CAMERON COUNTY REGIONAL MOBILITY AUTHORITY

REQUEST FOR PROPOSALS (RFP) 2022-002
PRINTING, INSERTION AND MAILING SERVICES FOR TOLL BILLS & NOTICES
ADDENDUM 1

Addendum Issue Date: July 20, 2022

Document	Page	Section	Description
Request for Proposals Main Document	1	Cover	RFP Schedule Updated.
Request for Proposals Main Document	3	1.0	In the first paragraph under sub section "Solicitation" language was added to include data processing and PDF generation.
Request for Proposals Main Document	4	3.0	"Conflict of Interest" corrected language in third paragraph to read Attachment D.
Request for Proposals Main Document	5	6.0	In the first paragraph "Evaluating Qualifications and Ranking of Proposals" language was added to include data processing and PDF generation.
Request for Proposals Main Document	6	6.0	Scoring criteria for "Technical Approach" added data processing and PDF generation, removed the language bill extraction, corrected suppression to read print mail suppression.
Request for Proposals Main Document	6	6.0	Scoring criteria for "Turn-Around Time" added language to read CSV files.
Request for Proposals Main Document	9	9.0	In sub section "Due Date" date was updated to read August 09, 2022.
Request for Proposals Main Document	10	10.0	"Interpretation and Addenda" updated date in second paragraph to read July 27, 2022.
Request for Proposals Attachment B	N/A	Scope	"Scope" language was added to include data processing and PDF generation. Updated language to read bill & notice print.
Request for Proposals Attachment B	N/A	A	"Toll Billing(s)" language was added to read & Notices
Request for Proposals Attachment B	N/A	A	"Toll Billing(s) & Notices" added bullet point b. CCRMA generates Off Cycle Letter, Partial Payment Letter, Last Chance Letter, Tag Fulfillment, Monthly Statement, and Pending Collection Notice
Request for Proposals Attachment B	N/A	B	"Bill Print Requirements" added language to read Bill & Notice Print Requirements.
Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 1 language was added to read CSV files.
Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 3 language was added to read process data, generate PDF, print, insert, meter and mail via first class postage the completed bills and/or notices within the same day file is received.
Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 4 language was added to include notices.
Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 6 language was added to include notices.
Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 10 was added and reads The supplier will be required to implement the Interface Control document (ICD) version, (Attachment E) and supporting future versions of the ICD.

Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 11 was added and reads The supplier must complete integration testing with the CCRMA Back Office System (BOS).
Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 12 was added and reads Supplier must provide mockup templates for CCRMA review and approval.
Request for Proposals Attachment B	N/A	B	"Bill & Notice Print Requirements" Bullet point number 13 was added and reads Supplier must provide an implementation schedule within 5 days of Notice to Proceed.
Request for Proposals Attachment D	N/A	N/A	Updated to read "Attachment D"

ADDENDUM NO. 1

REQUEST FOR PROPOSALS (RFP) 2022-002
PRINTING, INSERTION AND MAILING SERVICES FOR TOLL BILLS & NOTICES

Date of Issuance	**June 29, 2022**
Deadline for submission of questions	**July 27, 2022, 5pm Central Time**
CCRMA deadline to respond to all questions	**July 29 2022, 5pm Central Time**
Deadline for submittal of RFP	**August 09, 2022, 4pm Central Time**

RFP Issue Date: **June 29, 2022**

Due: **4:00 P.M., Central Time., August 09, 2022**
RFP 2022-02 Printing, Insertion and Mailing Services of Toll Bills & Notices
Cameron County Regional Mobility Authority
Pete Sepulveda, Jr.
Executive Director
3461 Carmen Avenue
Rancho Viejo, Texas 78575

REQUEST FOR PROPOSAL (RFP) SERVICES

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ATTACHMENTS

1.0 INTRODUCTION AND SOLICITATION

Introduction

The Cameron County Regional Mobility Authority (the "CCRMA") is a regional mobility authority and political subdivision of the State of Texas governed by the provisions of Texas Transportation Code, Chapter 370 (the "RMA Act").

Solicitation

Pursuant to this Request for Proposals ("RFP"), Cameron County Regional Mobility Authority (the "CCRMA"), is seeking Proposals from qualified and experienced companies (the "Proposer") interested in providing toll bill and notice printing services that will include data processing, PDF generation, printing, insertion, and mailing services (the "Work"). Details of the requested Work are attached hereto as Attachment B.

Proposers are encouraged to carefully review all sections of this RFP including all attachments as they prepare their Proposals. Failure to comply with the terms, conditions and requirements of this RFP may result in disqualification of the Proposer in the sole discretion of CCRMA.

The CCRMA will then evaluate proposals based on the criteria established and published within the RFP and will notify CCRMA's Board of Directors of the final ranking of the most highly qualified Proposers.

The advertisement of this RFP shall be published by public announcement in the following methods: advertisement on CCRMA general website www.ccrma.org/procurements advertisement in the Brownsville Herald newspaper on July 6, 2022, and July 13, 2022.

Reservation of Rights

The CCRMA reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the CCRMA to be in its best interests. The CCRMA further reserves the right to negotiate the fees proposed by a proposer. In addition, the CCRMA reserves the right to at any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By receiving this document, each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that they will inform the CCRMA in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the CCRMA that the proposer believes needs to be addressed. Failure to abide by this timeframe shall relieve the CCRMA, but not the prospective proposer, of any responsibility pertaining to such issue.

2.0 GOVERNING LAW

This invitation for RFP is governed by the requirements of Subchapter F of Chapter 2269, Texas Government Code, as amended. Proposers shall comply with all applicable federal, state and local laws and regulations. Respondent is further advised that these requirements shall be fully governed by the laws of the State of Texas and that CCRMA may request and rely on advice, decisions and opinions of the Attorney General of Texas and CCRMA's attorney concerning any portion of these requirements.

3.0 CONFLICTS OF INTEREST

The CCRMA maintains a written conflict of interest policy governing the performance of employees engaged in the award and administration of the Printing, Insertion and Mailing of Toll Bills & Notice related services and including the conduct of consultants and vendors in the performance of services. To prevent, identify, and mitigate conflicts of interest, the CCRMA procurement policy requires any individual, firm, or team submitting a proposal to the CCRMA to disclose on its submittal the existence of any current or previous business relationship with any of the CCRMA personnel or outside consultants.

