39046 LBJ Blvd #02
Starbase, TX 78521

CITY OF STARBASE, TEXAS

REQUEST FOR PROPOSALS

RFP 26-04

AI GOVERNMENT APPLICATION-BUILDING PLATFORM

Platform License/Subscription, Implementation, Onboarding, and Training

Proposals Due / Opening	Monday, December 7, 2026 at 10:00 a.m. Central Time
Submit To	Electronically – RFP 26-04
Questions Deadline	Monday, November 30, 2026 at 5:00 p.m. Central Time
Single Point of Contact	Cayetana Polanco, City Administrator, cayetana.polanco@starbase.texas.gov (copy to) Keila Tuttle, Acting City Administrator Keila.tuttle@starbase.texas.gov
Method	Competitive sealed proposals (Tex. Loc. Gov't Code Ch. 252)
Issued	Friday, November 20, 2026

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1. Notice and Schedule

The City of Starbase, Texas ("City") will receive sealed proposals for RFP 26-04, AI Government Application-Building Platform: a cloud-hosted software platform that enables City staff with minimal computer software background to describe a government process in plain English and generate a functional, secure, and complete operational application (which may include, without limitation, citizen intake, role-based security, case tracking, AI-assisted review, approvals, maps/GIS, integrations, payments, notifications, dashboards, audit history, document management, and public status tracking, as further described in Exhibit A). The City is procuring a platform license/subscription plus implementation, onboarding, and training so City staff can build applications.

Proposals must be submitted electronically until Monday, December 7, 2026 at 10:00 a.m. Central Time. Late proposals will not be considered. Proposals will be opened after the due time without disclosing their contents to other proposers. Proposal contents remain confidential until award, and trade secrets and confidential information in proposals are not open for public inspection even after award (Tex. Loc. Gov't Code §252.049). The City will award to the responsible proposer offering the best value under the weighted criteria in Section 6, and may reject any and all proposals. RFP documents and addenda: RFP 26-04.

Because no newspaper is published in the City of Starbase, notice will be posted at City Hall for at least fourteen (14) days before proposals are opened (Tex. Loc. Gov't Code §252.041). The City will also post the notice on the City's website.

City of Starbase, Texas: Cayetana Polanco, City Administrator

Event	Date / Time (Central Time)
RFP released (City website)	Friday, November 20, 2026
Notice posted at City Hall	Saturday, November 21, 2026
Written questions and approved-equal requests due	Monday, November 30, 2026, 5:00 p.m.
Final addendum issued	Wednesday, December 2, 2026
Proposals due (electronic)	Monday, December 7, 2026, 10:00 a.m.
City Commission consideration of award (target, extended as needed)	Wednesday, December 9, 2026
Notice to proceed (NTP) / go-live readiness (target, extended as needed)	Thursday, December 10, 2026

The City may amend any date in this schedule by written addendum before the due time. The due date will not be extended after proposals are opened. If an addendum changes the due date, the City will update the City Hall posting. The Platform must be commercially functional and deployable for City staff to begin building applications promptly after NTP (target date: Thursday, December 10, 2026). No multi-month custom Platform build after award. The City Commission may award the contract as soon as December 9, 2026, subject to negotiation and execution of a final contract and the City may continue negotiations after award as provided in Section 2.7.

2. Instructions

2.1 Procurement Method

Because the purchase exceeds $100,000, the City is procuring it through competitive sealed proposals under Tex. Loc. Gov't Code §252.021(a)–(c) and §252.042. The City Administrator determined before this notice, under Section 4 of the City's Purchasing Policies (Resolution No. 2026-28, Exhibit A), that this method provides the best value for

the City (§252.021(c)). The City may hold discussions and request best and final offers, treating all proposers fairly and equally (§252.042(b)). Final award for purchases exceeding $100,000 is by the City Commission.

2.2 Single Point of Contact; No-Contact Period

Direct all communication about this RFP to Cayetana Polanco, City Administrator, cayetana.polanco@starbase.texas.gov, with a copy to Keila Tuttle, City Clerk and Acting City Administrator, keila.tuttle@starbase.texas.gov. From issuance until award or cancellation, proposers and their agents must not contact any City Commission member, the Mayor, department heads, evaluators, or other City staff, other than the single point of contact, about this RFP, except at City-scheduled events or as the contact directs in writing. Proposers who do other business with the City may continue that business as usual but must not discuss this RFP in those communications. A violation may result in disqualification.

2.3 Questions; Or Approved Equal

Submit questions by email to cayetana.polanco@starbase.texas.gov, with a copy to Keila Tuttle, City Clerk and Acting City Administrator, keila.tuttle@starbase.texas.gov (subject: "RFP 26-04 Question") by the deadline in Section 1. Only written addenda are binding. The specifications are functional. Proposers may offer equal or superior platforms, modules, or approaches, or approved equal, identified on Form 5. Approved-equal requests may be submitted with questions. The City determines equivalency.

