc.
195 Church St, 14th Floor
New Haven, CT 06510
Attn: Legal Department

To the County: Harris County Emergency Management
6922 Old Katy Road
Houston, TX 77024
Attn.: Brian Murray

Copy To: Harris County Purchasing Agent
1111 Fannin St, 12th Floor
Houston, Texas 77002
Attn: Sandra Melancon

- B) Either Party may designate a different address by giving the other Party ten (10) days written notice.

10) APPLICABLE LAW AND VENUE

- A) The Addendum is subject to the state and federal laws, orders, rules, and regulations relating to the Addendum and funded by state or federal funds or of applicable conditions of participation in Medicaid or Medicare program(s).
- B) The Addendum is governed by the laws of the State of Texas.
- C) The forum for any action under or related to the Addendum is exclusively in a state or federal court of competent jurisdiction in Texas.
- D) The exclusive venue for any action under or related to the Addendum is in a state or federal court of competent jurisdiction in Houston, Harris County, Texas.

11) NO PERSONAL LIABILITY; NO WAIVER OF IMMUNITY

- A) Nothing in the Addendum is construed as creating any personal liability on the part of any officer, director, employee, or agent of any public body that may be a Party to the Addendum, and the Parties expressly agree that the execution of the Addendum does not create any personal liability on the part of any officer, director, employee, or agent of County.
- B) The Parties agree that no provision of the Addendum extends County's liability beyond the liability provided in the Texas Constitution and the laws of the State of Texas.
- C) Neither the execution of the Addendum nor any other conduct of either Party relating to the Addendum shall be considered a waiver by the County of any right, defense, or immunity under the Texas Constitution or the laws of the State of Texas.
- D) County does not agree to binding arbitration, nor does County waive its right to a jury trial.

12) SECURITY BREACH NOTIFICATION

Contractor shall have policies and procedures in place for the effective management of information security. In the event that Contractor discovers a "security incident," Contractor agrees to notify the County as soon as possible, but in no event shall notification occur later than 24 hours after discovery. "Security incident" is defined by Sec. 2054.603 of the Texas Government Code to include (i) a breach or suspected breach of system security (as defined by Sec. 521.053, Texas Business and Commerce Code), and (ii) the introduction of ransomware (as defined by Sec.

33.023, Texas Penal Code) into a computer, computer network, or computer system. Contractor shall provide notifications required by this clause to the County's Chief Information Officer at 713-274-4444 or svcitchd@hctx.net.

13) TEXAS PUBLIC INFORMATION ACT

- A) The Parties expressly acknowledge that this Addendum is subject to the Texas Public Information Act, Tex. Gov't Code Ann. §§ 552.001 *et seq.*, as amended (the "Act"). Contractor expressly understands and agrees that the County shall release any and all information necessary to comply with Texas law without the prior written consent of Contractor.
- B) It is expressly understood and agreed that the County, its officers and employees may request advice, decisions and opinions of the Attorney General of Texas ("Attorney General") in regard to the application of the Act to any software, or any part thereof, or other information or data furnished to the County, whether or not the same are available to the public. It is further understood that the County, its officers and employees shall have the right to rely on the advice, decisions, and opinions of the Attorney General, and that the County, its officers, and employees shall have no liability or obligations to Contractor for the disclosure to the public, or to any person or persons, of any software, or a part thereof, or other information or data furnished to the County in reliance on any advice, decision or opinion of the Attorney General.
- C) In the event the County receives a written request for information pursuant to the Act that affects Contractor's rights, title to, or interest in any information or data or a part thereof, furnished to the County by Contractor under this Addendum, then the County will promptly notify Contractor of such request. Contractor may, at its own option and expense, prepare comments and submit information directly to the Attorney General stating why the requested information is exempt from disclosure pursuant to the requirements of the Act. Contractor is solely responsible for submitting the memorandum brief and information to the Attorney General within the time period prescribed by the Act. Contractor is solely responsible for seeking any declaratory or injunctive relief regarding the disclosure of information that it deems confidential or privileged.
- D) Electronic Mail Addresses. Contractor acknowledges any e-mail addresses it provides to the County, including any agency or department of the County, are subject to disclosure under the Texas Public Information Act without prior notification of, or permission from, Contractor. This acknowledgement shall apply to e-mail addresses provided by Contractor and agents acting on behalf of Contractor and shall apply to any e-mail address provided in any form for any

reason whether related to this Addendum or otherwise. This provision shall survive termination of this Addendum.

14) SEVERABILITY

If any provision or part of the Addendum or its application to any person, entity, or circumstance is ever held by any court of competent jurisdiction to be invalid for any reason, the remainder of the Addendum and the application of such provision or part of the Addendum to other persons, entities, or circumstances are not affected.

15) EXECUTION

Multiple Counterparts: This Addendum may be executed in several counterparts. Each counterpart is deemed an original. All counterparts together constitute one and the same instrument. Each Party warrants that the undersigned is a duly authorized representative with the power to execute this Addendum.

16) LIMITATION OF LIABILITY

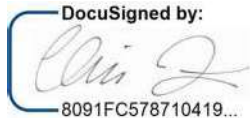
EXCEPT FOR DEATH OR PERSONAL INJURY, CONTRACTOR'S LIABILITY FOR DIRECT DAMAGES, LOSS OR LIABILITY FOR ANY CAUSE, AND REGARDLESS OF THE FORM OF ACTION WILL BE LIMITED TO TWO TIMES THE TOTAL AMOUNT OF ANNUAL FEES PAYABLE BY COUNTY UNDER THIS AGREEMENT.

17) OWNERSHIP

For the avoidance of doubt, the Services exclude Contractor pre-existing intellectual property, the SaaS platform, and any and all modifications, enhancements, and additions to the SaaS platform, including changes that may be made to the platform as the result of discussions with or suggestions from the County (collectively "Contractor Property"). Contractor shall have sole ownership of Contractor Property.

[EXECUTION PAGE FOLLOWS]

VEOCI INC.

DocuSigned by:

8091FC578710419...

By _____
Name: Christopher Ford
Title: VP of Sales & Partnerships
Date: 6/26/2025

HARRIS COUNTY

By: _____
Lina Hidalgo
Harris County Judge

APPROVED AS TO FORM:

Christian D. Menefee
Harris County Attorney

By: Robert de los Reyes
Robert de los Reyes
Assistant County Attorney
C.A. File 25GEN0775

EXHIBIT A

“Scope of Services,” “Bid Table and Milestone Timeline,” and “TIPS Contract”

(follow behind)

“Scope of Services”



Paige McInnis
Harris County Purchasing Agent

February 6, 2025

TO: All Vendors

RE: Job No. 00001983

DUE DATE: Monday, February 19, 2025, no later than 2:00pm local time, Houston, TX

All vendors are required to acknowledge this addendum in Bonfire with each quote for Emergency Operations Center (EOC) Coordination Platform for Harris County Office of Homeland Security and Emergency Management. This addendum must be acknowledged no later than the above due date.

ADDENDUM NO. 1

1. Questions & Answers No. 1 (attached).

QUESTIONS & ANSWERS NO. 1

1. Question: How many licensed users will need access? How often will each of the users be accessing the system? How many daily users? How many administrators?

Answer: Access requirements include 250 licensed users, with additional users accessing the system as needed during critical situations. The County estimates approximate fifty (50) daily users. Initially, the County will require a minimum of ten (10) administrators, with the potential for expansion as the Emergency Operation Center (EOC) Coordination platform begins to integrate with partners.

2. Question: Will each of the agencies that are listed besides Harris County Office of Homeland Security and Emergency Management (HCOHSEM) need their own autonomy within the system?

Answer: Agencies will have limited autonomy based on the data areas they manage.

3. Question: Shall the training for twenty (20) end users be onsite or virtual?

Answer: Onsite training is preferred.

4. Question: How many administrators will require training?

Answer: The count of twenty (20) of end users for training will include administrators.

5. Question: Are there any integrations and if so, what are they, i.e.: SSO? Does Harris County have an existing data feed which we can pull data from? Or are we building a Representational State Transfer Application Programming Interface (REST API) which then the County would integrate with to push data to us? Outcome or format for hosting in the platform?

Answer: A Single Sign-On (SSO) setup is already in place. However, HCOHSEM will need to collaborate with Harris County Universal Services (US) to determine the most secure cybersecurity protocol. US will work with any vendor to address any integration issues. The County anticipates that much of the integration will involve Office 365 platforms, including Teams, Environmental Systems Research Institute (ESRI), and others such as Intrepid. During the discovery meeting, the County will collaborate with all parties to identify and address any gaps.

6. Question: For ESRI integration, how many feature layers are to be integrated and what is the expected use case? Fully interactive layers or for visualization only? Is the ESRI data in ArcGIS cloud or on-premise with Enterprise servers?

Answer: The County is currently uncertain about the specific feature layers to be integrated and the anticipated use case. The focus will be on visualization only. Please note the data resides on both cloud and Enterprise servers.

7. Question: What is the expectation of SharePoint integration? Are there examples of data types and how they are expected to be used? How many interfaces? Is SharePoint O365 cloud hosted or on premise?

Answer: The expectation is that the SharePoint system can be fully interactive on pages/platform within the host system and not just be visualized.

8. Question: What is the identity provider for Single Sign On?

Answer: The identity provider will be determined during the discovery meeting with US, as they are currently evaluating several solutions.

9. Question: Are the partner jurisdictions/agencies accessing rooms for chat and messaging collaboration or are there additional solutions needed or planned for those groups in the initial implementation?

Answer: The County will utilize Microsoft Teams for the chat/message collaboration features.

SPECIFICATIONS

Emergency Operations Center (EOC) Coordination Platform for the Harris County Office of Homeland Security & Emergency Management

SCOPE

The intention of this Harris County Request for Quote (RFQ) is to solicit offers from qualified vendor(s) to provide an Emergency Operations Center (EOC) Coordination Platform for the Harris County Office of Homeland Security & Emergency Management (HCOHSEM) as described herein. The initial term shall begin on or about April 1, 2025 and ending twelve (12) months thereafter or until all services prior to the expiration date have been satisfactorily delivered and accepted or performed satisfactorily for the using department.

It is the responsibility of each vendor to examine the entire RFQ package, seek clarification in writing, and review their offer for accuracy before submitting. Questions relating to this RFQ must be submitted in writing through Bonfire. The deadline for submission of questions relating to this offer is listed on the Events Schedule within Bonfire. All questions submitted in writing prior to the deadline will be compiled and answered in writing. A copy of all questions and answers will be released as a Public Notice to all firms through Bonfire. The County will not be bound by any information conveyed verbally.

RENEWAL OPTIONS

Harris County may consider four (4) one-year renewal options, renewable one (1) year at a time, based upon the same terms, conditions and pricing as the original year. Renewal is subject to approval by the Harris County Commissioners Court. Once renewal options are exhausted, the contract must be rebid. Harris County reserves the right to rebid at any time as is in its best interest and is not automatically bound to renew.

CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

Texas law requires all parties who enter into any contract with the County which must be approved by Commissioners Court to disclose all interested parties. Form 1295 must be completed in its entirety at the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm prior to submitting your response. Failure to do so may result in disqualification of your response.

PURCHASE ORDERS

Products and/or services must not be provided and invoices shall not be paid without a purchase order, signed by the Harris County Purchasing Agent. Purchase orders will be written in annual increments when applicable. Once a purchase order is issued, the using department shall contact the vendor directly to place orders. Vendor must obtain the names of appropriate personnel and accept orders only from those persons having authority to place an order.

SUBCONTRACTOR

Should the awarded vendor use any subcontractor(s) to perform the physical services required under this contract and the total contract amount proposed exceeds \$25,000, the vendor shall be required to obtain a payment bond for the total amount of the vendor's proposal. The payment bond shall remain in effect for the entire initial term of the contract. For the purposes of this RFQ, a subcontractor shall include anyone performing any Work or Services under the resulting contract not directly employed by vendor. Subcontractor includes but is not limited to, personnel provided by staffing agencies or other means, personnel in direct contractual relationship with vendor, or those being paid as 1099 personnel. Where appropriate, it shall also mean trade vendors. By law, any subcontractor used on any Harris County contract/job must be paid by the awarded vendor. Any cost associated with the payment bond must be included in the costs associated with this contract. A new payment bond will be required each year the contract is renewed. Harris County will provide the appropriate bond documents to the awarded vendor to complete and submit prior to commencing any work.

PAYMENT BOND

If successful vendor utilizes a subcontractor, successful vendor is required to furnish a payment bond in the amount of 100% of proposal within ten (10) days of the award. The payment bond must remain in effect for the duration of

the contract including renewals. Upon award, Harris County Purchasing will send awarded vendor a payment bond application.

SUBMITTALS

Please refer to the “Requested Information” section of the solicitation for a full inventory of required documents as additional information may be required to be uploaded separately.

BACKGROUND

Harris County is the third-largest county in the United States by population, including thirty-four (34) cities with over 4.7 million residents, over 18,000 employees, and spans approximately 1,777 square miles. Additionally, Harris County has the second-largest port based on exports.

HCOHSEM plays a crucial role in safeguarding and protecting the residents and property of Harris County. This mission is achieved through effective planning, preparation, response, and recovery capabilities for emergencies and disasters. Key aspects of their work:

- **Emergency Planning and Coordination:** Developing, maintaining, and coordinating comprehensive emergency management plans.
- **Emergency Operations Center (EOC):** Activating and staffing the EOC to support response and recovery efforts during emergencies.
- **Public Outreach and Education:** Delivering effective public outreach programs to educate residents on disaster preparedness and response.
- **Information Dissemination:** Collecting, providing, and disseminating information to elected officials, the media, residents, partners, and other stakeholders.
- **Training and Exercises:** Conducting training, drills, and exercises to prepare first responders and the public for emergencies.
- **Disaster Response and Recovery:** Leading responses to disasters and working with federal, state, and local partners to secure recovery funds and resources.

This will be HCOHSEM’s first implementation of a comprehensive real-time information dashboard. The primary objective is to identify a solution that seamlessly supports information and dashboards created using SharePoint, PowerBI, and Environmental Systems Research Institute, Inc. (ESRI) geospatial products. The solution will enable users to access and utilize these resources without needing direct access to County systems.

SPECIFICATIONS

HCOHSEM is seeking a solution to implement an EOC coordination platform for Harris County. This solution will be designed to enhance services and improve the efficiency of service management and information dissemination.

Vendor shall provide a detailed description of its proposed services that addresses the requirements of this RFq. Quotes should not be limited to the requirements listed below and each vendor is encouraged to respond with their ability to perform or expand on each item as well as provide additional capabilities not listed.

A. General Information

Vendor shall provide the following information:

- Company name and address; name, title, email, telephone and fax number of person(s) to be contacted for clarifications or additional information regarding quote;
- Name, title, email, telephone and fax number of person authorized to contractually obligate vendor’s company with proposal and any future negotiations; and
- A brief statement summarizing the vendor’s understanding of the project and relevant experience.

General information shall be included in Section I of vendor’s response.

B. Key Deliverables and Tasks

The following services, as it relates to developing a complete incident management dashboard, shall include, but not be limited to, the following:

- Create a dedicated workspace for each incident which shall contain tools, some of which are outlined in some of the following steps.
- Provide participating agencies, such as the Harris County Fire Marshall Office (HCFMO), Harris County Public Health (HCOHSEM), Harris County Pollution Control (HCPC), and the American Red Cross, with dedicated rooms to track their activities. The information shall be visible to all authorized users, ensuring transparency and efficient collaboration.
- Create and display situation reports based on data input by partners and stakeholders.
- Provide a daily meeting and briefing schedule, the daily “Battle Rhythm”.
- Host Federal Emergency Management Agency (FEMA) Incident Command System (ICS) forms that are fillable and have the ability to archive them post-incident.
- Implement a system to monitor the status of resource requests, such as those submitted to the state. This system will enable efficient tracking and management of these requests.
- Document and track sustainment and improvement opportunities for effective after-action reporting during the disaster as well as provide a tool for creating post-incident reports and tracking corrective actions.
- Organize a library of plans, standard operating guidelines, and other documents which can be shared and/or created to align efforts among response and recovery partners.
- Display dashboards for shelter status reports and road closures.
- Aid in damage assessment data consolidation and integration.
- Enable users to seamlessly view information originating from various systems, such as ESRI and SharePoint, through the integration of single sign-on technology.
- Implement a cloud-based solution to provide a more secure system with reduced vulnerability to outages. Unlike internal systems, cloud-based solutions offer greater resilience against disruptions commonly experienced during severe weather and other emergencies.
- Organize Joint Information Center (JIC) products and systems.
- Provide initial user training and system integration.

Vendor shall submit a comprehensive description of the services they propose, which must cover key deliverables and tasks outlined in this RFq. **The proposed methodology and strategy should be thoroughly detailed in Section II of the vendor’s response.**

C. USRA Technical Requirements Questionnaire Q-58JX:

Vendors shall complete the questionnaire as part of vendor’s proposal response. “Complete” is defined as responding to all questions. A response is still required for non-applicable questions. The questionnaire will assist the County in understanding the scope, capabilities, technical implementation, and deployment features of the proposed solution.

D. Maintenance, Support, and Warranty

Upon successful installation, maintenance, support, and warranty of the system shall commence on the first day of the official operation of the system as designated by HCOHSEM. At a minimum, the system’s initial twelve (12) months of implementation shall include maintenance, support, and warranty to include upgrades, patches, fix and support via phone, web, and email. However, vendor shall not provide any upgrades, patches, or fix without prior notification to the County.

Vendor shall describe each Service Level Agreement (SLA) associated for each applicable service offering. Vendor shall meet all SLA requirements to include but not be limited to the delivery of service offerings, maintaining service offerings, measuring Key Performance Indicators (KPIs), reporting compliance and issuance of credits when performance fails to meet performance objectives. Vendor shall disclose its methodology for measuring each of its SLAs, including but not limited to the formulas for calculating those measurements. Vendor shall disclose how vendor shall address failures to perform to SLA levels and any billing adjustments, credits or other compensation offered. SLA provided shall not be less than what is commercially available. **Information regarding proposed maintenance, support, and warranty, should be included in Section II of vendor’s response.**

E. Training

The County requires a comprehensive training for its system administrators and users to support the proposed system after its initial installation and implementation and all future configurations. Training must assure that the users will be capable of continued operation of the proposed system, and that systems development staff will be capable of maintaining the software and handling the diagnosis of application problems. Appropriate training, knowledge transfer, and system documentation shall be provided to ensure operations, maintenance, and troubleshooting. Vendor training plan shall include associated training materials, i.e. Reference Guides, User Guides and Online Tutorials, etc. Training shall accommodate approximately twenty (20) HCOHSEM users.

Vendor shall explain their proposed approach to training, including the nature of training, time allocation recommendations, the number of people the training sessions can accommodate, the number and duration of trainings, the target audience for each proposed training. Knowledge transfer should include walk through of system design access methods, along with verification of transfer of relevant configuration files, source code, and executable code.

Information regarding training should be included in Section II of vendor's response.

F. Vendor Qualifications

Vendors must demonstrate qualifications, experience, and abilities associated to accomplish and support all aspects of the prescribed scope of work in a cost-effective manner. The County has established the following minimum qualifications for ALL vendors to this solicitation. Vendors who do not meet all the minimum qualifications defined in this section will not be considered. The County, in its sole discretion, will determine if a vendor meets the qualifications and will base the decision on the information included in the vendor's proposal submitted as well as through investigations conducted by County staff.

Information regarding vendor's qualifications shall be included in Section IV of vendor's response.

The minimum vendor qualifications for preparing an EOC Coordination Platform shall include the following:

- Proven track record of preparing comprehensive incident management dashboards.
- Provide examples of providing emergency management platform writing experience related to public and/or private institutions or entities.
- Vendor shall have a minimum five (5) years of implementing monitoring & supporting solutions for government or private entities similar in size as Harris County.
- Solution partner shall have five (5) years of experience in providing end to end solutions to government entities or private entities.
- Vendor shall provide three (3) references to demonstrate proof of five (5) or more years of business, **References Questionnaire Q-67IZ.**
- Ability to obtain a payment bond for subcontractors if required.
- The successful vendor shall be capable of providing technical support and be available on a twenty-four/seven (24x7), 365 days basis. The quote shall include pricing for different levels of support if available.

G. Project Implementation Plan

Vendor shall leverage their experience and expertise to propose a comprehensive implementation plan for HCOHSEM's review, comment, and final acceptance fourteen (14) days upon receipt of the Notice to Proceed (NTP). The vendor shall also provide regular project updates to Harris County. Information regarding proposed project implementation plan, should be included in Section 3 of your response.

The plan shall include vendor methodology and strategies to implement an EOC coordination platform including, but not limited to, the following:

- Project Manager (PM) – Vendor shall dedicate a PM for the length of the project to act as the vendor's representative for all communication and activities with HCOHSEM. The PM shall be the prime point of contact for HCOHSEM for project matters. The PM shall develop a project management plan that

provides guidance and direction for the project development and shall maintain a detailed and accurate project schedule at all times.

- Project Schedule - The initial schedule shall be the baseline and upon approval by HCOHSEM shall form the basis for all subsequent schedules and updates. Vendor shall update the schedule on a weekly basis.
- Change order requests not relating to the project schedule or monetary changes (may be submitted for review at any time).
- Communications – Define the procedures for controlling all correspondence, submittals, and other communication between vendor and HCOHSEM.
- Problems and Resolutions – The vendor shall identify methodology for identifying problems and the resolution process.

