



ASSOCIATION OF
CENTRAL OKLAHOMA
GOVERNMENTS



REQUEST FOR PROPOSALS



ENCOMPASS 2050

ISSUED: 3/18/2025
DUE DATE: 4/15/2025

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REQUEST FOR PROPOSALS (RFP) FOR ENCOMPASS 2025

MTP 2025 RFP # 2025-01

Date: March 18, 2025

The Request for Proposal is part of a competitive procurement process which will facilitate a fair opportunity for qualified firms to offer their plans and services for consideration. The process of competitive negotiation being used should not be confused with competitive sealed bidding where goods and services can be precisely described, and price is generally the determination factor. The competitive Request for Proposal will provide the Association of Central Oklahoma Governments (ACOG) the flexibility to negotiate with firms to arrive at a mutually agreeable relationship, where price alone is not the major determination factor; however, price will be a priority factor.

SECTION 1: PURPOSE

ACOG seeks proposals from qualified and experienced firms to collect, produce, and analyze information to update Encompass 2045, the last regional plan. The last plan was adopted in 2021 and can be found on our website here: [ENCOMPASS-2045-Final-Plan-Summary.pdf](#)

- 1.1 The plan details are located in Section 9.3. Encompass 2050, the Metropolitan Transportation Plan (MTP), will inform the ACOG Board, ACOG staff, external stakeholders and the general public of the future transportation plans for the region.
- 1.2 The budget for this project is spread over the fiscal years. The project will last through December 2026, with the possibility of extension. Bids should be submitted based on this information.

Both the project budget and period of performance are subject to change based on the availability of funds or other unforeseen events.

SECTION 2: AWARD

- 2.1 ACOG reserves the right to award this contract, not necessarily to the firm with the lowest cost, but to the firm that best meets the requirements and needs of ACOG as determined by the request for proposal submissions.
- 2.2 Upon submission of the responses to this RFP, ACOG will evaluate the responses of the firms. ACOG may conduct interviews with the finalists. The final evaluation and selection of the contractor will be made by ACOG and submitted to the ACOG Board of Directors for final approval.
- 2.3 All unsuccessful proposals will be notified in writing via email.

SECTION 3: RFP SUBMITTAL

- 3.1 All proposals must be emailed to ACOG before the final closing date and time on April 15, 2025, at 4:00 P.M. CDT. Proposals submitted after the time set for receipt of proposals will not be considered. An electronic copy of the response shall arrive no later than the closing date and time to the following email address:

Email: transportation@acogok.org

- 3.2 Facsimile proposals will not be accepted.

- 3.3 The proposals shall be in the specific format prescribed herein. Proposals may contain promotional or display materials pertinent to displaying the quality of print publication to be expected, and all material shall pertain to the requirements set forth in this document. Proposals shall be straightforward, providing a concise description of the respondent’s ability to meet the requirements of this RFP. Emphasis should be on completeness and clarity of intent. Submitted proposals are subject to be released under the Oklahoma Open Records Act.
- 3.4 Failure to provide the required data to allow for evaluation, failure to complete the RFP form(s), or failure to follow all directions within this RFP may be grounds for rejecting the proposal.
- 3.5 **Inquiries:** Inquiries should be submitted by email to transportation@acogok.org.
- 3.6 **Responses:** Responses to written questions will be posted to the ACOG website at: <https://www.acogok.org/rfps/>. Only replies by formal written addenda (amendments) shall be binding.

3.7 Schedule of Events:

| | |
|---------------------------------|---------------------------|
| Proposal Issued | 3/18/2025 |
| Inquiries Due | 4/1/2025 – 4:00 P.M. CDT |
| Proposal(s) Due | 4/15/2025 – 4:00 P.M. CDT |
| Evaluation Completed | 4/22/2025 – Approximate |
| Anticipated Date of Award | 4/24/2025 – Approximate |
| Negotiated and Execute Contract | 4/25/2025 – 5/2/2025 |
| Project Initiated | 5/5/2025 |

SECTION 4: INSURANCE OR OTHER REQUIRED DOCUMENTS (IF REQUIRED)

- 4.1 **Permits:** The contractor shall procure all necessary permits and pay for same and shall obtain all official licenses for the work necessary. The contractor shall be responsible for all violations of the law for any cause in connection with the work caused by the contractor.
- 4.2 **Insurance:** The contractor will be responsible for all required insurance of property owned or services provided by the contractor.
 - 4.2.1 Comprehensive General and/or Public Liability with a minimum of \$1,000,000.00 bodily injury and property damage, combined single limit.
 - 4.2.2 Automobile Insurance with a minimum of \$1,000,000.00 per accident bodily injury and property damage, combined single limit.

