

**PUBLIC UTILITY COMMISSION OF TEXAS**

**REQUEST FOR PROPOSALS**

**FOR AN ADMINISTRATOR TO ADMINISTER THE LOW-INCOME CUSTOMER  
PROGRAMS FOR ELECTRIC AND TELEPHONE SERVICE IN TEXAS**



**Public Utility Commission of Texas  
William B. Travis Building  
1701 North Congress Avenue  
Austin, Texas 78711**

**Closing Time and Date:  
October 30, 2023  
9:00 a.m., Central Time**

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Project Number: 54715  
NIGP Class Item: 920-39**

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## SECTION 1 – INTRODUCTION

The Public Utility Commission of Texas (PUCT) is issuing a request for proposals (RFP) for the administration of the low-income residential customer rate reduction programs for electric and telephone services in Texas. (The contractor is referred to throughout this RFP as the Low-Income Discount Administrator, or “LIDA.”<sup>1</sup>) The term of the resulting contract will be a two-year contract with (2) two-year extensions. The LIDA will be responsible for all duties associated with creating and maintaining a database of customers eligible for Texas electric and telephone matching programs, which includes coordination and cooperation with the Texas Department of State Health Services (DSHS). The LIDA is also responsible for working with the FCC and the Universal Service Administrative Company (USAC) in maintaining a database and process for the federal lifeline program. The LIDA is also responsible for notifying retail electric providers (REPs) and telephone service providers (TSPs) of eligible customers they serve so the utility providers can apply the appropriate action to each customer's bills. The Statement of Work (Section 3 of this RFP) contains detailed information concerning the LIDA's responsibilities.

### Background

On January 31, 2012, the FCC adopted a report, order, and further notice of proposed rulemaking in reference to reforming the federal lifeline process. The order allowed states that have a comprehensive matching process and duplicative process to opt-out of the national accountability database. Texas was granted authority to opt out of the federal process and continue to use the Texas process to identify approved lifeline participants for the federal discount when the FCC declined to either approve or reject the PUCT's petition to opt out within the 90-day period in which the FCC was required to act. The following are links to the orders from the FCC relating to the Texas process:

- Initial Opt Out - <https://www.fcc.gov/ecfs/document/6017110689/1>;
- Amendment - <https://www.fcc.gov/ecfs/document/6017134474/1>; and
- Further enhancements in response to NALA - <https://www.fcc.gov/ecfs/document/107091513107028/1>.

The LIDA contractor will be responsible for administering the Lifeline Program meeting state of Texas and FCC guidelines.

For further clarification of the Texas Low-Income Discount Program and for additional details of the requirements of the LIDA for the electric program please refer to PUCT Substantive Rule § 25.45 at <http://www.puc.texas.gov/agency/rulesnlaws/subrules/electric/25.45/25.45.pdf> and Substantive Rule § 26.412 at <http://www.puc.texas.gov/agency/rulesnlaws/subrules/telecom/26.412/26.412.pdf> for the telephone program. You can also view the Low-Income Discount Program frequently asked questions, program description and a copy of the self-enrollment form on the PUCT website at <http://www.puc.texas.gov/consumer/lowincome/Solix.aspx>.

This solicitation is being issued under the authority granted to the PUCT by Public Utility Regulatory Act (PURA)(Title II of the Texas Utilities Code), Sections 14.001, 17.007, 56.021, and 56.023.

## SECTION 2 – DEFINITIONS

As used in this RFP, the following terms have the meanings specified:

- 1) “**Contractor**” or “**LIDA**” means the person, organization, business entity, or other entity that is selected for the contract contemplated by this RFP.
- 2) “**May**” means “is authorized to.”

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<sup>1</sup> One of the regulations describing a portion of the duties of the contractor, PUCT Substantive Rule § 25.45, refers to the role as the “Low-Income List Administrator.” However, for the sake of continuity, the contractor will be referred to as the LIDA throughout the contract and RFP.

- 3) “**Proposer**” means “a person, organization, business entity, or other entity that submitted a proposal.”
- 4) “**PUCT**” or “**the commission**” means “the Public Utility Commission of Texas, an agency of the state of Texas.”
- 5) “**Business day**” means a day the PUCT is open for business and is not observing a holiday.
- 6) “**Vendor**” means “a person, organization, business entity, or other entity that has been selected for or entered into a contract with a Texas state agency.”
- 7) “**Vendor Performance Tracking System**” means “the system the Texas Comptroller of Public Accounts is required to provide under Section 2262.055, Texas Government Code, for evaluating vendor performance.” The Vendor Performance Tracking System is located at: <http://txsmartbuy.com/vpts>.
- 8) “**Lifeline**” means the telephone bill payment assistance program administered by the LIDA for low-income individuals.
- 9) “**Benefits Qualified Person (BQP)**” means a member of a household who qualifies the household for the lifeline discount.
- 10) “**Coding Accuracy Support System (CASS)**” means a certification tool used by the USPS to ensure accuracy of validation and standardization of addresses.
- 11) “**Interactive Voice Response (IVR)**” means telephone users can interact with a computer-operated telephone system through the use of voice and tones input with a keypad.

## SECTION 3 – STATEMENT OF WORK

### I. Introduction

#### A. Summary

The contractor will serve as the Low-Income Discount Administrator (LIDA). The LIDA is responsible for managing the electric and telephone discount matching processes. If the PUCT does not select the incumbent contractor, the contractor's initial task will be to develop a method to match lists of persons who receive benefits under certain state programs and self-enrolled residents with lists of telephone and electric service customers to determine eligibility for programs within the telephone and electric service. This contract requires working closely with PUCT staff, representatives of Utility Service Providers that are providing discounts, and the Texas Health and Human Services Commission (HHSC).

#### B. Background Information

##### 1. Program-Defining Statutes and Rules

- (i) Texas Utilities Code §§ 17.007 and 55.015 available at:  
<http://www.puc.texas.gov/agency/rulesnlaws/statutes/statutes.aspx>
- (ii) 16 TAC §§ 25.45 and 26.412 available at: <http://www.puc.texas.gov/agency/rulesnlaws/Default.aspx>
- (iii) [47 CFR Part 54](#)

##### 2. “Utility Service Providers” refers to the following three groups of entities:

- (i) Traditional Telephone Service Providers (“Traditional TSPs”)– Telephone service providers (TSPs) which have Eligible Telecommunication Provider (ETP) status in the state of Texas that are either wireline or pre-paid cellular offering discounts to subscribers on their monthly bill. Currently, there are 100 active Traditional TSPs in the Lifeline program.
- (ii) Prepaid Telephone Service Providers (“Prepaid TSPs”) – TSPs which have Eligible Telecommunication Carrier (ETC) or Eligible Telecommunication Provider (ETP) status in the state of Texas that are designated for Lifeline purposes only, provide wireless service, and offer pre-paid minutes in lieu of a monthly bill. Currently, there are 11 active Prepaid TSPs in the Lifeline program.
- (iii) Retail Electric Providers (REPs) – Entities that sell electric energy to retail customers in Texas and hold a certificate issued by the PUCT as required by Tex. Util. Code Sec. 39.352. Currently, there are 24 active REPs that have requested the Low-Income List.

- 3. Estimated Numbers – For proposers’ convenience, this Statement of Work includes estimated volumes of work, estimated participating customers, and estimated numbers of Utility Service Providers. The number of applications and forms received, fulfillment items required to be sent, ID verifications required, calls received, subscribers to LIDA programs, and Utility Service Providers participating in LIDA programs is out of the control of the PUCT and is provided as an estimate only. These numbers may vary significantly from year to year. The PUCT does not guarantee any minimum or maximum number for any task.
- 4. File Structures – the LIDA must use file structures that are consistent with those historically used by the LIDA in order to maintain ease of use for the Utility Service Providers. The file structures currently used can be found in Exhibit 2.

5. Current online resources for the LIDA program can be found at <http://www.puc.texas.gov/consumer/lowincome/Solix.aspx>.
6. Estimated Annual Volume of Subscribers on Input and Output Files
  - (i) Subscribers on Input Files received from TSPs and REPs: 88,915,020;
  - (ii) Subscribers on Input Files received from HHSC: 86,400,000
  - (iii) Subscribers on Output Files provided to TSPs and REPs: 9,394,680.

## **II. Services**

- A. Creating and Maintaining Databases of Eligible Customers – the LIDA must establish (if other than the incumbent) and maintain databases of eligible customers to perform the functions described in this Statement of Work.
- B. Application and Form Review – the LIDA must review lifeline applications and required forms for LIDA applications that did not pass the application programming interface (API) system and determine whether the applications and forms along with backup documentation meet requirements for approval based on the criteria in state statute, PUCT rules, and FCC CFR requirements.
  1. Estimated annual lifeline application review volume is 113,100 forms;
  2. Estimated annual certification forms, household worksheets and supporting documentation review volume is 144,000 forms
- C. Requirements for processes to be used in providing LIDA services
  1. Overview
    - (i) Each month, on a predetermined date, the LIDA will receive the following:
      - (a) the HHSC database of clients.
      - (b) residential customer base files from each participating REP (provided through a secure file transfer protocol (FTP) website set up by the LIDA); and
      - (c) residential customer base files from each traditional TSP (provided through a secure FTP website set up by the LIDA).
    - (ii) The LIDA must eliminate duplicates and ineligible clients from the data they receive from HHSC, then add the current data for self-enrolled clients to create the final database of unique addresses to be used for that month.
    - (iii) The LIDA must compare the unique list of addresses compiled from HHSC and self-enrollment data to the data files from Utility Service Providers to create the list of matching clients for that month.
    - (iv) No later than the last day of each month, the LIDA must notify the REPs that the matching client files are ready to be downloaded.
    - (v) No later than the first day of each month, the LIDA must notify all telephone service providers (Traditional and Prepaid) that the matching client files are ready to be downloaded.
    - (vi) The LIDA must provide each Utility Service Provider a unique and secure user ID and password to access that Utility Service Provider's files.

- (vii) Individuals qualifying for discounts for Traditional TSP service through HHSC programs may cease to appear on the HHSC input list. The first month a previously qualifying customer does not appear on the HHSC input list, the LIDA must send the customer an application for self-enrollment and give the customer a two-month grace period status to receive the discount. If the customer fails to re-enroll during the two-month grace period, the LIDA will remove them from the list of active benefit recipients, and they will not receive the discount unless and until they appear on the HHSC list again or submit a qualifying self-enrollment package.

## 2. Self-Enrollment

### (i) Initial Self-Enrollment

- (a) The LIDA must send application packages in both English and Spanish to customers who contact the LIDA through the call center or online to request forms to enroll in the Lifeline Program.
- (b) The LIDA must process the returned forms within 7 Business Days of receipt.

### (ii) Self-Enrollment Renewal – Traditional TSP Customers

- (a) Traditional TSP customers are eligible for the State Lifeline discount for seven months from enrollment. The LIDA must review all customers' State eligibility during their 6<sup>th</sup> month and send renewal forms asking customers to re-apply for low-income benefits prior to the expiration of the seventh month.
- (b) The LIDA must process returned self-enrollment State renewal forms within seven Business Days of receipt.
- (c) Traditional TSP customers are also required to recertify annually for the federal discount.
  - (1) The LIDA must send Traditional TSP Customers receiving the federal Lifeline discount recertification forms via U.S. Mail that recertification is required prior to their anniversary date each year.
  - (2) The LIDA must send the notifications at least 60 days prior to the customer's federal lifeline anniversary each year.
  - (3) The LIDA must allow customers to recertify through mail, telephone-based interactive voice response (IVR), or online for the federal lifeline discount.
  - (4) Customers undergoing federal lifeline recertification who were previously found eligible via automated database checks but now cannot be so verified must submit documentation proving eligibility along with the recertification form.
  - (5) The LIDA must process federal lifeline returned paper forms within seven Business Days of receipt. Online and IVR applications must be processed immediately.
  - (6) If a customer fails to re-certify for the federal lifeline, the LIDA must remove the customer from the discount list.
  - (7) The LIDA must ensure customers who successfully recertify within the window for the federal lifeline remain on the discount list for the following year.

### (iii) Self-Enrollment Renewal – Prepaid TSP Customers (federal lifeline only)

- (a) Prepaid TSP customers are required to recertify annually.
- (b) The LIDA must send Prepaid TSP Customers receiving the Lifeline discount recertification forms via U.S. Mail and notify the customer via SMS that recertification is required prior to their anniversary date each year.
- (c) The LIDA must send the notifications at least 60 days prior to the customer's anniversary each year.
- (d) The LIDA must allow customers to recertify through mail, telephone-based interactive voice response (IVR), or online.
- (e) Customers undergoing recertification who were previously found eligible via automated database checks but now cannot be so verified must submit documentation proving eligibility along with the recertification form.
- (f) The LIDA must process returned paper forms within seven Business Days of receipt. Online and IVR applications must be processed immediately.
- (g) If a customer fails to re-certify, the LIDA must remove the customer from the discount list.
- (h) The LIDA must ensure customers who successfully recertify within the window remain on the discount list for the following year.

### 3. Matching Criteria

#### (i) For REP Customers

- (a) For each REP Customer, the LIDA must ensure each of the following items are compared and at least one category results in a match:
  - (1) Social Security Number (SSN) in enrollment list to SSN in REP customer list.
  - (2) Name and mailing address in enrollment list to name and service address in REP customer list.
  - (3) Name and residence address in enrollment list to name and service address in REP customer list.
  - (4) SSN and mailing address in enrollment list to SSN and service address in REP customer list.
  - (5) SSN and residence address in enrollment list to SSN and service address in REP customer list.
- (b) Mailing and residence address match must include the full address and the full 5+4-digit zip code.
- (c) SSN match must exclude dummy entries such as "000000000."

#### (ii) For TSP Customers

- (a) For each TSP customer, the LIDA must ensure each of the following are compared and at least one category results in a match:
  - (1) SSN and first name in enrollment list to SSN and first name in TSP customer list.
  - (2) Last name and phone number in enrollment list to last name and phone number in TSP customer list.

- (3) Name and mailing address in enrollment list to name and service address in TSP customer list.
- (4) Name and residence address in enrollment list to name and service address in TSP customer list.
- (5) Account holder match:
  - a. Last four of SSN (SSN4), Date of Birth (DoB) and First name or full name in enrollment list is same as in TSP customer list.
  - b. Service/Residence Address and full name is the same on both sides.
  - c. Service/Mail Address and full name is the same on both sides.
  - d. Phone number and full name is the same on both sides.
  - e. SSN4, DoB and first or last name is the same on both sides.
- (6) Benefits Qualified Person match:
  - a. Phone number and last name are same but first name, SSN4, DoB are not the same on both sides.
  - b. Phone number and service/residence addresses are the same but full names, SSN4, DoB are not the same on both sides.
  - c. Phone number and service/mail addresses are the same but full names, SSN4, DoB are not the same on both sides.
- (7) The Lifeline Discount Should be Provided to all Matching Customers.
  - a. Mailing and residence address match must include the full address and the full 5+4-digit zip code.
  - b. SSN match must exclude dummy entries such as “000000000.”
  - c. The LIDA must verify all self-enrollment records that have been matched to TSP records to confirm there is a valid, approved certification form in the database. To be valid, the certification form must be filled out completely and correctly and have been signed no earlier than three months prior to the approval of the application.
  - d. The LIDA must review all records that have matched to ensure that only one discount is given per household unless the database contains an approved household worksheet that justifies multiple discounts in that household.
  - e. The LIDA must use an address verification system that has been certified through the USPS’s Coded Accuracy Support System (CASS) Certification process. Any address that fails the verification must be returned to the submitting TSP and a CASS failure letter must be sent to the customer.
  - f. The LIDA must verify each ID associated with a customer record to ensure the ID is valid.
  - g. All Prepaid TSP Customers must submit their customer information through the Near Real Time Application Programming Interface (NRT API) system.

#### 4. Output files used for LIDA services

- (i) The LIDA must provide the following output files each month to Utility Service Providers for use in administering the discount programs:
  - (a) Files provided to REPs
    - (1) Discount List of Customers File
  - (b) Files provided to Traditional TSPs
    - (1) Discount List of Customers File – “Discount” File with records of each customer that has passed all the matching criteria and has been approved for the discount program.
    - (2) De-Enrolled List of Customers File – “De-enroll” File with records of each customer that will be removed from the program due to failing matching criteria
    - (3) CASS Failures File
    - (4) CASS Corrections File
    - (5) IVR Certifications File
    - (6) Customer Approved Forms which is a .pdf file of each certification, recertification, and IEH forms for approved customers.
    - (7) Rolling Recertification Outcome File
    - (8) Rolling Recertification Failed HHSC File
  - (c) Files provided to Prepaid TSPs
    - (1) Discount List of Customers File – “Discount” File with records of each customer that has passed all the matching criteria and has been approved for the discount program.
    - (2) De-Enrolled List of Customers File – “De-enroll” File with records of each customer that will be removed from the program due to failing matching criteria.
    - (3) CASS Failures File
    - (4) CASS Corrections File
    - (5) IVR Certifications File
    - (6) Rolling Recertification Initial File
    - (7) Rolling Recertification Outcome File
    - (8) Customer Approved Forms which is a .pdf file of each certification, recertification, and IEH forms for approved customers.
    - (9) Daily Activity Return Report-Detail
    - (10) Daily Activity Return Report-Summary
    - (11) Daily Active Customer Report
  - (d) Files provided to USAC
    - (1) Monthly Snapshot file – this includes all customer eligible for the monthly federal discount which includes customer and provide detail.

- (2) Weekly ACP file – any new Federal enrollments added to lifeline after the monthly snapshot file has been posted.