H. Vendor Capacity and Resources

The vendor shall maintain and assign a sufficient number of competent and qualified professionals to meet Harris County requirements. Vendor shall provide Harris County with a staffing plan that identifies key staff, staffing levels, types, and any applicable certifications necessary to meet project requirements. Vendor may not replace key staff (except for cause) without prior written consent from Harris County.

The County is not responsible to vendor or vendor's employees, subcontractors, agents, or consultants under contract ("Vendor Personnel") for payment of any overtime compensation or any additional payments pursuant to the Fair Labor Standards Act, 29 U.S.C. Section 207 9a)(1), as amended; the Texas Pay Day Act; the Equal Pay Act; Title VII of the Civil Rights Act of 1964, 42 U.S.C. Section 2000e, et al., as amended; or any provisions of the Texas Labor Code. Vendor understands if Vendor Personnel accrue overtime, Vendor is solely responsible for paying Vendor Personnel the overtime compensation required under all federal and state laws. The County will not be responsible for overtime wages.

Information regarding vendor's capacity and resources, shall be included in Section V of your response.

I. Pricing

Download the excel **Pricing Sheet(s)/BidTable BT-59PU** under the Requested Information section and follow the included instructions. The completed Pricing Sheet(s)/BidTable BT-59PU shall be uploaded to Bonfire in an Excel format under the Requested Information section of this solicitation.

Vendor offer shall include all associated costs and an explanation of how fees are calculated. Vendor shall submit a per hour fee for any additional services associated with RFQ(RFq) requirements. Any additional fees performed by authorized subcontractors shall be detailed in vendor's proposal. **Vendor's pricing information (explanation of costs/fee calculations) shall be submitted through Bonfire in Excel format in Section III of the vendor's response.**

GENERAL REQUIREMENTS FOR OFFERS

READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND THEM.

General Requirements apply to all requests for offers; however, these may be superseded, whole or in part, by OTHER DATA CONTAINED HEREIN. Review the Table of Contents. Be sure your offer package is complete.

ACCESS TO RECORDS

In special circumstances, vendor may be required to allow duly authorized representatives of Harris County, the Harris County Hospital District or the state and federal government access to contracts, books, documents, and records necessary to verify the nature and extent of the cost of services provided by vendor. Vendor must keep records within Harris County or note in bid that records will be available within the boundaries of Harris County to those representatives within twenty-four (24) hours of request by the County.

ACH VENDOR PAYMENT (Automated Clearinghouse)

Harris County offers ACH vendor payment services for all vendors providing products or services. Instructions and authorization agreement forms are provided at www.hctx.net/auditor/.

ADDENDA

When specifications are revised, the Harris County Purchasing Agent will issue an addendum addressing the nature of the change. Offerors must **sign it and include it in the returned offer package**.

ASSIGNMENT

The successful offeror may not assign, sell or otherwise transfer this contract without written permission of Harris County.

Commissioners Court or other applicable governing body.

AWARD

Harris County reserves the right to award this contract on the basis of LOWEST AND BEST OFFER in accordance with the laws of the State of Texas, to waive any formality or irregularity, to make awards to more than one offeror, to reject any or all offers. Harris County may award by total, by group, by item or as best serves the county.

BONDS

If this offer requires submission of offer guarantee and performance and payment bonds, there will be a separate page explaining those requirements. Offers submitted without the required offer bond or Cashier's Check are not acceptable.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY, AND VOLUNTARY EXCLUSION

The Contractor certifies by execution of this Contract that it is not ineligible for participation in federal or state assistance programs under Executive Order 12549, "Debarment and Suspension." Additionally, contractor warrants and represents by execution of this Contract that it is not debarred, suspended, or otherwise excluded from or ineligible for participation in any Federal programs, including but not limited to the following: Department of Health and Human Services (DHHS), Office of Inspector General (OIG) - List of Excluded Individuals & Entities (LEIE); U.S. General Work Administration (GSA) – Excluded Parties List System (EPLS); All States (50) Health & Human Work Commission Medicaid OIG Sanction List; Government Terrorist Watch List (OFAC / Patriot Act); Department of Commerce, Bureau of Industry and Security, Denied Persons List; and Department of Homeland Security, Immigration and Customs Enforcement (ICE) Most Wanted. The Contractor further agrees to include this certification in all contracts between itself and any subcontractors in connection with the services performed under this Contract. Contractor also certifies that contractor will notify Harris County in writing immediately if contractor is not in compliance with Executive Order 12549 during the term of this contract. Contractor agrees to refund Harris County for any payments made to the contractor while ineligible.

COLOR SELECTION

Determination of colors of materials is a right reserved by the using department unless otherwise specified in the bid. Unspecified colors shall be quoted as standard colors, NOT colors which require up charges or special handling. Unspecified fabrics or vinyls should be construed as medium grade. If offeror fails to get color/material approvals prior to delivery of merchandise, the using department may refuse to accept the items and demand correct shipment without penalty, subject to other legal remedies.

COMPLIANCE WITH FEDERAL, STATE, AND LOCAL LAWS

The vendor shall follow all federal, state, and local laws, rules, codes, ordinances, and regulations applicable to the vendor's Services.

Pursuant to Chapter 2252, Texas Government Code, the vendor represents and certifies that, at the time of execution of this Contract/Agreement neither the vendor, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapter 2270 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 2270.0201 or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

The vendor warrants and represents that it will pay all its workers all monies earned by its workers including but not limited to regular wages, any overtime compensation, or any additional payments pursuant to the Fair Labor Standards Act, 29 U.S.C. Section 207 9a(1), as amended, the Texas Pay Day Act, the Equal Pay Act, Title VII of the Civil Rights Act of 1964, 42 U.S.C. Section 2000e, *et al.*, as amended, or any provisions of the Texas Labor Code Ann., as amended.

Harris County operates its business ethically and in compliance with the law. We ask that any contractor's or vendor's employee doing business with Harris County who believes he or she has witnessed any suspected ethical violation or fraud immediately report the allegations to:

Harris County Purchasing Agent, 1111 Fannin Street, 12th Floor, Houston, Texas 77002, 713-274-4400, Dewight.dopslauf@pur.hctx.net

Harris County will conduct a prompt and thorough investigation. At the conclusion of the investigation, Harris County will refer any suspected criminal activity to the District Attorney or an appropriate law enforcement agency. Contractors or vendors who report suspected ethical violations or fraud can do so without fear of retaliation. Retaliating against any contractor or vendor for reporting suspected ethical violations or fraud is strictly prohibited.

Contractor/Vendor warrants and represents, in accordance with Tex. Gov't Code Ann. § 2270.002, that unless Contractor/Vendor meets an exemption under subsection (a), then, as required by subsection (b), Contractor's/Vendor's signature on the Contract/Agreement constitutes written verification that it does not boycott Israel and will not boycott Israel during the term of the contract.

CONTRACT RENEWALS

Renewals may be made ONLY by written agreement between Harris County and the offeror. Any price escalations are limited to those stated by the offeror in the original offer.

CONTRACT TRANSITION

In the event services end by either contract expiration or termination, it shall be required that the vendor continue services if requested by Harris County Purchasing, until new services can be completely operational. The vendor acknowledges its responsibility to cooperate fully with the replacement vendor and Harris County to ensure a smooth and timely transition to the replacement vendor. Such transitional period shall not extend more than ninety (90) days beyond the expiration/termination date of the contract, or any extension thereof. The vendor shall be reimbursed for services during the transitional period at the rate in effect when the transitional period clause is invoked by Harris County. During any transition period, all other terms and conditions of the contract shall remain in full force and effect as originally written and subsequently amended.

DIGITAL FORMAT

If, in its bid response, offeror makes any changes whatsoever to the County's published bid specifications, the County's bid specifications **as published** shall control. Furthermore, if an alteration of any kind to the County's published bid specifications is only discovered after the contract is executed and is or is not being performed, the contract is subject to immediate cancellation.

DISQUALIFICATION OF OFFEROR

Upon signing this offer document, an offeror offering to sell supplies, materials, services, or equipment to Harris County certifies that the offeror has not violated the antitrust laws of this state codified in §15.01, *et seq.*, Business & Commerce Code, or the federal antitrust laws, and has not communicated directly or indirectly the offer made to any competitor or any other person engaged in such line of business. Any or all offers may be rejected if the County believes that collusion exists among the offerors. Offers in which the prices are obviously unbalanced may be rejected. If multiple offers are submitted by an offeror and after the offers are opened, one of the offers is withdrawn, the result will be that all of the offers submitted by that offeror will be withdrawn; however, nothing herein prohibits a vendor from submitting multiple offers for different products or services.

E-MAIL ADDRESS CONSENT

Vendor affirmatively consents to the disclosure of its e-mail addresses that are provided to Harris County, the Harris County Flood Control District, the Harris County Hospital District including its HMO, the Harris County Appraisal District, or any agency of Harris County. This consent is intended to comply with the requirements of the Texas Public Information Act, Tex. Gov't Code Ann. §552.137, as amended, and shall survive termination of this agreement. This consent shall apply to e-mail addresses provided by Vendor, its employees, officers, and agents acting on Vendor's behalf and shall apply to any e-mail address provided in any form for any reason whether related to this bid/proposal or otherwise.

EVALUATION

Evaluation shall be used as a determinant as to which proposed items or services are the most efficient and/or most economical for the County. It shall be based on all factors which have a bearing on price and performance of the items in the user environment. All offers are subject to negotiations by the Purchasing Agent and other appropriate departments prior to award if provided for in this document. Compliance with all requirements, delivery and needs of the using department are considerations in evaluating offers. **Pricing is NOT the only criteria for making an award.** A preliminary evaluation by Harris County will be held and appropriate offers may be subjected to the negotiating process. Upon completion of the negotiations, the Office of the Harris County Purchasing Agent will make an award. All offers that have been submitted shall be available and open for public inspection after the contract is awarded.

FISCAL FUNDING

A multi-year lease or lease/purchase arrangement (if requested by the specifications), or any contract continuing as a result of an extension option, must include a fiscal funding out provision in the lease or contract. If, for any reason, funds are not appropriated by the applicable governing body to continue the lease or contract in their sole discretion, said lease or contract shall become null and void on the last day of the current appropriation of funds. After expiration of the lease, leased equipment shall be removed by the contractor from the using department without penalty of any kind or form to Harris County. All charges and physical activity related to delivery, installation, removal and redelivery shall be the responsibility of the offeror.

GOVERNING FORMS

In the event of any conflict between the terms and provisions of these requirements and the specifications, the specifications shall govern. In the event of any conflict of interpretation of any part of this overall document, Harris County's interpretation shall govern. Forum for contractual issues shall be in Texas and venue shall be exclusively in Houston, Harris County, Texas, in a federal or state court of competent jurisdiction. The County does not agree to binding arbitration and does not waive its right to a jury trial.