SECTION 5: TERMS & CONDITIONS

- 5.1 Terms and conditions below will govern the submission and evaluation of proposals and the award. Respondents are requested to carefully review the following (5.2-5.13).

- 5.2 Award Status:** After the award of the winning bid, ACOG will negotiate and execute a legal and binding contract.
- 5.3 Contract Format/Requirements:** The resulting acceptance will incorporate this Request for Proposal. All additional agreement(s) and stipulations and the results of any final negotiations will be incorporated.
- 5.4 Contract Modification:** All modifications and/or changes to the contract must be agreed to in writing by both parties prior to executing any change.
- 5.5 Contract Termination:** ACOG may terminate any resulting contract for cause by providing a Show Cause Letter to the contractor citing the instances of noncompliance with the contract. The terms of the contract between the contractor and agency shall control the terms.
- 5.5.1** If the noncompliance is not cured within thirty (30) days, the participating agencies of ACOG may terminate the contract.
- 5.5.2** ACOG reserves the right to terminate the contract for convenience upon sixty (60) days' written notice.
- 5.5.3** Project is contingent upon availability of Federal funding.
- 5.6 Conflict of Interest:** In the event there is a potential or actual conflict of interest, the respondent(s) shall provide full disclosure to ACOG. ACOG shall determine if the conflict, whether potential or actual, is material. ACOG has the right to determine if there is a conflict and reserves the right to disqualify the respondent if the conflict is material.
- 5.7 Contractor Liability:** The contractor shall hold ACOG harmless and shall be liable in the event of injury to agency personnel or damage or loss of their property caused by the contractor's equipment, personnel, supplies, or material furnished. ACOG will not be liable for loss or damage caused by fires, lightning, sprinkler leakage, earthquake, sever weather, smoke and smudge, aircraft or motor vehicle damage, strikes, riots and civil disturbance, or collapse of building or structures, etc. ACOG and its personnel shall not be liable for any loss of or damage to contractor property unless due to their fault or negligence.
- 5.8 Resolution of Controversies:** An unsuccessful contractor may protest the procurement process by following the procedure specified in Article V of the ACOG Procurement Policy, available on the ACOG website at: <https://acogok.org/wp-content/uploads/2024/04/ACOG-Procurement-Policy.pdf>.
- 5.9 Liens:** The contractor shall keep ACOG free and clear from all liens asserted by any person or firm for any reason arising out of the furnishing of services or materials by or to the contractor.
- 5.10 Indemnification:** The contractor shall indemnify and hold ACOG harmless from all claims and related expenses arising out of the contractor's performance or failure of performance under the resulting contract.
- 5.11 Public Access to Procurement Information:** Procurement information shall be a public record to the extent provided by the Oklahoma Open Records Act, as applicable, and shall be available to the public as provided therein. If a proposal contains information that the bidder considers proprietary and does not want disclosed to the public or

used for any purpose other than the evaluation of the offer, all such information must be indicated and clearly marked on each page of the proprietary or confidential document(s).

The information submitted during a procurement process is protected from disclosure until a contract is awarded. All proposals are open for public inspection after the contract is awarded, but proprietary and confidential information in the proposals is not open for public inspection.

- 5.12 Choice of Law and Venue:** The resulting contract shall be construed under the laws of the State of Oklahoma and venue in any action and/or litigation commenced to enforce the contract shall be instituted in the appropriate courts in Canadian, Cleveland, Grady, Logan, McClain, or Oklahoma county in the State of Oklahoma.
- 5.13 Federal, State, and Local Laws and Regulations:** The contractor will comply with all laws and regulations, including taxes, licenses, and permits.