#### D. Online Resources

1. The LIDA must maintain and update a webpage with information regarding the LIDA programs
  - (i) The webpage must include frequently asked questions (FAQ), which the LIDA must monitor and update as necessary to ensure they are relevant and up to date.
  - (ii) The LIDA is responsible for maintaining the LIDA webpage and FAQs, and updating the site as needed. The site must provide a means for users to submit questions. The LIDA must route questions to the PUCT to be answered, then post PUCT's answer. The LIDA must post FAQs and answers in English and Spanish.
  - (iii) A copy of the current FAQ webpage can be found on the PUCT website at:  
<http://www.puc.texas.gov/consumer/lowincome/Solix.aspx>.
2. The LIDA must provide a website which can be used by Texas residents to apply for or renew lifeline discounts. Customers must be able to complete the following tasks using the website:
  - (i) Submit a new application for Lifeline discounts
  - (ii) Request a paper application for Lifeline discounts
  - (iii) Submit a Certification Form
  - (iv) Submit a Recertification Form
  - (v) Submit a Household Worksheet Form
  - (vi) Upload all program-related forms needed to complete the application.
3. The LIDA must provide an online system for a Prepaid TSP to verify a potential customer's availability on demand.
  - (i) The LIDA is responsible for maintaining all necessary software and hardware for easy access and processing.
  - (ii) The LIDA must provide the verification service through an online Application Programming Interface (API) system for Prepaid TSPs to enroll customers and verify a potential customer's eligibility on demand.
    - (a) All Prepaid TSPs are required to use the LIDA API system to determine phone and minute eligibility for Lifeline customers.
    - (b) The API system must allow TSPs to determine whether a customer is in the database of eligible customers provided to the LIDA from HHSC. If the customer is in the database, the system should indicate that the customer is automatically approved for a discount. If not, the system must queue the application for a manual "near real-time" (NRT) review. The manual NRT review goal is to be completed in under five minutes.
      - (1) There are three kinds of automatic reviews that may need NRT reviews:

- a. Eligibility Review – If a customer is not found in the HHSC database, the Prepaid TSP will be asked by the system to submit eligibility supporting documentation. Once provided, live agents of the LIDA will review the documents and render a decision. The annual estimated number of Eligibility Reviews is 101,305.
  - b. ID Review – If a customer is not found in the HHSC database, the system must perform ID verification of the customer using an ID verification and authentication service (for example, IDology or Lexus Nexus). If that check results in a failure, the system must prompt the Prepaid TSP to submit identity-supporting documentation. Once provided, live agents of the LIDA must review the documents and render a decision. The annual estimated number of ID Reviews is 843,026
  - c. CASS Address Validation Review – If a customer’s address provided by the TSP fails CASS address validation, the system must prompt the TSP to submit address verification documentation. Once provided, live agents of the LIDA must review the documents and render a decision. The annual estimated number of CASS Address Validation Reviews is 4,329.
- (c) The API system must be compatible with a reasonable variety of technology used by TSPs to complete the application process.
- (d) Additional API’s must be made available for carrier to perform the following functions:
- (1) De-enroll customers who wish to disconnect their service, have not met usage requirements or who are deceased.
  - (2) Update customer name, address, telephone number, account number or service type

E. Fulfillment Operations – the LIDA must manage all fulfillment operations.

- 1. The LIDA must develop and implement a method to notify applicants of their eligibility or denial of eligibility.
- 2. All fulfillment materials must be provided in both English and Spanish.
- 3. The following items must be produced and delivered by the LIDA to the appropriate customers:
  - (i) Application Rejection Notices – Letters to customers providing the reason(s) their Lifeline application was rejected and providing instructions for re-applying or disputing.
    - (a) Application Rejection Notice content varies based on the reason for the rejection.
    - (b) The total estimated number of rejection notices per year is 4,525.
  - (ii) CASS Failures – Letters to customers whose address failed the CASS Validation. The annual estimated number of CASS Failure letters is 4,329.
  - (iii) Certification Form Review Rejection – Letters to customers whose Certification Form review resulted in a rejection. The annual estimated number of Certification Form Review Rejection letters is 4,708.
  - (iv) Certification Plus Letters – Letters to customers notifying them that their record has an incorrect social security number. The annual estimated number of Certification Plus Letters is 943.
  - (v) Certification Plus Rejections – Letters to customers notifying them that their Certification Plus review was rejected. The annual estimated number of Certification Plus Rejection letters is 19.

- (vi) Certification Plus Resends – Letters to customers that request another Certification Plus Form be mailed to them. The annual estimated number of Certification Plus Resend letters is 2.
- (vii) Certification Resends – Letters to customers who have requested another Certification Form or Household Worksheet be mailed to them. The annual estimated number of Certification Resend letters is 7,869.
- (viii) Duplicative Discount Letters for Discounts on Multiple Telephone Numbers – Letters to customers who have been identified as receiving a Lifeline discount on more than one telephone number. The annual estimated number of Duplicative Discount Letters for Discounts on Multiple Telephone Numbers is 666.
- (ix) Prepaid Duplicative Discount Letters for Discounts on Multiple Telephone Numbers – Letters to Prepaid customers who have been identified as receiving a Lifeline discount on more than one telephone number. The annual estimated number of Duplicative Discount Letters for Discounts on Multiple Telephone Numbers is 691.
- (x) Duplicative Discount Letters for Multiple Discounts in Household – Letters to customers who have been identified as living in a household with more than one Lifeline discount. The annual estimated number of Duplicative Discount Letters for Multiple Discounts in Household is 194.
- (xi) Prepaid Duplicative discount Letters for Multiple Discounts in Household – Letters to customers who have been identified as living in a household with more than one Lifeline discount. The annual estimated number of Duplicative Discount Letters for Multiple Discounts in Household is 461.
- (xii) Duplicative Discount Letters for Social Security Number – Letters to customers whose social security number has been identified as a possible duplicate across two or more different addresses. The annual estimated number of Duplicative Discount Letters for Social Security Number is 80.
- (xiii) Prepaid Duplicative Discount Letters for Social Security Number – Letters to customers who social security number has been identified as a possible duplicate across two or more different addresses. The annual estimated number of Duplicative Discount Letters for Social Security Number is 122.
- (xiv) Name, Address, or Name and Address Change Letters – Letters to customers whose name, address, or name and address has changed in the Utility Service Provider file provided to the LIDA. The annual estimated number of Name or Address Change letters is 6,250.
- (xv) New Application Package – information sent to customers who have requested a Lifeline application to be delivered by mail. The annual estimated number of New Application Packages is 4,814.
- (xvi) New Discount Letters – Letters to customers who have been identified as eligible for the Lifeline discount through the HHSC process but who are not receiving the discount. The annual estimated number of New Discount Letters is 70,355.
- (xvii) Renewal Notices – letters to low-income customers asking them to re-certify their qualification for the low-income program or programs prior to the expiration of the 7<sup>th</sup> month of receiving the discount. The annual estimated number of Renewal Notice is 39,355.
- (xviii) Rolling Recertification Denials – letters to prepaid wireless customers notifying them that their recertification form was denied upon review. The annual estimated number of Rolling Recertification Denial letters is 3,056.

- (xix) Rolling Recertification Renewal Notices – letters to prepaid wireless customers notifying them that it is time to renew their Lifeline benefit. The annual estimated number of Rolling Recertification Renewal Notices is 52,144.
  - (xx) Rolling Recertification Resends – letters to customers who request another Recertification Form be mailed to them. The annual estimated number of Rolling Recertification Resend letters is 474.
  - (xxi) Missing Certification Letters – letters sent to a customer who has only returned an application that has been approved. The annual estimated number of Missing Certification letters is 200.
  - (xxii) USAC Reverification Letters – letters sent to customers who have been reviewed in an audit and only supporting documentation is required. The annual estimated number of USAC Reverification letters is 5.
4. Exhibit 1 is a table showing the required frequency and contents of each fulfillment item. This list may be changed through a written directive from the PUCT contract manager without amending the contract.
- (i) Weekly fulfillments must be mailed each Monday, or the following Business Day, if Monday is a holiday.
  - (ii) Monthly fulfillments must be mailed within five Business Days of the first day of the month.
  - (iii) Daily fulfillments must be mailed each Business Day, or the following Business Day if a Business Day happens to fall on a postal holiday.

#### F. Customer Service

1. The LIDA must manage the LIDA call center.
  - (i) The call center must be operational 24 hours per day, 7 days per week.
    - (a) Both English and Spanish speaking operators must be always available.
    - (b) The call center must not close for any holidays.
    - (c) The call center must be physically located in Texas.
  - (ii) Call center operators must:
    - (a) Answer telephone calls from customers with questions or concerns about benefits programs; and
    - (b) Resolve customer eligibility issues.
  - (iii) English and Spanish speaking agents must be always available.
  - (iv) The LIDA call center must also offer an IVR System for Texas residents to complete application and certification-related tasks. The IVR System must:
    - (a) Have the capability to guide customer through options.
    - (b) Allow customers to complete and accept the following forms using voice or numeric commands:
      - (1) Certification Form
      - (2) Recertification Form
      - (3) Household Worksheet

- (c) If the system is not able to complete the request, the call must be answered by a live call center agent who must have appropriate system access to complete the customer's request.
- (v) All calls must be recorded and stored for a minimum of 4 months. If any call recording is subject to an open records request, an audit, a subpoena, or other legal requirement to retain the recording, the recording must be retained until the requirement mandating its retention ends. The LIDA may also be required to retain recorded calls as directed by the PUCT.
- (vi) Estimated annual calls to the Call Center are as follows:
  - (a) 94,915 English-language calls, totaling an estimated 706,949 minutes.
  - (b) 9,047 Spanish-language calls, totaling an estimated 71,812 minutes.
- 2. The LIDA must provide a point of contact or points of contact for the Utility Service Providers for technical questions relating to the matching process and customer complaints.
- 3. The LIDA must notify all applicants of their eligibility or ineligibility.
- 4. The LIDA must resolve any problems with the matching process.
- 5. The LIDA must coordinate with the Texas HHSC to establish the processing schedule for file exchange with the Utility Service Providers for each fiscal year (September 1 through August 31) by the end of July, except that the processing schedule for the fiscal year beginning September 1, 2023, will be set by the incumbent contractor and the incoming contractor will be required to follow it.
- 6. The LIDA must provide Traditional TSPs the data necessary to complete the FCC Form 555 each year.
- 7. The LIDA must provide an SMS Text service for customers of prepaid wireless carriers to notify customers when they become eligible for the annual recertification process. The recertification window is open for each customer for a period of 60 days. The number texts for 2022 was 116,644.
  - (i) The system must send automated texts on the following days:
    - (a) Day 1 of the customer's recertification window.
    - (b) Day 20 of the customer's recertification window.
    - (c) Day 45 of the customer's recertification window; and
    - (d) The final day of the customer's recertification window.
  - (ii) LIDA must propose standard text message content to PUCT Contract Administrator and get approval for the content of the automated texts.
- 8. The LIDA must carry out special projects, as directed by the PUCT. For example, the PUCT may request a mass-mailing of self-enrollment forms. Proposers must provide per-page pricing for ad hoc mailouts.

#### G. Compliance

- 1. The LIDA must provide an annual Statement on Standards for Attestation Engagements (SSAE) audit of the LIDA's administration of the LIDA programs.
  - (i) The audit must cover:
    - (a) The LIDA's standard operating procedures for its LIDA programs.

- (b) The LIDA's network security as it pertains to handling confidential information received from HHSC.
  - (c) The LIDA's compliance with Section 18.12 of the contract's General Terms and Conditions, pertaining to the LIDA's use of E-Verify.
  - (ii) The audit must be completed to the current SSAE standard as of its date of completion.
  - (iii) The timeframe examined for each audit will be the prior fiscal year.
  - (iv) The audit for each fiscal year must be completed by the last Business Day of March of the following fiscal year (e.g., for the 2023 Fiscal Year, the audit must be completed by March 31, 2024).
2. The LIDA must complete a cybersecurity training program certified under Tex. Gov't. Code Section 2054.519 and selected by the PUCT by 12/31/2024, report the completion of the course to the PUCT Contract Administrator, and provide any documentation identified by the Contract Administrator to verify completion.
  3. The LIDA must ensure the Lifeline Discount process meets the State of Texas and Federal Communications Commission (FCC) regulations.
  4. The LIDA must timely respond to requests for information from PUCT, Universal Service Administrative Company (USAC), the FCC, and TSPs performing audits.
  5. The LIDA must provide a random monthly sample of all eligible Federal discounts selected by USAC verifying all data points and forms used to qualify new customer enrollments to USAC. The typical count averages 380 records but can vary. Samples are generally provided on the first week discounts are provided and are due around the 20<sup>th</sup> day of the month.
  6. The LIDA must provide a random monthly sample of all eligible State or Federal discounts selected by the PUCT verifying the eligibility for newly enrolled customers to the PUCT.
  7. The LIDA must also provide USAC with annual Payment Quality Assurance (PQA) audit detail verifying the eligibility for the specific snapshot month supporting the selected carriers' monthly lifeline claims. Approximately 1,700 records are selected annually.
  8. The LIDA will also be required to provide USAC, FCC, or individual carriers with any support required for Beneficiary and Contributor Audit Program (BCAP) or Biennial audit.
  9. The LIDA will receive a monthly file from USAC that includes potentially deceased customers. Any customer on the list currently receiving the lifeline discount will need to be mailed a letter with instructions on how to resolve the finding. If the LIDA does not receive a response from a customer in 37 days, the customer must be de-enrolled from the program.

### **III. Confidentiality and Information Security**

- A. Work required by this contract involves handling confidential information in a secure way. Proposals must include a description of how proposer will maintain confidentiality and security of information related to the contract, and particularly how proposer will maintain confidentiality of benefit recipients' personal information.

- B. In order to evaluate beneficiaries' eligibility for benefits, the LIDA will need to receive information from the Texas HHSC. HHSC provides this information to the PUCT and the LIDA pursuant to a Data Use Agreement (DUA). As PUCT's subcontractor, the LIDA will be required to sign a Subcontractor Agreement Form that obligates the LIDA to comply with the terms of PUCT's DUA with HHSC. The current DUA and Subcontractor Agreement Form are included as Exhibit 4 to this Statement of Work. HHSC will also require the LIDA to complete an Initial Security Evaluation before accessing HHSC's information.
- C. The LIDA must sign HHSC's Subcontractor Agreement Form and complete the Initial Security Evaluation within the first ten calendar days after the effective date of the contract. Failure to sign the Subcontractor Agreement Form or complete the Initial Security Evaluation within ten calendar days of the effective date of the contract is cause for termination of the contract.

#### **IV. Record-keeping, Information Access, and Invoices**

##### **A. Record Keeping**

1. In addition to the requirements in Section 2.6 of this contract's General Terms and Conditions relating to records, the LIDA must generate and store certain PDF images:
  - (i) Scanning from paper records: The LIDA must scan each paper application, supporting documentation, certification form and household worksheet form received and store them as .pdf files. The scanned images must be linked to the customer record in the LIDA system for review. The scanned images must be maintained by the LIDA for the duration of the contract and transferred to either the PUCT or a new vendor when the contract ends, at the PUCT's discretion. Proposers must describe how they would handle the transition of records to the PUCT or a new vendor to ensure all program data and records are transferred.
  - (ii) Storage of paper records: Paper records must be retained for seven years after the contract ends.
  - (iii) System-generated images: The LIDA must provide the ability to generate .pdf images from the data captured via website or NRT submissions. The .pdf images must be generated for each application, certification, and household worksheet. The images must be linked to the customer record in the LIDA system for review. The system generated images must be maintained by the LIDA for the duration of the contract and transferred to either the PUCT or a new vendor when the contract ends, at the PUCT's discretion. Proposers must describe how they would handle the transition of records to the PUCT or a new vendor to ensure all program data and records are transferred.
  - (iv) The electronic images must be stored in an encrypted format. The LIDA must provide the PUCT with tools to view the historical images.
2. The PDF images of this data will contain PII information and must be stored in an encrypted format.
3. The LIDA must provide the PUCT Contract Administrator with tools to view the historical images.
4. The LIDA must retain and provide PUCT access, upon request, to all previous years' PDF images.
5. Currently, there are approximately 9 million images stored. If the chosen proposer is not the incumbent, the new contractor must take possession of the images from the current contractor during transition and retain them. The amount of disk space currently needed to store the images is approximately 5 TB.

##### **B. Information Access**

1. The LIDA must provide the PUCT the following access to information:

- (i) Access to all files received from and sent to the Utility Service Providers relating to the monthly matching process;
  - (ii) Read-only access to all information in the call center database; and
  - (iii) Access to review call center recordings.
2. The LIDA must provide the PUCT a secure means of accessing information. Information available to the PUCT via secure access must include archived information, such as previously requested reports, and all information shared on a scheduled or ad hoc basis.
- C. The LIDA must deliver PUCT-approved reports by the 10<sup>th</sup> working day of the month for the previous month's business. If the 10<sup>th</sup> Business Day of the month falls on a weekend, the reports are due on the last Business Day before the weekend. Sample Reports are included in Exhibit 3 to this RFP. Reports required include:
1. Enrollment Summary - This provides details on various topics regarding the month end process, applications processed by LIDA, requests for forms or letters, and the number of applications received including how they were submitted.
  2. LIDA Operations Rejection Code Summary - This provides a breakdown of all rejection reasons processed during the month.
  3. LIDA Operations TSP Summary - This is a breakout of the monthly file processing for telecom companies. It provides number of records submitted, rejected, and counts of records that were matched for a discount. It also provides detail if they submitted on time and the percentages of errors within files.
  4. Texas LIDA 6-month TSP Rolling Report - This provides a list of self-enrollment records that are expiring in the next 6 months by carrier.
  5. LIDA Operations TSP Breakout by Discount Type Report – This is a breakout list of telephone providers by discount type of federal, state, or both.
  6. Monthly Call Reason Report - This breaks out the topic of the call and gives counts by those categories. The data is separated into individual weeks.
  7. Monthly Report by ZIP Code - This breaks out call center calls received by each zip code and city.
  8. Call Center Call Time Report - This reports on calls received, answered, or abandoned, and provides detail on talk time, time to answer, and duration of calls.
  9. Verification of all mailed letters – Weekly and Monthly reports showing the breakdown of letter types and dates the vendor received and mailed the requested letters.
  10. LIDA Production Confirmations - Verification of the number of Applications, Certification Forms, and Household Worksheets Processed, and Verification of Call Center minutes.
  11. Performance Report – Verification that applications and letters produced met their objective timeframe.
  12. LIDA Operations REP Summary – This is a breakout of the monthly file processing for electric companies. It provides number of records submitted, rejected, and matched for a discount. It also provides detail if they were submitted on time and the percentages of errors within files.
  13. LIDA BRM Postage Account Detail – provides running total postage amount and count each month and deposit amounts.

14. Any other reports the PUCT reasonably determines are necessary to fulfill or verify the purpose of this contract by the Contract Administrator.

## **V. Liquidated Damages and Corrective Actions**

- A. If the LIDA breaches this agreement by failing to meet deadlines, the benefits received by individuals under the LIDA programs could be compromised, resulting in impediments to PUCT functions, damage to PUCT's reputation, and additional work for PUCT staff to remedy problems caused by the LIDA's breach. Damages to the PUCT resulting from the LIDA's failure to timely meet its obligations would be difficult to calculate in advance or at the time of breach, so this contract includes the following liquidated damages to be paid to the PUCT, as specified, if the following deadlines are missed.
  1. The LIDA must deliver its Standard Operating Procedures (SOP) to the PUCT by December 15, 2023, and annually by December 15, regardless of whether there were changes to the procedure from the previous year. If the LIDA fails to provide the SOPs to the PUCT by the due date, The LIDA must pay PUCT an initial \$5,000 in liquidated damages, plus \$1,000 per day for each day after the due date until the SOPs have been delivered.
  2. The LIDA must have a Disaster Recovery Plan and Business Continuity Plan in place. The LIDA must deliver a copy of each plan to the PUCT immediately upon contract execution when delivering the signed copy of the contract. The LIDA must provide an updated copy of each plan annually by December 15. The LIDA's plans must include, or be provided simultaneously with, the Disaster Recovery and Business Continuity Plans of each subcontractor, if applicable. If the LIDA fails to provide all plans on the due date, the LIDA must pay PUCT an initial \$5,000 in liquidated damages, plus \$1,000 per day for each day after the due date until all plans have been delivered.
  3. The LIDA must propose a processing schedule by July 31 of each year for the following fiscal year to the PUCT's Contract Administrator and adhere to the approved processing schedule posted on the PUCT website. The processing schedule for the 2024 fiscal year (beginning September 1, 2023) has already been set. If the LIDA fails to provide the output files to the utilities on the dates specified in the processing schedule, the LIDA must pay PUCT an initial \$5,000 in liquidated damages, plus \$1,000 per day for each day after the due date until the files have been provided.
  4. The LIDA must ensure PUCT receives each monthly report described in Section IV.C. of this Statement of Work by the deadline specified in that section. In any month in which at least one report is late, the LIDA must pay the PUCT an initial \$5,000 in liquidated damages, plus \$1,000 per day after the deadline until all reports are received. If the LIDA must correct a report after the due date of the report, the report will be deemed received on the date the corrected report is received and liquidated damages will apply as if the original report was received on that date.
  5. The LIDA must mail each fulfillment item in the amount of time required by Section II.E.4 of this Statement of Work. If the LIDA fails to mail fulfillment items in the allotted time, the LIDA must pay PUCT liquidated damages of \$25,000 per instance, plus \$1,000 per day for each day after the due date until all items have been sent.
  6. The LIDA must process each application or form within 7 Business Days of receipt. If the LIDA fails to meet the 7-business-day deadline, the LIDA must pay PUCT liquidated damages of \$500 per application or form per day.
- B. The PUCT may waive liquidated damages at the Contract Administrator's discretion. Waiver of liquidated damages in one instance does not constitute a waiver of the PUCT's right to collect liquidated damages in any other instances.