GOVERNING LAW

Offerors shall comply with all applicable federal, state and local laws and regulations. Offeror is further advised that these requirements shall be fully governed by the laws of the State of Texas and that Harris County may request and rely on advice, decisions and opinions of the Attorney General of Texas and the County Attorney concerning any portion of these requirements.

GRANT FUNDING

Any contract entered into by the County that is to be paid from grant funds shall be limited to payment from the grant funding and the vendor/provider understands that the County has not set aside any County funds for the payment of obligations under a grant contract. If grant funding should become unavailable at any time for the continuation of services paid for by the grant, and further funding cannot be obtained for the contract, then *the sole recourse of the provider shall be to terminate any further services under the contract and the contract shall be null and void.*

HIPAA COMPLIANCE

Offeror agrees to comply with the requirements of the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191 (codified at 45 C.F.R. Parts 160 and 164), as amended ("HIPAA"); privacy and security regulations promulgated by the United States Department of Health and Human Services ("DHHS"); Title XIII, Subtitle D of the American Recovery and Reinvestment Act of 2009, Pub. L. No. 111-5, as amended ("HITECH Act"); provisions regarding Confidentiality of Alcohol and Drug Abuse Patient Records (codified at 42 C.F.R. Part 2), as amended; and TEX. HEALTH & SAFETY CODE ANN. §§ 81.046, as amended, 181.001 et seq., as amended, 241.151 et seq., as amended, and 611.001 et seq., as amended collectively referred to as "HIPAA", to the extent that the Offeror uses, discloses or has access to protected health information as defined by HIPAA. Offeror may be required to enter a Business Associate Agreement pursuant to HIPAA.

HOLD HARMLESS AGREEMENT

CONTRACTOR, THE SUCCESSFUL OFFEROR, SHALL INDEMNIFY, DEFEND, AND HOLD HARRIS COUNTY HARMLESS FROM ALL CLAIMS FOR PERSONAL INJURY, DEATH AND/OR PROPERTY DAMAGE RESULTING DIRECTLY OR INDIRECTLY FROM CONTRACTOR'S PERFORMANCE. CONTRACTOR SHALL PROCURE AND MAINTAIN, WITH RESPECT TO THE SUBJECT MATTER OF THIS PROPOSAL, APPROPRIATE INSURANCE COVERAGE INCLUDING, AS A MINIMUM, PUBLIC LIABILITY AND PROPERTY DAMAGE WITH ADEQUATE LIMITS TO COVER CONTRACTOR'S LIABILITY AS MAY ARISE DIRECTLY OR INDIRECTLY FROM WORK PERFORMED UNDER TERMS OF THIS PROPOSAL. CERTIFICATION OF SUCH COVERAGE MUST BE PROVIDED TO THE COUNTY UPON REQUEST.

INSPECTIONS

Harris County reserves the right to inspect any item(s) or service location for compliance with specifications and requirements and needs of the using department. If an offeror cannot furnish a sample of a proposed item, where applicable, for review, or fails to satisfactorily show an ability to perform, the County can reject the offer as inadequate.

INVOICES AND PAYMENTS

Offerors shall submit an original invoice on each purchase order or purchase release after each delivery, indicating the purchase order number. Invoices must be itemized. Any invoice, which cannot be verified by the contract price and/or is otherwise incorrect, will be returned to the offeror for correction. Under term contracts, when multiple deliveries and/or services are required, the offeror may invoice following each delivery and the County will pay on invoice. Contracts providing for a monthly charge will be billed and paid on a monthly basis only. Prior to any and all payments made for goods and/or services provided under this contract, the offeror should provide his Taxpayer Identification Number or social security number as applicable. This information must be on file with the Harris County Auditor's office. Failure to provide this information may result in a delay in payment and/or back-up withholding as required by the Internal Revenue Service.

MAINTENANCE

Maintenance required for equipment offered should be available in Harris County by a manufacturer-authorized maintenance facility. Costs for this service shall be shown on the Pricing/Delivery Information. If Harris County opts to include maintenance, it shall be so stated in the purchase order and said cost will be included. Service will commence only upon expiration of applicable warranties and should be priced accordingly.

SAFETY DATA SHEETS

Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", an offeror must provide to the County with each delivery, safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the offeror to furnish this documentation will be cause to reject any offer applying thereto.

NAME BRANDS

Specifications may reference name brands and model numbers. It is not the intent of Harris County to restrict these bids in such cases, but to establish a desired quality level of merchandise or to meet a pre-established standard due to like existing items. Offerors may offer items of equal stature and the burden of proof of such stature rests with offerors. Harris County shall act as sole judge in determining equality and acceptability of products offered.

NEW MILLENIUM COMPLIANCE

All products and/or services furnished as part of this contract must be compliant for the present year and forward. This applies to all computers including hardware and software as well as all other commodities with date sensitive embedded chips.

OFFER COMPLETION

Fill out and return to the Harris County Purchasing Department ONE (1) complete offer online through Bonfire. An authorized company representative should sign the Acknowledgment. Completion of these forms is intended to verify that the offeror has submitted the offer, is familiar with its contents and has submitted the material in accordance with all requirements. The contract will be binding only when signed by Harris County, funds are certified by the County Auditor and/or the Hospital District, as applicable, and a Purchase Order issued.

OFFER RETURNS

Offerors must submit a completed offer online through Bonfire (preferred method) or as a hard copy **before 2:00 P.M. LOCAL TIME IN HOUSTON, TEXAS** on the date specified. Late bids will not be accepted for any reason.

POTENTIAL CONFLICTS OF INTEREST

An outside consultant or contractor is prohibited from submitting a bid for services on a Harris County project of which the consultant or contractor was a designer or other previous contributor, or was an affiliate, subsidiary, joint venturer or was in any other manner associated by ownership to any party that was a designer or other previous contributor. If such a consultant or contractor submits a prohibited bid, that bid shall be disqualified on the basis of conflict of interest, no matter when the conflict is discovered by Harris County. Potential bidders are advised that they may have disclosure requirements pursuant to Texas Local Government Code, Chapter 176. This law requires persons desiring to do business with the County to disclose any gifts valued in excess of \$250 given to any County Official or the County Official's family member, or employment of any County Official or the County Official's family member during the preceding twelve (12) month period. The disclosure questionnaire must be filed with the Harris County Clerk. Refer to Texas Local Government Code, Chapter 176 for the details of this law.

Contractor shall not use funds to directly or indirectly pay any person for influencing or attempting to influence any public employee or official in connection with the awarding of any contract or the extension, continuation, renewal, amendment or modification of any contract. Pursuant to 31 U.S.C.A. § 1352 (2003), if at any time during the contract term funding to contractor exceeds \$100,000.00, contractor shall file with the County the Federal Standard Form LLL titled "Disclosure Form to Report Lobbying."

PRICING

Prices for all goods and/or services may be negotiated, if provided for in this document, to a firm amount for the duration of this contract or as agreed to in terms of time frame. All prices must be submitted on the Bid Table through Bonfire.

PURCHASE ORDER AND DELIVERY

The successful offeror shall not deliver products or provide services without a Harris County Purchase Order, signed by an authorized agent of the Harris County Purchasing Agent. The fastest, most reasonable delivery time shall be indicated by the offeror in the proper place on the offer document. Any special information concerning delivery should also be included, on a separate sheet, if necessary. All items shall be shipped **F.O.B. INSIDE DELIVERY** unless otherwise stated in the specifications. This shall be understood to include bringing merchandise to the appropriate room or place designated by the using department. Every tender or delivery of goods must fully comply with all provisions of these requirements and the specifications including time, delivery and quality. Nonconformance shall constitute a breach which must be rectified prior to expiration of the time for performance. Failure to rectify within the performance period will be considered cause to reject future deliveries and cancellation of the contract by Harris County without prejudice to other remedies provided by law. **Where delivery times are critical, Harris County reserves the right to award accordingly.**

RECYCLED MATERIALS

Harris County encourages the use of products made of recycled materials and shall give preference in purchasing to products made of recycled materials if the products meet applicable specifications as to quantity and quality. Harris County will be the sole judge in determining product preference application.

SAFETY DATA SHEETS

Under the "Hazardous Communication Act", commonly known as the "Texas Right To Know Act", an offeror must provide to the County with each delivery, safety data sheets which are applicable to hazardous substances defined in the Act. Failure of the offeror to furnish this documentation will be cause to reject any offer applying thereto.

SEVERABILITY

If any section, subsection, paragraph, sentence, clause, phrase or word of these requirements or the specifications shall be held invalid, such holding shall not affect the remaining portions of these requirements and the specifications and it is hereby declared that such remaining portions would have been included in these requirements and the specifications as though the invalid portion had been omitted.

SILENCE OF SPECIFICATIONS

The apparent silence of specifications as to any detail, or the apparent omission from the specifications of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of specifications shall be made on the basis of this statement. The items furnished under this contract shall be new, unused of the latest product in production to commercial trade and shall be of the highest quality as to materials used and workmanship. Manufacturer furnishing these items shall be experienced in design and construction of such items and shall be an established supplier of the item offered.

SUPPLEMENTAL MATERIALS

Offerors are responsible for including all pertinent product data in the returned offer package. Literature, brochures, data sheets, specification information, completed forms requested as part of the offer package and any other facts which may affect the evaluation and subsequent contract award should be included. Materials such as legal documents and contractual agreements, which the offeror wishes to include as a condition of the offer, must also be in the returned offer package. Failure to include all necessary and proper supplemental materials may be cause to reject the entire offer.

TAXES

Harris County is exempt from all federal excise, state and local taxes unless otherwise stated in this document. Harris County claims exemption from all sales and/or use taxes under Texas Tax Code §151.309, as amended. Texas Limited Sales Tax Exemption Certificates will be furnished upon written request to the Harris County Purchasing Agent.

TERM CONTRACTS

If the contract is intended to cover a specific time period, the term will be given in the specifications under SCOPE.

TERMINATION

Harris County reserves the right to terminate the contract for default if Seller breaches any of the terms therein, including warranties of offeror or if the offeror becomes insolvent or commits acts of bankruptcy. Such right of termination is in addition to and not in lieu of any other remedies which Harris County may have in law or equity. Default may be construed as, but not limited to, failure to deliver the proper goods and/or services within the proper amount of time, and/or to properly perform any and all services required to Harris County's satisfaction and/or to meet all other obligations and requirements. Contracts may be terminated without cause upon thirty (30) days written notice to either party unless otherwise specified.

TERMINATION FOR HEALTH AND SAFETY VIOLATIONS

Harris County has the option to terminate this contract immediately without prior notice if offeror fails to perform any of its obligations in this contract if the failure (a) created a potential threat to health or safety or (b) violated a law, ordinance, or regulation designed to protect health or safety.