2.4 Addenda

The City may amend this RFP, including any date or deadline in it, at any time before the due time. Changes will be made only by written addendum, posted on the City's website and sent to known RFP holders; posting is sufficient notice, and proposers are responsible for checking for addenda. If an addendum changes the due date, the City will also update the notice posted at City Hall. Proposers must acknowledge all addenda on Form 4. The due date will not be extended after proposals are opened.

2.5 Electronic Submission

Proposals must be submitted electronically through the City's secure submission link: RFP 26-04. The City receives electronic proposals under Section 4 of the City's Purchasing Policies (Tex. Loc. Gov't Code §252.0415), and an electronic proposal need not be sealed. Submit one complete proposal as a single searchable PDF, containing the items listed in Section 8, in that order, named "RFP 26-04 – [Proposer Legal Name].pdf". Forms may be signed electronically or signed and scanned. The submission system's time stamp is the official time of receipt. Proposals received after the due time will be rejected unopened, unless the City has extended the due date before opening of any proposals. Proposals delivered by email, fax, mail, or in person will not be accepted. Allow enough time to upload; problems with the proposer's equipment or connection do not excuse a late proposal. A proposer may replace or withdraw its proposal through the system before the due time. Proposals are held unopened in the secure system until the opening. Proposers bear all proposal costs.

2.6 Opening and Confidentiality

Proposals will be received until Monday, December 7, 2026 at 10:00 a.m. Central Time electronically. The City will open proposals after the deadline and post the names of all proposers on the City's website within one business day. No other contents will be disclosed until the City Commission awards a contract or cancels the solicitation. Proposals will be opened in a way that does not disclose their contents to other proposers, and are kept confidential during evaluation and negotiation (Tex. Loc. Gov't Code §252.049(b)). After award, proposals are open for public inspection, but trade secrets and confidential information in them are not (§252.049(b)). Mark each page that contains trade secrets or confidential commercial or financial information "CONFIDENTIAL." The

confidentiality of such materials may ultimately be determined by the Texas Attorney General or a court of competent jurisdiction.

2.7 Reservation of Rights; Validity

The City may, in its sole discretion, amend this RFP by addendum before the due time (and after the due time only through discussions and revised proposals offered to all reasonably qualified proposers under §252.042(b)), extend any date or deadline in it (including the due date, before the due time), cancel this RFP in whole or in part at any time, reject any or all proposals (§252.043(f)), waive informalities and minor irregularities, seek clarifications or additional information, check references, interview proposers, negotiate, and award all, part, or none of the items, to one or more proposers, including award with or without any renewal option. If the City cannot reach an acceptable contract with the top-ranked proposer, it may end negotiations and negotiate with the next-ranked proposer. The City has no liability to any proposer for exercising these rights. Proposals must remain valid for 120 days after the due date, and for any longer period the proposer agrees to at the City's request.

2.8 Equal Footing for All Proposers

No proposer will receive evaluation credit for an existing contract with the City, existing access to City data or systems, or familiarity with City operations. Evaluators will score each proposal only on its contents and on information the City makes available to all proposers. Information about the City's current systems that proposers reasonably need to prepare a proposal will be provided to all proposers by addendum upon request of any proposer. A proposer that currently provides goods or services to the City must identify them on Form 2 and certify that its proposal does not rely on non-public City information obtained through that work.

3. Scope of Work

3.1 Required Platform

Provide a commercially available, cloud-hosted AI government application-building platform (the "Platform") that is functional and ready to deploy for City use promptly after contract award / NTP, meeting the Functional Specifications in Exhibit A (incorporated by reference). The Platform must enable authorized City staff, without writing traditional application code and without vendor change orders or consultants for ordinary ordinance/policy-driven changes, to describe a government process in plain English and generate a complete operational application. Generated applications must be capable of including, as needed for a given process, capabilities such as: a citizen-facing intake portal; role-based access control; internal CRM/project tracking; AI-powered document and application review; approval routing; maps/GIS; integrations with other systems; payments; notifications; dashboards and reporting; audit history; document management; and public status tracking. Detailed requirements are in Exhibit A.

3.2 What Is Included: Platform license/subscription for City use across departments; implementation/onboarding sufficient for City staff to administer and build applications; training; documentation; and ongoing support under the service levels in Exhibit A.

3.3 Users and Departments

The Platform is intended for use by all City departments. Some applications (including Police Department applications) may process Criminal Justice Information (CJI). CJIS-related requirements are mandatory pass/fail items under Section 5 and are further specified in Exhibit A.