SECTION 6: RFP STATUS

6.1 ACOG Rights:

- 6.1.1** ACOG reserves the right to determine whether a proposal is responsive and has the ability and resources to fulfil the contract in full and comply with the specifications.
 - 6.1.2** ACOG reserves the right to reject proposals that incorporate counter proposals and conditions in the form of vendor's pre-printed clauses.
 - 6.1.3** ACOG reserves the right to accept or reject all or part of any proposal, waive informalities, minor irregularities, or substitute items as desired if deemed in the best interest of ACOG, therefore selecting the optimum proposal or issue a new RFP.
 - 6.1.4** ACOG reserves the right to reject proposals when procedures stated within are not followed.
 - 6.1.5** Should the proposal include any work of a subcontract nature, ACOG reserves the right to approve or disapprove the engagement or use of the subcontractor as it relates to services provided to ACOG as described in this RFP. ACOG reserves the right to reject any subcontractor.
 - 6.1.6** ACOG reserves the right to negotiate separately if deemed necessary.
- 6.2 Effective Period:** Proposals submitted must remain in effect for a period of ninety (90) days after the closing date. An award will be signed and issued within that time or at a negotiated later date.
 - 6.3 Withdrawal of Proposals:** Unless a Proposal contains a material mistake, it may not be withdrawn or canceled by the bidder/offeror, without the written permission of ACOG, for a period of 90 days following the date designated for the receipt of proposals. The bidder/offeror agrees upon submittal of the proposal/offer.
 - 6.4 Examinations:** Before submitting a proposal, the contractor shall thoroughly examine the RFP, as well as location, and otherwise be fully informed as to all existing conditions and limitations.

- 6.5 Modifications of RFP:** Oral modifications will not be considered. Proposals may not be altered or amended after the submission deadline. However, before a proposal is opened, ACOG may waive a non-material omission or error if the omission or error: (a) relates to a matter of form, not substance; (b) has merely a negligible effect on price, quantity, delivery, or other contractual conditions; and (c) does not otherwise prejudice the other bidders/offerors. Any respondent may modify their proposal in writing prior to the date and time of RFP closing. Only modifications received in sealed envelopes with the RFP number, closing date, and the project name clearly marked on the outside will be accepted. Written confirmation of the modification must be received under the same signature as the prior submitted proposal. All modifications are to be clearly numbered and dated to determine the final one.
- 6.6 Sales Tax Exemption:** All proposals must be submitted exclusive of Federal Excise Tax and Oklahoma State Tax. ACOG is exempt from Federal Excise Tax and Oklahoma State Tax. When proof of a tax exemption status is required, a notation should be made in the proposal and an Exemption Letter shall be furnished.
- 6.7 Clarification:** ACOG reserves the right to request clarification of information submitted and to request additional information from any or all the respondents.

SECTION 7: EXCEPTIONS, OMISSIONS, & ALTERNATIVES

- 7.1 Exceptions:** If any exceptions are taken to any portion of the RFP, the respondent must clearly indicate the exceptions taken and include a full explanation as a separate attachment to the proposal. The failure to identify exceptions or proposed changes with a full explanation will constitute acceptance by the Respondent of the RFP as proposed by ACOG.
- 7.2 Omissions:** Provide descriptions of any possible omissions from the RFP.
- 7.3 Alternatives:** Provide descriptions of any alternative or optional functionality that the respondent deems advantageous or beneficial to ACOG.

SECTION 8: PROPOSAL FORMAT & CONTENTS

- 8.1 Contents:** All proposals shall include the following information at a minimum (total pages to not exceed 25 pages)
1. Cover Letter
 2. Project Overview
 3. Project Approach
 4. Management Proposal
 5. Coordination with ACOG
 6. Overview of proposed schedule
 7. Project tracking and reporting
 8. Staffing
 9. Exceptions to the RFP
 10. Additional Pertinent Information
 11. Fee Proposal