TESTING

Harris County reserves the right to test equipment, supplies, material and goods proposed for quality, compliance with specifications and ability to meet the needs of the user. Demonstration units must be available for review. Should the goods or services fail to meet requirements and/or be unavailable for evaluation, the offer is subject to rejection.

TITLE TRANSFER

Title and Risk of Loss of goods shall not pass to Harris County until Harris County actually receives and takes possession of the goods at the point or points of delivery. Receiving times may vary with the using department. Generally, deliveries may be made between 8:30 a.m. and 4:00 p.m., Monday through Friday. Offerors are advised to consult the using department for instructions. The place of delivery shall be shown under the "Special Requirements/Instructions" section of this offer and/or on the Purchase Order as a "Deliver To:" address. See Purchase Order and Delivery in General Requirements.

WAIVER OF SUBROGATION

Offeror and offeror's insurance carrier waive any and all rights whatsoever with regard to subrogation against Harris County as an indirect party to any suit arising out of personal or property damages resulting from offeror's performance under this agreement.

WARRANTIES

Offerors shall furnish all data pertinent to warranties or guarantees which may apply to items in the offer. Offerors may not limit or exclude any implied warranties. Offeror warrants that product sold to the County shall conform to the standards established by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event product does not conform to OSHA Standards, where applicable, Harris County may return the product for correction or replacement at the offeror's expense. If offeror fails to make the appropriate correction within a reasonable time, Harris County may correct at the offeror's expense.

I. VENDORS OWING TAXES

Pursuant to TX Local Government Code 262.0276, Harris County Commissioners Court has adopted a policy which requires that vendors' taxes be current as of the date bids/proposals are due. Bidders with delinquent taxes on the due date will not be eligible for award. Whether or not a vendor's taxes are delinquent will be determined by an independent review of the Tax Office records. Vendors who believe a delinquency is reflected in error must contact the Tax Office to correct any errors or discrepancies prior to submitting their bid in order to ensure that their bid will be considered. Tax records are available online at the Tax Office website—www.hctax.net. Prior to submitting a bid, vendors are encouraged to visit the Tax Office website, set up a portfolio of their accounts and make their own initial determination of the status of their tax accounts. Furthermore, if, during the performance of this contract, a vendor's taxes become delinquent, Harris County reserves the right to provide notice to the Auditor or Treasurer pursuant to Texas Local Government Code §154.045. This policy is effective for all bids due on or after July 1, 2004.

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TRAVEL POLICIES, GUIDELINES, AND PROCEDURES

REFERENCES

Accounting Procedure I.1, *County Vehicles*
 Accounting Procedure I.1-1, *Vehicle Allowance*
 Accounting Procedure I.1-2, *Mileage Reimbursement*
 Accounting Procedure L.1, *Direct Deposit of Payroll and Employee Reimbursements*
 County Auditor's Form 1240, *County Vehicle Usage Report*
 County Auditor's Form 1241, *Automobile Expense Claim*
 County Auditor's Form 1262A, *Harris County Travel Authorization Form*
 County Auditor's Form 1263, *Travel Expense Claim*
 County Auditor's Form 1268, *Request for Payment*
 County Auditor's Form 1268E, *Affidavit for Missing Parking Receipt Less Than \$6*
 Harris County Personnel Regulations

BACKGROUND

During fiscal year 1992-1993, Commissioners Court requested that the County Auditor issue a procedure for travel policies and guidelines. The original policies, guidelines, and procedures were approved by Commissioners Court on July 21, 1992.

This procedure incorporates amendments approved by Commissioners Court since its original adoption. It was recommended in May 2006 that the Commissioners Court policy for the control of travel and training expenditures be strengthened. The current approved travel policy is as follows:

- Requests for approval of travel and conference expenses must be placed on the Commissioners Court agenda. Each County Department seeking approval for travel and training expenses must complete the appropriate Budget Management Department Services Travel Request Form (one for In Texas travel or one for Out of Texas travel) for a request to be placed on the Commissioners Court agenda. Letters will no longer be used. The Budget Management Department will transmit

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the forms to all County Departments, and each County Department will complete and submit the Travel Request Forms via e-mail to ***travelagenda@hctx.net*** for inclusion on the Commissioners Court agenda. Each Travel Request Form should clearly state whether the request meets the Commissioners Court travel policy as outlined below. County Departments should contact the Commissioners Court Coordinator if they have not yet received the Travel Request Forms.

- If a single Commissioners Court approval is sought regarding consistent and on-call meetings that are expected during the fiscal year, the department head should provide on the Travel Request Form an estimate of the number of trips, employees, and costs for the year. Another submission should be placed on the Commissioners Court agenda for the last meeting of the fiscal year showing any adjustments that should be made to the information provided to Commissioners Court in the initial submission.
- The Budget Management Department will provide Commissioners Court with a cost summary of the travel and training requests on each agenda along with an update of cumulative cost estimates for the fiscal year.
- The Budget Management Department will review each County Department's budget for travel and training expenses and maintain a list of required training standards and funding sources for County Department personnel.
- Conferences and training programs that are to be paid with County funds must involve subjects that concern the requesting County Department's basic missions and assignments and that are necessary to conduct County business. Opportunities should be sought to obtain necessary travel and training at the least possible cost.
- Commissioners Court expects that County officials and department heads will limit expenses to meetings that are necessary for County business and that will occur within Texas. They are encouraged to seek programs that would enable training to be accomplished in Houston. Use of the internet, video and conference calls, publications, and collaboration with other agencies should replace the need for travel to

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the extent possible. The Budget Management Department - Office of Human Resources & Risk Management (HRRM) and the Information Technology Center (ITC) will assist County Departments.

- Commissioners Court will approve County-paid travel to conferences outside of Texas on a limited, exception basis only. An agenda item requesting such travel must provide a complete explanation as to why public funds should be authorized. It will be expected that only one person would be designated for the travel. If that is not the case, the Travel Request Form must explain why it is necessary for an additional person to attend the meeting.
- Commissioners Court will not approve funds for travel to conferences, meetings, or training sessions that will occur outside of the United States, except in extraordinary circumstances that involve County business.
- Expenses for meals are to be charged to a personal credit card or paid in cash and submitted to the County Auditor's Office (Auditor's Office) - Accounts Payable Department (Accounts Payable) for reimbursement. Itemized receipts for meals in excess of \$10.00 will be required for reimbursement. In addition, charges for meals appearing on a hotel bill should not be included as part of the hotel room charge on the employee's expense report. The meal charge(s) must be subtracted from the hotel bill and processed as a separate item for reimbursement.

Note: Prior Commissioners Court approval is required for the payment/reimbursement of meals/food.

- A vehicle allowance is provided to certain County officials to compensate for the use of their personal vehicle while conducting County business. The allowance amount cannot duplicate any in-kind services such as gasoline, maintenance, repairs, or the routine use of a County vehicle.
- Individuals who are receiving a vehicle allowance are eligible to receive mileage reimbursement for using their personal vehicle only for travel

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outside the County limits on trips pre-approved by Commissioners Court.

- Individuals who are receiving a vehicle allowance may use a County vehicle for traveling outside the County limits on trips pre-approved by Commissioners Court.
- The use of the state contracted travel agent (National Travel Systems, L.P.) should only be used as a last resort option for last minute ticket purchases or other requirements.

Note: Travel Cards are not accepted by National Travel Systems, L.P. To obtain the state's rate for airfare when contracts are in effect between the state and the airlines, National Travel Systems, L.P. must be utilized to arrange air travel.

- Within five business days after the completion of travel, the County Auditor's Form 1263, *Travel Expense Claim*, is to be completed and forwarded to Accounts Payable.

Note: County Departments should pay attention to the required due dates, especially concerning issuance of the check and Commissioners Court approval. Travel is no longer released early.

- A review of this policy and the costs for travel and training by County Departments will be presented at Mid-Year Review in September.
- Any proposed orders for legislative expenses for the next biennium will be included at that time.

Please refer to the current Harris County Personnel Regulations to determine whether travel time may be included in hours actually worked.

Please note that an individual receiving a vehicle allowance may only use a County vehicle on a limited basis and/or under certain conditions without possibly becoming subject to IRS reporting regulations.

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County Travel Cards

In April 2002, Commissioners Court approved a pilot program for the use of County Travel Cards (Travel Card). The pilot program was determined to be successful, and as a result, on January 13, 2004, Commissioners Court approved that this program be expanded for use with all County Departments. This program is enacted in accordance with the Texas Local Government Code Chapter 262.011 § (l) and (o).

- Travel Cards must be requested by a County Department Head for his/her Department's use.
- Travel Cards will be issued on a departmental basis **only** without an individual's name (i.e., Harris County Purchasing Agent Travel Card).
- County Departments will secure Commissioners Court approval for travel in accordance with this procedure.
- Travel Cards will be used for approved travel related purchases only, such as airline tickets, rental cars, hotels, and facilities that are coded as **parking** in the banking system. Travel Cards are blocked for other categories. Meals should not be charged to a hotel room if the hotel room is being paid with a Travel Card.

Note: All Travel Cards that are not subject to the above restrictions must be approved by the Purchasing Agent and Commissioners Court.

- Personal items or non-departmental personal charges are not to be placed on the Travel Cards.
- When purchasing airline tickets thirty plus days in advance of travel, it will be necessary to submit a County Auditor's Form 1268, *Request for Payment*, made payable to Citibank to authorize payment of the monthly statement. This should not be processed by the County Department until the Citibank statement arrives. All receipts and other applicable supporting documentation should be attached to the County Auditor's Form 1268, *Request for Payment*, and the Citibank statement.

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- Accounts Payable will process each Travel Card expense claim separately from the individual's reimbursement for items not charged on the Travel Card, as applicable. Travel Card receipts and personal receipts should be submitted separately.
- County Department Heads are responsible for the Travel Cards as issued and the reconciling of the travel expenses with the monthly bills.
- The Purchasing Agent (Purchasing) reserves the right to cancel the Travel Card should abuse occur or for failure to adhere to this procedure.
- For more information regarding the Travel Cards, see the Purchasing Manual.

Diner's Club Corporate Hotel Credit Card Account:

The hotel fees for all County employees must be arranged by National Travel Systems, L.P. if the County's hotel credit card account (Diner's Club) is to be charged, and the hotel information should be provided on a County Auditor's Form 1262A, *Harris County Travel Authorization Form*, to National Travel Systems, L.P. An itinerary from National Travel Systems, L.P. along with the room confirmation number will be provided to the County employee as confirmation of the room reservation and charge to the Diner's Club account.

County employees should not reserve hotel rooms and use their personal credit card in order to obtain a confirmation number from the hotel unless they wish to charge the hotel to their own personal credit card and be reimbursed.