3.4 Term

Initial term of three (3) years from the effective date (subject to appropriations), with options for the City (but not the obligation) to renew for up to two (2) additional one-year periods on the renewal pricing stated on Form 1.

3.5 Go-Live / Deployability

The Platform offered must already be commercially functional and operational (not a concept or multi-month custom build). Target NTP / go-live readiness is Thursday, December 10, 2026; earlier is preferred, and the City may extend that go-live date in its sole discretion. After award and account provisioning/onboarding, the City must be able to begin building and deploying applications without waiting for vendor development of the Platform itself. Proposers must state a guaranteed readiness date on Form 1.

3.6 Support and Service Levels

Provide support, uptime commitments, incident response, and maintenance windows as specified in Exhibit A. Propose any superior SLAs on Form 5 if they differ from Exhibit A.

4. Platform Specifications

The functional specifications for the Platform are in Exhibit A (the "Functional Specifications"), which is part of this RFP and will be part of the contract. The Platform offered must meet Exhibit A. Specs are functional; equal or superior approaches that meet the stated function are acceptable. Identify alternates on Form 5. The City determines equivalency.

5. Minimum Qualifications (Pass/Fail)

A proposal that fails any item in this Section 5 is non-responsive and will not be scored. Evidence must be in the proposal or provided as stated below.

1. Legal entity authorized to do business in Texas (or able to register before contract execution), with evidence on Form 2.

2. Current SOC 2 Type II report covering the offered Platform (or the production environment that will host City data): provide the report with the proposal, or if the report is confidential, provide it under NDA within five (5) business days after the City's written request. Failure to provide within that period is non-responsive.

3. CJIS compliance path: written willingness and ability to sign a CJIS Security Addendum (or equivalent FBI/CJIS-required agreement) when City apps process CJI; commitment that personnel with access to City CJI will undergo required background checks; encryption of CJI in transit and at rest; and a narrative (Section 8) documenting how CJIS requirements are met for Police/CJI workloads.

4. United States-only data hosting for City data (stateside data centers / regions). FedRAMP authorization or GovCloud is not required for this RFP but may be offered.

5. Native or integrable single sign-on (SSO) and multi-factor authentication (MFA), and role-based access control (RBAC), as specified in Exhibit A.

6. City ownership of City data; export and return of City data at end of contract in a usable format; compliance with City retention schedules for City data; and no use of City data to train vendor AI models without the City's prior written consent (see Exhibit A).

7. Signed Form 1 and Form 6 (statutory verifications), and the ability to provide the insurance summarized in Section 7.

8. Platform commercially available and deployable for City use promptly after award / NTP (guaranteed readiness statement on Form 1 / Section 8 narrative).

6. Evaluation and Award

An evaluation committee designated by the City Administrator will score proposals that meet Section 5. The relative importance of each factor (Tex. Loc. Gov't Code §252.042) is:

Criterion	Points
Price (Form 1 Total Evaluated Price — formula below)	25
Platform and AI capability (completeness of generated systems; AI review quality; no-code evolution when ordinances/policies change)	35
Security architecture and CJIS readiness (depth beyond pass/fail documentation)	15
Implementation readiness / time-to-deploy after award	15
Support, training, and documentation	10
Total	**100**

Scoring. Each criterion is scored as follows:

Price (25 points). 25 × (lowest Total Evaluated Price ÷ proposer's Total Evaluated Price). The Total Evaluated Price is Form 1, Line T1: the sum of (a) Year 1 Platform subscription (Line A1), (b) Year 2 Platform subscription (Line A2), (c) Year 3 Platform subscription (Line A3), and (d) Implementation / onboarding / training (Line B1). Optional renewal-year prices (Lines C1–C2) and optional professional-services rates (Part D) are reviewed for reasonableness and are not scored.

Platform and AI capability (35 points). Rated on how completely the Platform generates operational applications meeting Exhibit A (including citizen intake, RBAC, CRM/case tracking, AI document/application review, approvals, maps/GIS, integrations, payments, notifications, dashboards, audit history, document management, and public status tracking); the quality of AI-assisted review and generation; and staff ability to evolve applications when ordinances or policies change without code, change orders, or consultants (Section 8, items 2–3).

Security architecture and CJIS readiness (15 points). Rated on the depth and credibility of the security/CJIS narrative, SOC 2 Type II scope, encryption, SSO/MFA/RBAC design, US hosting, data ownership/export, and CJI handling controls beyond the minimum pass/fail documentation (Section 8, item 4).

Implementation readiness / time-to-deploy (15 points). Rated on the credibility of the implementation/training plan and the guaranteed go-live readiness date on Form 1 (earlier credible dates score higher relative to the Thursday, December 10, 2026 NTP / go-live readiness target; missing that preferred date lowers the score but does not automatically reject unless Section 5 is failed) (Section 8, item 5).

