

CAPITAL AREA COUNCIL OF GOVERNMENTS REQUEST FOR PROPOSALS FOR A LEARNING MANAGEMENT SYSTEM

3/16/2026

General Information

The Capital Area Council of Governments (CAPCOG) is a regional planning commission and political subdivision of the State of Texas organized and operating under the Texas Regional Planning Act of 1965, as amended, Chapter 391 of the Local Government Code. CAPCOG serves a 10-county region in Central Texas that includes Bastrop, Blanco, Burnet, Caldwell, Fayette, Hays, Lee, Llano, Travis, and Williamson Counties. CAPCOG is issuing this request for proposals (RFP) to solicit proposals from interested parties for a learning management system (LMS) to support CAPCOG's Regional Law Enforcement Academy (RLEA) training and other training offered by CAPCOG.

Schedule

Table 1. Procurement Schedule

Milestone	Date
RFP Issued	3/16/2026
Deadline for Questions	4/1/2026, 4:00 pm Central Time
Responses to Questions Posted	4/3/2026, 5:00 pm Central Time
Request for Proposals Due	<u>4/10/2026, 12:00 pm Central Time</u>
Bidders Evaluated	4/13/2026 – 4/17/2026
Interviews with Top Candidates and Software Demonstrations	4/20/2026 – 4/24/2026
Executive Committee Approval	5/13/2026
Anticipated Contract Start Date	6/1/2026
Required System Launch Date	10/1/2026
Subscription End Date	9/30/2027, with up to four, 1-year options to renew

Notice

Prospective bidders who have received this document from a source other than CAPCOG should immediately contact the CAPCOG and provide their name, company, and email address in order that any addendum(s) to the RFP or other communication can be sent to them. Any prospective bidders who fail to provide the CAPCOG with this information assume complete responsibility in the event they do not receive communications from CAPCOG after the RFP issue date.

Background

This RFP is intended to solicit proposals for a learning management system (LMS) to support CAPCOG's Regional Law Enforcement Academy (RLEA) and possibly other training provided by CAPCOG as well.

CAPCOG's RLEA provides two types of training:

1. Licensing courses for peace officers, telecommunicators, and jailers; and
2. In-service courses for peace officers, telecommunicators, and jailers.

CAPCOG's RLEA directly runs training for peace officers and jailers, while CAPCOG's Emergency Communications Division runs courses for telecommunicators under CAPCOG's Law Enforcement Academy License. Other CAPCOG divisions, especially the Homeland Security division, also conduct training for a variety of professionals from across the region and state.

CAPCOG's RLEA has been using Moodle as its LMS for several years, with its subscription set to expire in November 2026, but has been experiencing some issues with the system. The other divisions in CAPCOG have not been using an LMS for its training. The issues that the RLEA staff have identified with its current configuration and subscription to Moodle include the following:

1. The platform does not work as well as CAPCOG had hoped related to certain key features of academy operations, in-service compliance, certifications, and public-safety training records.
2. The system becomes slow and bogged down as complexity increases.
3. The quiz and question-bank structure are overly complex and are unreliable in practice, including corrupted test-bank issues and problems with question-bank imports, categories, and restore functions.

The primary consideration for this RFP will be needing the RLEA's needs for peace officer and jailer training. With a new Basic Peace Officer Course (BPOC) set to begin in late November 2026, CAPCOG is hoping to have a new LMS in place by October 1 in order to be able to shift over to using that LMS by the start of the class in November.

CAPCOG's BPOC consists of 736 – 1,165 hours of instruction in 45 – 60 topics. CAPCOG's BPOC classes can range from as small as 15 to as large as 50. CAPCOG typically hosts at least one full-time BPOC of about 40-50 cadets once every eight months. CAPCOG typically administers weekly exams and two comprehensive exams for large segments of the class.

CAPCOG's RLEA also offers a wide array of "in-service" classes for licensed peace officers to help them meet their required continuing education requirements and otherwise enhance performance for peace officers across the region. These classes range in size from 5-50 students, with lengths varying from 4 to 40 hours. In a given year, CAPCOG may offer anywhere from 20-50 in-service classes, each of which involve their own assessments that must be administered by CAPCOG personnel or contracted instructors.

CAPCOG would like its LMS to be used to administer both types of classes, as well as possibly also be used to administer licensing and in-service classes for telecommunicators and other types of training conducted by CAPCOG.