Separate and apart from the disclosure required to be made by the Proposer, any personnel, or outside consultants of the CCRMA who are requested to participate in any way of the review, and or the supervision of the work to be performed pursuant to the proposal, must disclose the existence of any current or previous business relationship with the Proposer.

A Proposer is required to disclose any existing or potential conflicts of interest in accordance with the CCRMA written conflict of interest policy found in Attachment D of this procurement. The requirement to disclose extends to any sub consultants included within a proposal. Failure to make the proper disclosures constitute grounds for rejection of the proposal in the case of the Proposer, and termination of work in the case of the CCRMA key personnel. Refer to Attachment D for additional information regarding the CCRMA conflict of policy.

CERTIFICATE OF INTERESTED PARTIES (FORM HB1295)

As of January 1, 2016, to comply with Texas Government Code Section §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Section 46.1, 46.3 and 46.5 of the Texas Administrative Code, we have updated and revised our RFP packet. In accordance with these requirements, business must submit a completed Certificate of Interested Parties Form 1295 to the Authority before the Authority may enter into a contract with the business entity. In box 3 of Form 1295, you will provide the RFP No. 2022-002, as shown on the packet. CCRMA cannot enter into a contract until Form 1295 is submitted. Therefore, failure to timely submit Form 1295 signed may result in delay of award. Full instructions for completion and submittal of Form 1295 may be found on the Texas Ethics Commission website: https://www.ethics.state.tx.us/tec/1295-Info.htm

4.0 ELIGIBILITY REQUIREMENTS

In order for an RFP to be considered and evaluated, a Respondent must be registered or capable to be registered to do business.

Open, Pending, Ongoing, or Closed Litigation

The CCRMA reserves the right to consider ineligible any Respondent's proposal in which there is open, pending, ongoing, or closed litigation with said Respondent resulting in an unfavorable judgment against the CCRMA.

5.0 COMMERCIAL GENERAL LIABILITY AND OTHER INSURANCES

Insurance will be required at limits and coverage stipulated by the CCRMA at the time of contract execution. The following limits are required:

A. Commercial General Liability - $1,000,000 combined single limit - each occurrence; $1,000,000 personal and advertising injury; $2,000,000 combined single limit - general aggregate; $2,000,000 combined single limit - products/completed operations aggregate.

B. Business Auto Liability Insurance - combined single limit of $1,000,000 per accident.

C. Workers Compensation Insurance - pursuant to statutory limits.

D. Printers Errors & Omissions with a $1,000,000 per claim, and $1,000,000 aggregate limit.

6.0 EVALUATING QUALIFICATIONS AND RANKING OF PROPOSALS

The CCRMA shall use all the information requested within this procurement solicitation to properly evaluate and rank Proposers. The RFP review team will evaluate proposals and will include both objective and subjective analysis. The evaluation criteria will be used to ensure that CCRMA's data processing, PFD generation, printing, insertion, and mailing process for toll bills and toll notices is completed quickly and smoothly. Proposals will be evaluated based on: cost, experience, technical approach, and turn-around time for mailing.

CCRMA has set forth the following selection criteria and the weighted value for each. Point calculations may be measured as small as tenths of a point. CCRMA retains the right to apply all criteria as appropriate and allowed by the State of Texas Government Code.

Each Vendor will be assigned a score of 0 - 4 by each evaluator for each criteria
4 = Very good / Exceeds expectations
3 = Above expectations
2 = Meets expectations
1 = Does not meet expectations
0 = non responsive

Evaluators score by category will be multiplied by the assigned weight for each criteria by vendor then totaled.

The Proposal including the responses to the content section of this solicitation are aimed at evaluating and ranking the Proposers in the following major scoring criteria:

Scoring Criteria		Weight of Overall Score
Cost:	Proposer's overall fees as filled out on Attachment C	25 points X=
Experience	Proposer's experience in providing the services as requested in these specifications. Past performance, project scheduling performance, and general overall completion of past projects on time and on budget. Include three references including any government entities or companies that require a similar size mailing.	25 points X=
Technical Approach:	Proposer's capability, flexibility and skill to provide quality services. The available technology and resources necessary to perform data processing, PDF generation, print mail suppression, printing and mailing services.	25 points X=
Turn-Around Time:	Proposer's printing service transition plan. The commitment and ability to place the completed mailing in the mail after the CSV files have been submitted by TollPlus, LLC.	25 points X=
	TOTAL POINTS SCORED	_______________

Respondents shall provide the following information to the CCRMA which will be used to score Respondent's submittal. Incomplete RFP submittals will be considered non-responsive and subject to rejection. In addition, the CCRMA reserves the right to reject any and all RFP submittals.

7.0 SELECTION AND NEGOTIATION

Selection

The CCRMA Evaluation Committee shall make a recommendation to the CCRMA Board in order of ranking and request Board approval to initiate negotiations with the most highly qualified Proposer of the evaluation committee's final ranking. The most highly qualified Proposer will be the Proposer who submits a proposal that is the most advantageous to the CCRMA considering price and the evaluation factors herein.

Negotiation

The CCRMA shall attempt to negotiate a Contract with the selected Proposer(s) of the desired services at a fair and reasonable price. If a satisfactory contract cannot be negotiated with any selected Proposer of the required services, the CCRMA shall formally end negotiations with that Proposer, and may (but shall not be required to) attempt to negotiate a contract with the next highest ranked Proposer at a fair and reasonable price. The CCRMA may continue the foregoing process until the Contract is executed with a Proposers selected by the Board or until the process is terminated by the CCRMA.

By issuing this RFP, the CCRMA has not committed and is not obligated to employ any Proposer for Printing, Insertion and Mailing Services of Toll Bills & Notices, and neither the suggested scope of services nor the terms of a proposed contract should be construed to require approval of a contract with a Proposer to be employed for any or all the services described in this RFP. The CCRMA reserves the right to make those decisions, and the Board of Director's decision on these matters is final.

8.0 PROPOSAL CONTENT

Please answer the following questions if they are applicable.