Support, training, and documentation (10 points). Rated on proposed support model, SLAs, training approach for City staff builders/administrators, and documentation quality (Section 8, item 5; Exhibit A).

Rated criteria are scored Excellent (100% of points), Good (75%), Acceptable (50%), Marginal (25%), or None (0%), and evaluator scores are averaged. The City may amend weights by written addendum before the due date, not after opening.

Award. The City Administrator will recommend, and the City Commission will award, the contract to the responsible proposer whose proposal is most advantageous to the City (§252.043(h)). Before award, the City will confirm the proposer is not on the Comptroller lists under Tex. Gov't Code §2252.152. The City will apply the nonresident bidder rule of Tex. Gov't Code §2252.002 (a nonresident must underbid the lowest responsible Texas resident by the preference amount its home state would require).

7. Key Contract Terms

The City will award the contract on its standard contract forms, which will incorporate mandatory provisions of Texas law, this RFP, its addenda, and the accepted proposal. Contractor terms not accepted in writing do not apply. Proposers must list any exceptions to this RFP on Form 5.

Term. Three (3) years from the effective date (subject to annual appropriations), with City options to renew for up to two (2) additional one-year periods at Form 1 renewal pricing, subject to appropriations. Payment. The City pays under the Texas Prompt Payment Act (Tex. Gov't Code Ch. 2251; §2251.021) for accepted subscription periods and accepted implementation/onboarding milestones. No payment for unaccepted work.

Firm prices for the initial three-year term as stated on Form 1. Renewal-year prices on Form 1 are firm if the City exercises the renewal options. Optional professional-services rates (Form 1, Part D) are firm for the initial term.

Guaranteed Platform readiness / deployability dates on Form 1 are material terms, and time is of the essence for onboarding milestones the City accepts in the contract.

Changes by written change order only. The contract price may not increase by more than 25% (Tex. Loc. Gov't Code §252.048). Exercised renewal options priced in this RFP are part of the awarded contract, not change orders, and the contract's not-to-exceed value will include the maximum value of renewals awarded.

Insurance (insurers authorized or eligible to do business in Texas, A- VII or better), with the City as additional insured on the general liability, auto, and umbrella policies, waiver of subrogation, and primary/non-contributory coverage: general liability $1,000,000 per occurrence / $2,000,000 aggregate; auto liability $1,000,000 CSL; workers' compensation (statutory) and employer's liability $500,000; cyber liability $2,000,000 per claim; professional liability / errors & omissions $2,000,000 per claim. Certificates are due before NTP. Full schedules and endorsements will appear in the City's standard contract forms. Termination for default (10-day cure) or for the City's convenience on 30 days' notice, paying for accepted subscription periods and documented non-cancellable accepted work in progress. Non-appropriation: the City may terminate without penalty for future periods if funds are not appropriated. Upon termination or expiration, the Contractor shall export and return City data as required by Exhibit A and shall not retain City data except as required by law or written City direction.

Texas law governs; venue is in Cameron County, Texas. Nothing waives the City's governmental immunity.

Statutory verifications (Form 6) become part of the contract. The selected proposer must file Form 1295 (Tex. Gov't Code §2252.908) before the contract is signed. Do not submit Form 1295 with the proposal.

Public Information Act, Subchapter J: the Contractor must preserve contracting information for the contract term under the City's records retention requirements, provide it promptly on request, and at completion either provide it to the City at no cost or preserve it (Tex. Gov't Code §552.372(a)). "The requirements of Subchapter J, Chapter 552, Government Code, may apply to this bid and contract and the contractor or vendor agrees that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter."

8. What to Submit

Submit one PDF (Section 2.5) containing these items, in this order. Put any attachment a form asks for directly behind that form. Forms 1 through 8 follow this section; Forms 6 through 8 implement Texas law and cannot be waived.

1. Cover letter. One page or less, signed by a person authorized to bind the proposer, identifying the proposer and the contact person for this RFP.

2. Company narrative. Up to three (3) pages describing the company, its history, government customers, and capability to provide the Platform.

3. Platform and AI technical narrative. How the Platform meets Exhibit A: plain-English generation of complete operational applications; modules/capabilities listed in Exhibit A; AI document/application review; no-code evolution when ordinances/policies change; architecture overview (no brand-locked third-party requirements except as functional).

4. Security and CJIS narrative, plus SOC 2 Type II. Describe SSO/MFA/RBAC, encryption, US-only hosting, data ownership/export, AI training restrictions on City data, and how CJIS is met when Police apps process CJI (including willingness to sign the CJIS Security Addendum and background-check commitments). Attach the current SOC 2 Type II report or state that it will be provided under NDA within five (5) business days of City request.