Current statistics on CAPCOG's LMS are as follows:

- Number of users: 765
- Number of courses: 2
- Size of database: 15.29 GB

Desired Features for the Proposed LMS

The proposed LMS should, at a minimum provide the following capabilities:

- **Academy and In-Service Training Management:** The system supports separate workflows for basic licensing, in-service/continuing education, jailer training, telecommunicator training, instructor development, and other CAPCOG training programs, with the ability to manage both long-form academies and short-form classes within the same system.
- **Online Learning and Course Authoring:** The system supports online, live, virtual instructor-led, and blended learning, including native course authoring or the ability to link to or embed external learning content with SCORM capabilities. The system shall support video, audio, slide presentations, documents, forms, surveys, assignments, and knowledge checks.
- **Curriculum and Training-Plan Management:** The system allows CAPCOG to build structured curricula by grouping courses into sequenced programs, academies, certification paths, or division-specific training plans, with prerequisites, progression rules, due dates, and completion requirements.
- **Testing and Assessment Management:** The system provides a secure testing environment with question banks, exam creation, randomized assessments where appropriate, automatic grading, manual scoring where needed, retesting controls, and support for both academy examinations and in-service assessments.
- **Gradebook and Individual Training Records:** The system maintains gradebooks, completion history, assessment results, attendance, certifications, and related learner records in a single system of record for each student, officer, telecommunicator, jailer, instructor, or other trainee.
- **Certification and Compliance Management:** The system tracks certifications, expiration dates, renewal cycles, and compliance-driven training requirements, and shall support automated certificate generation upon successful completion of courses, assessments, or required training paths.
- **Scheduling, Calendars, and Rostering:** The system supports academy scheduling, class and event scheduling, recurring offerings, class capacity limits, waitlists, roster management, instructor assignments, facility and resource scheduling, and calendar visibility for administrators, instructors, and learners.
- **Attendance and Sign-In Tracking:** The system provides attendance confirmation and tracking for classroom, live, virtual, and hybrid training events, with a clear audit trail showing attendance status, completion, late arrivals, absences, and record changes.
- **Organizational Hierarchy and Enrollment Controls:** The system supports user, group, agency, division, and chain-of-command-style enrollment management so that CAPCOG divisions, academies, partner agencies, supervisors, and coordinators can administer, assign, approve, or monitor training within defined permissions.
- **Skills and Practical Sign-Off Tracking:** The system supports tracking of skills, competencies, scenario performance, practical exercises, and other performance-based requirements that require instructor, evaluator, or supervisor review and sign-off.
- **Records and Document Management:** The system maintains a centralized repository for training records, certificates, rosters, score sheets, signed forms, policies, and other training artifacts, with the ability to consolidate records for audit, compliance, reporting, and historical reference.

- **Equipment and Resource Tracking:** The system supports tracking of training-related equipment, issued items, facilities, ranges, classrooms, and other assigned resources used in academy and operational training environments.
- **Reporting, Dashboards, and Auditability:** The system provides configurable reports and dashboards for learner progress, academy status, certifications, completions, failures, attendance, instructor activity, compliance status, and overdue training. The system include audit-history capability showing changes made to enrollments, records, grades, certifications, or status, and by whom.
- **Mobile and Cloud Access:** The system is cloud-based and accessible from common internet-connected devices so learners, instructors, administrators, and partner agencies can use the system across multiple training locations and, where appropriate, in the field.
- **Multi-Program Use Beyond Law Enforcement:** The system is configurable for CAPCOG programs that are not strictly law-enforcement focused, including Homeland Security, Emergency Communications, leadership development, instructor development, compliance training, and other professional training, without requiring a separate LMS instance.
- **Data Migration and Import/Export:** The system supports bulk import of existing learner, course, certification, attendance, transcript, and historical training records from legacy systems, and shall provide standard export capabilities for records, reports, and training data in common file formats.
- **Multi-Agency Access Controls:** The system supports secure multi-agency use in which partner agencies, departments, or divisions can manage and view only their own personnel, rosters, and records, unless broader access is expressly authorized by CAPCOG.
- **Notifications and Alerts:** The system provides automated notifications and reminders for enrollments, upcoming classes, overdue training, expiring certifications, incomplete requirements, schedule changes, waitlist movement, and assigned training.
- **Remediation and Retraining Tracking:** The system supports documentation and tracking of remediation plans, retraining assignments, re-tests, counseling notes, corrective action requirements, and successful completion of corrective actions.
- **Instructor Management Tools:** The system allows instructors and evaluators, within assigned permissions, to manage rosters, record attendance, enter grades, complete practical evaluations, upload supporting documents, communicate with learners, and monitor learner progress.
- **Integration Capabilities:** The proposer identifies available integrations or APIs for single sign-on, identity management, HR or personnel systems, reporting tools, and other CAPCOG-approved business systems.
- **Security, Data Ownership, Retention, and Export:** The proposed system ensures that all data, records, and training history remain the sole and exclusive property of CAPCOG. The system includes role-based access controls, retain all required records for a minimum of five (5) years, and provide CAPCOG with the ability to export and download records for retention on CAPCOG-managed archive drives or other internal storage.
- **Performance, Video Archive Delivery, and Secure Testing Controls:** The system delivers high-speed connectivity and efficient load times sufficient to support daily operational use without unacceptable lag or degradation in performance. The platform supports archived video recordings of live instruction for use as e-learning and make-up modules, with full tracking of student access, participation, progress, and completion. The system also provides secure classroom and testing controls, including user activity monitoring or comparable session-security functionality, together with browser-lockdown capability that prevents access to