Once the arrangements have been made and the hotel room is reserved with the County employee's personal credit card, National Travel Systems, L.P. will not be able to contact the hotel and request that the room(s) be charged to the Diner's Club account. The employee may choose to reserve and charge the hotel room to their personal credit card and request reimbursement utilizing the County Auditor's travel reimbursement form (County Auditor's Form 1263, *Travel Expense Claim*), if they do not want National Travel Systems, L.P. to arrange the hotel reservations. Employees

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arranging and paying their own hotel room reservations should not enter the hotel information on the County Auditor's Form 1262A, *Harris County Travel Authorization Form*, submitted to National Travel Systems, L.P.

The travel policies, procedures, and guidelines set forth below are applicable to County officials and employees, Flood Control officials and employees, and the Toll Road Authority officials and employees.

DEFINITIONS

County Department - Any Harris County department, Harris County agency, and/or constitutional office that operates within the Harris County governmental body.

POLICIES AND GUIDELINES

1. Prior approval from Commissioners Court or appropriate authority must be obtained before:
 - Attending any conference, institute, or other County related business meeting. If the travel request includes more than one day before or after the conference, institute, or other County related business meeting, then information justifying the additional days should be included in the training/travel request and be approved by Commissioners Court.
 - The Auditor's Office will approve travel account charges from National Travel Systems, L.P.
 - The Auditor's Office will pay in advance seminar and/or registration fees.
 - Traveling, on County business, outside of the Harris County limits in either a County vehicle or in a personal vehicle.
 - The payment/reimbursement of meals/food.
2. Sufficient funds must be available in the adopted budget before an expenditure is made.

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3. If a payment in advance is required by an institute, conference, seminar, hotel, etc., a check may be issued for that amount by the Auditor's Office.
4. The purpose of the trip must be for the County's benefit and/or be related to the County Department's primary business activities.
5. Attendance at local conferences is encouraged and, when possible, out of state travel shall be kept to a minimum.
6. Travel expenses shall be allowed only for elected and appointed County officials and their employees while on official business. If a spouse and/or dependent(s) accompany the County official or employee, the difference in hotel room rates above the single rate must be deducted. Meals and all other expenses for the spouse and/or dependent(s) will not be paid with County funds.
7. The County official or employee should obtain the most economical airfare available. If travel in a class more expensive than coach is requested, then the difference must be paid by the County official or employee. For airline travel, the purchase of airline tickets encompassing a period more than one day before or after the event (e.g., conference) approved by Commissioners Court, the expenditure will be approved to the extent it does not exceed cost excluding the extra days. Also, information justifying the additional day(s) should be included in the training/travel request and be approved by Commissioners Court.
8. If the County official or employee elects to travel by personal car, the County will reimburse the lesser of the current Commissioners Court approved mileage rate per mile or the coach air fare plus ground transportation to/from the same destination. Actual mileage is calculated in accordance with Accounting Procedure I.1-2, *Mileage Reimbursement*. Actual mileage should be reasonably comparable to official mileage charts, or if unavailable, regular road maps.

Note: Historically, Commissioners Court has adopted a mileage reimbursement rate in accordance with the IRS standard mileage rate. However, Commissioners Court may change this rate at its discretion,

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so if you are uncertain of the current rate, contact the Accounts Payable Travel Desk (Travel Desk).

This procedure does **not** apply to the reimbursement of only mileage (including parking and tolls, if any) to in-County destinations. For reimbursement of only mileage (including parking and tolls, if any) to in-County destinations, a County Auditor's Form 1241, *Automobile Expense Claim*, is to be used in accordance with Accounting Procedure I.1-2, *Mileage Reimbursement*.

9. Taxi fares are allowed when necessary. Limousine service (other than for group transportation to and from the airport which would be the same or less than taxi fare) is not allowed.
10. Rental cars are to be restricted to compact or mid-sized sedans unless several individuals will occupy the car or other unusual circumstances exist. A car rental company's "Damage Waiver" is not reimbursed by the County.
11. For in-County/local mileage reimbursement, the daily travel log must show destination points and at the discretion of each County Department, any other information the County Department head deems necessary to approve the claim such as street addresses, major intersections, etc. The most direct distance to the destination will be allowed. Any out-of-way travel distance will be at the expense of the County official or employee. See Accounting Procedure I.1-2, *Mileage Reimbursement*, for additional information.

Note: This procedure does **not** apply to the reimbursement of only mileage (including parking and tolls, if any) to in-County destinations. For reimbursement of only mileage (including parking and tolls, if any) to in-County destinations, a County Auditor's Form 1241, *Automobile Expense Claim*, is to be used in accordance with Accounting Procedure I.1-2, *Mileage Reimbursement*.

12. Unless provided by a conference organizer, hotel reservations should be booked at rates reasonable for the city in which the hotel is located. Meals must be deducted from the bill.

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13. Parking expenses are reimbursable if incurred in conjunction with County business. For each parking expense, the employee must obtain and attach the associated parking receipt to a completed County Auditor's Form 1263, *Travel Expense Claim*, when submitting expenses to Accounts Payable for reimbursement in accordance with this procedure.

For each parking expense less than \$6.00, **without the supporting receipt**, the employee must complete and attach a County Auditor's Form 1268E, *Affidavit for Missing Parking Receipt Less Than \$6*, to the completed County Auditor's Form 1263, *Travel Expense Claim*, when submitting expenses to Accounts Payable for reimbursement in accordance with this procedure.

14. Meals will be reimbursed based upon actual charges for out of County travel. However, the cost should be reasonable for the city.

Note: Prior Commissioners Court approval is required for the payment/reimbursement of meals/food.

A detailed itemized bill must be obtained and submitted for reimbursements in excess of \$10.00.

15. Personal items, such as prescriptions, cosmetics, movies, golf, health club, etc., will not be paid.
16. Reasonable laundry/cleaning charges are acceptable.
17. Alcoholic beverages will not be paid.
18. If a County official or employee spends an extra day or days on the trip for personal reasons, it will be at his/her expense.

Note: A request for payment payable to the appropriate entity (i.e., Citibank, Diner's Club, etc.) must be submitted to Accounts Payable one week before the due date on the monthly statement. If not, there will be a late-fee charge(s), and the County Department that is late submitting the request for payment will be responsible for paying late-fee charges.

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19. If a traveler does not have a required receipt, he/she must obtain a duplicate original receipt from the merchant/vendor. If the employee is unable to obtain an original receipt, contact Accounts Payable.
20. If an individual receiving a vehicle allowance uses a County vehicle while traveling inside the County limits, a County Auditor's Form 1240, *County Vehicle Usage Report*, must be completed for each use. The completed form is remitted to the County Department's designated employee when the keys are returned. Subsequently, on a monthly basis, the designated employee will submit the County Auditor's Form 1240, *County Vehicle Usage Report(s)*, to the Auditor's Office - Compliance Audit Department. See Accounting Procedure I.1, *County Vehicles*, and Accounting Procedure I.1-1, *Vehicle Allowance*, for additional information.

PROCEDURE

A. COUNTY DEPARTMENT

County Department Head

1. Determines the County Department's need for a Travel Card.
2. Requests a Travel Card from Purchasing via e-mail, if applicable.
3. Receives the Travel Card from Purchasing, if applicable.

Appropriate County Department Employee

1. Prepares and submits a Travel Request Form via e-mail to ***travelagenda@hctx.net*** for inclusion on the Commissioners Court agenda to request authorization to travel, and obtains Commissioners Court approval for the travel.

Note: Each County Department seeking approval for travel and training expenses must complete the appropriate Travel Request Form (one for In Texas travel or one for Out of Texas travel) for a request to be placed on the Commissioners Court agenda. Letters will no longer be used.

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2. Arranges travel through an airline or a source(s) other than National Travel Systems, L.P., receiving a receipt, ticket, or other confirmation of travel, if applicable, or through National Travel Systems, L.P.

Note: National Travel Systems, L.P. does not accept the Travel Card.

3. Prepares and sends a County Auditor's Form 1268, *Request for Payment*, to Accounts Payable for advance seminar payment fees, if applicable.
4. Prepares and sends County Auditor's Form 1268, *Request for Payment*, requesting payment be made to Citibank if travel charges occurred in the current billing cycle, including charges for airline tickets purchased thirty days or more in advance (pre-paid), to Accounts Payable one week before the due date on the monthly statement.

Note: If the County Auditor's Form 1268, *Request for Payment*, is submitted after the due date, there will be a late fee charge(s), and the County Department will be responsible for paying the late fee charge(s).

Some travel charges for the same travel dates may appear on a current or a subsequent credit card billing statement; therefore, a request for payment for travel charges to Citibank must be completed and forwarded to Accounts Payable for each billing statement in which the travel charges appear.

5. Completes a County Auditor's Form 1263, *Travel Expense Claim*, for **all** travel related expenses, including pre-paid expenses and expenses not covered by the Travel Card.

Note: If using a Travel Card, supporting documentation for the travel expense claim should match the Citibank statement. Any discrepancies must be clearly noted and cleared by the County Department by contacting the Purchasing Representative and/or the Citibank representative, as applicable.

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6. Attaches the original receipts for out of pocket travel expenditures and billed Travel Card charges and copies of travel receipts for unbilled Travel Card charges to the County Auditor's Form 1263, *Travel Expense Claim*, retaining the original receipts for unbilled credit card charges until they appear in the subsequent Travel Card statement.

Note: No payment will be made without the original detailed itemized supporting documents, which must be included for each expenditure such as those listed below. If an employee is unable to obtain an original receipt, contact Accounts Payable.

- Itemized hotel bill
- Airline ticket
- Rental car
- Taxis
- Parking
- Meals (in excess of \$10.00)
- Toll road tolls
- Seminars, conferences, etc.
- Copy of the official training brochure, registration form, or other documentation from the seminar, conference, etc.

For each parking expense less than \$6.00, **without the supporting receipt**, the employee must complete and attach County Auditor's Form 1268E, *Affidavit for Missing Parking Receipt Less Than \$6*, to the completed County Auditor's Form 1263, *Travel Expense Claim*, when submitting expenses to Accounts Payable for reimbursement in accordance with this procedure.

7. Submits County Auditor's Form 1263, *Travel Expense Claim*, and the supporting documentation within five business days after the completion of travel to Accounts Payable for payment.

B. PURCHASING

1. Receives a request via e-mail from the County Department Head for a Travel Card if the Department Head determines the need.

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2. Completes Citibank's Procurement Card Account Application for the Travel Card and obtains the required approvals in accordance with internal procedures.
3. Submits the completed Citibank Procurement Card Account Application to Citibank for processing.
4. Receives the Travel Card through the United States Postal Service (USPS) after Citibank processes the Citibank Procurement Card Account Application.
5. Processes the Travel Card in accordance with internal procedures, and forwards the Travel Card to the requesting County Department Head.