5. Implementation, onboarding, and training plan, with a guaranteed statement that the Platform is commercially functional and will be deployable for City staff to begin building applications by the Form 1 readiness date (promptly after contract execution, with a target date of Thursday, December 10, 2026; earlier preferred).

6. Form 1, Price Sheet (Years 1–3 subscription, implementation/onboarding/training, optional renewals, optional services).

7. Form 2, Proposer Information, with evidence of years in business and platform offering.

8. Form 3, References.

9. Forms 4 through 8: Acknowledgment of Addenda, Exceptions and Deviations, Statutory Verifications, Nonresident Bidder Statement, and Conflict of Interest Questionnaire.

10. IRS Form W-9, current and signed (name and TIN must match Form 2).

Do not submit Form 1295 with the proposal. Only the selected proposer files it, before the contract is signed (Section 7).

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Form 1: Price Sheet

RFP 26-04: AI Government Application-Building Platform

Prices are firm for 120 days after the due date and, if awarded, for the periods stated. Prices include all license/subscription fees for the stated term year, ordinary Platform updates, and the implementation/onboarding/training scope offered. Exclude optional Part D services unless the City orders them. Do not include sales tax on items the City is exempt from; the City will provide exemption documentation on request.

Proposer (Company legal name): _____

Part A: Platform Subscription (Initial Term — Years 1–3)

State annual subscription pricing for City-wide use as described in Exhibit A. Identify any user, department, environment, storage, or transaction assumptions in the notes. If pricing is tiered, price the tier that supports all City departments with concurrent builder and end-user access as proposed in the technical narrative.

Line	Description	Price
A1	Year 1 Platform subscription (12 months)	$
A2	Year 2 Platform subscription (12 months)	$
A3	Year 3 Platform subscription (12 months)	$
A4	Subtotal Years 1–3 (A1 + A2 + A3)	$

Notes (user/dept/storage/transaction assumptions, inclusions/exclusions):

_____

_____

Part B: Implementation, Onboarding, and Training (one-time)

Line	Description	Price
B1	Implementation / onboarding / training so City staff can administer the Platform and build applications (no vendor-built starter apps)	$

Describe included hours, roles trained, format (on-site / virtual), and deliverables:

_____

_____

Part C: Optional Renewal Years (not scored; firm if City exercises options)

Renewal structure proposed in Section 3.4 / Section 7: two (2) optional one-year renewals

Line	Description	Price
C1	Optional Renewal Year 4 Platform subscription (12 months)	$

Line	Description	Price
C2	Optional Renewal Year 5 Platform subscription (12 months)	$

Part D: Optional Professional Services (not scored; evaluated for reasonableness)

Line	Description	Price
D1	Additional training, per day	$ / day
D2	Optional advisory / configuration assistance, hourly	$ / hr
D3	Other (describe): _____	$

Part E: Total Evaluated Price and Guaranteed Readiness

Line	Description	Price
T1	Total Evaluated Price (A1 + A2 + A3 + B1) — used for the price score	$

Guaranteed date the Platform will be provisioned and ready for City staff to begin building applications (City target NTP / go-live readiness: Thursday, December 10, 2026; earlier preferred) Alternatively, number of days after contract execution required for the Platform to be ready to go live:

_____

Prompt payment discount offered (if any), e.g., "__% net __ days": _____

The undersigned offers the goods and services in this RFP at the prices above, firm for 120 days after the due date (and for renewal years C1–C2 as stated if the City exercises those options). The Platform offered is commercially functional and will be deployable by the guaranteed readiness date above.

Signature of Authorized Representative: _____

Printed Name: _____

Title: _____

Company: _____

Date: _____

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Form 2: Proposer Information

RFP 26-04: AI Government Application-Building Platform

Legal name of proposer: _____

Assumed name(s) / d/b/a, if any: _____

Physical address (principal place of business): _____

Mailing address: _____

State of incorporation or organization: _____

Federal Employer Identification Number (FEIN): _____

Texas Comptroller taxpayer number (if any): _____

Entity type: ☐ Corporation ☐ LLC ☐ Partnership / LP / LLP ☐ Joint venture ☐ Sole proprietorship ☐ Other: _____

Date business established (month/year): _____

Years continuously providing a cloud application platform to government/regulated customers (minimum 3): _____

Attach evidence of years in business (e.g., Secretary of State filing) and a brief description of the offered Platform product name/version (brand-neutral functional description may accompany marketing name).