- C. Liquidated damages under this contract are not PUCT's exclusive remedy. Please see Article 6, Term and Termination for more information about damages and remedies for breach of this contract.

## **VI. Additional Contract Requirements and Information**

- A. The LIDA must scan all self-enrollment applications and back-up documentation for self-enrollment applications received.
- B. The LIDA must provide PUCT access to all applications, certifications, and Household Worksheet forms.
- C. The LIDA must be prepared to make any necessary changes to their database to meet PUCT needs or legislative requirements. This must be included in the LIDA's operational costs. The PUCT will not be responsible for additional charges for database changes.
- D. The LIDA must be prepared to meet with the PUCT Contract Manager in Austin, Texas, three times per year. PUCT will not pay travel expenses or other additional charges related to these meetings.

## **SECTION 4 – ELIGIBILITY AND EVALUATION CRITERIA**

### **4.A. EEO and HUB Statement**

The PUCT is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age, or disability in employment or in the provision of services. This commitment extends to proposers, vendors, and their employees as well.

The PUCT encourages Historically Underutilized Businesses (HUBs) to compete for this award.

### **4.B. Minimum Eligibility Requirements**

**4.B.1.** To pass the initial screening criteria, proposals must demonstrate that the proposer has: a minimum of fifteen years' experience like that described in Section 3, Statement of Work.

An entity or company with fewer than fifteen years' experience as an entity is eligible to submit a proposal if each key member of the proposal team, including subcontractors, has fifteen years' experience.

Additionally, proposals must:

- meet all deadlines set out in this RFP;
- follow the appropriate process for submitting proposals (see Section 6 of this RFP, Required Components and Format);
- include all required components described in this RFP (see Section 6); and
- meet all format requirements set out in this RFP (see Section 6).

**4.B.2.** Under Texas law, vendors may be barred from participating in state contracts that are subject to Texas Government Code Chapter 2155, Subchapter B (General Purchasing Requirements, Procedures, and Programs). TEX. GOV'T. CODE § 2155.077. If a proposer is barred from participating in state contracts, its proposal will be disqualified and will receive no further consideration.

**4.B.3.** The PUCT is required to purchase goods and services that provide the best value to the state. TEX. GOV'T. CODE § 2155.074. To that end, the PUCT will review information in the statewide Vendor Performance Tracking System regarding proposers' past performance. Any of the following conditions may result in a proposer being disqualified from consideration for this RFP:

- having a score of less than a C in the Vendor Performance Tracking System;
- currently being under a corrective action plan through the Texas Comptroller of Public Accounts;
- having repeated negative Vendor Performance Reports for the same or similar reason; or
- having purchase orders that have been cancelled in the previous 12 months for non-performance (for example, late delivery or failing to meet quality standards).

### **4.C. Evaluation Criteria**

The PUCT will make the selection and award on the basis of the proposal substance and the proposers' demonstrated knowledge and competence to provide the services described in Section 3, Statement of Work. A description of the categories under which each proposal will be judged, and the percentage of weight given to each category are as follows:

- **Proposal Substance – 45%**
  - Proposal demonstrates a clear understanding of the objectives, as described in Section 3 – Statement of Work.
  - Proposed approach is both thorough and practical.
  - Proposed approach for meeting objectives is desirable.
  - Conditions included in the proposal are acceptable.

- **Competence and Knowledge – 35%**

- Competence and experience are demonstrated by the qualifications described in the proposal.
- Management structure is well-suited to the objectives described in Section 3 – Statement of Work.
- Assigned staffing for prime and subcontractors is desirable to meet the objectives described in Section 3 – Statement of Work.
- The proposer has the capacity and financial resources to perform the contract and meet deadlines without delay or interference.
- The proposal demonstrates the team’s qualifications and experience, drawing on lessons learned and best practices.

- **Proposed Compensation – 20%**

#### **4.D. Texas Vendor Preference**

All other factors being equal, preference will be given to a proposer who meets one or more of the following criteria:

- Proposer is incorporated in Texas;
- Proposer’s principal place of business is in Texas; or
- Proposer has an established physical presence in Texas.

Proposers who may qualify for the Texas Vendor Preference should provide information establishing the applicable criteria as part of the proposal package.

#### **4.E. References**

The PUCT may check the references as part of the evaluation process. This is a pass or fail criteria and may be conducted at any time between receipt of a proposal and acceptance or rejection of a proposal. Information gained through reference checks can be used as grounds for disqualification of a proposal if the information casts doubt upon the ability of the proposer to successfully meet the objectives of the RFP. However, any information obtained through a reference check that is discriminatory on the basis of race, color, religion, sex, national origin, sexual orientation, veteran status, age, or disability will not be considered.

### **SECTION 5 – SCHEDULE AND PROCESS**

#### **5.A. Anticipated Schedule**

**Disclaimer:** Dates are subject to change at the PUCT’s discretion. Changes to proposer deadlines will be posted on the Electronic State Business Daily (ESBD) website and the PUCT’s Procurement webpage, along with any other RFP modifications and addenda. It is the proposer’s responsibility to periodically check the websites prior to submitting a proposal. A proposer’s failure to review additional information posted on the ESBD and PUCT websites will not release the proposer from requirements described in those postings and could result in disqualification of a proposal or additional costs to meet the requirements of the contract should the proposer be selected for the contract.

PUCT Procurement Webpage: <http://www.puc.texas.gov/agency/about/procurement/Default.aspx>

ESBD Website: <http://www.txsmartbuy.com/esbd>

<b><u>Event</u></b>	<b><u>Anticipated Date</u></b>
RFP Release	September 28, 2023

Last day to submit written questions regarding the RFP	October 4, 2023, 10 am CT
Deadline for submission of proposals	October 30, 2023, 9 am CT
Post-proposal interviews or presentations, if required	November 6-7, 2023
Staff recommendation for selection	November 8, 2023
Selection approved	November 9, 2023
Contract negotiations	November, 2023
Contract period begins	January 1, 2024

### 5.B. PUCT Contact Person

Gina Singleton, CTCM, CTCD, or her designated substitute, is the only permitted PUCT point of contact regarding this RFP. Contact or attempted contact with other PUCT employees, including commissioners and their staffs, may result in a proposer's immediate disqualification. Proposers will be notified if circumstances require a designated substitute contact for this RFP.

### 5.C. Process for Asking Questions

The PUCT will only accept written questions and requests for clarification. Requests must be sent by email to [RFPCorrespondence@puc.texas.gov](mailto:RFPCorrespondence@puc.texas.gov), attention: Gina Singleton, CTCD CTCM. Inquiries and comments must reference RFP No. 473-23-00003.

The PUCT aims to answer all questions within two Business Days after receipt. Answers to all questions will be provided through an addendum posted on the ESBD and agency procurement websites.

### 5.D. Process for Submitting Proposals

5.D.1. Proposers must submit their proposals by email to [RFPCorrespondence@puc.texas.gov](mailto:RFPCorrespondence@puc.texas.gov) before the stated closing date and time. Proposals will not be considered if received in the [RFPCorrespondence@puc.texas.gov](mailto:RFPCorrespondence@puc.texas.gov) email inbox after 9:00 am, Central Time, on October 30, 2023. All required information must be provided at that time. Supplements will only be allowed if information is requested by the PUCT after the closing date of the RFP.

Gina Singleton, CTCD, CTCM, or her designated substitute will file the sealed proposals confidentially in Project Number 54715 with the PUCT's Central Records Division.

5.D.2. The PUCT will only accept the time and date stamp of the email received in the [RFPCorrespondence@puc.texas.gov](mailto:RFPCorrespondence@puc.texas.gov) inbox as evidence of timely submission.

5.D.3. Confidential filing is required because this RFP is conducted using a sealed bid process. Confidential filing does not guarantee confidentiality after the RFP has ended and a contract has been executed. Any portion of the proposal considered to be confidential after the RFP has been cancelled or a contract has been awarded (for example, trade secrets) must be marked with the word, "**CONFIDENTIAL**" in all-caps and bold on each page considered to contain confidential information.

5.D.4. Proposers are advised to seek legal counsel regarding the best way to protect any trade secrets or other proprietary information.

5.D.5. For more information about how the PUCT will respond to PIA requests relating to this RFP, please see Section 7.C. of this RFP, Public Information Act Notice.

## **5.E. PUCT's Standard Process for Selecting Vendors**

5.E.1. The PUCT will assemble an evaluation team that will begin proposal evaluation as soon as practicable after the submission deadline. Evaluation team members will score each proposal individually based on the factors of Proposal Substance and Competence and Knowledge, described under Section 4.C. of this RFP, Evaluation Criteria. Maximum point values will be assigned to each scoring factor according to the percentage of weight given to that factor and evaluators will assign a point value up to the maximum allowed for each factor. The purchaser will calculate scoring for compensation. The compensation score will be calculated using the following formula:  $\text{Compensation Score} = (\text{Lowest Price} / \text{Price of Response Being Evaluated}) \times \text{Maximum Number of Available Points for Compensation}$ . Evaluation team members will not have access to compensation information while they are reviewing and scoring the proposals.

5.E.2. After individual scoring, the evaluation team will email their scoring sheets to the purchaser. The purchaser will review the individual scoring sheets and compile a summary scoring sheet combining all evaluation team scoring and including the compensation scoring to calculate overall scores.

5.E.3. After overall scores are calculated, the evaluation team, with guidance from the purchaser, will then take one of the following actions: recommend selection of a specific proposer, gather more information before selecting a specific proposer; or recommend that the RFP be withdrawn or reposted.

5.E.4. If the evaluation team needs more information to make a decision, the PUCT may request any of the following from one or more proposers: additional information or clarification, an oral presentation, or a best and final offer. Additional information, clarification, oral presentations or best and final offers will be used to re-score proposals, based on the same criteria used to score the initial proposals, unless different criteria is specified by the purchaser when the additional information is requested.

5.E.5. The PUCT may require selected proposers to participate in conference calls, attend meetings in Austin, Texas, give presentations, or participate in all these activities to provide additional information about their proposals. Any cost associated with any such call, meeting, or presentation will be borne solely by the proposer.

5.E.6. If clarification, presentations, or best and final offers are requested, the evaluation team may request the clarification, presentations, or best and final offers from the top-ranked proposer or proposers only, or all of the proposers, at the discretion of the evaluation team.

5.E.7. Final recommendations will be presented to the Executive Director of the PUCT. The Executive Director may do one of the following: approve the recommended selection in whole or in part; disapprove the recommendation; or defer action on the selection.

5.E.8. The PUCT will begin contract negotiations shortly after the Executive Director approves a recommendation to select a specific proposer. The PUCT may negotiate all portions of any proposal, including, but not limited to: the proposed fee, a final schedule for performance to be incorporated into the contract, and any terms of the contract.

5.E.9. The PUCT will notify each proposer of the final action taken upon execution of the contract with the selected proposer.

5.E.10. No questions about the status of the proposals will be answered while proposals are under evaluation.

5.E.11. The PUCT may reject any and all proposals, amend this RFP, or cancel this RFP at any time. After the proposal due date, the PUCT will only notify proposers who submitted a proposal prior to the proposal submission deadline of amendments to the RFP.

## **SECTION 6 – REQUIRED COMPONENTS AND FORMAT**

## **6.A. Components**

Proposals must include all required attachments and certifications. The PUCT will not accept attachments or certifications submitted after the proposal deadline. Proposals that do not include all required information will be considered non-responsive and will be disqualified.

Proposals must include the contents described in 6.A.1 through 6.A.10 with each section clearly defined on a table of contents page.

### **6.A.1. Statement of the Requirements**

In this section, each proposer must succinctly state its understanding of the RFP's requirements and describe how it would perform the tasks described in Section 3, Statement of Work.

### **6.A.2. Competence and Knowledge**

Each proposer must provide a detailed work plan to demonstrate how it intends to fulfil the requirements identified in Section 3, Statement of Work. The proposal must include an organizational chart identifying functions and reporting relationships of the personnel who will be assigned to this work. The proposer should also describe any prior experience proposer's organization has in providing similar services.

### **6.A.3. Qualifications**

For each person a proposer identifies to perform the work described in this RFP, the proposer must provide a detailed resume that describes the services they would perform, their qualifications, and their experience.

### **6.A.4. Compensation**

Each proposer must propose pricing to provide the services identified in Section 3, Statement of Work.

Compensation for the services identified in Section 3, Statement of Work must be proposed as a firm fixed price.

The proposal must include detailed information that establishes the basis for the price proposed

Unless otherwise approved in writing by the PUCT, payments will be made based upon the invoicing and payment terms of the resulting contract. The PUCT will not reimburse any out-of-pocket expenses or expenses not contemplated at the time of contract execution.

Proposer must demonstrate how elements of the price correspond to elements of the proposed work plan.

### **6.A.5. References**

Each proposer must provide at least three references. Proposers must include a phone number and email address for each reference.

The PUCT prefers references from clients for whom the proposer has performed similar work, including other state commissions or boards.

Proposers must not use the PUCT or any individuals employed by the PUCT as a reference.

### **6.A.6. Conflicts Statement**

Proposers must be neutral and impartial, must not be an entity that has a specific interest in the PUCT's regulation, and must not have a direct financial interest in the provision of electric, telephone, water, or sewer service in the state of Texas.

Proposers having a conflict of interest, as determined by the PUCT, will not be eligible for contract award.

Proposers may also be disqualified if there are facts that would create an appearance of impropriety, even if no actual conflict exists.

The PUCT will determine whether a conflict of interest or an appearance of impropriety exists from the perspective of a reasonable person uninvolved in the matters covered by the resulting contract. The PUCT is the sole arbiter of whether a conflict or an appearance of impropriety exists.

The requirements for the conflicts statement are as follows:

- It must be signed and notarized by the highest-ranking officer of proposer's entity having responsibility for vetting corporate conflicts of interest.
- It must identify any personal or business relationships of proposers, including all employees and subcontractors of proposers, with any electric, telecommunications, water, or sewer utility, or any utility affiliate operating in Texas; and any entity having a pending application at the PUCT to enter the Texas retail electric market, telecommunications market, water utility market, or sewer utility market; and any entity likely to have a direct interest or be a participant in the anticipated change-in-control proceedings that are the subject of this RFP. It must identify the extent, nature, and time aspects of those relationships.
- If a proposer does not have any known or potential conflict of interest or appearance of impropriety, the conflicts statement must include a statement that there is no known or potential conflict of interest or appearance of impropriety. Failure to provide either a statement describing potential conflicts of interest or appearances of impropriety or a statement that no potential conflict or appearance of impropriety exists will automatically disqualify the proposer.
- The conflicts statement must address how the proposer intends to address any known conflicts of interest or appearance of impropriety.
- The conflicts statement must address how the proposer intends to ensure that no interest may arise as a result of its activities or those of its parent, affiliate, or other related entity that will conflict with the proposer's duty should it be selected to provide the services described in Section 3, Statement of Work.
- The conflicts statement must identify a proposer's lobbyists who are registered or required to register with the Texas Ethics Commission and their compensation. The conflicts statement must also describe any involvement the proposer's lobbyists will have in connection with this engagement or electric utility, telecommunication utility, water utility, or sewer utility legislation or policy.
- The conflicts statement must identify any owner, executive, board member, employee, or subcontractor of proposer who has been employed by the PUCT or another state agency in Texas fewer than four years ago. If any individual is identified under this provision, the conflicts statement must disclose: 1) the former PUCT or state agency employee's name and current position with proposer; 2) the name of the state agency; 3) the nature of the previous employment with the state agency; and 4) the dates the employment ended with the state agency and began with proposer. The PUCT is restricted in its ability to enter into contracts with individuals and entities that employ these individuals under some circumstances. *See Texas Government Code Section 669.003.*
- The conflicts statement must certify either that the proposer does not employ an individual who has been employed by the PUCT or another agency of the State of Texas at any time during the two years preceding the submission of the proposal or that it has disclosed in its proposal the following: (i) the nature of the previous employment with the PUCT or the other agency; (ii) the date the employment was terminated; and (iii) the annual rate of compensation for the employment at the time of its termination. The PUCT is restricted in its ability to enter into contracts with individuals and entities that employ certain individuals under some circumstances. *See Texas Government Code Sections 2254.033 and 2252.901.*
- If the circumstances described by a proposer change or additional information is obtained subsequent to the submission of proposals, the proposer must supplement its conflicts statement as soon as reasonably

possible upon learning of any change to their statement. If a supplement to the conflicts statement is required after the deadline for submission of proposals, the supplement is exempt from the requirement that all proposal documents must be submitted before the deadline for the proposal to be considered.

- The PUCT encourages proposers to provide complete disclosure of any matters that might be considered a conflict of interest or appearance of impropriety. The PUCT may consider completeness of disclosure in evaluating whether a conflict of interest or an appearance of impropriety exists.

#### 6.A.7. Historically Underutilized Business (HUB) Certification and HUB Subcontracting Plan (HSP)

Any proposer that is HUB certified by the Statewide Procurement Division (SPD) of the Comptroller of Public Accounts (CPA) or one of its predecessors must submit a copy of its HUB certificate.

Additionally, the PUCT has determined that subcontracting opportunities may be available under this contract. Therefore, all proposers, including State of Texas certified HUBs, must complete and submit a State of Texas HSP with their proposal if the total dollar amount of the proposal response is \$100,000 or more.

Proposers can find HSP forms and instructions on the Texas CPA website at:

<https://comptroller.texas.gov/purchasing/vendor/hub/forms.php>

Responses that do not include a completed HSP will be rejected as required by Texas Government Code Section 2161.252(b).

#### 6.A.8. Certifications

Each proposal must contain a signed statement with the following certifications:

- The proposer has made a good faith effort to ensure all statements and information proposer submitted in response to this RFP are current, complete, and accurate. The proposer represents and warrants that all statements and information prepared and submitted in this document are current, complete, true, and accurate. Submitting a proposal with a false statement or making material misrepresentations during the performance of a contract is a material breach of contract and may void the submitted response and any resulting contract.
- The proposer has not given nor offered to give, and does not intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this proposal.
- The proposer is not currently delinquent in the payment of any franchise tax owed to the State of Texas.
- The proposer, the firm, corporation, partnership, institution, or other legal entity represented by the proposer, and anyone acting for such a firm, corporation, partnership, institution, or other legal entity, have not, in connection with this RFP:
  - Violated the antitrust laws of this state or federal antitrust laws;
  - Communicated directly or indirectly the bid made to any competitor or other person engaged in such line of business; or
  - Otherwise violated 15 U.S.C. Section 1, *et. seq.*, or Texas Business and Commerce Code Section 15.01, *et.seq.*
- Under Texas Government Code Section 2155.004, the proposer certifies that the individual or business entity named in this proposal is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate.