- 8.2 Cover Letter:** The Cover Letter shall identify the project manager and any persons in the respondent's organization who will respond to questions or additional requests by the participating members of ACOG.
- 8.3 Project Overview:** The Project Overview should highlight the major features of the Respondent's company and proposal. It should also include information about the firm and any proposed subcontractors. A summary of the project approach should be presented in this section.
- 8.4 Project Approach:** This section is intended to be the core of the proposal and should demonstrate the respondent's knowledge of the data conversion/update process. This section shall clearly show the respondent understands the scope of work (9.3). A detailed and specific explanation of the process methodology to be used on this project shall be thoroughly defined.
- 8.4.1** Respondents shall develop and present in their proposals a technical plan of operations for analyzing existing conditions and historical trends of crashes, current policies and standards, public engagement and equity as well as action and implementation items. Scope of Work section (9.3) will provide details of each area of work requested. The respondents' proposed plan shall clearly demonstrate a complete understanding of the project.
- 8.4.2** The technical plan of operations shall detail the methodology, equipment, and proposed techniques to be used to capture necessary data to complete objectives. The plan shall detail the sequence of operations to be performed for the entire project, emphasizing steps taken to ensure meeting quality and accuracy standards. It shall also clearly indicate any additional information pertinent to this project.
- 8.4.3** All proposed equipment to be used by the respondent shall be specified. The contractor is required to deliver products in a format as stated in the specifications and appendices in this RFP.
- 8.5 Management Proposal:** This section should include available resources for completing this project, as well as an anticipated project schedule. Include relevant experience of the company and project team. This should include, at a minimum, three comparable customer references. The same information and relevant experience should be included for subcontractors of the respondent.
- The Management Proposal shall include at a minimum the respondent's description of how they propose to satisfy the following requirements (8.6-8.13):
- 8.6 Coordination with ACOG:** Communication between ACOG staff and the contractor is critical. A designated staff person from ACOG will be responsible for the coordination of each agency with the vendor for the duration of the contract. At a minimum, bi-weekly meetings between ACOG staff and the contractor shall be held. The respondents shall indicate how they will arrange and monitor communication and document ensuing decisions and resolutions. A description shall be provided of the proposed questions and resolution procedures to be used for this project.
- 8.7 Overview of Proposed Schedule:** Indicate the schedule for completing the deliverables indicated in the RFP. ACOG reserves the right to negotiate a different schedule from that proposed.
- 8.8 Project Tracking and Reporting:** The Contractor shall maintain procedures throughout the project for tracking and reporting progress.

- 8.9 Staffing:** The respondent will identify the essential staff resources assigned to this project and will provide their resumes. Essential staff includes at a minimum the project manager and the quality assurance specialist assigned to this project. The respondent shall indicate the role of these individuals in this project and what percent of their overall time this project shall represent. ACOG reserves the right to approve any reassignment of these essential staff resources.
- 8.10 Exceptions to the RFP:** List any exceptions to the RFP. Elaborate on the reasons for the exceptions and proposed alternatives.
- 8.11 Additional Pertinent Information:** Add descriptions of any possible omissions from the RFP.
- 8.12 Fee Proposal:** ACOG is seeking firm fixed prices for the performance and delivery of the MTP sections. Refer to Section 9.3 for detailed information on deliverables. Forms that must be completed include Attachments A, B, and C.

SECTION 9: SPECIFICATIONS

- 9.1 Project Background:** As a Transportation Management Area (TMA), the ACOG MPO is federally mandated to have an updated MTP that has a comprehensive approach to regional transportation planning. FHWA and FTA guidelines for an MTP include the following:

Element 1: Context Setting Information at the beginning of plan development is where a wide range of information is collected to inform the development or update of the MTP.

Element 2: Goals and Objectives address the strategic elements of the transportation plan, and the process may include visioning to engage the public and stakeholders in imagining the desired future of the State, region, or community.

Element 3: Performance Measures and Targets are focal points in a performance-based plan and will include national measures as well as community-driven measures, as desired. Targets associated with the national measures are incorporated.

Element 4: System Performance Report describes the existing performance of the transportation system in relation to established performance measures and targets.

Element 5: Identification of Needs to meet desired performance outcomes should be based on an analysis of existing and expected performance outcomes.

Element 6: Strategies, Investments, and Financial Plans are essential to connect planning to funding for project implementation. A model performance-based plan typically will include development of prioritization processes to support project selection.

Element 7: Connection to Programming supports the implementation of projects that meet desired planning goals and performance targets

SECTION 9.3 SCOPE OF WORK

TASK 1. PROJECT ADMINISTRATION

1.1 Kick-off and Project Management Meetings

Conduct a minimum 90-minute kick-off meeting with MPO staff to review the scope, project schedule, public engagement plan, and deliverables.

1.2 Ongoing Project Management

- Develop a calendar and timeline of tasks to complete the project. The consultant will provide a Project Management Plan that specifies and commits to maintaining regular communication with the MPO project manager, takes ownership of keeping follow-up items moving forward, and provides a written status report and invoice on a monthly basis.

Deliverables: Host bi-weekly virtual updates with the MPO staff team to review activities completed and upcoming tasks. Provide monthly written report to MPO staff team that includes tracking deliverables to date, tracking budget expenditures to date, monthly invoice, and list of activities planned for the coming month.