Number of full-time employees (company-wide): _____

Publicly traded entity, or wholly owned subsidiary of one? ☐ No ☐ Yes: parent and exchange/ticker _____

Primary hosting regions for City data (must be US-only): _____

SOC 2 Type II: ☐ Attached ☐ Available under NDA within five (5) business days of City request

CJIS Security Addendum: ☐ Willing and able to sign when City apps process CJI

Major subcontractors (name, role, location) — including hosting/subprocessor if material: _____

_____

Current or prior contracts with the City of Starbase (contract number and description), if any:

_____ _____

☐ If any are listed, the proposer certifies that this proposal does not rely on non-public City information obtained through that work.

Licenses/registrations held (type, number, issuing agency): _____

Primary contact for this RFP

Name and title: _____

Phone: _____

Email: _____

Person authorized to bind the proposer

Signature: _____

Printed name and title: _____

Date: _____

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Form 3: References

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Provide at least three (3), and up to five (5), references for government (preferred) or similarly regulated customers using the offered Platform (or immediate prior major version) within the last five (5) years. The City may contact these references.

Proposer (Company legal name): _____

Reference 1 (required)

Agency / organization name: _____

Contact name, title, phone / email: _____

Platform use case (modules; CJI/yes-no if known): _____

Dates (start–present or completion) and approximate contract value:

_____

Reference 2 (required)

Agency / organization name: _____

Contact name, title, phone / email: _____

Platform use case (modules; CJI/yes-no if known): _____

Dates (start–present or completion) and approximate contract value:

_____

Reference 3 (required)

Agency / organization name: _____

Contact name, title, phone / email: _____

Platform use case (modules; CJI/yes-no if known): _____

Dates (start–present or completion) and approximate contract value:

_____

Reference 4 (optional)

Agency / organization name: _____

Contact name, title, phone / email: _____

Platform use case (modules; CJI/yes-no if known): _____

Dates (start–present or completion) and approximate contract value:

_____

Reference 5 (optional)

Agency / organization name: _____

Contact name, title, phone / email: _____

Platform use case (modules; CJI/yes-no if known): _____

Dates (start–present or completion) and approximate contract value:

_____

Form 4: Acknowledgment of Addenda

RFP 26-04: AI Government Application-Building Platform

The proposer acknowledges receipt of the addenda below (write "None" if none were issued). Failure to acknowledge an addendum may result in rejection.

Proposer (Company legal name): _____

Addendum No.	Date Issued	Date Received	Initials

Signature: _____

Printed name and title: _____

Date: _____

Form 5: Exceptions and Deviations

RFP 26-04: AI Government Application-Building Platform

List every exception to the RFP and every deviation from or alternate (approved equal) to the specifications, with the reason and proposed language or approach. Unlisted exceptions are waived. The proposal price must reflect the offer as exceptioned.

Proposer (Company legal name): _____

No.	RFP Section / Spec No.	Exception, Deviation, or Alternate	Reason / Proposed Language

None. The proposal complies with all specifications and terms.

Signature: _____

Printed name and title: _____

Date: _____

Form 6: Statutory Verifications and Non-Collusion

RFP 26-04: AI Government Application-Building Platform

Proposer (Company legal name): _____

I, _____ (name), as _____ (title), am authorized to make this verification for the company named above, and verify that:

(a) Israel (Tex. Gov't Code §2271.002). The company does not boycott Israel and will not boycott Israel during the term of the contract.

(b) Energy companies (§2276.002). The company does not boycott energy companies and will not boycott energy companies during the term of the contract.

(c) Firearm entities (§2274.002). The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association, and will not so discriminate during the term of the contract.

(d) Iran, Sudan, and foreign terrorist organizations (§2252.152). The company is not identified on a list maintained by the Texas Comptroller under Tex. Gov't Code §806.051, §807.051, or §2252.153, and will not do business with an entity so identified.

(e) Non-collusion. This proposal was prepared independently, without collusion or agreement with any other proposer, and its prices were not disclosed to any competitor before the opening. No City officer or employee has a financial interest in this proposal contrary to law.

Terms have the meanings in Tex. Gov't Code Chs. 808, 809, and 2274. Items (a)–(c) apply to a company with 10 or more full-time employees and a contract of $100,000 or more paid wholly or partly from public funds.

☐ Items (a)–(c) do not apply: the company is a sole proprietorship or has fewer than ten (10) full-time employees.

☐ The company is listed as described in (d) but claims the exception in §2252.154 (attach explanation).

Signature: _____

Printed name and title: _____

Date: _____

Form 7: Nonresident Bidder Statement

RFP 26-04: AI Government Application-Building Platform

A "Texas resident bidder" has its principal place of business in Texas, or its ultimate parent company or majority owner does (Tex. Gov't Code §2252.001).