(A proposer is ineligible to receive a contract award if the proposer is “a person who received compensation from the agency to participate in preparing the specifications or request for proposals on which the bid or contract is based.” *See* Texas Government Code Section 2155.004(a).

- The proposer is in compliance with Texas Government Code Section 669.003, relating to contracting with the current or former executive head of a state agency.
- Under Texas Government Code Section 2155.006 and 2261.053, the proposer certifies that the individual or business entity named in this proposal is not ineligible to receive the specified contract and acknowledges that any contract may be terminated and payment withheld if this certification is inaccurate.

(A proposer is ineligible to receive a contract award if the proposer has violated certain laws or been subject to certain penalties in connection with hurricane relief, recovery, or reconstruction efforts. *See* Texas Government Code Section 2155.006 and 2261.053.)

- Under Texas Family Code Section 231.006, the proposer certifies that the individual or business entity named in this proposal is not ineligible to receive payment under the proposed contract and acknowledges that any contract resulting from this proposal may be terminated and payment may be withheld if this certification is inaccurate.

(A child support obligor who is more than 30 days delinquent in paying child support, or a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25 percent, is not eligible to receive payments from state funds under a contract to provide property, materials, or services. *See* Texas Family Code Section 231.006(a).)

- If a proposer includes a Texas address in its proposal, the proposer must certify whether or not it qualifies as a Texas Resident Bidder, as defined in Texas Government Code Section 2155.444(c).
- Proposer represents and warrants that it is not aware of any court or government agency actions, proceedings or investigations pending or threatened against proposer or any of the individuals or entities included in the response within the five calendar years immediately preceding the submission of the proposal that would or could impair respondent’s performance under the contract, relate to the solicited or similar goods or services, or otherwise be relevant to the PUCT’s consideration of the proposal. If proposer is unable to make the preceding representation and warranty, then proposer instead represents and warrants that it has included as a detailed attachment in its proposal a complete disclosure of any such court or governmental agency actions, proceedings or investigations. In addition, proposer represents and warrants that it will notify the PUCT in writing within five ~~bB~~Business ~~dD~~Days of any changes to the representations or warranties in this clause and understands that failure to timely update the PUCT may result in the proposer’s disqualification at the PUCT’s sole discretion, or if during the performance of the contract, will constitute a breach of contract and may result in immediate termination of the contract for cause at the PUCT’s sole discretion.

#### 6.A.9. Evidence of Financial Capability

Proposer must provide evidence of financial capability. The preferred evidence of financial capability is an audited financial statement, if proposer has a current audited financial statement available or if it is practicable to obtain one for the proposal. If no audited financial statement is available, proposer must demonstrate its financial capability in whatever manner it deems appropriate. Evidence of financial capability will be considered in evaluating the competence of the proposer.

#### 6.A.10. Other Required Items

- Contact information, including, but not limited to, a phone number and an email address, that can be used to contact proposers during the pendency of the solicitation. If a proposer is selected, the proposer will be expected to maintain current contact information with the PUCT during the term of the contract.
- Any proposer incorporated in Texas must include a copy of its current franchise tax Certificate of Good Standing, issued by the Texas State Comptroller's Office, and the corporation's charter number, issued by the Texas Secretary of State's Office.
- Each proposer must provide its 9-digit Federal Employer's Identification Number (EIN) or its 5-digit State of Texas Vendor's Identification Number (VIN).
- Each proposer must provide the name and social security number (SSN) of each of the following, as applicable: an individual or sole proprietor; or each partner, shareholder, or owner with an ownership interest of at least 25 percent of the business entity submitting the proposal.

Proposers may decline to provide social security numbers at the time of submission but will be required to provide the information before the contract is executed.

**FEDERAL PRIVACY ACT NOTICE:** This notice is given pursuant to the Federal Privacy Act. Disclosure of each applicable SSN is required under Texas Family Code Sections 231.006(c) and 231.302(c)(2). The SSN will be used to identify persons that may owe child support. The SSN will be kept confidential to the fullest extent allowed under Texas Family Code Section 231.302(e).

## **6.B. Format Requirements**

**6.B.1. Information Sheet** – The first page of the proposal submission must be an information sheet that clearly states: the name of the proposer, the name address, and telephone number of the proposer's point of contact, the project number, and the RFP title and number. The information sheet will be the only portion of the proposal that is not filed under seal. Information sheets must be filed publicly in Project No. 54715.

**6.B.2 Copies and Price Information** – Proposers must submit four versions of their proposals: one PDF and one Word version with the compensation component, and one PDF and one Word version without the compensation component. The PDF copy with the compensation component must be clearly marked "Original" and include all required signatures and notarized statements.

Price information must be excluded from one PDF and one Word version. This requirement is to allow the evaluation team to review proposals for the evaluation factors of Proposal Substance and Competence and Knowledge only. Each proposal will separately be given a score for pricing and that score will be applied to the scoring matrix to ensure that price does not inadvertently influence the evaluation of the other factors.

The copies of the proposal must be identical to the original except for the omission or redaction of the price information and the Word rather than PDF file format.

**6.B.3.** Proposers are prohibited from using the Texas State Seal or the PUCT Seal in or on the proposal.

**6.B.4.** Proposals must not contain any extrinsic items, such as promotional items or other things not contemplated in this Request for Proposals.

**6.B.5. Page Limit** – Proposals must be limited to 50 pages, including all attachments and certifications, but excluding financial capability submittal, page dividers or writing sample. The PUCT may reject any proposals longer than 50 pages without review. In any case, evaluation team members will not be provided any pages past the 50<sup>th</sup> page.

## **SECTION 7 – CONDITIONS**

### **7.A. Irrevocable Offer**

Proposals may be withdrawn in writing before the deadline for receipt of proposals. After the deadline, a proposal becomes an irrevocable offer to provide the services described in Section 3, Statement of Work, with the terms and conditions specified in Attachment A, for the shorter of: a period of 90 days from the RFP closing date or until a contract resulting from this RFP is signed. The PUCT will not return withdrawn proposals.

### **7.B. Proposals are the Property of the PUCT**

All proposals and copies of proposals, as well as any best and final offer, and any records provided to the PUCT by the proposer associated with the evaluation of the proposal, will become the property of the PUCT after receipt and will be retained in accordance with the PUCT's records retention schedule.

### **7.C. Public Information Act Notice**

Following the award of a contract, all proposals are public information and subject to release. If the PUCT receives a request for any information submitted to the PUCT in connection with this RFP, the PUCT will follow the requirements of the Texas Public Information Act (Texas Government Code Chapter 552). This includes notifying proposers and the Office of the Attorney General if information that the PUCT knows proposer considers to be confidential is requested under the Texas Public Information Act. The PUCT assumes no obligation to assert legal arguments on behalf of a proposer. The PUCT may release portions of proposals and other information provided by a proposer without notifying the proposer if the information is not conspicuously marked "confidential" on each page.

A copy of the contract resulting from this RFP will be posted on the PUCT's public website. Information in PUCT contracts is public information unless it is made confidential by law. *See* Texas Government Code Section 552.022(a)(3).

### **7.D. Publicity**

Proposers are prohibited from making any public disclosures or news releases pertaining to this RFP, any resulting contract, or any results or findings based on information provided or obtained to fulfill the requirements of this RFP or resulting contract. This prohibition may only be waived by prior written approval of the PUCT for the specific disclosure or news release.

### **7.E. No Proposal Costs Reimbursed**

Neither the PUCT nor the State of Texas will reimburse any proposer for any costs related to: preparing a response to this RFP, preparing a best and final offer, providing additional information requested as part of the evaluation of proposals, or making any presentation requested as part of the evaluation of proposals.

### **7.F. Contract Terms and Conditions**

Any contract resulting from this RFP will use the standard general terms and conditions found in Attachment A to this RFP unless changes are negotiated in advance. Many of the terms and conditions are required by law and the PUCT will not negotiate when a term or condition is required by law. Proposers must include any requested changes to the terms and conditions in their proposals.

### **7.G. Vendor Performance Tracking System**

At the end of any contract resulting from this RFP, the PUCT will input required information into the Vendor Performance Tracking System regarding the contractor's performance and whether the contractor satisfied the best value standard for this contract. This information is public and other state agencies seeking goods or services are required, under most circumstances, to use the information in the Vendor Performance Tracking System to determine whether or not a particular vendor will meet the best value standard for the purchase of the goods or services.

## ATTACHMENT A – PUCT’s Standard General Terms and Conditions

### **Article 1. DEFINITIONS**

When used in this contract, the following terms have the following meanings:

- 1.1 **“PUCT,”** means the Public Utility Commission of Texas, an agency of the state of Texas, acting through its Executive Director and the agency’s designated contract administrator.
- 1.2 **“Commission”** means the governing body of the PUCT.
- 1.3 **“Contractor”** or **“LIDA”** includes NAME, and any successors, heirs, and assigns.
- 1.4 **“Business day”** means a day the PUCT is open for business and is not observing a holiday.
- 1.5 **“Services”** means any and all services performed and any and all goods and products delivered by Contractor as specified in the Statement of Work.
- 1.6 **“Statement of Work”** means the description of goods and services to be provided under this contract found in Section 3 of the RFP.
- 1.7 **“Parties”** means PUCT and Contractor. **“Any Party”** means PUCT or Contractor.

### **Article 2. COMPENSATION**

**2.1 Compensation.** Contractor agrees to provide all Services (including labor, expenses, and any other services) described in the Statement of Work, as follows: [insert summary of payment terms]. Contractor understands that the PUCT is not responsible for payment of any costs or expenses exceeding this amount.

If Contractor believes that changes in the scope of Services to be performed will require Contractor to increase its fee, it must request the PUCT’s written authorization to increase its fee. Contractor must document the changes in the scope of Services and why they will require additional effort. The PUCT must approve the increase in fee by written amendment to this contract before Contractor performs any Services or may invoice the increased fee.

**2.2 Payment Process.** Contractor must submit an invoice to the PUCT contract administrator no later than the tenth day of the month after the month that all the Services have been performed and completed.

No payment will be made for administrative overhead, overtime, or other charges not directly attributable to the performance of this contract.

On the statement or invoice, Contractor must include a statement that the invoice accurately describes the Services performed and the Services were performed in compliance with the contract. The statement or invoice must include the vendor identification number issued by the Texas Comptroller or Contractor’s federal taxpayer identification number, a description of the Services provided (to include quantity and contracted price), and the name and division of the PUCT contract administrator. For any services Contractor subcontracts for, contractor must attach the HUB subcontractor report to the invoice along with any backup documentation for the subcontracted services.

Contractor must submit the invoice to the PUCT as follows:

By email to: Payables@puc.texas.gov

Or by mail to: Accounts Payable  
Public Utility Commission of Texas  
P.O. Box 13326  
Austin, TX 78711-3326

The PUCT will review the invoice and any other relevant documentation to ensure the Services were performed in compliance with the contract. Upon approval of the invoice, the PUCT contract administrator will give the TUSF

administrator written approval to pay the LIDA invoice from the TUSF. The TUSF administrator may not withdraw payment prior to receiving PUCT's written approval.

If the invoice does not contain required information or documentation, or if the PUCT disputes that the Services were performed in compliance with the contract, the PUCT will reject the invoice and give the contractor its reasons and the opportunity to submit a corrected invoice.

If Contractor must correct an invoice after the due date, the invoice will be deemed received on the date the corrected invoice is received.

**2.3 Release of Claims.** Contractor's acceptance of payment releases the PUCT of all claims for compensation owed in connection with this contract.

**2.4 Refund.** Contractor will promptly refund or credit within thirty calendar days any funds erroneously paid by PUCT which are not expressly authorized under the contract.

**2.5 Payments Made to Subcontractors.** Contractor must pay any subcontractor hereunder the appropriate share of payments received not later than the 10th day after the date Contractor receives the payment. The subcontractor's payment is overdue on the 11th day after the date Contractor receives the payment. The PUCT must approve Contractor's use of any subcontractor before Contractor engages the subcontractor (see Section 5.1 of this contract).

**2.6 Records.** Contractor and its subcontractors, if any, must maintain records and books of account relating to Services provided under this contract. Contractor must, for a period of seven (7) years following the expiration or termination of this contract, maintain its records (electronic and paper) of the work performed under this contract. Records include, but are not limited to, correspondence concerning the subject of this contract between Contractor and the PUCT; Contractor's internal correspondence; and correspondence between Contractor and any third party. Contractor must make all records that support the performance of Services and payment available to PUCT and/or its designees or the State Auditor during normal business hours with reasonable notice, upon the request of the PUCT contract administrator.

**2.7 Sole Compensation.** Payments under this Article are Contractor's sole compensation under this contract. Contractor must not incur expenses not contemplated under the Statement of Work, with the expectation that the PUCT or any other agency of the state of Texas will pay the expense.

### **Article 3. CONTRACT ADMINISTRATION**

**3.1 PUCT Contract Administration.** The PUCT designates Jay Stone to serve as its primary point of contact and contract administrator throughout the term of this contract. Contractor acknowledges that the PUCT contract administrator does not have any authority to amend this contract on behalf of the PUCT, except as expressly provided herein. Contractor further acknowledges that such authority is exclusively held by the Commission exercising its authority through a vote in an open meeting, or the Executive Director of the PUCT as the Commission's authorized designee.

**3.2 Contractor Contract Administration.** Contractor designates its contract administrator as follows: [Insert Designee(s) Here]

**3.3 Reporting.** Contractor must report directly to the PUCT contract administrator and must perform all activities in accordance with the reasonable instructions, directions, and requests conveyed to Contractor by the PUCT contract administrator.

**3.4 Cooperation.** The Parties' contract administrators must handle all communications between them in a timely and cooperative manner. The Parties must timely notify each other by email or other written communication of any change in designee or contact information.

**3.5 Inquiries and Prompt Referral.** Contractor understands that the PUCT does not endorse any vendor, commodity, or service. Contractor, its employees, representatives, other agents, or subcontractors may not issue any media release, advertisement, publication, or public pronouncement which pertains to this contract or the Services or project to which this contract relates, or which mentions the PUCT, without the prior approval of the PUCT. Contractor will promptly refer all inquiries regarding this contract received from state legislators, other public officials, the media, or anyone else not a Party to this contract to the PUCT contract administrator.

#### **Article 4. REPORTS AND RECORDS**

**4.1 Written Reports.** Contractor will provide written reports to the PUCT in the form and with the frequency specified in the Statement of Work, or as otherwise agreed in writing between the Parties.

**4.2 Distribution of Consultant Reports.** Contractor agrees the PUCT has the right to distribute any consultant report associated with this contract, or to allow another Texas state agency or the Texas legislature to distribute it. The PUCT will also have the right to post any consultant report associated with this contract to the PUCT's website or to the website of a standing committee of the legislature. This provision does not waive any right to confidentiality that the PUCT may assert for the report or any portion thereof.

#### **Article 5. SUBCONTRACTING PARTIES**

**5.1 Use of Subcontractors.** The Parties acknowledge and agree that, at the time of execution of this contract, Contractor intends to perform the Services required under this Contract using its own employees [or intends to perform the Services required under this Contract using the following subcontractors:]. Contractor will notify the PUCT contract administrator of any other proposed subcontract and will work with the PUCT HUB Coordinator to procure such other subcontractor and to submit appropriate subcontractor selection documentation for approval prior to engaging any other subcontractor, such approval not to be unreasonably withheld. Any subcontract not contemplated at the initiation of this contract and any subsequent substitution of a subcontractor must be approved by an amendment according to the terms of Article 7.

**5.2 Sole Responsibility.** Contractor is solely responsible for the quality and timeliness of the work produced by all subcontractors that Contractor may engage to provide Services hereunder and for the timely payment for all work produced by all subcontractors that the PUCT accepts and pays for in accordance with the terms of this contract.

**5.3 Prime Vendor Contract.** The Parties expressly agree that this Contract is intended to constitute a prime vendor contract, with Contractor serving as the prime vendor for delivery of the Services made the subject hereof. Contractor acknowledges and agrees that it is fully liable and responsible for timely, complete delivery of the Services described in this Contract, notwithstanding the engagement of any subcontractor to perform an obligation under this Contract.

#### **Article 6. TERM AND TERMINATION**

**6.1 Term.** The term of this Contract will begin on [January 1, 2024, OR "the date signed by the last signatory to sign"] and will continue in effect until December 31, 2025, unless sooner terminated under Sections 6.2 or 6.3 of this Contract. 1<sup>st</sup> 2-year extension: January 1, 2026, until December 31, 2027. 2<sup>nd</sup> 2-year extension: January 1, 2028, until December 31, 2029.

**6.2 Termination for Cause by the PUCT.** If Contractor fails to provide the goods or services contracted for according to the provisions of the contract or fails to comply with any terms or conditions of the Contract, the PUCT may serve upon Contractor written notice requiring Contractor to cure such default. Unless within thirty (30) days after receipt of said notice by Contractor, said default is corrected or arrangements satisfactory to the PUCT, as applicable, for correcting the default have been made by Contractor, the PUCT may terminate this contract for default and will have all rights and remedies provided by law and under this contract. If the PUCT terminates Contractor for a violation of Section 18.12, of this contract, the PUCT need not provide any notice or

opportunity for curing the default. The PUCT will not be liable for any damages or loss to Contractor as a result of termination for convenience.

**6.3 Termination for the Convenience of the PUCT.** The PUCT may, upon thirty (30) days written notice to Contractor, terminate this contract whenever the interests of the PUCT so require. The PUCT will only reimburse those expenses already incurred at the time the notice is provided or expenses approved in writing, prior to Contractor incurring those expenses, for the purpose of wrapping up the contract. The PUCT will not be liable for any damages and/or loss to Contractor as a result of termination for convenience.

**6.4 Transfer of Duties.** In the event of termination, Contractor will provide reasonable cooperation to transfer its duties under the contract to another entity without disruption to the provision of Services.

**6.5 Remedies for Breach.** All remedies available to the PUCT for breach or anticipatory breach of this contract by Contractor are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy will not be deemed an election of such remedy to the exclusion of other remedies. Liquidated damages, actual damages, cost projections, and injunctive relief may also be invoked either separately or combined with any other remedy in accordance with applicable law.

**6.6 Survival.** If this Contract expires or is terminated pursuant to its terms, the rights and obligations of the Parties under it will end; provided that the provisions of Sections 2.3 through 2.6, 3.5, 4.2, 6.5, 6.6, 7.5, 9.2, 9.4 through 9.6, 17.2 and 19.1 through 19.5, 19.9 and Articles 1, 10, 11, 12, 14, 15, 16, 20, 21, 23, 28, and 29 will survive in their entirety.