General Vendor Information

1. What is the legal name of your company?
2. Please state the number of years your company has been in business.
3. Are you a subsidiary, affiliate, or franchise? If yes, what is the name of your parent company?
4. What is the headquarters location address, phone number and Web site?
5. Provide your tax identification number.

6. Provide your total number of office locations and identify key local offices that would be involved in managing this project.
7. Explain your ability to support and operate multiple manufacturers of office equipment and technology.

8. What kind of geographical classification applies to your company?
   Local: (i.e., operates in only one city or state)
   Regional: (i.e., operates in only one geographical area)
   Multi-regional: (i.e., operates in more than one region, but not national)
   National: (i.e., provide services across the U.S. only)
   International: (i.e., conducts business in the U.S. and abroad)

Capabilities, Local Support and Account Management Approach

1. Describe your company's core capabilities and business approach.
2. What differentiates your organization from your competition?
3. How is your organization structured locally and nationally and how does this structure support your ability to provide the services you are proposing?
4. Do you have a formalized process for managing customer operations where you are providing the employees?
6. Do you have a dedicated infrastructure to support your outsourcing business? Describe that structure.
7. Explain in detail your ability and experience as a printing service to secure, operate, and manage 3rd party finishing equipment and supplies/service providers that will be required to complete the production of specific applications for the CCRMA.
8. Describe how your technical service organization functions.

Staffing

1. How many employees do you have in the following categories? Please identity if they are Local, Regional Multi-regional, National, or International.
   a. Production/on-site employees
   b. Operations management
   c. Sales
   e. General management
   f. Equipment technicians
2. Please attach a sample organizational chart of your support teams including their titles, areas of responsibility, years of experience in the industry and years with your company.

Performance Metrics and Reporting

1. What types of reports are available to the CCRMA to track key performance indicators? Please provide samples.

2. How will these reports be made available to the CCRMA?
3. Outline your firm's ability to provide a monthly summary report, with detailed documentation to support each charge.

Transition and Implementation

1. Describe your implementation process and provide a sample implementation plan.
2. Describe the members of your implementation team and give a brief description of their qualifications.

References

1. Please provide at least three references with contact information where you provide production printing and mail services.
2. Please provide three letters of recommendation.

Proposed Costs

1. Please describe the structure of your services contract, i.e. what are the provisions for cancellation due to non-performance, or cancellation for convenience?
2. What are your billing terms?
3. In the event print demands increase or decrease due to changing business practices over the life of the contract, how would this impact pricing?
4. Describe how your proposal will improve cost-effectiveness. Please be as specific as possible.

9.0 SUBMITTAL

Due Date

Three (3) copies of the written response and one digital copy on USB drive must be received by the CCRMA before 4:00 p.m. Central Time, August 09, 2022. One copy of the response shall be marked original and bear all original signatures. The other two (2) may be copies. The response package shall be submitted to:

RFP 2022-002 Printing, Insertion and Mailing Services for
Toll Bills & Notices
Cameron County Regional Mobility Authority
Pete Sepulveda, Jr.,
RMA Executive Director
3461 Carmen Ave.
Rancho Viejo, TX 78575

RFP'S SUBMITTED AFTER THE SUBMISSION DEADLINE SHALL BE

RETURNED UNOPENED AND WILL BE CONSIDERED VOID AND UNACCEPTABLE.

In the unexpected event that the CCRMA Offices are closed on the RFP deadline day, RFP’s will be received until 11:00 a.m. of the next business day, for opening.

10.0 INTERPRETATION AND ADDENDA

No interpretation or clarification regarding this RFP will be made verbally to any Proposer. All questions (including all technical, contract or administrative questions) regarding the services required or the procurement process should be submitted via email, and addressed to:

Pete Sepulveda, Jr., CCRMA Executive Director
3461 Carmen Ave.
Rancho Viejo, TX 78575
procurement@ccrma.org

When submitting a request for interpretation or clarification, Proposers are encouraged to reference the RFP page and topic number pertinent to the question(s). All questions must be submitted no later than the date and time stated in the RFP Schedule as the deadline for submission of questions. Any questions received after that time will not be addressed.
The deadline for receipt of questions is 5:00 p.m., Central Time. July 27, 2022. Questions (edited as deemed appropriate by CCRMA) and answers may be made available to all interested parties via website. No alternate means of responding to questions regarding this RFQ will be provided. Proposers are responsible for monitoring the CCRMA website for periodic updates. https://ccrma.org/procurements/

11.0 MISCELLANEOUS

Public Information Act

All responses to this RFP shall be deemed, once submitted to be the property of the CCRMA. Responses may be subject to public disclosure under the Texas Public Information Act (“PIA”). Any material believed by the responder to be proprietary, confidential, or otherwise exempt from disclosure under the PIA should be clearly marked as such. If the CCRMA receives a request for public disclosure of all or any portion of a response, the CCRMA will use reasonable efforts to notify the responder of the request and give the responder an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the Act or other applicable law within the time period allowed under the Act.

Prohibition on Contracts with Companies Boycotting Israel

Effective September 1, 2017, the Texas Government Code was amended to add Chapter 2270, Prohibition on Contracts with Companies Boycotting Israel, which provides that a state agency and a political subdivision may not enter a contract with a company for goods or services unless the contract contains a written verification from the company that; (i) it does not Boycott Israel; and (ii) will not Boycott Israel during the term of the contract.

Pursuant to Gov't Code Sections 2270.001(1) & 808.001(1) as amended, "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.

By accepting this contract and/or purchase order, the Company/Vendor verifies that it does not Boycott Israel and agrees that during the term of this contract/agreement will not Boycott Israel as that term is defined in the Texas Government Code.

<u>Cost of Responses</u>

All costs directly or indirectly related to preparation of a response to this RFP and in any oral presentation required to supplement and/or clarify the RFP shall be the sole responsibility of, and shall be borne by, the Proposers.

<u>Proposers Acknowledgment</u>

By submitting a response to this RFP, each Proposer unequivocally acknowledges that the Proposer has read and fully understands this RFP, and that the Proposer has asked questions (or has been afforded the opportunity to ask questions) and received satisfactory answers from the CCRMA regarding any provisions of this RFP with regard to which the Proposer desired clarification.