separate browsers, tabs, windows, or other unauthorized resources during course participation or testing.

Proposers shall address each feature listed in this section individually and shall identify each capability as **Included**, **Optional**, **Custom**, or **Not Available**. For each item, the proposer shall provide a concise explanation of how the feature is provided, whether it is native, configurable, dependent upon a separate module or third-party integration, and whether any additional cost, limitation, or condition applies.

Format and Content

Proposals shall be in Adobe PDF or Microsoft Word, with any supplemental attachments being in either PDF, Word, or another Microsoft Office file type.

The proposal is limited to 10 pages (front and back), not including a cover page/letter and attachments. All applications must be submitted in Microsoft Word Format with margins not less than one inch. The budget must also be submitted in Microsoft Excel based on the template provided. Text type must be 11 point or larger. Below is a summary of required information. Proposals should be organized accordingly.

- 1) Executive Summary (1 page)
- 2) Organizational Profile (1 page)
- 3) Work Plan (up to 4 pages)
- 4) Responses to Questions (up to 3 pages)
- 5) References (1 page)
- 6) Attachments – do not count towards page limit
 - a. Required certification forms
 - b. Examples of work products used for similar clients

Executive Summary

Provide a 1-page overview of how your organization will meet the goals of the proposal, including a budget summary.

Organizational Profile

Provide a 1-page description of your organization in terms of its history, primary business, and former and current customers. Please include, at a minimum:

- Ownership information, including any Historically Underutilized Business (HUB) vendor information;
- SAM.gov Unique Entity Identifier (UEI) (if available);
- U.S. Tax ID number.
- Physical Address.
- Mailing Address.
- Name of primary contact.
- Office phone number for primary contact.
- Cell phone number for primary contact. and
- E-mail address for primary contact.

Work Plan and Costs

Provide a work plan that describes the LMS being proposed and how it fulfills the desired features described in this RFP, any optional features that are available, subscription costs, and any cost escalations in renewal years, if any. Provide a description of how the company handles ongoing customer service needs and keeps the system in good working order in light of changes in technology through patches, upgrades, and related maintenance.

Include a detailed work plan and costs for implementation with an anticipated start date of 6/1/2026 and launch date of 10/1/2026. Provide a detailed list of tasks, including staff training on the system, and timeline for completion of the implementation and an estimate of the amount of time your company will be spending on each task and how much time CAPCOG’s project representative will need to plan to spend to assist with implementation and complete any training. Identify staff that will be assigned to work with CAPCOG on implementation if selected and what their roles will be.

The proposal should include a clear implementation plan, including project management, system configuration, data migration assistance, testing, administrator training, instructor training, and go-live support. The proposal should also describe ongoing technical support, customer service availability, issue escalation procedures, updating practices, and any additional costs associated with implementation, training, maintenance, or support. The proposal should identify the availability of live person help desk support, including hours of operation, methods of contact, response times, and escalation paths for urgent issues.