Proposer (Company legal name): _____

☐ Texas resident bidder. Principal place of business (city, state): _____

☐ Nonresident bidder. Principal place of business (city, state): _____

If nonresident: that state's bidder preference law, if any (citation, amount):

_____

Signature: _____

Printed name and title: _____

Date: _____

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Form 8: Conflict of Interest Questionnaire (Form CIQ)

RFP 26-04: AI Government Application-Building Platform

Under Tex. Loc. Gov't Code Ch. 176, a vendor must file Texas Ethics Commission Form CIQ if it has an employment or business relationship with, has given gifts over $100 in the past 12 months to, or has a family relationship with a local government officer of the City that triggers the statute. Use the current TEC Form CIQ (Revised 8/14/2024 or later), available from the Texas Ethics Commission. Attach a completed CIQ if required; otherwise check the box below.

☐ A completed Form CIQ is attached (and filed with the City Clerk).

☐ No Form CIQ is required. The proposer will file one within seven (7) business days if it becomes required.

Signature: _____

Printed name and title: _____

Date: _____

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Starbase, TX 78521

Exhibit A: Functional Specifications

These Functional Specifications apply to the Platform procured under RFP 26-04. Requirements are functional. Equal or superior approaches that meet the stated function are acceptable; identify alternates on Form 5. The City determines equivalency. By submitting a proposal, the proposer confirms that its offer complies with this Exhibit A except deviations listed on Form 5. No vendor or product brand is required.

A.1 Platform Purpose and Generation Model

A.1.1 The Platform must allow authorized City staff to describe a government business process in plain English (and iteratively refine that description) and generate a complete operational application — not merely a low-code form or simple workflow template.

A.1.2 Generated applications must be usable for real City operations (intake through resolution/closure), with configurable roles, data fields, statuses, validations, and permissions.

A.1.3 City staff must be able to modify generated applications when ordinances, policies, fees, or procedures change, without writing traditional application code and without requiring vendor change orders or paid consultants for ordinary configuration changes.

A.1.4 The Platform must be commercially available and functional at award (ready to provision and use after onboarding), not a custom-developed system requiring a long build before first use.

A.1.5 The vendor does not need to deliver starter applications as part of implementation. City staff build applications on the Platform. Implementation is limited to provisioning, configuration of City tenancy/SSO, onboarding, and training unless the City separately orders optional services. The City may separately order vendor-led or co-designed development of specific applications.

A.2 Required Application Capabilities (Generated Systems)

A generated application must be capable of including the following modules or equivalent functions, alone or in combination, as required for a given City process:

A.2.1 Citizen intake portal. Public-facing intake (web) for applications, requests, reports, or submissions, including file uploads, identity/contact capture, and confirmation/receipt to the submitter.

A.2.2 Role-based security. Role-based access control separating public users, departmental staff, supervisors, administrators, and other roles the City defines, with least-privilege permissions.

A.2.3 Internal CRM / project / case tracking. Internal project, case, request, or matter tracking with assignments, statuses, notes, SLAs/timers as configurable, and history.

A.2.4 AI-powered document / application review. AI-assisted review of submitted documents and application content (e.g., completeness checks, extraction, flagging for human review, suggested findings). AI outputs must be reviewable by staff; the Platform must not silently finalize adverse City decisions without human confirmation where the City configures human-in-the-loop.

A.2.5 Approval routing. Configurable multi-step approval, review, and escalation paths.

A.2.6 Maps / GIS. Map visualization and location capture/display; ability to integrate with common GIS services or layers the City uses, or approved equal geospatial capability.

A.2.7 Integrations. Ability to integrate with other City systems via APIs, webhooks, SSO, and common connectors (e.g., email, payments, identity, records). Proposer must describe integration approach and any limits.

A.2.8 Payments. Ability to collect or orchestrate payments for fees tied to an application/case (directly or via integration with a City payment processor), with reconciliation references in the case record.

A.2.9 Notifications. Email and in-app (and optionally SMS) notifications to staff and citizens based on configurable events.

A.2.10 Dashboards and reporting. Operational dashboards and exportable reports for volumes, statuses, aging, and outcomes.

A.2.11 Audit history. Immutable or tamper-evident audit logs of access and material actions sufficient for administrative and, where applicable, CJIS audit needs.

A.2.12 Document management. Storage, versioning, retrieval, and retention/holds for documents associated with cases/applications.

A.2.13 Public status tracking. Citizen-facing status lookup or portal view for submitted matters, without exposing non-public data.

A.3 AI Capabilities

A.3.1 Natural-language application generation and iterative refinement by City staff.

A.3.2 AI-assisted review of unstructured and structured submissions (documents, forms, images as supported).

A.3.3 Clear indication in the UI when content is AI-generated or AI-suggested, including citizen-facing applications that provide the disclosures required by Texas law (including Texas Business & Commerce Code § 552.051) that a person is interacting with an AI system.