All written and electronic correspondence, printed material, exhibits, appendices, photographs, and reports submitted in response to all sections of this RFP process are, upon their receipt by the CCRMA the property of the CCRMA and may or may not be returned.

12.0 <u>ANTI-LOBBYING PROHIBITION</u>

During the pendency of this procurement, prospective respondents may not contact the CCRMA Board of Directors nor, except as provided herein, any CCRMA Staff or consultants concerning this procurement. All contact with the CCRMA is to be through the CCRMA contact designated in Section 8.0 above. Any respondent violating the anti-lobbying prohibition may be disqualified from consideration in this procurement.

RFP# 2022-002 Printing, Insertion and Mailing Services for Toll Bills & Notices

Attachment A: Request for Proposal Cover Page

This signature sheet must be returned with your proposal as the cover page

1. The undersigned is an authorized representative of the firm and is designated to submit this RFP.
2. To be considered for selection, the Contractor must submit a complete response to this request for proposal.
3. In submitting this proposal, it is agreed that the CCRMA reserves the right to reject any and all RFP submittals.
4. Attached hereto and made a part of this proposal.

Authorized Signature: ____Date: ___________

Printed Name: ____

Title: ____

Company Name: ____

Mailing Address: ____

City, State, Zip: ____

Telephone number: ____

Fax number: ____

E mail address: ____

Entity Type (check one):

Individual	_______
Corporation	_______
Partnership	_______
LLC	_______

RFP# 2022-002 Printing, Insertion and Mailing Services for Toll Bills & Notices

Attachment B: Scope of Work

Project Objectives

To ensure successful and timely bill printing, insertion and mailing services in support of the Cameron County Regional Mobility Authority (CCRMA) SH 550 Toll Road Operations.

These services will aid the CCRMA in the following objectives:

1. Timely and accurate delivery of all bills to individuals and groups.
2. Cost effective mailing services.
3. Visibility of reporting to include turn-around time and return mail.

Scope

Cameron County Regional Mobility Authority (CCRMA) is seeking written proposals from qualified firms to perform billing services to include data processing, PDF generation, bill & notice print, insertion, reporting and mailing. The below information is an overview of the type, frequency and volume of billing services CCRMA provides.

A. Toll Billing(s) & Notices

a. CCRMA generates Toll Bills, First Late Notice, Second Late Notice and Final Late Notice Bills.
b. CCRMA generates Off Cycle Letter, Partial Payment Letter, Last Chance Letter, Tag Fulfillment, Monthly Statement, and Pending Collection Notice
c. CCRMA performs monthly billing for approximately 60,000 printed bills that includes late notice billings.

B. Bill and Notice Print Requirements

1. The supplier will be required to interface with CCRMA' s vendor, TollPlus LLC, to receive CSV files.
2. The supplier must provide a means for secure data transmission and confirm receipt of data.
3. The supplier will be required to process data, generate PDF, print, insert, meter and mail via first class postage the completed bills and/or notices within the same day file is received. Supplier must contractually guarantee to this schedule.
4. Supplier must source, store/warehouse all forms and envelopes used to process bills and notices.
5. The supplier must be able to support two-sided printing.
6. The supplier must support bill and notice insert services. CCRMA occasionally needs special 1/3 sheet inserts printed and mailed with the bills. These services should be charged at an all-inclusive per-unit fee. Supplier should provide the capability of selective insertion and allow for pre-printed inserts to be provided by the CCRMA.
7. Supplier must pre-process data for address certification and pre-sort mail for lowest possible first-class rate. Software used to pre-sort must be USPS approved. Any noncertified addresses should be reported to the CCRMA within 30 days for correction in future billings.
8. Supplier must combine multiple bills for one customer into one envelope upon request.
9. Supplier must be able to extract/delete bills as requested from each run.
10. The supplier will be required to implement the Interface Control Document (ICD) version, (Attachment E) and supporting future versions of the ICD.
11. The supplier must complete integration testing with the CCRMA Back Office System (BOS).
12. Supplier must provide mockup templates for CCRMA review and approval.

13. Supplier must provide an implementation schedule within 5 days of Notice to Proceed.

C. Supplies and Materials Required

A. 8 ½ x 11 paper with bottom 1/3 perforated for a remittance ticket.
B. #10 Window envelopes with our return address in the top left corner
C. Group bills as referenced in B (7) require a No. 24 White Wove envelope for mailing or other as required by number of bills.

Attachment C: Bid Sheet

Toll Billing (s):	**Estimated Monthly Quantity**	**Total Cost of printing B/W or color and processing, excluding materials & postage**
Toll Bills, First Late Notice, Second Late Notice, Final Notice **First page print processing includes file processing, composition, address cleansing for CASS certification and NCOA. 8-1/2 x 11 paper, insertion of document page into #10 outer envelope.**	60,000	
Each additional page print processing includes data processing composition.	6,000	

Additional Cost for Inserts 1/3 Sheet (printing and processing)	**Annual**	**Cost**
Estimated Quantity	100,000	

Mailing Supplies		
Supplies	**Unit Price**	**Total Cost**
Set Up Fees		
Paper plain white 8-1/2 x 11		
#10 White window envelopes with return address		
#24 White Wove envelope		
Additional Fees - List in any costs that are not included in quote above	**Unit Price**	**Total Cost**
Other cost:		

Prices shall include all costs associated with performing the requirements stated in the specifications and there can be no additional charges for jammed/wasted materials or other overhead. Please include all costs that are associated with billing processing services and mailing, storage and any other costs that may be associated to implement this process.