Include a table summarizing proposed contract costs that looks like the following:

Table 2: Example Contract Cost Summary Table for Proposal

Item	Time Frame	One-Time or Recurring	Cost
Configuration and Training	6/1/26 – 9/30/26	One-Time	\$X
Subscription, Year 1	10/1/26 – 9/30/27	Recurring	\$X
Subscription, Year 2 (optional)	10/1/27 – 9/30/28	Recurring	\$X
Subscription, Year 3 (optional)	10/1/28 – 9/30/29	Recurring	\$X
Subscription, Year 4 (optional)	10/1/29 – 9/30/30	Recurring	\$X
Subscription, Year 5 (optional)	10/1/30 – 9/30/31	Recurring	\$X
TOTAL	n/a	n/a	\$X

The proposal must provide clear, itemized pricing that separately identifies one-time costs, recurring subscription or licensing costs, implementation fees, training costs, support and maintenance fees, storage fees, optional module costs, integration costs, and any other charges that may be incurred by CAPCOG. The proposer shall also identify any pricing assumptions, volume limits, user thresholds, contract minimums, renewal terms, and future cost escalators.

If an online demo or video is available, please provide a URL for the location of the demo or video.

Responses to Questions

The proposal must include responses to the following questions:

1. Describe in detail how the proposed system supports a full law-enforcement training environment, including academy cohort management, in-service training, attendance, testing,

practical skills evaluations, instructor sign-off, certification and expiration tracking, remediation, audit-ready records, and compliance reporting. For each capability, indicate whether it is native, configurable, or requires a separate module, integration, or additional cost.

2. Describe how the proposed system can also function as a general learning management system for non-law-enforcement training programs, including leadership, instructor development, emergency communications, compliance, and administrative training. Explain how the system supports separate learner groups, course catalogs, workflows, permissions, and reporting, and identify any limitations outside a law-enforcement training environment.

References

For each proposal, provide at least three (3) references (complete with contact information) that can vouch for your organization's ability to complete the work. For each reference, include a brief description of the project or projects that the person would be able to speak about. Projects should be similar in scale and kind to the project described in this RFP. If the vendor has previously completed work for CAPCOG, do not list CAPCOG personnel references.

Required Certifications

Six (6) certification forms are required for this project. Five are to be completed and submitted to CAPCOG. One item, Form 1295, must be completed through the Texas Ethics Commission's electronic filing system, with a PDF of the filing attached to the proposal. CAPCOG's required certification forms, sample forms, or instructions, as applicable, are provided with this RFP or referenced below.

1. Certification of Compliance with Small, Disadvantaged, Minority, Women-Owned, And Historically Underutilized Business Policy
2. Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion for Lower-Tier Covered Transactions
3. Certification Regarding Lobbying
4. Certification Regarding Boycotting Israel
5. Conflict of Interest Questionnaire (IF APPLICABLE) - Chapter 176 of the Texas Local Government Code requires vendors and consultants contracting or seeking to contract with CAPCOG to file a conflict of interest questionnaire (CIQ) if they have an employment or other business relationship with a CAPCOG officer or an officer's close family member.

The sixth form must be completed online, with a PDF of the submission attached to the application:

6. Certificate of Interested Parties Form – Form 1295 (sample provided)

Texas law states that a governmental entity or state agency may not enter certain contracts with a business entity unless the business entity submits a disclosure of interested parties to the governmental entity or state agency at the time the business entity submits the signed contract to the governmental entity or state agency. The required form and instructions are located at the Texas Ethics Commission Website.

Updates and Additional Information

Updates and additional information related to this RFP may be obtained from CAPCOG's "Doing Business with CAPCOG" webpage at <https://www.capcog.org/about/do-business-with-us/>. Any questions regarding this RFP may be e-mailed to Andrew Hoekzema at ahoekzema@capcog.org by 4:00 pm Central Time, Wednesday, April 1, 2026. CAPCOG will post answers to any questions on the "Doing Business with CAPCOG" page shortly thereafter.

Proposals are due by email to ahoekzema@capcog.org by 12 pm, 4/10/2026

Submission of Proposals

Proposals must be submitted to CAPCOG via e-mail to ahoekzema@capcog.org and received by CAPCOG no later than 12:00 pm Central Time, Friday, April 10, 2026.