C. AUDITOR'S OFFICE

Accounts Payable

1. Receives a completed County Auditor's Form 1268, *Request for Payment*, from the County Department for advance seminar payments, if applicable, and processes in accordance with internal procedures.
2. Mails Commissioners Court approved advance payments directly to the receiving party unless requested to be picked up by the County Department.
3. Receives a completed County Auditor's Form 1268, *Request for Payment*, made payable to Citibank for travel charges occurring in the current billing cycle, including charges for airline tickets purchased thirty days or more in advance (pre-paid), from the County Department one week before the due date on the monthly statement, and processes in accordance with internal procedures.

Note: If the County Auditor's Form 1268, *Request for Payment*, is submitted after the due date, there will be a late fee

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charge(s), and the County Department will be responsible for paying the late fee charge(s).

4. Receives a County Auditor's Form 1263, *Travel Expense Claim*, with all applicable attachments from the County official or employee within five business days after the completion of travel.
5. Processes the County Auditor's Form 1263, *Travel Expense Claim*, in accordance with internal procedures.
6.
 - a) Generates a check payable to Citibank for the Travel Card charges, and forwards the check and associated check register to the County Treasurer's Office (Treasurer's Office), and/or
 - b) Processes County official or employee travel expense reimbursements in accordance with Accounting Procedure L.1, *Direct Deposit of Payroll and Employee Reimbursements*.
7. Processes the travel expense reimbursements for new employees that have not been updated in the payroll system, as follows:
 - a) Generates a travel expense reimbursement check payable to the employee.
 - b) Forwards the check and associated check register to the Treasurer's Office for distribution.

D. TREASURER'S OFFICE

1. Receives checks and the associated check register from Accounts Payable, and processes and disburses each check in accordance with internal procedures.
2. Processes Travel Card payments and County official and employee travel expense reimbursements in accordance with

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Accounting Procedure L.1, *Direct Deposit of Payroll and Employee Reimbursements.*

3. For new employees that have not been updated in the payroll system, processes the travel expense reimbursements in accordance with the following:
 - a) Receives the travel expense reimbursement check and associated check register from Accounts Payable.
 - b) Processes the check in accordance with internal procedures.
 - c) Mails the check to the employee's home address unless the employee had previously requested that the check be held for pickup.
 - d) If a request was made to hold the check for pickup:
 - 1) Notifies the County official or employee that the check has been processed and is ready.
 - 2) Verifies identification and obtains the signature of the individual picking up the check before releasing the check.

National Travel Systems, L.P.

The use of National Travel Systems, L.P. should only be used as a last resort option for last minute ticket purchases or other requirements. Travel Cards are not accepted by National Travel Systems, L.P. To obtain the state's rate for airfare when contracts are in effect between the state and the airlines, National Travel Systems, L.P. must be utilized to arrange air travel.

A. COUNTY DEPARTMENT

1. Prepares and submits a Travel Request Form via e-mail to ***travelagenda@hctx.net*** for inclusion on the Commissioners

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Court agenda to request authorization to travel, and obtains Commissioners Court approval for the travel.

Note: Each County Department seeking approval for travel and training expenses must complete the appropriate Travel Request Form (one for In Texas travel or one for Out of Texas travel) for a request to be placed on the Commissioners Court agenda. Letters will no longer be used.

2. Books airline and hotel reservations through National Travel Systems, L.P. using County Auditor's Form 1262A, *Harris County Travel Authorization Form*, ensuring to include the Commissioners Court approval date in the appropriate field.

Note: National Travel Systems, L.P. will obtain approval from the County Auditor prior to issuing tickets and providing hotel confirmation numbers. Questions concerning National Travel Systems, L.P. should be addressed to the Travel Desk at 713-755-7112.

3. Receives confirmation numbers and any other applicable information from National Travel Systems, L.P.
4. Prepares and sends a County Auditor's Form 1268, *Request for Payment*, to Accounts Payable for advance seminar payment fees, if applicable.
5. Prepares and sends a County Auditor's Form 1268, *Request for Payment*, made payable to Citibank for airlines and/or to Diner's Club for hotels, if applicable, to Accounts Payable one week before the due date on the monthly statement.

Note: If the County Auditor's Form 1268, *Request for Payment*, is submitted after the due date, there will be a late-fee charge(s), and the County Department will be responsible for paying the late-fee charges.

6. Completes and submits a County Auditor's Form 1263, *Travel Expense Claim*, to Accounts Payable for payment, upon

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completion of the travel, if **not** paid with the County's Diner's Club or Citibank credit card account, where applicable.

Note: No payment will be made without the original detailed itemized supporting documents, which must be included for each expenditure such as those listed below. If an employee is unable to obtain an original receipt, contact Accounts Payable.

- Itemized hotel bill
- Airline ticket
- Rental car
- Taxis
- Parking
- Meals (in excess of \$10.00)
- Toll road tolls
- Seminars, conferences, etc.
- Copy of the official training brochure, registration form, or other documentation from the seminar, conference, etc.

For each parking expense less than \$6.00, **without the supporting receipt**, the employee must complete and attach a County Auditor's Form 1268E, *Affidavit for Missing Parking Receipt Less Than \$6*, to the completed County Auditor's Form 1263, *Travel Expense Claim*, when submitting expenses to Accounts Payable for reimbursement in accordance with this procedure.

B. AUDITOR'S OFFICE

Accounts Payable - Travel Desk

1. Receives a County Auditor's Form 1262A, *Harris County Travel Authorization Form*, from National Travel Systems, L.P.
2. Verifies Commissioners Court approval for the associated travel.

Note: The Commissioners Court approval date should be included in the designated field of the County Auditor's Form

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1262A, *Harris County Travel Authorization Form*, by the County Department.

3. Completes and authorizes the County Auditor's Form 1262A, *Harris County Travel Authorization Form*, in the designated fields, and returns to National Travel Systems, L.P.
4. For hotel reservations made with the County's Diner's Club credit card account:
 - a) Receives a Hotel Credit Card Authorization Form via fax from National Travel Systems, L.P.
 - b) Completes the Hotel Credit Card Authorization Form and a Diner's Club Account Authorization Form and faxes both to the appropriate hotel.

Note: A physical credit card does not exist for the Diner's Club accounts that the County uses for hotel reservations; therefore, the Diner's Club Account Authorization Form for the corresponding Org Key must accompany the Hotel Credit Card Authorization Form to verify the authenticity of the Diner's Club account.

Accounts Payable - Claims Processor

1. Receives a completed County Auditor's Form 1268, *Request for Payment*, from the County Department for advance seminar payments, if applicable, and processes in accordance with internal procedures.
2. Mails Commissioners Court approved advance payments directly to the receiving party unless requested to be picked up by the County Department.
3. Receives a completed County Auditor's Form 1268, *Request for Payment*, made payable to Citibank for airlines and/or to Diner's Club for hotels, if applicable, from the County Department one

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week before the due date on the monthly statement, and processes in accordance with internal procedures.

Note: If the County Auditor's Form 1268, *Request for Payment*, is submitted after the due date, there will be a late-fee charge(s), and the County Department that is late submitting the form will be responsible for paying the late-fee charges.

4. Receives a County Auditor's Form 1263, *Travel Expense Claim*, County Auditor's Form 1268E, *Affidavit for Missing Parking Receipt Less Than \$6*, if applicable, and other applicable supporting documentation from the County official or employee upon return from his/her travel, and processes the travel expense reimbursement in accordance with internal procedures and Accounting Procedure L.1, *Direct Deposit of Payroll and Employee Reimbursements*.
5. For new employees that have not been updated in the payroll system, processes the travel expense reimbursements in accordance with the following:
 - a) Generates a travel expense reimbursement check payable to the employee.
 - b) Forwards the check and associated check register to the Treasurer's Office for distribution.

C. TREASURER'S OFFICE

1. Processes County official and employee travel expense reimbursements in accordance with Accounting Procedure L.1, *Direct Deposit of Payroll and Employee Reimbursements*.
2. For new employees that have not been updated in the payroll system, processes the travel expense reimbursements in accordance with the following:
 - a) Receives the travel expense reimbursement check and associated check register from Accounts Payable.

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- b) Processes the check in accordance with internal procedures.
- c) Mails the check to the employee's home address unless the employee had previously requested that the check be held for pickup.
- d) If a request was made to hold the check for pickup:
 - 1) Notifies the County official or employee that the check has been processed and is ready.
 - 2) Verifies identification and obtains the signature of the individual picking up the check before releasing the check.

“Bid Table and Milestone Timeline”

Bid Table (BT-59PU) - RFq(RFQ) 00001983 Emergency Operations Center (EOC) Coordination Platform for Harris County Office of Homeland Security and Emergency Management

Vendor: Veoci Inc.

Item #	Emergency Operations Center (EOC) Coordination Platform	Quantity Required	Unit of Measure	Unit Price	Total Cost
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Solution

#1-1	EOC Coordination Platform	1	LOT	\$ 0.00	\$ 0.00
#1-2	Implementation/ Configuration/ Training	1	LOT	\$ 8,700.00	\$ 8,700.00
#1-3	Consulting Services	1	LOT	\$ 19,000.00	\$ 19,000.00
#1-4	Annual Software Subscription Fee (250 Licenses) - Initial Year	1	LUMP SUM	\$ 66,845.00	\$ 66,845.00
Basket Total		\$ 94,545.00			

Annual Software Subscription Fees (250 Licenses)

#2-1	1st Renewal Option (Year 2)	1	LUMP SUM	\$ 68,850.35	\$ 68,850.35
#2-2	2nd Renewal Option (Year 3)	1	LUMP SUM	\$ 70,915.86	\$ 70,915.86
#2-3	3rd Renewal Option (Year 4)	1	LUMP SUM	\$ 73,043.34	\$ 73,043.34
#2-4	4th Renewal Option (Year 5)	1	LUMP SUM	\$ 75,234.64	\$ 75,234.64
Basket Total		\$ 288,044.19			

Maintenance and Support

#3-1	1st Renewal Option (Year 2)	1	LUMP SUM	\$ 2,500.00	\$ 2,500.00
#3-2	2nd Renewal Option (Year 3)	1	LUMP SUM	\$ 2,500.00	\$ 2,500.00
#3-3	3rd Renewal Option (Year 4)	1	LUMP SUM	\$ 2,500.00	\$ 2,500.00
#3-4	4th Renewal Option (Year 5)	1	LUMP SUM	\$ 2,500.00	\$ 2,500.00
Basket Total		\$ 10,000.00			

Grand Total	\$ 392,589.19
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Veoci Quote For
Harris County Office of Homeland Security & Emergency
Management - TX
Milestone Timeline

Date: 2025-Mar-24
Quote Number: Q-20250321Ha353049
Term: 2025-July-01 - 2026-June-30
Expiration of Quote: 2025-June-30
Prepared By: Mark Demski | mark.demski@veoci.com
This document has been reviewed By: Chris Ford, VP of Sales & Partnerships

This is a preliminary estimate of fees in exchange for the Services described below. The configuration or fees could change as we better understand your requirements and environment.