Attachment D
CCRMA CONFLICT OF INTEREST POLICY

Cameron County Regional Mobility Authority
Conflict of Interest Policy for Consultants

The Cameron County Regional Mobility Authority (CCRMA) anticipates utilizing outside consultants for a significant portion of the work necessary to plan, study, and develop transportation projects. The CCRMA also anticipates developing projects through a variety of means, including through private sector involvement and contracts that combine various elements of the work necessary for design, construction, financing, operation and/or maintenance of projects. The CCRMA recognizes that many of the same individuals and firms that provide services to it may also have, or previously have had, some business relationship with individuals and firms seeking to do business with the CCRMA. To that any such relationships are fully disclosed and so as to assure that the impartiality of the CCRMA personnel and the individuals and firms working for the CCRMA ("outside consultants") is not compromised, CCRMA's personnel and outside consultants, and those individuals and firms seeking to do business with the CCRMA, must adhere to the following procedures:

1. The CCRMA shall maintain, on its website and in the records of the authority, a list of CCRMA's personnel and outside consultants. Any individual or firm receiving more than $10,000 in compensation for goods and services rendered to the CCRMA during the preceding 12 months, as well as any newly hired individual or firm expected to be paid more than $10,000 in a 12 month period, shall be included on that list.

2. Any individual, firm, or team (including individual team members) submitting a proposal (including an unsolicited proposal and a response to solicited proposal) to the CCRMA to perform work for the authority shall disclose on its submittal the existence of any current or previous (defined as one terminating within 12 months prior to submission of the proposal) business relationship with any of the CCRMA's personnel or outside consultants. The disclosure shall include information on the nature of the relationship, the current status, and the date of termination (or expected termination, if known) of the relationship. *Failure to make the disclosure required in this paragraph is grounds for rejection of the proposal and disqualification from further consideration for the project or work which is the subject of the proposal.*

3. Separate and apart from the disclosure required to be made by proposers under the preceding paragraph, any personnel or outside consultants of the CCRMA who are requested to participate in any way in the review of a proposal, the procurement of good and services leading to a proposal, or the supervision of work to be performed pursuant to a proposal, must disclose the existence of any current or previous business relationship with any individual, firm, or team (including team members) making a proposal to provide goods or services or a proposal to perform work to be supervised. *Failure to make the disclosure required in this paragraph is*

grounds for termination of work by the key personnel failing to make the disclosure. Disclosures required under this paragraph shall be made within three business days of receipt of information concerning the identity of a proposer to the CCRMA's executive director in accordance with paragraph 5 below, unless the disclosure is required of the executive director, in which case disclosure shall be made to the chairman of the CCRMA board of directors

4. For any disclosures required under paragraphs 2 or 3 above, the affected personnel, outside consultant, or individual or firm submitting a proposal shall complete and submit the form attached hereto as Attachment A. (Submittal of such form shall be sufficient to constitute the disclosure required under paragraph 3 above.) Completion of the required information is necessary to provide the CCRMA with information to assess the nature of the prior or current business relationships, the role of individuals and firms involved, internal safeguards which may be implemented by the affected personnel or outside consultant to protect against access to, or disclosure of, information, and the potential for the prior or current business relationship to compromise the independence of the affected personnel or outside consultant.

5. The CCRMA's executive director shall be responsible for compiling and presenting to the Executive Committee information concerning all conflict of interest disclosures. The Executive Committee shall determine whether to permit the affected personnel or outside consultant to continue its work on the proposal or the work giving rise to the conflict, and if such work is permitted to continue, the safeguards to be implemented as a condition of the continuation. *If continuation of work is approved subject to the implementation of safeguards, failure to implement and maintain those measures is grounds for termination of that work and any further work for the authority.* If the Executive Committee does not approve of the continuation of work by the affected personnel or outside consultant, that individual or firm shall immediately cease any work and shall turn over all records concerning such work to the authority.

6. These policies and procedures may be amended or modified at any time through action of the CCRMA board of directors. Key personnel and proposers seeking do business with the CCRMA are responsible for complying with these policies and procedures as amended for time to time.

CONFLICT OF INTEREST POLICY FOR CONSULTANTS
IDENTIFICATION OF KEY PERSONNEL

The CCRMA has adopted a Conflict of Interest Policy for Consultants. Copies of the policy and the disclosure form may be obtained by contacting the CCRMA at 956-621-5571.

The Conflict of Interest Policy for Consultants required that the CCRMA designate key personnel and entities for purposes of disclosing potential conflicts of interest. The Consultant must complete Attachment A to this policy in consideration of the list identified below. The Consultant may attach multiple pages of Attachment A if necessary. The list is as follows:

CCRMA Board Members, Key Personnel, and Government Partners

Board Members and Key Personnel

Frank Parker Jr.
Michael Scaief
Mark Esparza
Maria Villegas, MD
Arturo A. Nelson
Al Villarreal
Leo Garza
Pete Sepulveda, Jr.
Victor Barron
Mark Iglesias
Lulu Mayorga
Alejandro Garcia

Government Partners

Cameron County
City of Brownsville
Brownsville Navigation District
City of Harlingen
City of Los Fresnos

Vendors

Rentfro, Irwin, Irwin. P.L.L.C.
Locke Lord, LLP
Estrada Hinojosa & Company, Inc.
Fagan Consulting
S&B Infrastructure, LTD.
Halff Associates, Inc
Toll Plus, LLC.
Tecsidel
Duncan Solutions
A-to-Be USA, LLC.
Hanson Professional Services, Inc.
GDJ Engineering, LLC

Attachment A

DISCLOSURE STATEMENT FORM

This Disclosure Statement outlines potential conflicts of interest as a result of a previous or current business relationship between the undersigned individual (and/or the firm for which the individual works) and an individual or firm submitting a proposal or otherwise under consideration for a contract associated with ____ Section I of this Disclosure Statement Form describes the potential conflicts of interest. Section II of this Disclosure Statement Form describes the proposer's management plan for dealing with the potential conflicts of interest as described in Section I of this form. This Disclosure Statement is being submitted in compliance with the Cameron County Regional Mobility Authority's Conflict of Interest Policy for Consultants. The undersigned acknowledges that approval of the proposed management plan in within the sole discretion of the Cameron County Regional Mobility Authority.

SECTION I. Description of Potential Conflicts of Interest.

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SECTION II. Management Plan for Dealing with Potential Conflicts of Interest.

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SIGNED: ______________________________ DATE: _______________________

NAME AND TITLE: ____

REPRESENTING: ____

APPROVED BY THE CAMERON COUNTY REGIONAL MOBILITY AUTHORITY:

SIGNED: ______________________________ DATE: _______________________

NAME AND TITLE: ____

Confidential

CCRMA PRINT INTERFACE – ICD and Sample Extracts

The Purpose of this document is used for common understanding between two systems i.e BOS and VENDOR.