CAPCOG is not liable for any costs incurred by a bidder in preparing and submitting bids.

Selection Process

Following receipt of proposals, CAPCOG staff will review proposals to ensure all required information was provided. Any bids that do not meet minimum requirements will not be considered further.

Staff will then give a preliminary rank to each proposal based on the following criteria.

1. Design of the LMS;
2. Proposed implementation plan;
3. Optional features;
4. Costs;
5. References; and
6. Any other relevant information included in the proposal.

Primary consideration will be given to how well the LMS would meet the RLEA's needs for peace officer training. Secondary consideration will be given to how well the LMS would meet training needs for other divisions and programs at CAPCOG.

If CAPCOG staff determine that it would be useful to conduct interviews with the top candidates, those interviews would be conducted during the week of April 20, 2026 – April 24, 2026. These interviews would each be half an hour to an hour and would be conducted virtually.

Once bid rankings are finalized, staff will recommend to the Executive Committee that it proceed with contracting with the top-ranked vendor. CAPCOG expects to present the selection committee's recommendation at the May 13, 2026, Executive Committee meeting and enter into a contract with the selected vendor shortly thereafter.

Additional Information

CAPCOG may request in writing additional information from a bidder relating to the proposal and the bidder agrees to furnish it within a reasonable time.

Use of Copyrighted Material in Response

CAPCOG reserves an irrevocable, nonexclusive, and royalty-free right to use, reproduce, and copy, for a governmental purpose, all copyrighted material included in the Statement of Work.

Amendment or Withdrawal of Bid

Prior to the due date, a bidder may withdraw its bid if there is a material mistake and may submit a corrected proposal by the due date. For a period of 90 days following the due date, a proposer may not withdraw or amend its bid. CAPCOG may waive an error in or omission from a bid document if the error or omission is not material.

Award of Contract

CAPCOG will award one or more contracts to the proposer(s) that it determines is best qualified to meet CAPCOG's needs. Approval of the contract or contracts is subject to CAPCOG's Executive Committee.

Once the contract or contracts are awarded, CAPCOG reserves the right to negotiate its terms with the successful bidder, and – if negotiations fail, negotiate terms with another bidder who provided a responsive bid. A proposer selected because of this solicitation may be subject to criminal background checks as a condition to entering a contract.

CAPCOG is posting a draft contract on its website at <https://www.capcog.org/about/do-business-with-us/>. CAPCOG expects to adapt the successful bidder’s proposal to serve as the scope of work (“Attachment A”) in the awarded contract. Unless a bidder asks a question about any contract provision during the question period for this RFP, CAPCOG will assume the bidder accepts the terms of the sample contract.

CAPCOG reserves the right to reject any or all bids. If CAPCOG rejects all proposals, it may solicit new proposals if CAPCOG determines that it is in its best interest to do so.

Performance Period

CAPCOG anticipates a performance period of June 1, 2026, to September 30, 2027, with implementation complete by September 30, 2026, and, following completion of the first full year of subscription, four, one-year options to renew.

Related Documents incorporated into this RFP

The following related documents are incorporated into this RFP by reference and are being posted on the “Doing Business with CAPCOG” page in order to enable bidders to review these documents prior to applying.

1. Sample Contract
2. Certifications

Invoicing and Payment

Invoicing should occur monthly unless otherwise proposed and agreed to by CAPCOG. CAPCOG will pay invoices within 30 days of acceptance of the invoice.

Resolution of Protested Solicitation or Contract Award

An unsuccessful bidder/offeror/quoter may protest the procurement process by following the procedure as available on the CAPCOG website, <https://www.capcog.org/about/do-business-with-us/>. The protest must be made within **five** business days of the date the basis of the protest to the procurement process became known or should have become known to the protester, whichever is earlier. The protest must be submitted in writing to CAPCOG, to the attention of the contact person, and identify and be signed by the protester. A protest shall be submitted to CAPCOG to the attention of Chris Miller, Executive Director, at 6800 Burleson Road, Building 310, Suite 165, Austin, TX 78744.

Potential Changes in Contracts Post-Award

Changes in state and/or federal legislation, rules, or regulations may result in a requirement to renegotiate contracts at any time prior to or during the contract period. Substantive changes to project content, procedures, or budgets during the life of the contract may be accomplished by negotiating these modifications with CAPCOG. CAPCOG will also pursue any necessary and appropriate contract modifications should legal or other changes occur in the project to sufficiently alter the original terms of the contract. No further solicitations or RFPs will be required in such cases.