## **Article 7. ASSIGNMENT, AMENDMENTS, AND MODIFICATIONS**

**7.1 Material Change Requests.** The PUCT may propose changes to the Statement of Work. Upon receipt of a written request from the PUCT for a change to the Statement of Work, Contractor must, within the deadline specified in the request, or if no deadline is specified, within a reasonable time thereafter, submit to the PUCT a detailed written estimate of any proposed price and schedule adjustments to this contract. No changes to the Statement of Work, will occur without the Parties' written consent as provided in accordance with the terms stated in this contract.

**7.2 Changes in Law, Rules, or Rulings.** Changes in federal or state legislation, rules and regulations or rulings by the PUCT after the effective date of this contract may require modification of the terms of this contract, including an increase or decrease in Contractor's duties or compensation. In the event of changes to statutes, rules, and/or regulations affecting the terms of this contract, the PUCT and Contractor must negotiate the terms of a contract modification in good faith and incorporate the modification into this Contract by written amendment.

**7.3 No Assignment of Duties.** This contract will be binding upon and inure to the benefit of the permitted successors and assigns of any Party (including by merger of Contractor or otherwise by operation of law); provided, however, that Contractor may not otherwise, without the prior written consent of the PUCT, assign or transfer this contract or any obligation incurred under this contract. Any attempt by Contractor to assign or transfer this contract or any obligation incurred under this contract, in contravention of this article, will be voidable at the PUCT's sole discretion.

**7.4 Amendments and Modifications.** This contract may not be amended or modified in any manner except by written instrument executed by authorized representatives of the Parties in accordance with the terms of this contract.

**7.5 Binding on Successors.** The terms of this contract will be binding on any successor organization of any of the Parties.

## **Article 8. REPRESENTATIONS, WARRANTIES AND COVENANTS**

**8.1 Warranty of Performance.** Contractor represents, warrants, and covenants that it will perform the Services outlined in the Statement of Work, in a professional and workmanlike manner, consistent with professional standards of practice in the professional industry.

**8.2 Warranty of Services.** Contractor warrants that the Services will be rendered by the qualified personnel named in Section 19.8 of this contract. If Services provided under this contract require a professional license, then Contractor represents, warrants, and covenants that the activity will be performed only by duly licensed personnel.

## **Article 9. RISK OF LOSS AND PROPERTY RIGHTS**

**9.1 Risk of Loss.** The risk of loss for all items to be furnished hereunder will remain with Contractor until the items are delivered to and accepted by the PUCT, at which time the risk of loss will pass to the PUCT.

**9.2 Ownership.** Except for materials where any intellectual property rights are vested in a third party, such as software or hardware, in which case such rights remain the property of the third party, all finished materials, deliverables, conceptions, or products created and/or prepared for on behalf of the PUCT and purchased by the PUCT, or on behalf of the PUCT, that the PUCT has accepted as part of the performance of Services hereunder, will be the PUCT's property exclusively and will be given to the PUCT either at the PUCT's request during the term of the Contract or upon termination or expiration of the contract. Notwithstanding the foregoing, materials created, prepared for, or purchased exclusively by the PUCT or on behalf of the PUCT are the PUCT's exclusive property regardless of whether delivery to the PUCT is effectuated during or upon termination or expiration of this contract.

**9.3 Licensed Software.** With PUCT's advanced written consent, Contractor may obtain software licenses as an agent of the PUCT for software that is used by Contractor solely for the purpose of providing Services under this contract. Contractor must provide the PUCT with a copy of any software license obtained by Contractor as an agent for the PUCT for the purpose of providing Services under this contract.

**9.4 Prior Works.** Except as provided herein, all previously owned materials, conceptions, or products remain the property of Contractor and nothing contained in this contract will be construed to require Contractor to transfer ownership of such materials to the PUCT.

**9.5 Trademarks.** The Parties agree that no rights to any trademark or service mark belonging to another Party or to any non-Party are granted to any other Party by this contract, unless by separate written instrument. The PUCT acknowledges and agrees that use of any trademark associated with any software provided by Contractor under this contract does not give the PUCT any rights of ownership in the trademark or the software.

**9.6 Program Information.** Program information, data, and details relating to Contractor's Services under this contract must be maintained separately from Contractor's other activities. Contractor must undertake all reasonable care and precaution in the handling and storing of this information.

**9.7 Provision to be Inserted in Subcontracts.** Contractor must insert a provision containing Sections 9.2 and 9.6 of this contract in all subcontracts hereunder except altered as necessary for proper identification of the contracting Parties and the PUCT under this contract.

## **Article 10. PUBLIC INFORMATION**

**10.1 Texas Public Information Act. (Texas Government Code Chapter 552).** The Parties acknowledge that notwithstanding any other provisions of this contract, the Texas Public Information Act ("PIA") governs the treatment of all information held by or under the control of the PUCT. The PUCT will notify Contractor of requests for Contractor's information as required under the PIA.

**10.2 Agreement Not Confidential.** The Parties acknowledge that not all terms of this contract may be confidential under the PIA, regardless of whether those terms are marked "Proprietary," "Trade Secret," or "Confidential."

Contractor further acknowledges that in the event of a dispute over the release of a proposal or part of a proposal the PUCT is bound by the decision made by the Office of the Attorney General of Texas.

**10.3 Contractor's Duty to Provide Public Information.** Contractor is required, at no additional cost to the state, to make available in a format that is accessible by the public any information created or exchanged with the state, pursuant to this contract. For the purpose of Section 10.3 of this contract, paper documents, Adobe Portable Document Format files (.pdf), Microsoft Excel spreadsheets (.xls), Microsoft Word documents (.docx), and Hypertext Markup Language (.html) files will be considered "accessible by the public," unless another format is specified by the PUCT, at the PUCT's sole discretion. If information created or exchanged with the state pursuant to this contract is excepted from disclosure under the PIA, Contractor will not be required to make the information available to the public, but may be required to facilitate the PUCT's provision of the information to the Texas Attorney General for a decision on the information's confidentiality. The PUCT has no duty or responsibility to argue a defense of confidentiality to Contractor's information or data; it will be Contractor's sole responsibility to do so. Additionally, the requirements of Subchapter J, Chapter 552, Government Code, may apply to this contract and the Contractor agrees that the contract can be terminated if the Contractor knowingly or intentionally fails to comply with a requirement of that subchapter.

## **Article 11. CONFLICTS OF INTEREST AND EMPLOYMENT RESTRICTION**

**11.1 No Conflicting Relationships.** Contractor certifies to the PUCT that no existing or contemplated relationship exists between Contractor and the PUCT that interferes with fair competition or is a conflict of interest, and that no existing or contemplated relationship exists between Contractor and another person or organization, whether or not located within the State of Texas, that constitutes or will constitute a conflict of interest for Contractor with respect to the PUCT.

**11.2 Prohibition on Transactions with Parties Adverse to the PUCT.** Contractor agrees that during the term of this contract and any extensions or renewals thereof, it will neither provide contractual services nor enter into any agreement, oral or written, to provide services to a person or organization that is regulated or funded by the PUCT or that has interests that are directly or indirectly adverse to those of the PUCT. The PUCT may waive this provision in writing if, in the PUCT's sole judgment, such activities of the Contractor will not be adverse to the interests of the PUCT. The PUCT may waive the other's right to prohibit a transaction between Contractor and any person or organization that is regulated or funded by the PUCT or that has interests that are directly or indirectly adverse to those of the PUCT.

**11.3 Notice of Conflict.** Contractor agrees to promptly notify the PUCT of any circumstance that may create a real or perceived conflict of interest, whether arising prior to or during the term of the contract. Contractor agrees to use its best efforts to resolve any real or perceived conflict of interest to the satisfaction of the PUCT. If Contractor fails to do so, it will be grounds for termination of this contract for cause, pursuant to Section 6.2 of this contract.

**11.4 Prohibited Employment.** Contractor agrees that it will not hire any person whose employment with Contractor would violate any of the employment restrictions in Texas Government Code Chapter 572 or Texas Utilities Code Chapter 12.

## **Article 12. INDEMNIFICATION**

Contractor must indemnify, defend and hold harmless the PUCT, the State of Texas, and their officers, agents, employees, representatives, contractors, assignees, and designees from any and all liabilities, claims, suits, assessments, penalties, losses, damages, demands or causes of action, and all related costs, attorney fees and expenses of whatever kind or nature asserted by a third party and occurring in any way incident to, arising out of, or in connection with acts or omissions of Contractor, its agents, employees and subcontractors, committed in the conduct of this contract. Contractor will have the obligation to undertake the defense of any such claim, process, or legal proceeding at Contractor's expense; provided, however, that the PUCT may participate in the defense with

counsel of its own choosing. Any defense must be coordinated by Contractor with the Office of the Attorney General when Texas State Agencies are named defendants in any lawsuit. Contractor may not agree to any settlement without first obtaining concurrence from the Office of the Attorney General when Texas State Agencies are named defendants in any lawsuit. Contractor and the PUCT agree to furnish timely written notice to each other of any claim.

If all or any part of the deliverables of this contract is the subject of any claim, suit, or proceeding for infringement or misappropriation of any intellectual property right, Contractor may, and in the event of any adjudication that the deliverables or any part thereof infringes or misappropriates any patent, trademark, copyright, or trade secret, or if the licensing or use of any of the deliverables or any part thereof is enjoined, Contractor must, at its expense do one of the following things: (i) procure for PUCT the right under such patent, trademark, copyright or trade secret to fully use the deliverables or the affected part thereof; or (ii) replace the deliverable or affected part thereof with another non-infringing deliverable; or (iii) suitably modify the deliverable or affected part thereof to make it non-infringing.

### **Article 13. INSURANCE**

**13.1 Contractor Responsibility.** Contractor agrees to comply with all state and federal laws applicable to the liability and payment of Contractor and Contractor's employees, including laws regarding wages, taxes, insurances, and workers' compensation. Neither the PUCT nor the State of Texas will be liable to the Contractor, its employees, agents, or others for the provision of unemployment insurance and/or workers' compensation or any benefit available to a state employee.

**13.2 Minimum Insurance.** Contractor must, at its sole cost and expense, secure and maintain as a minimum, from the effective date of this contract and thereafter during the term of this contract and any renewals or extensions thereof, for its own protection and the protection of the PUCT and the State of Texas:

- a) commercial liability insurance, covering, at a minimum, the following categories of liability within the following limits: (i) bodily injury and property damage - \$1,000,000 limit per occurrence, \$2,000,000 aggregate, (ii) medical expense - \$5,000 limit per person, (iii) personal injury and advertising liability - \$1,000,000 limit, (iv) products/completed operations – \$2,000,000 aggregate, (v) damage to premises rented - \$50,000 limit;
- b) automobile liability coverage for vehicles driven by Contractor's employees (\$500,000 per occurrence); and
- c) workers' compensation insurance in accordance with the statutory limits, as follows: (i) employer's liability - \$1,000,000 each incident, (ii) disease - \$1,000,000 each employee and \$1,000,000 policy limit.
- d) cyber incident coverage to include: privacy breach related legal expenses to review and determine responsibilities under privacy breach laws; expenses related to compliance with privacy law notification requirements; credit and identification monitoring for up to 12 months after a cyber incident; expenses related to forensic investigations to investigate a system intrusion into the Contractor's computer system; and expenses to hire a public relations firm for public communications response.

The PUCT and the State of Texas must be named an additional insured on the commercial liability and automobile policies.

Insurance coverage must be from companies licensed by the State of Texas to provide insurance with an "A" rating from A.M. Best and authorized to provide the corresponding coverage.

**13.3 Certificates of Insurance.** Contractor must furnish to the PUCT certificates of insurance and any applicable endorsements, signed by authorized representatives of the surety or insurers, of all such bonds and insurance and confirming the amounts of such coverage within ten (10) days of the effective date of this contract, and upon request thereafter. Contractor must provide the PUCT contract administrator with timely renewal certificates as the

coverage renews. Failure to maintain such insurance coverage specified herein, or to provide such certificates or endorsements promptly, will constitute a material breach of this Contract. Contractor must provide thirty (30) days written notice of any notice for renewal and/or cancellation of insurance.

#### **Article 14. DISPUTE RESOLUTION**

The Parties agree to resolve disputes arising under this contract through the dispute resolution process provided for in Chapter 2260 of the Texas Government Code and Subchapter C of the PUCT Rules for Administrative Services.

#### **Article 15. SOVEREIGN IMMUNITY**

The State of Texas and the PUCT do not waive sovereign immunity by entering into this contract and specifically retain immunity and all defenses available to them under the Constitution, the laws of the State of Texas, or the common law.

#### **Article 16. GOVERNING LAW**

Notwithstanding anything to the contrary in this contract, this contract will be deemed entered into in the State of Texas and will be governed by, construed and interpreted in accordance with the laws of the State of Texas that apply to contracts executed in and performed entirely within the State of Texas, without reference to any rules of conflict of laws. The Parties consent to the exclusive jurisdiction of the State of Texas. The Parties hereby submit to the jurisdiction of the courts located in, and venue is hereby stipulated to, the state courts located in Travis County, Texas. Each Party stipulates that it is subject to the jurisdiction of the courts located in Travis County, Texas, for any cause of action arising from any act or omission in the performance of this contract. Further, each Party hereby waives any right to assert any defense to jurisdiction being held by the courts located in Travis County, Texas, for any cause of action arising from any act or omission in the performance of this contract.

#### **Article 17. COMPLIANCE WITH LAW**

**17.1 General.** Contractor must comply with all federal, state, and local laws, executive orders, regulations, and rules applicable at the time of performance. Contractor warrants that all Services sold hereunder will have been produced, sold, delivered, and furnished in strict compliance with all applicable laws and regulations to which they are subject, including, but not limited to, Equal Employment Opportunity laws. All laws and regulations required in agreements of this character are hereby incorporated by this reference.

**17.2 Taxes.** Contractor agrees to comply with any and all applicable state tax laws that may require any filing with and/or payment to the State of Texas as a result of any action taken as a result of this contract.

**17.3 Workers' Compensation.** Contractor agrees that it will be in compliance with applicable state workers' compensation laws throughout the term of this contract and any renewals or extensions thereof.

**17.4 Conflicts.** Contractor agrees to abide by the requirements of and policy directions provided by the Texas statutes and the rules and regulations of the PUCT. Contractor agrees to inform and consult with the PUCT when further interpretations or directions are needed in order to fully implement the rules and regulations of the PUCT. In the event that Contractor becomes aware of inconsistencies between this Contract and a Texas statute or PUCT rule, Contractor will so advise the PUCT immediately and will cooperate fully to revise applicable provisions of this contract as necessary.

**17.5 Compliance with Deceptive Trade Practices Act.** Contractor must comply with Texas Business and Commerce Code Chapter 17.

**17.6 Compliance with Americans with Disabilities Act.** Contractor must comply with the Americans with Disabilities Act, 42 U.S.C. Chapter 126.

**17.7 Prohibited Use of Appropriated/Other Funds.** Contractor must comply with Texas Government Code Sections 556.005 and 556.0055 related to prohibited uses of appropriated and other funds.

**17.8 Certificate of Interested Parties Form.** At the time Contractor submits a signed contract to the PUCT, Contractor must submit a “Certificate of Interested Parties” form to the PUCT and file the form with the Texas Ethics Commission. The form and instructions for filing the form can be found at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>. Contractor must not perform any work under the contract, nor receive any compensation prior to filing the form with the Texas Ethics Commission.

#### **Article 18. CONTRACTOR’S CERTIFICATION**

By accepting the terms of this Contract, Contractor certifies that, to the extent applicable, it is in compliance with the following requirements and prohibitions. Contractor understands and agrees that a false certification may lead to termination of this contract for cause.

**18.1 Prohibitions on Gifts.** Contractor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with this contract.

**18.2 Delinquent Obligations.** Contractor is not currently delinquent in the payment of any franchise or sales tax owed to the State of Texas and is not delinquent in the payment of any child support obligations under applicable state law.

**18.3 Terrorist Financing.** The PUCT is federally mandated to adhere to the directions provided in the President’s Executive Order (EO) 13224, Executive Order on Terrorist Financing – Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism, effective 9/24/2001 and any subsequent changes made to it, via cross referencing proposers/vendors with the Federal General Services Administration’s System for Award Management (SAM), <https://www.sam.gov/>, which is inclusive of the United States Treasury’s Office of Foreign Assets Control (OFAC) Specially Designated National (SDN) list.

<http://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx>

Contractor certifies that the Contractor and its principals are eligible to participate in this transaction and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and that Contractor is not listed on the federal government’s terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement are listed at: <https://www.sam.gov/>

Contractor further certifies that it is not engaged in business with Iran, Sudan, or a foreign terrorist organization as prohibited by Section 2252.152 of the Texas Government Code.

**18.4 Antitrust.** Neither Contractor nor anyone acting for Contractor has violated the antitrust laws of this state, codified in Section 15.01, et seq. of the Texas Business and Commerce Code or the Federal Antitrust Laws, nor has Contractor or anyone acting for Contractor communicated directly or indirectly to any competitor or any other person engaged in such line of business for the purpose of obtaining an unfair price advantage.

**18.5 Family Code.** Contractor has no principal who is ineligible to receive funds under Texas Family Code Section 231.006 and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

**18.6 Prohibited Compensation.** Contractor has not received compensation from the PUCT, or any agent, employee, or person acting on the PUCT’s behalf for participation in the preparation of this contract.

**18.7 Government Code.** Under Texas Government Code Section 2155.004, Contractor certifies that the individual or business entity named in this contract is not ineligible to receive the specified contract and acknowledges that this contract may be terminated and/or payment withheld if this certification is inaccurate.

**18.8 Outstanding Obligations.** Payments due under the contract will be applied towards any debt that is owed to the State of Texas, including but not limited to delinquent taxes and child support.

**18.9 Contracting with Executive Head of State Agency.** Contractor certifies this contract is in compliance with Texas Government Code Section 669.003 relating to contracting with the executive head of a State agency. If Texas Government Code Section 669.003 applies, bidder will provide the following information in order for the bid to be evaluated: Name of Former Executive; Name of State Agency; Date of Separation from State Agency; Position with Bidder; and Date of Employment with Bidder.

**18.10 Buy Texas.** Contractor will comply with Texas Government Code Section 2155.4441, pertaining to service contracts regarding the use of products produced in the state of Texas.

**18.11 Hurricane Recovery.** Under Texas Government Code Section 2155.006 and 2261.053, Contractor certifies that the individual or business entity named in this proposal is not ineligible to receive the specified contract and acknowledges that this contract may be terminated, and payment withheld if this certification is inaccurate.

**18.12 E-Verify.** Contractor certifies and ensures that it utilizes and will continue to utilize, for the term of this Contract, the U.S. Department of Homeland Security's E-Verify system to determine the eligibility of:

1. All persons hired to perform duties within Texas, during the term of the contract; and
2. All persons (including subcontractors) hired by the proposer to perform work pursuant to the contract, within the United States of America.

The Contractor must provide, upon request of PUCT, an electronic or hardcopy screenshot of the confirmation or tentative non-confirmation screen containing the E-Verify case verification number for attachment to the Form I-9 for the three most recent hires that match the criteria above, by the Contractor, and Contractor's subcontractors, as proof that this provision is being followed.

If this certification is falsely made, the contract may be immediately terminated, at the discretion of the state and at no fault to the state, with no prior notification. The Contractor will also be responsible for the costs of any re-solicitation that the state must undertake to replace the terminated contract.