File Names and Extensions:

The file extensions shall define the type of information contained in the file and shall be as shown in below table.

File Description	File Name format	File Extension
Export to CSV file	TemplateName_BatchId_mmddyyyy_hhmmss	csv
Acknowledgment file	TemplateName_BatchId_mmddyyyy_hhmmss	ack
PDF File Name	Document#	pdf

CSV file Example: LASTCHANCE_1337_08152019_160501.csv

Acknowledgment file Example: LASTCHANCE_1337_08152019_160501.ack

PDF File Name Example: 12560.pdf

Description	Type	Delimiter	Comments
TemplateName	Alpha	Underscore "_"	Name of the correspondence which represents the intended purpose of the communication.
BatchID	Numeric	Underscore "_"	Batch ID would be created for the requested date. Templates of the same category would be created as a batch with unique Batch ID
MMDDYYYY	Alpha	Underscore "_"	File Created Date
HHmmss	Alpha	Dot "."	File Created Time
Xxx	Alpha		File Extension

1. Export to CSV File

This CSV file generated by BOS system. An individual CSV file will generate for each correspondence.

Below is the CSV file format for all the correspondences except Toll Bill , First Notice , Second Notice and Final Notices.

1.1. Export to CSV File Header Record Format

Description	Type	Max length	Delimiter	Required	Comment
Record Code	Alphanumeric	7	,	Y	#HEADER
Requested Date	DateTime	19	,	Y	Batch Requested Date in MM/DD/YYYY format
Template Name	Alphanumeric	50	,	Y	Name of the Template

Batch Id	Numeric	18	,	Y	Batch Id for the Requested Date of the same template
Number of Records	Numeric	10	,	Y	Number of records in the CSV file excluding the Header and Trailer

1.2. Export to CSV File Detail Record Format

Description	Type	Max length	Delimiter	Required	Comment
Document #	Numeric	18	,	Y	Unique Id representation for each document in the page header for customer/violator.
Account #	Numeric	18	,	Y	Unique representation for the customer/violator id
FileName	Alphanumeric	25	,	Y	Name of the PDF file with extension (extension as *Document#.PDF*)
Template Specific Parameters	-	-	-	-	Refer to the **Section 4 - CSV Template Parameters**

1.3. Export to CSV File Footer Record Format

Description	Type	Max length	Delimiter	Required	Comment
Record Code	Alphanumeric	8	,	Y	#TRAILER
Number of Records	Numeric	10	LF	Y	Number of records. Leading zeros are required.

1.4. Export to CSV Sample File Format

#HEADER, Requested Date, Template Name,BatchId,No.of Records¶
Document#,Account#,PDFName,CustomerName,Address1,Address2,Address3,"City,State,Zip1,Zip2,LetterGeneratedDate,VehicleNumber,BalanceDue,ResponseDays,FeeAmount,ResponseDate,SupressMail¶
Document#,Account#,PDFName,CustomerName,Address1,Address2,Address3,"City,State,Zip1,Zip2,LetterGeneratedDate,VehicleNumber,BalanceDue,ResponseDays,FeeAmount,ResponseDate,SupressMail ¶
#TRAILER,0000000002¶

¶---Line Feed Symbol (end of the current line cursor will be available at new line)

Ex: Below is example CSV file for the Last Chance Letter: CSV File Name:
LASTCHANCE_1337_08152019_160501.csv

#HEADER,08/15/2019,LASTCHANCE,1337,2¶
366484,10022633,366484.PDF, "RUBI ALEJANDRINA MARTINEZ","6513 CAROLINA PNE",,,BROWNSVILLE,TX,78526,3014,8/15/2019,"HYT4250",1004.56,15,250.00,08/30/2019,1
366480,10015948,366480.PDF,"JOSE GONZALEZ JR","145 CANTEROS DR",,,OLMITO,TX,78575,2004,8/15/2019,"R286049",701.71,15,250.00,08/30/2019,1

#TRAILER,0000000002¶

2. Acknowledgment File

Vendor after processing each CSV file successfully should send corresponding ACK file with the generated PDFs files to the back-office system.

Back office system will expect an ack file for every CSV file we submit to Vendor, this ack file should contain all the records sent to them and the processing status of each record.

By using this ack file, BOS system will update the status of document type record and link the PDF to the account in the system.

Vendor has to place the ack files and PDFs file in the defined shared folder structure.

2.1. Acknowledgment Detail Record Format

Description	Type	Max length	Delimiter	Required	Comment
Document #	Numeric	18	,	Y	Unique Id representation for each document which is given in the CSV file
Print status code	Alphabets	8	,	Y	Possible values are Y(PDF generated successfully) N(PDF is not generated with any reason)
Error Code	Numeric	10	,	N	Error Code will be included when PDF is not generated.
Error Description	Alphanumeric			N	Error Description will be included when PDF is not generated. Ex : Data Issue, Image missing, Moved Left No Forwarding Address, PO BOX Closed No Forwarding Address, Customer request to pull record and NOT mail
Is Due Date Changed	Alphabets	8	,	Y	Possible Values are Y(Due Date updated) N (Due Date not updated)
UpdatedDueDate	DateTime	18	,	N	Updated Due Date in MM/DD/YYYY, will be included when the IsDueDateChanged Flag is set to Y
Print Date	DateTime	19	,	Y	Batch Print Date in MM/DD/YYYY HH:MM:SS format

2.2. Acknowledgment Sample File Format

Document#,Y,ErrorCode,ErrorDescription,IsDueDateChanged,UpdatedDueDate, PrintDate ¶
Document#,Y,ErrorCode,ErrorDescription,IsDueDateChanged,UpdatedDueDate,

PrintDate ¶

Ex: Below is example ACK file for the CSV file
LASTCHANCE_1337_08152019_160501.csv

ACK File Name: **LASTCHANCE_1337_08152019_160501.ack**

366484,Y,,,N,08/15/2019 15:30:15¶
366480,Y,,,N, 08/15/2019 15:30:15¶

3. Location Specifications

3.1. CSV Export Files Location:

Below is higher level root directory to drop/pick the files for the BOS and VENDOR.