To acquire the rights to the Services, the provisions of the Master Services Agreement (MSA) and Order Form need to be reviewed, agreed upon, and executed. The MSA includes the Veoci Subscription Terms and Conditions, Service Level Agreement, and Support Agreement. These documents will be provided for review upon request.

Also required for final MSA execution is a Statement of Work that would be mutually created to specify requirements, deliverables, and the implementation process.

Milestone	Amount
Due upon Executed Contract - Subscription Licenses	\$ 66,845.00
Due upon Delivery of Core Implementation	\$ 5,000.00
Due upon Delivery of JIC Solution	\$ 7,600.00
Due upon Delivery of SSO Integration	\$ 1,250.00
Due upon Delivery of ESRI Integration	\$ 1,250.00
Due upon completion of services as invoiced	\$ 12,600.00
Total	\$ 94,545.00



QTY	DESCRIPTION	ANNUAL SUBSCRIPTION
250	Veoci Standard Access Licenses	\$66,845.00
Included	Hosting on Amazon Web Services	\$0.00
Included	Updates & Maintenance of Veoci Platform	\$0.00
Included	Support of Veoci Platform	\$0.00
134,000	Non-User Form Entries (External Forms)	\$0.00
Total - Annual		\$66,845.00

QTY	DESCRIPTION	ONE-TIME FEE
1	Veoci EM Core Implementation for Counties- single jurisdiction	\$5,000.00
1	Veoci Implementation of JIC Solution per Statement of Work	\$7,600.00
1	Single Sign-On (SSO) (SAML based)	\$1,250.00†
1	External Integration 2-way 5 <i>ESRI Layer Integrations</i>	\$1,250.00†
100	Standard Consultation/Professional Services (Per Hour)	\$19,000.00
5	Admin Training	\$4,750.00
1	Organization Branding	\$1,500.00
1	Veoci will provide one (1) on-site solution specific training for Harris County for two (2) days with up to two (2) trainers to cover administrative functions and end user training for up to twenty (20) HCOHSEM users.	\$10,000.00
1	Customized Training Materials	\$3,040.00
Total - One-Time		\$53,390.00

	DESCRIPTION	AMOUNT
	Discount Towards Training, Branding and Professional Services	\$25,690.00
	Sales Tax (at 0.00000%)*	\$0.00
Total - First Year		\$94,545.00

* Plus, Applicable Sales Tax

†All Integrations have a recurring maintenance fee of \$1,250 per implementation, unless otherwise noted, since interfaces are subject to change by the application owner and often require configuration updates to maintain quality, data access and integrity.

NOTES:

Veoci has great respect for Harris County and in consideration of their standing in the state of Texas we are happy to provide tremendous discounts.

Veoci has discounted our standard pricing by \$25,690.

The items identified in this pricing summary are described and contained within the Statement of Work (SOW).

Veoci participates in The Interlocal Purchasing System (TIPS) and our registration number is 220105.



Services Quote No. Q-20250321Ha353049

www.veoci.com | mark.demski@veoci.com | +1 813-951-1946

Veoci Inc., 195 Church Street 14th Floor, New Haven, CT 06510

Veoci Implementation

Start: 8/1/2025

	Implementation Phase				Go Live	Enhancement Phase				
	Aug 2025	Sept 2025	Oct 2025	Nov 2025		Dec 2025	Jan 2026	Feb 2026	March 2026	
TASK										
Project Management										
Weekly touchpoints										
Project Kick-Off										
Program Increment Planning										
Hypercare Support										
Implementation Phase										
Implement Veoci Standard Processes										
Single Sign-On										
User Acceptance Testing										
Discovery / Requirements Workshops										
Process Configuration										
Pilot Testing and UAT										
Enhancement Phase										
Process Customization										
Pilot Testing and UAT										
Add-On Implementation										
JIC										
Training										
Veoci Basics										
Veoci Fundamentals										
Veoci Bootcamp - L1										
Veoci Bootcamp - L2										
Knowledge Transfer / Train-the-Trainer										

Insert new rows ABOVE this one

“TIPS Contract”

The Interlocal Purchasing System

Purchasing Made Personal



Printed 12 March 2025

veoci.com

Veoci Inc

EMAIL PO & VENDOR QUOTE TO: TIPSP0@TIPS-USA.COM PO AND QUOTE MUST REFERENCE VENDOR TIPS
CONTRACT NUMBER ATTACH PO AS A PDF - ONLY ONE PO (WITH QUOTE) PER ATTACHMENT

	PAYMENT TO	TIPS CONTACT
ADDRESS	195 Church Street, 14th Floor	NAME Charlie Martin
CITY	New Haven	PHONE (866) 839-8477
STATE	CT	FAX (866) 839-8472
ZIP	06510	EMAIL tips@tips-usa.com

DISADVANTAGED/MINORITY/WOMAN BUSINESS ENTERPRISE: Y HUB: N

SERVING STATES

AL | AK | AZ | AR | CA | CO | CT | DE | DC | FL | GA | HI | ID | IL | IN | IA | KS | KY | LA | ME | MD | MA | MI | MN | MS | MO | MT | NE | NV | NH | NJ | NM | NY | NC | ND | OH | OK | OR | PA | RI | SC | SD | TN | TX | UT | VT | VA | WA | WI | WY | PR

Overview

Veoci is a no-code platform for business continuity, emergency operations, incident response, mass notification, and other customizable solutions. It comprises fully integrated, intuitive, and interconnected tools such as Dashboards for reporting and analysis, Alerts and Notifications, automated Workflows, virtual meeting Rooms for collaboration and document sharing, and mobile-device enablement—all with a focus on optimizing user experience, improving productivity, and facilitating business resilience. The Software-as-a-Service (SaaS) platform allows organizations to overhaul manual processes through digital transformation and automation; the system can easily accommodate additional functionality as operations evolve and expand.

AWARDED CONTRACTS "View EDGAR Doc" on Website

Contract	Comodity	Exp Date	EDGAR
220105	Technology Solutions Products and Services	05/31/2027	See EDGAR Certification Doc.

CONTACTS BY CONTRACTS

220105

John Taylor	Government	(203) 782-5944	john.taylor@veoci.com
Mark Demski	Senior Account	(813) 951-1946	mark.demski@veoci.com

VENDOR **Veoci Inc**

195 Church Street, 14th Floor New Haven CT,06510

WEBSITE veoci.com

SERVICE/PRODUCTS
DESCRIPTION

Veoci is a no-code platform for business continuity, emergency operations, incident response, mass notification, and other customizable solutions. It comprises fully integrated, intuitive, and interconnected tools such as Dashboards for reporting and analysis, Alerts and Notifications, automated Workflows, virtual meeting Rooms for collaboration and document sharing, and mobile-device enablement—all with a focus on optimizing user experience, improving productivity, and facilitating business resilience. The Software-as-a-Service (SaaS) platform allows organizations to overhaul manual processes through digital transformation and automation; the system can easily accommodate additional functionality as operations evolve and expand.

CONTRACT: **220105** **Technology Solutions Products and Services**
End Date: May-31-2027 **EDGAR COMPLIANCE:** [View Doc.](#)

EXHIBIT B

“Certificate of ACORD”



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Fred C. Church Insurance 41 Wellman Street Lowell MA 01851	CONTACT NAME: Amanda Scherer PHONE (A/C, No, Ext): 978-322-7386 E-MAIL: amanda.scherer@assuredpartners.com ADDRESS: amanda.scherer@assuredpartners.com FAX (A/C, No): 203-789-0583														
INSURED Grey Wall Software LLC Veoci Inc. 195 Church Street New Haven CT 06510	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Great Northern Insurance Co.</td> <td>20303</td> </tr> <tr> <td>INSURER B: Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER C: Underwriters at Lloyds of London</td> <td>15792</td> </tr> <tr> <td>INSURER D: Scottsdale Insurance Company</td> <td>41297</td> </tr> <tr> <td>INSURER E: Columbia Casualty Company</td> <td>31127</td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Great Northern Insurance Co.	20303	INSURER B: Federal Insurance Company	20281	INSURER C: Underwriters at Lloyds of London	15792	INSURER D: Scottsdale Insurance Company	41297	INSURER E: Columbia Casualty Company	31127	INSURER F:	
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INSURER E: Columbia Casualty Company	31127														
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:** 1353865455**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	35929481	3/7/2025	3/7/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Hired Nonowned Auto \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	73566408	3/7/2025	3/7/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			79874433	3/7/2025	3/7/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Y	71738811	3/7/2025	3/7/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C D E	Professional Liab / Cyber 1st Excess Prof. Liab. / Cyber 2nd Excess Prof. Liab. / Cyber			W1F2B4250901 EKS3564492 652330533	3/7/2025 3/7/2025 3/7/2025	3/7/2026 3/7/2026 3/7/2026	Per Claim/Aggregate \$5,000,000 Per Claim/Aggregate \$5,000,000 Per Claim/Aggregate \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Retention on Primary Professional Liability/Cyber (Policy #W1F2B4250901): \$100,000

If required by written contract, Certificate Holder is included as additional insured on a primary and non-contributory basis on the General Liability per form 80-02-2367 0507.

Umbrella is follow-form.

CERTIFICATE HOLDER**CANCELLATION**

Harris County
 1111 Fannin Street, 12th Floor
 Houston TX 77002

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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ORDER OF COMMISSIONERS COURT
Authorizing execution of an Addendum

The Commissioners Court of Harris County, Texas, convened at a meeting of said Court at the Harris County Administration Building in the City of Houston, Texas, on _____ with all members present except _____.

A quorum was present. Among other business, the following was transacted:

ORDER AUTHORIZING EXECUTION OF THE ADDENDUM BETWEEN HARRIS COUNTY AND VEOCI INC.

Commissioner _____ introduced an order and made a motion that the same be adopted. Commissioner _____ seconded the motion for adoption of the order. The motion, carrying with it the adoption of the order, prevailed by the following vote:

Vote of the Court	<u>Yes</u>	<u>No</u>	<u>Abstain</u>
Judge Hidalgo	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ellis	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Garcia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Ramsey, P.E.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comm. Briones	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The County Judge thereupon announced that the motion had duly and lawfully carried and that the order had been duly and law-fully adopted. The order thus adopted follows:

IT IS ORDERED that County Judge Lina Hidalgo be, and she is hereby, authorized to execute for and on behalf of Harris County, the Addendum with Veoci Inc. to provide Emergency Operations Center coordination platform Services for Harris County at a cost to the County of \$94,545.00. The Addendum is incorporated herein by reference for all purposes as though fully set forth word for word.

All Harris County officials and employees are authorized to do any and all things necessary or convenient to accomplish the purpose of this Order.