This term should not be construed to require Contractor to utilize E-Verify to determine the eligibility of existing employees, or otherwise use E-Verify in violation of the law.

**18.13 Debarred Vendors List.** Contractor certifies that it is not on the Debarred Vendors List located at [http://www.window.state.tx.us/procurement/prog/vendor\\_performance/debarred/](http://www.window.state.tx.us/procurement/prog/vendor_performance/debarred/).

**18.14 COVID-19 Vaccine Passport Prohibition.** Contractor certifies that Contractor is not ineligible to receive this contract under Texas Health and Safety Code Section 161.0085.

**18.15 Human Trafficking Prohibition.** Contractor certifies that Contractor is not ineligible to receive this contract under Texas Government Code Section 2155.0061 and acknowledges that this contract may be terminated and payment withheld if this certification is inaccurate. **18.16 Does Not Boycott Israel.** If Contractor is required to make a certification pursuant to Texas Government Code Section 2270.002. Contractor certifies that Contractor does not boycott Israel and will not boycott Israel during the term of the contract resulting from this solicitation. If Contractor does not make that certification, Contractor certifies that it provided a statement to the PUCT, prior to signing this contract, stating why the certification is not required.

**18.17 Does Not Boycott Energy Companies.** If Contractor is required to make a certification pursuant to Texas Government Code Section 2274.002, Contractor certifies that Contractor does not boycott energy companies and will not boycott energy companies during the term of the contract resulting from this solicitation. If Contractor does not make that certification, Contractor certifies that it provided a statement to the PUCT, prior to signing this contract, stating why the certification is not required.

**18.18 Does Not Discriminate Against Firearm Entities.** If Contractor is required to make a certification pursuant to Texas Government Code Section 2274.002, Contractor certifies that Contractor (1) does not have a practice,

policy, guidance, or directive that discriminates against a firearm entity or firearm trade association and (2) will not discriminate during the term of the contract against a firearm entity or firearm trade association. If Contractor does not make that certification, Contractor must indicate so and state why the certification is not required.

**18.19 Data Management and Security Controls.** In accordance with Texas Government Code Section 2054.138, Contractor certifies that it will comply with the security controls required under this contract and will maintain records and make them available to the PUCT as evidence of Contractor's compliance with the required controls.

## **Article 19. GENERAL PROVISIONS**

**19.1 Relationship of Parties.** Contractor is and will remain at all times an independent contractor, and nothing in this contract will be deemed to create a joint venture, partnership, employment, franchise, master-servant, or agency relationship between the Parties. Notwithstanding anything to the contrary, the Parties will have principal-agent relations as described in the Statement of Work. Except as expressly provided to the contrary elsewhere in this contract, no Party has any right or authority to act on behalf of another Party, nor to assume or create any obligation, liability or responsibility on behalf of another Party. Under no circumstances will the relationship of employer and employee be deemed to arise between the PUCT and Contractor's personnel. Contractor will be solely responsible for achieving the results contemplated by this contract, whether performed by Contractor, its agents, employees or subcontractors.

**19.2 Non-Exclusivity.** Nothing in this contract is intended nor will be construed as creating any exclusive arrangement between Contractor and PUCT. This contract will not restrict PUCT from acquiring similar, equal, or like goods and/or services from other entities or sources.

**19.3 Taxes and Statutory Withholdings.** Contractor acknowledges that it is not a PUCT employee but is an independent contractor. Accordingly, it is Contractor's sole obligation to report as income all compensation received by Contractor under the terms of this contract. Contractor is solely responsible for all taxes (federal, state, or local), withholdings, social security, unemployment, Medicare, Workers' Compensation insurance, and other similar statutory obligations (of any governmental entity of any country) arising from, relating to, or in connection with any payment made to Contractor under this contract. Contractor must defend, indemnify and hold the PUCT harmless to the extent of any obligation imposed by law on the PUCT to pay any tax (federal, state, or local), withholding, social security, unemployment, Medicare, Workers' Compensation insurance, or other similar statutory obligation (of any governmental entity of any country) arising from, relating to, or in connection with any payment made to Contractor under this contract. Further, Contractor understands that neither it nor any of its individual employees is eligible for any PUCT employee benefit, including but not limited to holiday, vacation, sick pay, withholding taxes (federal, state, local), social security, Medicare, unemployment or disability insurance, Workers' Compensation, health and welfare benefits, profit sharing, 401(k) or any employee stock option or stock purchase plans. Contractor hereby waives any and all rights to any such PUCT employment benefit.

**19.4 Notice.** Except as otherwise stated in this contract, all notices provided for in this contract must be (a) in writing, (b) addressed to a Party at the address set forth below (or as expressly designated by such Party in a subsequent effective written notice referring specifically to this contract), (c) sent by a national carrier with tracking capability (e.g. FedEx or Certified U.S. Mail), with proper postage affixed and (d) deemed effective upon the third Business Day after deposit of the notice with the carrier.

IF TO THE PUCT:

ATTENTION: Executive Director  
1701 N. Congress Ave., 7th Floor  
Austin, TX 78701

With copies to the PUCT contract administrator, and Jay Stone, CTCD, CTCM, at the same address.

IF TO CONTRACTOR:

ATTENTION:  
ADDRESS  
CITY, STATE, ZIP CODE

**19.5 Headings.** Titles and headings of articles and sections within this contract are provided merely for convenience and must not be used or relied upon in construing this contract or the Parties' intentions with respect thereto.

**19.6 Export Laws.** Contractor represents, warrants, agrees and certifies that it (a) will comply with the United States Foreign Corrupt Practices Act (regarding, among other things, payments to government officials) and all export laws and rules and regulations of the United States Department of Commerce or other United States or foreign agency or authority and (b) will not knowingly permit any non-Party to directly or indirectly, import, export, re-export, or transship any intellectual property or any third Party materials accessed by Contractor during the course of this contract in violation of any such laws, rules or regulations.

**19.7 Preprinted Forms.** The use of preprinted forms, such as purchase orders or acknowledgments, in connection with this contract is for convenience only and all preprinted terms and conditions stated thereon are void and of no effect. The terms of this contract cannot be amended, modified, or altered by any conflicting terms, provisions, or conditions contained in a proposal or a preprinted form, such as purchase orders or acknowledgements. If any conflict exists between this Contract and any terms and conditions on a proposal, purchase order, acknowledgment, or other preprinted form, the terms and conditions of this Contract will govern.

**19.8 Specific Personnel.** Contractor has identified the personnel for this assignment ("Team"), as follows: [list]

Contractor warrants that it will use its best efforts to avoid any changes to the Team during the course of this Contract. Should personnel changes occur during the term of this Contract or any extensions or renewals thereof, Contractor will recommend to the PUCT personnel with comparable experience and required qualifications and training. The PUCT must approve any change in personnel on this project in writing. Contractor must provide individuals qualified to perform the tasks assigned to such individual. At the PUCT's request, Contractor must remove from the project any individual whom the PUCT finds unacceptable for any reason in the PUCT's sole discretion. Contractor must replace such individual with another individual satisfactory to the PUCT as soon as practicable.

**19.9 No Felony Criminal Convictions.** Contractor represents and warrants that neither Contractor, nor any of its employees, agents, or representatives, including any subcontractors and employees, agents or representatives of such subcontractors, has been convicted of a felony criminal offense or that if such a conviction has occurred Contractor has fully advised PUCT of the facts and circumstances surrounding the conviction.

**19.10 Publicity.** Contractor understands and agrees that the PUCT does not endorse any vendor, commodity, or service. Contractor understands and agrees that Contractor, its employees, representatives, other agents, or subcontractors may not issue any public disclosure, media release, advertisement, or publication without prior written approval of the PUCT: which pertains to this contract or any services or project to which this contract relates; or which pertains to any results or findings based on information provided, created, or obtained to fulfill the requirements of this contract; or which mentions the PUCT.

**19.11 No Third-Party Beneficiaries.** Nothing contained in the contract, either express or implied, is intended to confer on any person other than the Parties, or their respective permitted successors, assigns, or transferees any interests, rights, remedies, obligations or liabilities.

**19.12 Prompt Payment.** All payments to Contractor by PUCT, any payments by Contractor to any subcontractor, and any payments by a subcontractor to any other person or entity that provides goods or services under this contract must be made in compliance with Chapter 2251 of the Texas Government Code, commonly known as the Texas Prompt Payment Act.

#### **Article 20. NO IMPLIED WAIVER**

The failure of any party, at any time, to enforce a provision of this contract will not constitute a waiver of that provision; will not affect the validity of this contract or any part of it; and will not affect the right of any party to enforce each and every provision.

#### **Article 21. ORDER OF PRECEDENCE**

In the event of conflicts or inconsistencies between the provisions of this contract and any attachment(s) and exhibit(s), the following are given preference in the order listed below:

- 1) The General Terms and Conditions of this contract;
- 2) The Statement of Work, including any exhibits;
- 3) The Request for Proposals;
- 4) The Contractor's proposal.

#### **Article 22. FORCE MAJEURE**

Neither the PUCT nor Contractor will be considered in default in the performance of its obligations under this contract to the extent that the performance of such obligations is prevented or delayed by any cause beyond the reasonable control of the affected party, which such party could not, by due diligence have avoided, including but not limited to acts of God, severe weather, explosions, riots, acts of war, or orders of legal authority. Such causes will not relieve either party of liability in the event of its failure to use due diligence to remedy the situation and remove the cause in an adequate manner, with all reasonable dispatch, and to give notice and full particulars of the same in writing to the other party as soon as possible after the occurrence of the cause that prevented or delayed performance of the obligations. If the event of Force Majeure continues for a period of more than one hundred and eighty (180) days, either party thereafter may terminate this contract upon giving at least ten (10) days prior written notice to the other party.

#### **Article 23. SEVERABILITY**

If any provision of this contract is held unlawful or otherwise unenforceable, that provision will be severed and deemed deleted and the remainder of this contract will continue in full force and effect, as if the provision had never existed.

#### **Article 24. FUNDING OUT CLAUSE**

This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative or executive budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruptions of current appropriations, provisions of Section 6.3 of this contract will apply. Any contract resulting from this solicitation is contingent upon the continued availability of lawful appropriations by the Texas Legislature. See Texas Constitution, Article III Section 49, State Debts; and Texas General Appropriations Act for the 2022-2023 Biennium, Article IX, Section 6.03, Excess Obligations Prohibited.

#### **Article 25. DRUG FREE WORKPLACE POLICY**

Contractor must maintain a drug-free work environment policy. Contractor must enforce its drug-free work environment policy during the pendency of this contract. Contractor must provide the PUCT a copy of its drug-free work environment policy upon request.

#### **Article 26. SUBSTITUTIONS**

Substitutions are not permitted without written approval of the PUCT.

#### **Article 27. RIGHT TO AUDIT**

Pursuant to Section 2262.154 of the Texas Government Code, the State Auditor may conduct an audit or investigation of Contractor or any other entity or person receiving funds from the state directly under this Contract or indirectly through a subcontract under this contract. The acceptance of funds by Contractor or any other entity or person directly under this contract or indirectly through a subcontract under this contract acts as acceptance of the authority of the state auditor, under the direction of the legislative audit committee, to conduct an audit or investigation in connection with those funds. Under the direction of the legislative audit committee, Contractor or any other entity that is the subject of an audit or investigation by the state auditor must provide the state auditor with access to any information the state auditor considers relevant to the investigation or audit. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through the vendor and the requirement to cooperate is included in any subcontract awards.

**Article 28. SIGNATORIES**

The undersigned signatories represent and warrant that they have full authority to enter into this contract on behalf of the respective parties.

**Article 29. ENTIRE AGREEMENT**

This contract, including the Statement of Work, constitutes the entire agreement and understanding between the parties regarding its subject matter and supersedes and merges all prior discussions, writings, negotiations, understandings, and agreements concerning the provision of these Services. Any terms and conditions attached to a solicitation will not be considered unless incorporated into this contract by specific reference.

In WITNESS WHEREOF both parties by their duly authorized representatives have executed this contract effective as of [DATE].

**The Public Utility Commission of Texas**

**Contractor**

By:

By:

\_\_\_\_\_  
Thomas J. Gleeson  
Executive Director

\_\_\_\_\_  
Name  
Title

Date Signed: \_\_\_\_\_

Date Signed: \_\_\_\_\_

## Exhibit 1 -FULFILLMENT REQUIREMENTS

Below is a summary of the LIDA's current required mail-outs, their frequency, and their required contents (i.e. letter, application, certification form, or household worksheet). This list is subject to change upon PUCT approval.

Type	Frequency	Letter	Application	Cert. Form	HHWS	Identity and Alive Status	Affidavit No Income
Application Rejection Notices  *Note: Depending on the reason for rejection, Application Rejections may require any combination of the following: Application, Certification Form, Household Worksheet, Identity and Alive Status form, Affidavit No Income form. All application rejections will require a letter.	Weekly	Yes	Yes*	Yes*	Yes*	Yes*	Yes*
New Form Request (NFR)	Weekly		Yes	Yes			
Certification Rejection (CTR)	Weekly	Yes		Yes	Yes		
Certification Resend (CRL)	Weekly	Yes		Yes	Yes		
Certification PLUS Soft Denial Letter (CPSFTDNL)	Daily	Yes		Yes			
Certification PLUS Resend Letter (CPRL)	Daily	Yes		Yes			

Certification Plus Resend Letter (CPDRL)	Daily						
Soft Denials (SFTDNL)	Daily	Yes		Yes			
Resend Requests (RREQ)	Daily	Yes		Yes			
Multi-Discount (MDL)	Monthly	Yes		Yes			
Prepaid Multi-Discount (MDLP)	Daily	Yes					
Single Discount (SDL)	Monthly	Yes		Yes			
Prepaid Single Discount (SDLP)	Daily	Yes		Yes			
New Discount (NDL)	Monthly	Yes		Yes			
Renewal (REN)	Monthly	Yes	Yes				
Name & Address Change (NAC)	Daily	Yes		Yes			
Address change (ADC)	Daily	Yes		Yes			
Name Change (NMC)	Daily	Yes		Yes			
Incorrect Address (CASS)	Daily	Yes					

Social Security (SSN)	Monthly	Yes		Yes			
Prepaid Social Security (SSNP)	Daily	Yes		Yes			
Certification Plus Letter (CPL)	Monthly	Yes		Yes			
Certification Plus Deceased Letter (CPDL)	Monthly	Yes		Yes			
Rolling Recert (AFRECERT)	Monthly	Yes		Yes			
PUCT Annual Mailing	Annual	Yes					
Certification Data Update (CDU)	Intermittent	Yes		Yes			
Missing Certification Letter (MCL)	Weekly	Yes		Yes			
USAC Reverification Letters (SDOL)	Monthly	Yes					

## Exhibit 2 -FILE STRUCTURE

### I. Current File Format Information for HHSC Files

#### A. Table 1. HHSC Record Layout

<b><u>FIELD NAME</u></b>	<b><u>SIZE</u></b>	<b><u>POSITION NUMBERS</u></b>
<b>PTCO-TELCO-RECORD</b>		<b>001-300</b>
<b>PTCO-ID-NUMBER</b>	<b>ALPHA 09</b>	<b>001-009</b>
<b>PTCO-ACTION</b>	<b>ALPHA 01</b>	<b>010-010</b>
<b>FILLER</b>	<b>ALPHA 02</b>	<b>011-012</b>
<b>PTCO-TDHS-STATUS-MMDDYY</b>	<b>NUMER 08</b>	<b>013-020</b>
<b>PTCO-NAME</b>	<b>ALPHA 22</b>	<b>021-042</b>
<b>PTCO-SSN</b>	<b>NUMER 09</b>	<b>043-051</b>
<b>FILLER</b>	<b>ALPHA 13</b>	<b>052-064</b>
<b>PTCO-MAIL-LINE1</b>	<b>ALPHA 22</b>	<b>065-086</b>
<b>PTCO-MAIL-LINE2</b>	<b>ALPHA 24</b>	<b>087-110</b>
<b>PTCO-MAIL-CITY</b>	<b>ALPHA 16</b>	<b>111-126</b>
<b>PTCO-MAIL-ST</b>	<b>ALPHA 02</b>	<b>127-128</b>
<b>PTCO-MAIL-ZIP</b>	<b>NUMER 05</b>	<b>129-133</b>
<b>PTCO-MAIL-ZIP-=PLUS</b>	<b>NUMER 04</b>	<b>134-137</b>
<b>PTCO-RES-STREET</b>	<b>ALPHA 30</b>	<b>138-167</b>
<b>PTCO-RES-CITY</b>	<b>ALPHA 16</b>	<b>168-183</b>
<b>PTCO-RES-ST</b>	<b>ALPHA 02</b>	<b>184-185</b>
<b>PTCO-RES-ZIP</b>	<b>NUMER 05</b>	<b>186-190</b>
<b>PTCO-RES-ZIP-PLUS</b>	<b>NUMER 04</b>	<b>191-194</b>
<b>PTCO-BILL-NAME</b>	<b>ALPHA 22</b>	<b>195-216</b>
<b>PTCO-ACCT-SSN</b>	<b>NUMER 09</b>	<b>217-225</b>
<b>PTCO-CERT-NXX-AC</b>	<b>NUMER 03</b>	<b>226-228</b>
<b>PTCO-CERT-NXX-XCHNG</b>	<b>NUMER 03</b>	<b>229-231</b>
<b>PTCO-CERT-NXX-NR</b>	<b>NUMER 04</b>	<b>232-235</b>

<b>FILLER</b>	<b>ALPHA 23</b>	<b>236-258</b>
<b>PTCO-COUNTY</b>	<b>NUMER 03</b>	<b>259-261</b>
<b>FILLER</b>	<b>ALPHA 09</b>	<b>262-270</b>
<b>PTCO-BIRTH-DATE</b>	<b>NUMER 08</b>	<b>271-278</b>
<b>PTCO-PROGTYPE</b>	<b>ALPHA 03</b>	<b>279-281</b>
<b>PTCO-BASE-PLAN</b>	<b>ALPHA 02</b>	<b>282-283</b>
<b>FILLER</b>	<b>ALPHA 17</b>	<b>284-300</b>

**B. Table 2. HHSC Field Descriptions**

<b><u>FIELD</u></b>	<b><u>DESCRIPTION</u></b>
<b><u>PTCO-ID-NUMBER</u></b>	Client Number derived in the SAVERR database <sup>2</sup> .
<b><u>PTCO-ACTION</u></b>	Type of transaction (A = add, D = delete)
<b><u>PTCO-TDHS-STATUS-MMDDYY</u></b>	Processing date of the file.
<b><u>PTCO-NAME</u></b>	The client name in LAST, FIRST MIDDLE format. The suffix (JR, SR, III, etc.) if any is placed between LAST and comma. The first blank occurs after the first name.
<b><u>PTCO-SSN</u></b>	The client's social security number.
<b><u>PTCO-MAIL-LINE-1</u></b>	The first line of the client's mailing address according to categorical records or the application form.
<b><u>PTCO-MAIL-LINE-2</u></b>	The second line of the client's mailing address according to categorical records or the application form.
<b><u>PTCO-MAIL-CITY</u></b>	The city of the client's mailing address according to categorical records or the application form.
<b><u>PTCO-MAIL-ST</u></b>	The state of the client's mailing address according to categorical records or the application form.