- DAILY_FILES
- IMAGE_PDFS
- REPORTS_FINAL

1. DAILY_FILES:

This folder will contain two sub-folders. i.e CSVFiles and Images.

- CSVFiles
- Images

1) In CSV Files folder, BOS will place the CSV files
2) In Images folder, BOS will place the Images.

Example :

..\DAILY_FILES\CSVFiles\TOLLBILL_121_07032018_172325.csv

Example:

..\DAILY_FILES \Images\TOLLBILL_121_07032018_172325\xyz54356.jpg

2. REPORS_FINAL:

This folder will contain two sub-folders. i.e CSV_ACK and NCOA.

- CSV_ACK
- NCOA

1) In CSV_ACK folder, Vendor will place the ack files.
2) In NCOA folder, Vendor will place the address files.

Example :

..\REPORTS_FINAL\CSV_ACK\TOLLBILL_121_07032018_172325.ack

Example :

..\REPORTS_FINAL\NCOA\08212019_100251.csv

3. IMAGE_PDFS:

This folder is used to place the generated PDFs file by the Vendor.

Example :

..\IMAGE_PDFS\TOLLBILL_121_07032018_172325\10572.pdf

4. CSV Template Parameters:

4.1. Invoice Partial Payment

Variable Name	Variable Description	Data Type	Length
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	50
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
AMOUNT	Invoice total due amount.	Money	10
INVOICE NUMBER	Invoice number	Alphanumeric	25
LICENSE PLATE(S)	Customer Vehicle Number.	Varchar	10
AMOUNT PAID	Paid amount for the invoice.	Money	10
PAYMENT DATE	Amount paid date	Date	Month dd format (Ex: June 25)
AMOUNT	Amount due after paid amount	Money	10

BALANCE			
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

4.2. Last Chance Letter:

Variable Name	Variable Description	Data Type	Length
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	50
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
DATE	Letter generated date	Date	18 (mm/dd/yyyy)
LICENSE PLATE(S)	List of Vehicle Number with comma separated.	Varchar	N/A
TOTAL DUE	Invoice total due amount.	Money	10
RESPONSE DAYS	Config days to pay the amount	Number	5
FINE AMOUNT	Fine Amount.	Money	10
CONTACT US BY	Due date to pay the full payment.	Date	18
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

4.3. Off Cycle Letter:

Variable Name	Variable Description	Data Type	Length
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension	Alphanumeric	25

	(extension as Document#.PDF)		
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	50
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
NO.OF INVOICES	Number of Outstanding Invoices count.	Number	3
LICENSE PLATE(S)	List of Vehicle Number with comma separated.	Varchar	N/A
TOTAL DUE	Invoice total due amount.	Money	10
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

4.4. Toll Bill:

Variable Name	Variable Description	Data Type	Length
RECORDTYPE	Invoice Header (IH)	Varchar	2
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	30
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
LICENSE PLATE #	Customer Vehicle Number.	Varchar	10
BILL DATE	Toll Bill Generated Date.	Date Time	18

REFERENCE #	Invoice Batch Id.	Varchar	25
INVOICE #	Invoice Number.	Varchar	25
AMOUNT DUE	Invoice outstanding amount.	Money	10
DUE DATE	Invoice Due Date.	Date Time	18
SAVED AMOUNT	Amount saving by customer in toll bills if they traveled using Tag	Money	Total Toll Amount – Total Tag Amount for the trips in the toll bill.
IMAGELOCATIONPATH(IMAGENAME)	Vehicle Image relative Path	Varchar	N/A
TOLL TRANSACTIONS	Total due amount for trips in toll bill.	Amount	10
PROCESSING FEE	Processing Fee	Amount	10
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

TOLL TRANSACTION INFORMATION:

Field Name	Field Description	Datatype	Length
RECORDTYPE	Invoice Line Item (IL)	Varchar	**2**
TRANSACTION DATE	Transaction Occurred Date	Datetime	18(MM/DD/YYYY)
TRANSACTION TIME	Transaction Occurred Time	Datetime	HH:MM:SS
LOCATION	Location of the Transaction	Varchar	N/A
TRANSACTION	Trip Transaction Id	Numeric	18
AMOUNT	Toll Amount of the Transactions	Money	10
INVOICE #	Invoice number is used to match the trip details for the header	Varchar	N/A

4.5. First Notice of Toll Violation:

Variable Name	**Variable Description**	**Data Type**	**Length**
RECORDTYPE	Invoice Header (IH)	Varchar	2
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18

ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	30
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
LICENSE PLATE #	Customer Vehicle Number.	Varchar	10
BILL DATE	Toll Bill Generated Date.	Date Time	18
REFERENCE #	Invoice Batch Id.	Varchar	25
INVOICE #	Invoice Number.	Varchar	25
AMOUNT DUE	Invoice outstanding amount.	Money	10
DUE DATE	Invoice Due Date.	Date Time	18
IMAGELOCATIONPATH(IMAGENAME)	Vehicle Image relative Path	Varchar	N/A
TOLL TRANSACTIONS	Total due amount for trips in toll bill.	Amount	10
PROCESSING FEE	Processing Fee	Amount	10
FIRST LATE FEE	First Late Fee	Amount	10
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

TOLL TRANSACTION INFORMATION:

Field Name	Field Description	Datatype	Length
RECORDTYPE	Invoice Line Item (IL)	Varchar	**2**
TRANSACTION DATE	Transaction Occurred Date	Datetime	18(MM/DD/YYYY)
TRANSACTION TIME	Transaction Occurred Time	Datetime	HH:MM:SS

LOCATION	Location of the Transaction	Varchar	N/A
TRANSACTION	Trip Transaction Id	Numeric	18
AMOUNT	Toll Amount of the Transactions	Money	10
INVOICE #	Invoice number is used to match the trip details for the header	Varchar	N/A