1.3 Stakeholder Advisory Group Involvement

- Schedule and conduct meetings with the Stakeholder Advisory Group (SAG). The development of the Goals and Strategies for the Plan. The consultant will provide updates and interactive exercises with the Technical Committee and Policy Committee.

Deliverables: Facilitate meetings with the Stakeholder Advisory Group to engage their input in the project. Provide summaries and PowerPoints for ACOG committees.

1.4 Public Engagement and Communication Plan

- Develop a robust public engagement and communication plan and schedule of public meetings. Provide leadership in developing content for promoting attendance at and synthesizing information from each public engagement effort that reaches all people.
- Consider the ACOG Public Participation Plan (PPP).

Deliverables: Devise various graphics, branding, toolbox, website design and social media platforms to share information with the general public and ACOG committees. Coordinate with ACOG Public Information department to use applicable branding /font preferences.

1.5 Develop an Executive Summary

Deliverables: A 40-page Executive Summary that includes the main themes and conclusions of the Plan.

1.6 Compile a Comprehensive Record of the Plan

Deliverables: Document an extensive record of the information that is outlined in the next section.

TASK 2. DOCUMENT CURRENT SOCIOECONOMIC AND TRANSPORTATION CONDITIONS

2.1 Collect and Analyze Socioeconomic Data

- The consultant will utilize and evaluate any U.S. Census, State, Local or other socioeconomic and land use data as applicable. This will include the current 2020 base data.
- Review 2050 future land use, population, employment and school data

Deliverable: Prepare a report on relevant trends and their implications for policy and transportation demands for the ACOG MPO. Document how different trends will influence analyses and performance metrics later in the process. Review 2050 future land use, population, employment and school data. Develop 2050 control totals for scenario planning.

2.2 Air Quality

- Document current status of AQ in the region by referencing past reports. Discuss ACOG proactive steps (Ozone Alerts) and grant activity.

Deliverable: Overview of current air quality status and future challenges.

2.3 Safety and Congestion

- Document recent Regional Safety Action Plan (RSAP) and list/map HIN corridors. Include RSAP Toolbox/Dashboard suggestions. Include recent Congestion Management Process (CMP) and recommendations – include list corridors and map.

Deliverable: Evaluate these items and how they may be used in the 2050 Plan and future grant funding modifications.

2.4 Transit Plans & RTA

Document the new central Oklahoma long-range transit plan, including the new BRTs and recommended transit network expansions. Include information related to the Regional Transportation Authority's Commuter Rail system. Develop costs.

Deliverable: Overview of future transit/rail current air quality status and future challenges

2.5 Oklahoma Turnpike Authority Plans

- Document the current OTA facilities and related data. Provide the most recent OTA alignments and traffic projections. Report on how these new facilities might impact local future land uses. Develop costs.

Deliverable: Overview of the current OTA network and future options.

2.6 Active Transportation & Micromobility

- Document current and future pedestrian, bike and other networks.

Deliverable: Maps of present and future networks.

2.7 List of 2050 Projects

- Include roadways and major bridges and intersections.

Deliverable: List of projects and map.

2.8 Project Costs (Construction and Maintenance) and Performance Metrics based on the three possible scenarios and including the following items:

| | |
|------------------------------|---------------------|
| Road Projects - Estimates | Local Bond Projects |
| Bridges - Estimates | RTA |
| Pedestrian Network (planned) | ITS |
| Bike Network (planned) | Other |
| Transit (planned) | |

- The consultant will review the approved projects list and funding sources and will work with MPO staff to develop the costs for the three scenarios for the 2050 Plan.
- The consultant will develop a programming sequence for the approved projects - sorting them into 10-year increments (short, medium, and long term) This work will include a conceptual budget on how the complete program of projects would be funded and implemented. This will be fiscally constrained using existing and reasonably forecasted local, state and federal revenues. ODOT and the member communities will be the resources for this information.
- As part of this work, the consultant will validate costs of construction and ongoing operating and maintenance costs to confirm adequacy of funding levels and identify discrepancies, if any (fiscal constraint). This will entail coordination with ODOT and member communities.
- Both Federal, State, local, bond and other forms of current funding levels will be considered. Future funding estimates will be generated, factoring in inflation.

Deliverable: The consultant will provide a written report that addresses each of the items in scope 9.3, including maps, charts, tables, explanatory text and graphics necessary to communicate findings and recommendations. Also, the performance of the network will be evaluated.