<sup>2</sup> SAVERR is HHSC's database. Contractor will be provided access to the necessary information from this database in order to perform duties under the contract.

<b><u>PTCO-MAIL-ZIP</u></b>	The zip code of the client's mailing address according to categorical records or the application form.
<b><u>PTCO-MAIL-ZIP-PLUS</u></b>	The plus-four zip code of the client's mailing address.
<b><u>PTCO-RES-STREET</u></b>	The client's residence street address. Spaces if residence and mailing address are identical. For LifeLine, the residence address information is gathered from SDX, FX, AND TANF case files.
<b><u>PTCO-RES-CITY</u></b>	The client's city of residence. Spaces if residence and mailing address are identical. For LifeLine, the residence address information is gathered from SDX, FX, AND TANF case files.
<b><u>PTCO-RES-ST</u></b>	The client's state of residence. Spaces if residence and mailing address are identical. For LifeLine, the residence address information is gathered from SDX, FX, AND TANF case files.
<b><u>PTCO-RES-ZIP</u></b>	The zip code of the client's residence address. Spaces if residence and mailing address are identical. For LifeLine, the residence address information is gathered from SDX, FX, AND TANF case files.
<b><u>PTCO-RES-ZIP-PLUS</u></b>	The plus-four zip code of the client's residence address. Spaces if residence and mailing address are identical. For LifeLine, the residence address information is gathered from SDX, FX, AND TANF case files.
<b><u>PTCO-ACCT-SSN</u></b>	Social Security number taken from SAVERR.
<b><u>PTCO-CERT-NXX-AC</u></b>	Area code for the certifying telephone number.
<b><u>PTCO-CERT-NXX-SCHNG</u></b>	Local exchange for the telephone number.
<b><u>PTCO-CERT-NXX-NR</u></b>	Local extension or telephone number.
<b><u>PTCO-ADDL-NXX-FLAG</u></b>	Flag indicating if the client has an additional telephone number.
<b><u>PTCO-ADDL-NXX-AC</u></b>	Area code for the additional contact number.
<b><u>PTCO-ADDL-NXX-XCHANG</u></b>	Local exchange for the additional telephone number. Zeroes means no additional phone or

	the telephone number of the additional phone is unknown.
<b><u>PTCO-ADDL-NXX-NR</u></b>	Local extension or number. Nines means the telephone number of the additional phone is unlisted.
<b><u>PTCO-COUNTY</u></b>	The county of residence of the client converted to standard numeric code (001-264).
<b><u>PTCO-BIRTH-DATE</u></b>	This field is the client's date of birth.
<b><u>PTCO-PROG-TYPE</u></b>	Type Program is a code which identifies the TDHS program under which benefits are provided.
<b><u>PTCO-BASE-PLAN</u></b>	Base Plan is a code, which identifies the TDHS base plan under which benefits are provided. Base Plan is used here to distinguish nursing home, institutionalized, etc. clients.
<b><u>FILLER</u></b>	Spaces.

## **II. Data Format Requirements For Electric Companies**

### **A. Electric Company (REP, MOU, COOP) Input File Requirements**

1. General
2. Each REP, MOU or COOP participating in the LITEUP program must provide on a monthly basis a zip file containing two files
  - (i) A list of their active residential customers (residing in the state of Texas) in a comma delimited text file
  - (ii) A separate control file showing the total number of rows residing in the text file
3. The company is then responsible for FTP'ing the Zip file to the LIDA's FTP site ("*Site location*"). Secure FTP Login instructions will be provided in a separate document.
4. Naming Convention\_- Each file generated must follow a common naming convention as shown in Table 3.

**Table 3. Naming Convention**

<b><u>REP1nnnnnnnnn_YYYYMM.zip (containing the .txt and .ctrl files)</u></b>
<b><u>REP1nnnnnnnnn_YYYYMM.txt</u></b>
<b><u>REP1nnnnnnnnn_YYYYMM.ctrl</u></b>

**The suffix naming convention is:**

**.txt**                      **Identifies the residential customer list**

**.ctrl**                      **Identifies the control file**

**.zip**                      **Identifies the zip file containing the other two files**

<b><u>REP</u></b>	<b><u>This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs. Whether your company is a REP, MOU or COOP please set this to a value of 'REP'</u></b>
<b><u>1nnnnnnnn</u></b>	<b><u>A unique nine-digit number assigned by the LIDA to each participating REP, MOU or COOP. This number will be provided to the REP, MOU or COOP under a separate document.</u></b>
<b><u>-</u></b>	<b><u>An underscore</u></b>
<b><u>YYYYMM</u></b>	<b><u>Four-digit year and two-digit month representing the year and month the file is being generated.</u></b>

5. Input File Requirements - The file generated must be a comma delimited text file separated by commas with each character field enclosed in double quotation marks. Input fields, descriptions, and examples are shown in Table 4.

**Table 4.**

<b><u>Input Field Name</u></b>	<b><u>Description</u></b>	<b><u>Examples</u></b>
<b>Primary Name – Last</b>	<b>The last name of the customer.</b>	<b>Jones Jones III Jones Jr</b>
<b>Primary Name – First &amp; Middle</b>	<b>The first name and middle initial of the customer.</b>	<b>Joseph H</b>
<b>Primary SSN</b>	<b>The social security number of the customer. (See Note 1)</b>	<b>012345678</b>

		(no dashes)
<b>Primary Telephone Number</b>	<b>The 10-digit telephone number of the customer (includes area code). This is an optional field and should be provided if available.</b>	<b>5121234567</b> (no dashes)
<b>Service Address</b>	<b>The address receiving the service. If a street address is not available, the company should populate this field with whatever address is on file for that customer.</b>	<b>123 Main St</b> <b>P.O. Box</b> <b>123</b>
<b>Service City</b>	<b>The City Name.</b>	<b>Houston</b>
<b>Service Zip</b>	<b>The Zip Code or Zip Code Plus. If there is a Zip Code Plus, please place a hyphen between the Zip Code and the Zip Code Plus field.</b>	<b>78701</b> <b>78701-1234</b>
<b>ESI ID</b>	<b>The ESI ID assigned to the specified service address. We are requiring ESI IDs in the ERCOT format. No hyphens or other formatting characters should be used when transmitting the ESI Id electronically.</b>	<b>See Note 2</b>
<b>Customer Account Number</b>	<b>The account number assigned to this customer by the company. (See Note 3)</b>	

Note 1: This is an optional field. If the company captures the SSN and can supply it, it will assist the LIDA during the matching process by providing more accurate match criteria.

Note 2: The following text is ERCOT's description of the ESI ID:

A unique number within Texas assigned to each point-of-service between the Utility and an end-use Customer, which once created and assigned shall not be re-issued, even in the event of termination of the associated point-of-service. The ESI Id will have the following format:

10xxxxxyyy...yy

Where:

10 represents a placeholder for future use

xxxxx is the 5-digit DOE Id Code for the [serving] OR [assigning] Utility

yyy...yy is up to 29 alphanumeric characters assigned by the Utility. Allowable alphanumeric characters are 0-9, A-Z, and the space character. The space character should only be used to right-pad the field when less than 29 characters are used. The total length of the ESI Id is 36 alphanumeric characters.

No hyphens or other formatting characters should be used when transmitting the ESI Id electronically.

Note 3: This is an optional field.

## 6. Sample Residential Customer List File Format (see Table 5).

**Table 5.**

Filename:	REP1nnnnnnnnn_YYYYMM.txt
Sample Filename:	REP100012345_200901.txt
Record Format:	"Last Name","First Name","SSN","Tele Number","Address","City","Zip Code","ESI ID","Customer Account Number"

7. Sample Record Format (see Table 6.)

**Table 6.**

All Fields Populated	"SMITH","JOHN","123456789","5121234567","123 MAIN ST.,"HOUSTON","78701-1234","10559804985739", "3ABC-18-9"
Primary SSN and Customer Account Number fields are not supplied ( <i>Notice the "" showing that the field is blank</i> )	<u>"JONES","MARY","", "5125551000","18 YORK AVENUE","DALLAS","75201","123445992359049435", ""</u>

8. Sample Control File Format – This file will only contain a single row with one column. The value of that column will be the total number of records found in the Residential Customer List (.txt file). For example, if the company generates a residential customer list to send to the LIDA containing 10,000 records, the control file would contain the value 10000 starting in position 1 of the record. (See Table 7.)

**Table 7.**

Filename:	REP1nnnnnnnnn_YYYYMM.ctrl
Sample Filename:	REP100012345_200401.ctrl
Record Format:	999999999 (where 999999999 represents the total number of records in the .txt file)
Sample Record:	10000

9. Additional Examples of Correct Formats:

- (i) Names: Middle name should be included in either First name or Last name without any quotes to it. Common mistakes in the first and last names are listed in Table 8. Correct format is also suggested.

**Table 8.**

Wrong Format	Right format
"Pat", ""Martin", " III"	"Pat", "Martin III"
""Short", " M D"" , "James"	"Short M D", "James"
"BLOCKER", ""Ronnie" GEORGE"	"BLOCKER", "Ronnie GEORGE"
"Ortiz "Cesar"" , "Elizabeth"	"Ortiz Cesar", "Elizabeth"

- (ii) Address fields: Some of the Address fields are provided with extra double quotes (“”) in the middle, or additional quotes at the beginning or end of the address field. Table 9 shows examples of the wrong and right formats respectively.

**Table 9.**

Wrong Format	Right format
“5101 North "A" Street, Apt. 218"	“5101 North A Street, Apt. 218"
“3301 N. "K" Center St”	“3301 N. K Center St”
“”132 S Main St”	”132 S Main St”
”132 S Main St””	”132 S Main St”

- (iii) Phone numbers: Phone numbers should not include special characters like (, ), - or spaces in the numbers. It should be only 10 digits. Table 10 shows common wrong formats and the right format for each sample number.

**Table 10.**

Wrong Format	Right format
“(956)-227-4736”	“9562274736”
“956-227-4736”	“9562274736”
“956 227 4736”	“9562274736”

- (iv) Social Security Numbers must be represented by a string nine-digit number without any Colons or spaces in between. Table 11 shows common wrong formats and the right format for each sample number.

**Table 11.**

Wrong Format	Right format
“466-62-7837”	“466627837”

“466 62 7837” [spaces between the numbers]	“466627837”
--	-------------

## B. Electric Discount List File Layout

### 1. General

- (i) The LIDA will generate a discount list for each Electric Company participating in the LITEUP program that has a residential customer that matched against the LITEUP Enrollment database.
- (ii) The LIDA will provide a Zip file containing two additional files:
  - (a) A list of the company’s residential customers who qualify for the discount in a comma delimited text file.
  - (b) A separate control file showing the total number of rows residing in the text file.
- (iii) The LIDA will place the zip file on the LIDA FTP site under the “OUTPUT” directory and notify the company that the file is ready for download. The company will then use the Secure FTP software to retrieve the zip file. Login instructions to the LIDA FTP site will be provided in a separate document.

### 2. Table 12 shows the common naming convention the LIDA must use.

**Table 12.**

REP1nnnnnnnnn_YYYYMM.zip	(containing the .txt and .ctrl files)
REP1nnnnnnnnn_YYYYMM.txt	
REP1nnnnnnnnn_YYYYMM.ctrl	
The suffix naming convention is:	
.txt	Identifies the residential customer list
.ctrl	Identifies the control file
.zip	Identifies the zip file containing the other two files

<b><u>REP</u></b>	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs. Whether your company is a REP, MOU or COOP please set this to a value of 'REP'
<b><u>1nnnnnnnn</u></b>	A unique nine-digit number assigned by the LIDA to each participating REP, MOU or COOP. This number will be provided to the REP, MOU or COOP under a separate document.
<b><u>-</u></b>	An underscore
<b><u>YYYYMM</u></b>	Four-digit year and two-digit month representing the year and month the file is being generated.

3. Output File Layout - The file generated must be a comma delimited text file separated by commas with each character field enclosed in double quotation marks. Input fields are described in Table 13.

**Table 13.**

<b>Input Field Name</b>	<b>Description</b>	<b>Examples</b>
ESIID	The ESI ID assigned to the specified service address. This will be the same ESI ID provided by the REP.	10559804985739
Street	The address receiving the service. If a street address is not available, the company should populate this field with whatever address is on file for that customer.	100 Main St
City	The City Name.	Houston
State	The State Code	TX
Zip Code	The Zip Code or Zip Code Plus.	12345 12345-6789
Customer Account Number	The account number assigned to this customer by the company. (See Note 1)	3ABC-18-9
Primary Name – Last	The last name of the customer.	Jones Jones III
Primary Name – First & Middle	The first name and middle initial of the customer.	Joseph H

Primary SSN	The social security number of the customer. (Note: optional - will only be provided if the REP included it in their input file.	012345678 (no dashes)
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4. Sample Residential Customer List Output File Format in Table 14.

**Table 14.**

<b>Filename:</b>	REP1nnnnnnnnn_YYYYMM.txt
<b>Sample Filename:</b>	REP100012345_200901.txt
<b>Record Format:</b>	" ESIID", "Service Address", "City", "State", "Zip Code", "Customer Account Number", "Primary Last Name", "Primary First Name", "Social Security No"
<b>Sample Record – All Fields Populated:</b>	"10559804985739", "100 MAIN ST.", "HOUSTON", "TX", "78701-1234", "3ABC-18-9", "Jones", "Joseph H", "123456789"
<b>Sample Record - Customer Account Number</b> (Notice the "" showing that the field is blank)	"10559804985739", "Jones", "Joseph H", "1234567890", "100 MAIN ST.", "HOUSTON", "TX", "78701-1234", "", "Jones", "Joseph H", "123456789"

5. Descriptions and examples of Customer List Output File field names in Table 15.

**Table 15.**

<u><b>Output Field Name</b></u>	<u><b>Description</b></u>	<u><b>Examples</b></u>
<b>Primary Name - Last</b>	The last name of the customer.	Jones  Jones III  Jones Jr
<b>Primary Name - First &amp; Middle</b>	The first name and middle initial of the customer.	Joseph H
<b>Service Address</b>	The address receiving the service.	123 Main St
<b>Service City</b>	The City Name.	Houston
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701  787011234
<b>Customer Provided Address</b>	The customer provided address receiving the service. Blank if not available.	123 Main St  First house on left

<b>Customer Provided City</b>	The customer provided City Name as corrected. Blank if not available.	Houston
<b>Customer Provided Zip</b>	The customer provided Zip Code or Zip Code Plus. Blank if not available.	78701 787011234
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)
<b>CASS Letter Sent Date</b>	The date when CASS failure letter was sent.	02/29/2019
<b>Customer Contacted Date</b>	The date when customer contacted LIDA to validate address.	04/02/2019

6. Sample Discount List File Format in Table 16.

**Table 16.**

<b>Filename:</b>	REP1nnnnnnnnn_YYYYMM.txt
<b>Sample Filename:</b>	REP100012345_200901.txt

7. Control File Format

- (i) The Control File will only contain a single row with one column. The value of that column will be the total number of records representing the company's residential customers who qualify for discount programs (.txt file). For example, if the LIDA matched 10,000 records of the company's residential customers who qualify for discount programs, the control file would contain the value 10000 starting in position 1 of the record.

- (ii) Sample Control File Format can be found in Table 17.

**Table 17.**

<b>Filename:</b>	REP1nnnnnnnnn_YYYYMM.ctrl
<b>Sample Filename:</b>	REP100012345_200901.ctrl
<b>Record Format:</b>	999999999 (where 999999999 represents the total number of records in the .txt file)
<b>Sample Record:</b>	10000

ZIP SOFTWARE COMPATIBILITY REQUIREMENTS

The Zip files can be created with WinZip or PKZip or any other software that maintains compatibility with WinZip8.1. Details of our Cross product compatibility test are as follows:

Note: Encrypted Zip files are not allowed. The Communication Channel (FTP Site) will be Encrypted to provide the desired security

**Table 18.**

**Cross product Compatibility Test**

<b><u>Zip</u></b> <b><u>UnZip</u></b>	WinZip 8.1	WinZip 7.0	PKZip 6.0	PKZip 6.0 (Encrypted)
WinZip 8.1	●	●	●	
WinZip 7.0	●	●	●	
PKZip 6.0	●	●	●	
PKZip 6.0 (Encrypted)				●

**III. Data Format Requirements for Telephone Companies**

A. Telephone Company Input File Requirements

1. General

- (i) Each Telephone Company participating in the program must provide on a monthly basis a zip file containing two files as specified below:
  - (a) A list of their active residential customers (residing in the state of Texas) in a comma delimited text file.

- (b) A separate control file showing the total number of rows residing in the text file
- (ii) The company is then responsible for FTP'ing the Zip file to the LIDA FTP site ("Site location"). Secure FTP Login instructions will be provided in a separate document.
2. Naming Convention – Each file generated must follow a common naming convention as shown in Table 18.

**Table 18.**

<p>TSP2nnnnnnnn_YYYYMM.zip      (<i>containing the .txt and .ctrl files</i>)</p> <p>TSP2nnnnnnnn_YYYYMM.txt</p> <p>TSP2nnnnnnnn_YYYYMM.ctrl</p> <p>The suffix naming convention is:</p> <p>.txt              Identifies the residential customer list</p> <p>.ctrl             Identifies the control file</p> <p>.zip              Identifies the zip file containing the other two files</p>	
TSP	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.
2nnnnnnnn	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.
_	An underscore
YYYYMM	Four-digit year and two-digit month representing the year and month the file is being generated.

3. Input File Requirements - The file generated must be a comma delimited text file separated by commas with each character field enclosed in double quotation marks, as shown in Table 19.

**Table 19.**

<u>Input Field Name</u>	<u>Description</u>	<u>Examples</u>
Last Name	The last name of the customer.	Jones

		Jones Jr
<b>First &amp; Middle Name</b>	The first name and middle initial of the customer.	Joseph H
<b>Primary SSN</b>	The social security number of the customer. (See Note 1)	012345678 (no dashes)  5678
<b>Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)  (no dashes)
<b>Service Address</b>	The address receiving the service. A street address is required	123 Main St  567 N Main St Apt 6
<b>Service City</b>	The City Name.	Houston
<b>Service Zip</b>	The Zip Code or Zip Code Plus. If there is a Zip Code Plus, please place a hyphen between the Zip Code and the Zip Code Plus field.	78701  78701-1234
<b>Customer Account Number</b>	The account number assigned to this customer by the company. (See Note 2)	
<b>Billing Address</b>	This should be provided if there is a billing address other than that provided as the Service Address. Correspondence will be sent to this address. If there is no separate billing address the Service address should be duplicated in this field.	123 Main St.  P.O. Box 234
<b>Billing City</b>	The City Name of the Billing Address	Houston
<b>Billing State</b>	The State of the Billing Address	TX  NM
<b>Billing Zip</b>	The Zip Code or Zip Code Plus of the Billing Address. If there is a Zip Code Plus, please place a hyphen between the Zip Code and the Zip Code Plus Field	78701  78701-1234
<b>Date of Birth</b>	The Date of Birth of the customer. Report as null if not available.	12/12/2013  (MM/DD/YYYY)
<b>Service Start Date</b>	The date when the customer's current service began.  (See Note 3)	12/12/2013  (MM/DD/YYYY)

<b>Tribal Link-up Service Initiation Date</b>	This is the date of service initiation to which Tribal Link Up support applied.	12/12/2013 (MM/DD/YYYY)
<b>Blocked Discount</b>	This is an indicator identifying this record to not be considered for the Lifeline discount. (See Note 4)	Y N "" (null)
<b>Rural Indicator</b>	If flag is set to "R", the address is a rural or non-conventional address, but the TSP confirms it is a valid Service (residential) address. (See Note 7)	R "" (null)
<b>Service Type</b>	An indicator specifying the type of discount being requested by the provider. This is a required field. (See Note 5)	VO, BO, BV, BB, BVB, "" (null)
<b>Port Freeze Exception</b>	An indicator specifying the port freeze exception code for consideration (See Note 6)	R, S1, L1, V1, P1, "" (null)

**Note 1:** The full SSN will assist the LIDA during the matching process by providing more accurate match criteria. Should there be privacy issues please provide the last 4 digits of the SSN.