A.3.4 Administrative controls to enable/disable AI features by application or role.

A.3.5 No training of vendor foundation or vendor commercial models on City data without the City's prior written consent. If the Platform uses retrieval or fine-tuning confined to the City's tenant, describe isolation and deletion.

A.3.6 Describe model hosting location(s) (must be consistent with US-only City data requirements when City data is sent to models).

A.4 Security, Identity, and Compliance

A.4.1 SSO with the City's identity provider (SAML 2.0 and/or OpenID Connect) and MFA enforcement for privileged and staff accounts.

A.4.2 RBAC with granular permissions; support for department-scoped administration.

A.4.3 Encryption in transit (TLS 1.2+ or successor) and at rest (AES-256 or equivalent).

A.4.4 US-only hosting of City data (stateside). Identify regions and subprocessors. FedRAMP/GovCloud is not required but may be offered.

A.4.5 Current SOC 2 Type II covering security (and preferably availability and confidentiality) for the production Platform environment.

A.4.6 CJIS path for Police/CJI workloads: willingness/ability to execute CJIS Security Addendum; background checks for personnel with CJI access; technical and administrative controls documented in the proposal; logical separation or equivalent protections for CJI.

A.4.7 Vulnerability management, penetration testing cadence, and incident response process (summary in proposal; details may be under NDA).

A.4.8 City-controllable user provisioning/deprovisioning and session management.

A.5 Data Ownership, Portability, and Retention

A.5.1 The City owns all City data, including data generated by City users and citizens in City applications on the Platform.

A.5.2 During the term, the City may export City data in documented machine-readable formats (e.g., JSON, CSV, PDF for documents).

A.5.3 At end of contract or termination, Contractor shall return or enable export of all City data within thirty (30) days (or shorter if agreed) and securely delete City data from Contractor systems within sixty (60) days after confirmed export, except data retained solely as required by law or written City direction, and certify deletion on request.

A.5.4 No vendor use of City data for advertising or for training AI models without prior written City consent.

A.5.5 Support configurable retention policies and legal holds where the application stores records, and ensure that records storage and retention are configurable to be consistent with the city's records retention policies.

A.6 Availability, Support, and Maintenance

A.6.1 Monthly Platform availability target of at least 99.5% excluding scheduled maintenance (propose higher if available). Define measurement and credits, if any, in the proposal or standard SLA (credits subject to City contract terms).

A.6.2 Scheduled maintenance windows with advance notice; emergency maintenance as needed with prompt notice.

A.6.3 Support channels (email/portal/phone) during at least City business hours (Central Time); 24×7 for Severity 1 outages preferred.

A.6.4 Severity definitions and target response/restore times stated in the proposal.

A.6.5 Status page or equivalent incident communications.

A.6.6 Ordinary product updates included in subscription; material feature degradation requires City notice and, if adverse, discussion under the contract.

A.7 Implementation, Training, and Documentation

A.7.1 Provision City tenant/organization, environments (at least production; sandbox/non-production preferred), and SSO integration assistance.

A.7.2 Administrator training and builder/staff training sufficient for City personnel to create and maintain applications without ongoing vendor development.

A.7.3 Written documentation: admin guides, builder guides, security overview, and API/integration docs as applicable.

A.7.4 Knowledge transfer plan with a clear end-state: City can build and evolve apps independently for ordinary needs.

A.7.5 Guaranteed readiness date as priced/stated on Form 1 (City target: promptly after NTP on Thursday, December 10, 2026; earlier preferred).

A.8 Accessibility and Usability

A.8.1 Citizen-facing interfaces should align with WCAG 2.1 Level AA to the extent practicable; describe current conformance and roadmap.

A.8.2 Mobile-responsive citizen intake and status views.

A.8.3 Administrative UI usable by non-developer City staff after training.

A.9 Optional Capabilities (Evaluated for Reasonableness; Describe if Offered)

A.9.1 SMS notifications; e-signature; advanced analytics; offline-capable field collection; multi-language citizen UI.

A.9.2 Pre-built connectors to common municipal systems (finance, utility, permitting, CAD/RMS) — describe without requiring a specific brand unless offering an integration that functionally requires it, in which case identify on Form 5.

A.10 Additional Offerings (Optional)

Proposers may describe other applications, services, or capabilities that would improve City operations, resident experience, or the City's mission. Additional offerings are optional and are not required to meet this Exhibit A. Price each one on Form 1, Line D3, or state that it is included at no additional cost. Additional offerings are evaluated for reasonableness but not scored, and the City may accept or decline any of them at award.

A.11 Compliance Statement

By submitting a proposal, the proposer confirms that its offer complies with every specification in Section 3, Section 4, and this Exhibit A, except deviations or alternates listed on Form 5.

— End of RFP —