4.6. Second Notice of Toll Violation:

Variable Name	**Variable Description**	**Data Type**	**Length**
RECORDTYPE	Invoice Header (IH)	Varchar	2
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	30
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
LICENSE PLATE #	Customer Vehicle Number.	Varchar	10
BILL DATE	Toll Bill Generated Date.	Date Time	18
REFERENCE #	Invoice Batch Id.	Varchar	25
INVOICE #	Invoice Number.	Varchar	25
AMOUNT DUE	Invoice outstanding amount.	Money	10
DUE DATE	Invoice Due Date.	Date Time	18
IMAGELOCATIONPATH(IMAGENAME)	Vehicle Image relative Path	Varchar	N/A
TOLL TRANSACTIONS	Total due amount for trips in toll bill.	Amount	10
PROCESSING FEE	Processing Fee	Amount	10
FIRST LATE FEE	First Late Fee	Amount	10

SECOND LATE FEE	Second Late Fee	Amount	10
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

TOLL TRANSACTION INFORMATION:

Field Name	Field Description	Datatype	Length
RECORDTYPE	Invoice Line Item (IL)	Varchar	**2**
TRANSACTION DATE	Transaction Occurred Date	Datetime	18(MM/DD/YYYY)
TRANSACTION TIME	Transaction Occurred Time	Datetime	HH:MM:SS
LOCATION	Location of the Transaction	Varchar	N/A
TRANSACTION	Trip Transaction Id	Numeric	18
AMOUNT	Toll Amount of the Transactions	Money	10
INVOICE #	Invoice number is used to match the trip details for the header	Varchar	N/A

4.7. Final Notice of Toll Violation:

Variable Name	Variable Description	Data Type	Length
RECORDTYPE	Invoice Header (IH)	Varchar	2
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	50
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4

LICENSE PLATE #	Customer Vehicle Number.	Varchar	10
BILL DATE	Toll Bill Generated Date.	Date Time	18
REFERENCE #	Invoice Batch Id.	Varchar	25
INVOICE #	Invoice Number.	Varchar	25
AMOUNT DUE	Invoice outstanding amount.	Money	10
DUE DATE	Invoice Due Date.	Date Time	18
IMAGELOCATIONPATH(IMAGENAME)	Vehicle Image relative Path	Varchar	N/A
TOLL TRANSACTIONS	Total due amount for trips in toll bill.	Amount	10
PROCESSING FEE	Processing Fee	Amount	10
FIRST LATE FEE	First Late Fee	Amount	10
SECOND LATE FEE	Second Late Fee	Amount	10
FINAL LATE FEE	Final Late Fee	Amount	10
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

TOLL TRANSACTION INFORMATION:

Field Name	Field Description	Datatype	Length
RECORDTYPE	Invoice Line Item (IL)	Varchar	**2**
TRANSACTION DATE	Transaction Occurred Date	Datetime	18(MM/DD/YYYY)
TRANSACTION TIME	Transaction Occurred Time	Datetime	HH:MM:SS
LOCATION	Location of the Transaction	Varchar	N/A
TRANSACTION	Trip Transaction Id	Numeric	18
AMOUNT	Toll Amount of the Transactions	Money	10
INVOICE #	Invoice number is used to match the trip details for the header	Varchar	N/A

4.8. Tag Fulfillment

Variable Name	Variable Description	Data Type	Length
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT	Unique representation for the	Numeric	18

NUMBER	customer		
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	50
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
ACTIVATIONDATE	Tag Assigned Date in the system	Date	15
REPLENISHMENT TYPE	Type of Replenishment. Credit/Cash	Varchar	10
TAGNUMBER	Tag Serial Number	Varchar	12
PLATE#	Customer Vehicle Number. (Optional) – If it is mobile tag/Card	Varchar	15
REGSTATE	Vehicle Registration state (Optional) – If it is mobile tag/Card	Varchar	2
YEAR	Vehicle Year - Optional	Numeric	4
MAKE	Vehicle Make - Optional	Varchar	15
MODEL	Vehicle Model - Optional	Varchar	15
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0) – It should always 0 because Tag need to be shipped physically	Boolean	1

4.9. Statement

Variable Name	Variable Description	Data Type	Length
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50
ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	50

STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
Previous Balance		Decimal	
New SH550 Trips	Total SH550 Trip Balance during the statement period.	Decimal	
New Cameron County International Bridge	Total Trip balance during the statement period	Decimal	
New Cameron County Park Entrance Fees	Total Fees balance during the statement period	Decimal	
Other Charges	Debit Adjustments during the statement period	Decimal	
Payments and Credits	Payments and Credits during the period	Decimal	
New Balance	Total New Balance	Decimal	
Statement Date	Statement Generated Date	Date	MM/dd/yyyy
Statement Period	Statement Period	Date	MM/dd/yyyy – MM/dd/yyyy
No.of active tags	Number of active tags	Numeric	
No.of mobile cards	Number of mobile cards	Numeric	
No.of Vehicles	Number of vehicles	Numeric	
No.of active tickets	Number of active tickets	Numeric	
Valued Customer Since	Customer registered year in the system	Numeric	
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1

4.10. Pending Collection Notice/75 Days Past Due Notice

Variable Name	Variable Description	Data Type	Length
DOCUMENT#	Unique Id representation for each document in the page header for customer	Numeric	18
ACCOUNT NUMBER	Unique representation for the customer	Numeric	18
PDFFILENAME	Name of the PDF file with extension (extension as Document#.PDF)	Alphanumeric	25
CUSTOMER NAME	Combination of First Name and Last Name.	Varchar	100
ADDRESS LINE 1	Address Line 1	Varchar	50

ADDRESS LINE 2	Address Line 2	Varchar	50
ADDRESS LINE 3	Address Line 3	Varchar	50
CITY	City	Varchar	50
STATE	State	Varchar	N/A
ZIP1	Customer Zip1	Varchar	5
ZIP2	Customer Zip2	Varchar	4
AmountDueBalance	Total Balance Due for the account	Decimal	
License Plate	List of the license plates on the account	Varchar	100
CollectionsEscalationDate	Date Account will escalate to Collections	Date	MM/dd/yyyy
SUPRESSMAIL	Suppress Mail is used to stop physical mailing to customer. Because Customer is opt-in for E-mail(1/0)	Boolean	1