Reference Information - Other contractual requirements

Section 1.113 CAPCOG Procurement Policies: Public Access to Procurement Information

Public Access to Procurement Information: Procurement information shall be a public record to the extent provided by the Texas Public Information Act and the Freedom of Information 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 are not open for public inspection.

Equal Opportunity/Non-Discrimination

All contracts awarded by CAPCOG are subject to the provisions listed below.

1. The CONTRACTOR will not discriminate against any employee or applicant for employment because of race, color, sex, religion, national origin, age or disability. The CONTRACTOR will take action to ensure that employees or applicants for employment are treated fairly during employment or the application process, regardless of race, color, sex, religion, national origin, age, or disability. The CONTRACTOR agrees to post in conspicuous places available to employees and applicants for employment notices (provided by an appropriate agency) of federal government nondiscrimination provisions.
2. The CONTRACTOR will state, in all solicitations or advertisements for employment (by or on behalf of the CONTRACTOR), that all qualified applicants will receive consideration for employment regardless of race, color, sex, religion, national origin, age, or disability.

Small, Disadvantaged, Minority, Women-Owned and Historically Underutilized Businesses: Federal Assistance or Contract Procurement Requirements

6-101. Policy Statement

It shall be the policy of CAPCOG to assist small, DBE, MBE, women-owned businesses and HUBs in learning how to do business with CAPCOG. It shall be the further policy of CAPCOG that these sources shall have the maximum feasible opportunity to compete.

6-102. Bidder/Offeror Statement

Every solicitation for procurement must require that each bidder or offeror include a statement that the bidder or offeror will comply with this Policy.

6-103. To ensure that CAPCOG's policy to assure that small, MBEs, DBEs, women-owned businesses, and HUBs are utilized, CAPCOG and its contractors and subcontractors should take the following affirmative steps:

1. Include qualified small, MBEs, DBEs, women-owned businesses, and HUBs on the Bidders' List. State lists may be utilized to locate such businesses by contacting the General Services Commission;

2. Assure that small, MBEs, DBEs, women-owned businesses, and HUBs are solicited whenever they may be potential sources. In this regard, CAPCOG should investigate new sources and advertise when feasible in minority publications;
 3. When economically feasible, and where not in contravention of competitive bidding requirements, CAPCOG should divide the total requirements into smaller tasks or quantities so as to permit maximum small, MBE, DBE, women-owned businesses and HUB participation;
 4. Use the services and assistance of the Small Business Administration, the Office of Minority Business Enterprise of the Department of Commerce, the Minority Business Development Agency in the Department of Labor, the Texas General Services Commission and other similar agencies for locating such businesses;
 5. Require that prime contractors take affirmative and meaningful steps towards retaining small, MBE, DBE, women-owned businesses and HUB subcontractors;
 6. Procure goods and services from labor surplus areas;
 7. If feasible, establish delivery schedules that encourage small, MBEs, DBEs, women-owned businesses, and HUBs to participate; and,
 8. Advertise, at least annually, in a newspaper of general circulation for small, MBEs, DBEs, women-owned businesses and HUBs to be added to the Bidders' List.
- 6-104. For such affirmative steps to be meaningful, CAPCOG should review all solicitations, offers and bids to confirm that such affirmative action steps have been taken. In addition, steps should be taken to ensure that once a contract is awarded to a small, MBE, DBE, women-owned business, and/or HUB, or that the award is given to a contractor with such a subcontractor, that such business is retained during the entire performance of the contract.
- 6-105. Failure of a contractor to take meaningful affirmative steps at soliciting and retaining small, MBEs, DBEs, women-owned businesses and HUBs may be considered as a factor in evaluating future bids under non-compliance with public policies; however, this factor may not be a consideration in procurements involving purely state or local funds as Texas law requires awards to be made to the lowest responsible bidder.
- 6-106. For procurements costing more than \$3,500 but less than \$50,000 the Division Director shall contact at least two HUBs on a rotating basis, based on information provided by the Texas General Services Commission. If the list fails to identify a historically underutilized business in the area, CAPCOG is exempt from this section.