2.9 Review the Regional Travel Demand Model

- The consultant will review ACOG Transportation Model 2020 base year model which is being calibrated and finalized and discuss with staff where updates and additional work is needed.
- Work with and review ACOG Modeler’s trip generation and forecasting
- Prepare a brief literature review and explain how, if at all, trip generation rates in the regional model should be changed to reflect lasting impacts of the pandemic on travel behavior and the change in modal travel.
- Maintain a Citilabs license (agency or consultant) or other capability to review the travel demand model inputs and review the regional transportation demand model
- Modify the base data files to represent the various desired planning scenarios (e.g., network, demographic, etc.)?

Deliverable: Calibrated 2020 base year model.

2.10 Equity

The Consultant can provide guidelines and recommend data for this subject area.

2.11 Social and Environmental Impacts

The consultant will collect the following information and map, where possible, these impacts located in the TMA. This will include contacting state agencies and other groups to collect 2020 base information.

Flood plains

Tribal land

Lost residential and businesses due to transportation projects between 2020-2050

Archaeological sites

Leaking Underground Storage Tanks (LUST) Sites

Historical Sites/Districts

Aquifer/Water Quality

Endangered Species

Public Noise Sensitive Areas

Tribal Trust Land

Deliverable: Detailed impacts – inputs for scenario planning.

2.12 Conduct Scenario Planning (3 Alternatives)

Current land use plan assumptions that include TDM. Use the 2050 Encompass scenarios as a starting point. Develop costs for each scenario. The three scenarios are as follows:

- Trend - Continue to develop at low densities with little infill.
- Nodal - Encourage mixed use and placemaking
- Nodal + extensive transit and other modes - Encourage mixed use, placemaking, extensive transit, RTA and other mode expansion



ATTACHMENTS



ATTACHMENT A

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, ELIGIBILITY, AND VOLUNTARY EXCLUSION

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of June 1985, Federal Register (pages 33, 036-33, 043)

Read the instructions below prior to completing this certification.

- The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntary excluded from participating in this transaction by any Federal department or agency.
- Where the prospective proposer is unable to certify any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Signed - Authorized Representative

Date

Title of Authorized Representative

Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

By signing and submitting this agreement, the proposer is providing the certification as set below.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposed knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



ATTACHMENT B CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of their knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- The undersigned shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.
- This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name of Entity

Authorized Official Name

Authorized Official Title

Authorized Official Signature

Date



ATTACHMENT C

CONFLICT OF INTEREST QUESTIONNAIRE

A Conflict-of-Interest Form must be completed and is available at:
<https://www.acogok.org/wp-content/uploads/2025/03/OK-CIQ.pdf>



ATTACHMENT D

PROJECT PUBLIC RELATIONS & MARKETING REQUIREMENTS

If the selected consultant or vendor intends to use their own communications department (the department) or engage a public relations/advertising/marketing agency (the agency) as a subcontractor for any part of the project, the following conditions must be met:

Approval Process: All materials produced by the agency or department shall be subject to approval by the Association of Central Oklahoma Governments (ACOG) Public Information Department. This includes but is not limited to press releases, media kits, promotional materials, and any other content related to the project.

Adherence to Brand Guidelines: The subcontractor agency or department must adhere strictly to ACOG brand guidelines in all materials produced. This includes maintaining consistency in messaging, visual identity, and tone as outlined in the online [ACOG Brand Guide](#).

Collaboration and Coordination: The selected consultant shall ensure smooth collaboration and coordination between themselves, the agency and/or department and the ACOG Public Information Department. Regular communication channels must be established to facilitate feedback, revisions, and approvals throughout the duration of the project. A consultation meeting with the ACOG Public Information Department must be scheduled before work begins on any project assets (reports, presentations, etc.).

Final Approval Authority: The ACOG Public Information Director retains the final authority for approving all materials produced by the agency and/or department. Any discrepancies or concerns regarding compliance with ACOG brand guidelines or messaging objectives shall be resolved in consultation with the ACOG Public Information Director.

Contractual Obligations: The selected consultant shall include provisions within their subcontractor agreements with the agency or the communications department within their organization that explicitly outline the requirements stated herein. Failure to comply with these conditions is a breach of this Contract and may, at the sole discretion of ACOG, result in termination of the Contract.