**Note 2:** This is an optional field. If the company provides the customer account number, it will be flowed back when the LIDA generates the discount list. This would assist the company in applying the discount.

**Note 3:** You must provide the Service Start Date for each customer based on when their service began. If a customer has a lapse in service that resulted in not being listed on the previous months input file, you should provide the new service start date. If the lapse occurs after the last file was provided and service has been restored prior to the current month's file submission, you should send the original service start date.

**Note 4:** This field should be used when the provider wishes to block a residential customer from receiving the discount. Some examples of this are as follows although others may apply:

- Customer requested that they no longer be given the discount
- Customer is an employee receiving free telephone service

**Note 5:** This is a required field. If the customer does not have a service type indicated in this field their eligibility will not be reviewed and they will not be reported in the output file.

**Indicator values:**

1. VO – Voice Only service.
2. BO – Broadband Only service.
3. BV – Bundled Voice service. Offers broadband and voice but meets minimum service standards for voice only.
4. BB – Bundled Broadband service. Offers broadband and voice but meets minimum service standards for broadband only.
5. BVB – Bundled Voice Broadband service. Meets minimum service standards for both voice and broadband.

6. “” – This indicates a “Null” service type. This should be sent when a customer does not meet the minimum service standards for both voice and broadband.

**Note 6:** This is an optional field which was used when Port Freeze was in effect. Based on Federal guidelines, as Port Freeze logic has been removed from LIDA, this field should be left blank.

**Note 7:** This is an optional field which was used when the Rural override was in effect. Based on Federal guidelines, this field is no longer used but a value is required. Using R or “” (Null) will have no impact on the result of monthly CASS requirement.

4. Sample Residential Customer List Input File format shown in Table 20.

**Table 20.**

<b>Filename:</b>	TSP2nnnnnnnnn_YYYYMM.txt
<b>Sample Filename:</b>	TSP200012345_201303.txt
<b>Record Format:</b>	<p>"Last Name","First Name","SSN","Telephone Number","Address","City","Zip Code","Customer Account Number","Billing Address","Billing City","Billing Zip Code","Date of Birth","Service Start Date","Linkup Service Initiation Date","Blocked Discount","Rural Indicator","Service Type","Port Freeze Exception"</p>
<b>Sample Records:</b>	<p><u>All fields populated</u></p> <p>"DOE","JOHN","123456789","5121234567","123 MAIN ST.,"ANYTOWN","78701-1234","ZZZ-YY-XXX-T","123 MAIN ST.,"ANYTOWN","78701-1234","12/12/2012","1/12/2012","1/12/2012","Y","R","VO",""</p> <p><u>Blocked Discount field not populated (Notice the "" showing that the field is blank)</u></p> <p>"DOE","JOHN","123456789","5121234567","123 MAIN ST.,"ANYTOWN","78701-1234","","123 MAIN ST.,"ANYTOWN","78701-1234","12/12/2012","1/12/2012","1/12/2012","","R","VO",""</p>

#### B. Telephone Company Control File format

1. This file will only contain a single row with one column. The value of that column will be the total number of records found in the Residential Customer List (.txt file). For example, if the company generates a residential customer list to send to the LIDA containing 10,000 records, the control file would contain the value 10000 starting in position 1 of the record.
2. Sample Control File format can be found in Table 21.

**Table 21.**

<b>Filename:</b>	TSP2nnnnnnnnn_YYYYMM.ctrl
<b>Sample Filename:</b>	TSP200012345_201303.ctrl
<b>Record Format:</b>	999999999 (where 999999999 represents the total number of records in the .txt file)
<b>Sample Record:</b>	10000

3. Additional information about correct formats:

- (i) **Names:** Middle name should be included in either First name or Last name without any quotes. Common mistakes in the first and last names are shown in Table 22. Correct format is also suggested.

**Table 22.**

Wrong Format	Right format
"Pat", ""Martin", " III""	"Pat", "Martin III"
""Short", " M D"" , "James"	"Short M D", "James"
"BLOCKER", ""Ronnie" GEORGE"	"BLOCKER", "Ronnie GEORGE"
"Ortiz "Cesar"" , "Elizabeth"	"Ortiz Cesar", "Elizabeth"

- (ii) **Address fields:** Some of the address fields are provided with extra double quotes (") in the middle, or additional quotes at the beginning or end of the address field. Table 23 shows examples of the wrong and right formats.

**Table 23.**

Wrong Format	Right format
"5101 North "A" Street, Apt. 218"	"5101 North A Street, Apt. 218"
"3301 N. "K" Center St"	"3301 N. K Center St"
"132 S Main St"	"132 S Main St"
"132 S Main St"	"132 S Main St"

- (iii) **Phone Numbers:** Phone numbers should not have special characters like (, ), - or spaces in the numbers. They should be entered as ten digits. Table 24 shows common wrong formats and the corrected formats.

**Table 24.**

Wrong Format	Right format
"(956)-227-4736"	"9562274736"
"956-227-4736"	"9562274736"
"956 227 4736"	"9562274736"

- (iv) **Social Security Numbers:** must be entered as a string nine-digit number without any colons or spaces in between. Table 25 shows common wrong formats and the corrected formats.

**Table 25**

Wrong Format	Right format
"466-62-7837"	"466627837"
"466 62 7837"	"466627837"

“*****7837”	“7837”
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(v) **Date of Birth:** Date of Birth must be entered in the format MM/DD/YYYY, as shown in Table 26.

**Table 26.**

Wrong Format	Right format
“DECEMBER 12, 2012”	“12/12/2012”
“12.12.2012”	“12/12/2012”
“12122012”	“12/12/2012”

### C. Telephone Discount List File Layout

#### 1. General

- (i) The LIDA must generate a discount list for each Telephone Company participating in the program that has a residential customer that matched against the Enrollment database.
- (ii) The LIDA must provide a Zip file containing two additional files:
  - (a) A list of the company’s residential customers who qualify for the discount in a comma delimited text file.
  - (b) A separate control file showing the total number of rows residing in the text file.
- (iii) The LIDA must place the zip file on the FTP site under the “OUTPUT” directory and notify the company that the file is ready for download. The company will then use the Secure FTP software to retrieve the zip file. Login instructions to the LIDA FTP site will be provided in a separate document.
- (iv) Each file will follow the common naming convention as shown in Table 27.

**Table 27.**

TSP2nnnnnnnn_YYYYMM.zip <i>(containing the .txt and .ctrl files)</i> TSP2nnnnnnnn_YYYYMM.txt TSP2nnnnnnnn_YYYYMM.ctrl  The suffix naming convention is:  <table> <tr> <td><b>.txt</b></td><td>Identifies the residential customer list</td></tr> <tr> <td><b>.ctrl</b></td><td>Identifies the control file</td></tr> <tr> <td><b>.zip</b></td><td>Identifies the zip file containing the other two files</td></tr> </table>		<b>.txt</b>	Identifies the residential customer list	<b>.ctrl</b>	Identifies the control file	<b>.zip</b>	Identifies the zip file containing the other two files
<b>.txt</b>	Identifies the residential customer list						
<b>.ctrl</b>	Identifies the control file						
<b>.zip</b>	Identifies the zip file containing the other two files						
<b>TSP</b>	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.						
<b>2nnnnnnnn</b>	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.						
<b>_</b>	An underscore						

<b>YYYYMM</b>	Four-digit year and two-digit month representing the year and month the file is being generated.
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#### D. Telephone Output File Layout

1. The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks, as shown in Table 28.
2. All fields in Table 28 prefixed with primary identify the person whom the service is provided for – not the person who is being billed unless they are one and the same. All fields in Table 28 prefixed with service represent the location (address, city and zip) that is receiving the service. With the exception of the last two fields shown in Table 28, all other data will be the same as the data originally submitted by the company.

**Table 28.**

<b><u>Output Field Name</u></b>	<b><u>Description</u></b>	<b><u>Examples</u></b>
<b>Primary Name - Last</b>	The last name of the customer.	Jones  Jones III  Jones Jr
<b>Primary Name - First &amp; Middle</b>	The first name and middle initial of the customer.	Joseph H
<b>Primary SSN</b>	The social security number of the customer.	012345678  1234
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890  (no dashes)
<b>Service Address</b>	The address receiving the service.	123 Main St  First house on left
<b>Service City</b>	The City Name.	Houston
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701  787011234
<b>Customer Account Number</b>	The account number assigned to this customer by the company. (See Note 1)	
<b>Date of Birth</b>	The birth date of the customer	12/12/2012  (MM/DD/YYYY)

<b>Certification Approval Date</b>	This is the date that the Lifeline Certification Form was reviewed and approved by the LIDA, or 5/31/2012 for all customers who have been continuously receiving the discount from May 31, 2012.	12/12/2012 (MM/DD/YYYY)
<b>Resident of Tribal Lands</b>	This will be provided if an application was received indicating that the applicant is a resident of an approved Texas tribe	Y/N
<b>Program Discount Type</b>	A generic indicator that describes if the applicant was approved on a state program (S), a federal program (F), or both (B).  It also serves as a generic indicator that describes if the applicant was approved based on the state poverty guidelines (136%-150%) (S), or both state and federal guidelines (0% - 135%) (B).	S,F,B
<b>Service Type</b>	An indicator specifying the type of discount being requested by the provider. (See Note 2)	VO, BO, BV, BB, BVB

**Note 1:** This is an optional field. If the company provides the customer account number, it will be flowed back on the discount list.

**Note 2:** Indicator values:

1. VO – Voice Only service.
2. BO – Broadband Only service.
3. BV – Bundled Voice service. Offers broadband and voice but meets minimum service standards for voice only.
4. BB – Bundled Broadband service. Offers broadband and voice but meets minimum service standards for broadband only.
5. BVB – Bundled Voice Broadband service. Meets minimum service standards for both voice and broadband.

E. Sample Residential Customer List Output File Format in Table 29.

**Table 29.**

<b>Filename:</b>	TSP2nnnnnnnnn_YYYYMM.txt
<b>Sample Filename:</b>	TSP200012345_201303.txt
<b>Record Format:</b>	"Last Name","First Name","SSN","Tele Number","Address","City","Zip Code","Customer Account Number","Date of Birth","Certification Approval Date","Resident of Tribal Land","Program Discount Type","Service Type"
<b>Sample Records:</b>	

All fields populated

"DOE","JOHN","123456789","5121234567","123 MAIN ST.,"ANYTOWN","78701-1234,"ZZZ-YY-M",  
"12/12/2012","6/30/2012","N","B","VO"

Customer Account Number fields are not supplied (Notice the "" showing that the field is blank)

" DOE","JANE","123456789","5555551212","123 MAIN STREET","ANYTOWN","75201","","12/12/2012",  
"6/30/2012", "N", "B", "VO"

F. Control File Format

1. The Control File will only contain a single row with one column. The value of that column will be the total number of records representing the company's residential customers who qualify for the discount (.txt file). For example, if the LIDA matched 10,000 records of the company's residential customers who qualify for the discount, the control file would contain the value 10000 starting in position 1 of the record.

2. Sample Control File Format in Table 30.

**Table 30.**

<b>Filename:</b>	TSP2nnnnnnnn_YYYYMM.ctrl
<b>Sample Filename:</b>	TSP200012345_201303.ctrl
<b>Record Format:</b>	999999999 (where 999999999 represents the total number of records in the .txt file)
<b>Sample Record:</b>	10000

G. Telephone Discount Output – Form Map

1. General
  - (i) The LIDA must generate a file that provides a map of Lifeline Certification Form images to the customer's Telephone Number.
  - (ii) Each file must follow the common naming convention as shown in Table 31.

**Table 31.**

TSP2nnnnnnnn\_YYYYMM\_FORMS.zip (containing the .txt and .ctrl files)  
<Document Name>.pdf  
TSP2nnnnnnnn\_YYYYMM\_Form\_Map.txt

The suffix naming convention is:

.txt	Identifies the cross-reference of Lifeline Certification Form Images to Telephone Numbers
.ctrl	Identifies the Lifeline Certification Form Images
.zip	Identifies the zip file containing the other two files
TSP	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.
2nnnnnnnn	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.
_	An underscore
YYYYMM	Four-digit year and two-digit month representing the year and month the file is being generated.

2. Output File Layout - The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks, as shown in Table 32.

**Table 32.**

<b><u>FORMS Field Names</u></b>	<b><u>Description</u></b>	<b><u>Examples</u></b>
<b>TSP</b>	The TSP ID of the telephone provider	TSP200000999
<b>Telephone Number</b>	The Customer's telephone number	1234567890
<b>Image File</b>	The file name of the image of the Lifeline Certification Form related to the Customer's telephone number	
<b>Review Date</b>	The date that the Lifeline Certification Form was approved.	12/12/2012 (MM/DD/YYYY)

3. Sample Form Map Output File in Table 33.

**Table 33.**

Filename:	TSP2nnnnnnnn_YYYYMM_Form_Map.txt
Sample Filename:	TSP200012345_201303_Form_Map.txt
Record Format:	"TSP", "Telephone Number", "Image File", "Review Date"

Sample Records:

All fields populated

"200000999","1234567890","TL201060112301303299-20120725-13120963.pdf","12/12/2012"

H. Telephone De-Enrolled List File

1. General

- (i) The LIDA will generate a list of all customers who were de-enrolled during the matching process. The DE-ENROLLED file is for information purposes only. The Output File is what should be used to determine if a customer is eligible for the rate reduction.
- (ii) Each file must follow the common naming convention as shown in Table 34.

**Table 34.**

TSP2nnnnnnnn_YYYYMM_De-enrollees.zip <i>(containing the .txt and .ctrl files)</i> TSP2nnnnnnnn_YYYYMM_De-enrollees.txt TSP2nnnnnnnn_YYYYMM_De-enrollees.ctrl  The suffix naming convention is:  <table><tr><td>.txt</td><td>Identifies the de-enrolled customer list</td></tr><tr><td>.ctrl</td><td>Identifies the control file</td></tr><tr><td>.zip</td><td>Identifies the zip file containing the other two files</td></tr></table>		.txt	Identifies the de-enrolled customer list	.ctrl	Identifies the control file	.zip	Identifies the zip file containing the other two files
.txt	Identifies the de-enrolled customer list						
.ctrl	Identifies the control file						
.zip	Identifies the zip file containing the other two files						
TSP	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.						
2nnnnnnnn	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.						
—	An underscore						
YYYYMM	Four-digit year and two-digit month representing the year and month the file is being generated.						

2. Output File Layout for De-enrolled Customers – The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks. The De-Enrolled file is for informational purposes only. The Output File is what should be used to determine if a customer is eligible for the discount, as shown in Table 35.

**Table 35.**

<b>Output Field Name</b>	<b>Description</b>	<b>Examples</b>
<b>Primary Name - Last</b>	The last name of the customer.	Jones Jones III Jones Jr
<b>Primary Name - First &amp; Middle</b>	The first name and middle initial of the customer.	Joseph H
<b>Primary SSN</b>	The social security number of the customer.	012345678 1234
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)
<b>Service Address</b>	The address receiving the service.	123 Main St First house on left
<b>Service City</b>	The City Name.	Houston
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701 787011234
<b>Customer Account Number</b>	The account number assigned to this customer by the company. (See Note 1)	
<b>De-Enrolled Date</b>	This will be the date LIDA De-enrolled the customer	12/12/2012 (MM/DD/YYYY)
<b>De-Enrolled Reason</b>	Description of the De-Enrollment Reason	

**Note 1:** This is an optional field. If the company provides the customer account number, it will be flowed back on the discount list.

**Note 2:** Possible values for De-enrolled status:

<b>DE-ENROLLED (Must stay for historical records, will no longer be used and eventually phased out)</b>
<b>DE-ENROLLED SINGLE DISCOUNT (Must stay for historical records, will no longer be used and</b>
<b>DE-ENROLLED NEW DISCOUNT - CERT FORM REQUIRED (DE-ENROLLED_ND)</b>
<b>DE-ENROLLED TRACK 1 DUPLICATE -CERT FORM SENT (DE-ENROLLED_T1)</b>
<b>DE-ENROLLED TRACK 2 NAME DUPLICATE-HOUSEHOLD FORM SENT (DE-ENROLLED_T2)</b>
<b>DE-ENROLLED TRACK 3 SSN DUPLICATE-CERT FORM NOT RETURNED (DE-ENROLLED_T3_SSN)</b>
<b>DE-ENROLLED DUE TO CERTIFICATION FORM REVIEW (DE-ENROLLED_CR)</b>
<b>DE-ENROLLED DUE TO HOUSEHOLD FORM REVIEW (DE-ENROLLED_HR)</b>
<b>DE-ENROLLED PENDING 60 DAY RELEASE (ENROLLED_PR)</b>
<b>DE-ENROLLED DUE TO CASS FAILURE (DE-ENROLLED_CASS)</b>
<b>DE-ENROLLED DUE TO NOT MATCHING IN THE CURRENT PROCESS MONTH (DE-ENROLLED_NM)</b>
<b>DE-ENROLLED DUE TO NAME AND ADDRESS CHANGE - CERT FORM SENT (DE-ENROLLED_NA-CHANGE)</b>
<b>DE-ENROLLED DUE TO A NAME CHANGE - CERT FORM SENT (DE-ENROLLED_N_CHANGE)</b>
<b>DE-ENROLLED DUE TO ADDRESS CHANGE - CERT FORM NOT RETURNED (DE-ENROLLED_A_CHANGE)</b>
<b>DE-ENROLLED DUE TO DENIED RECERTIFICATION REVIEW (DE-ENROLLED_DENIED_REVIEW_RECERT)</b>
<b>DE-ENROLLED DUE TO NON-RESPONSE TO RECERTIFICATION (DE-ENROLLED_NO-RESPONSE_RECERT)</b>

DE-ENROLLED DUE TO NRT DUPLICATE (DE-ENROLLED_NRT_DUPLICATE)
DE-ENROLLED DUE TO NRT EXPIRY (DE-ENROLLED_TO NRT_EXPIRY)
DE-ENROLLED DUE TO DENIED CERTPLUS REVIEW
DE-ENROLLED DUE TO NON-RESPONSE TO CERTPLUS.
DE-ENROLLED DUE TO INELIGIBLE STATE ONLY DISCOUNT QUALIFICATION (DE-
DE-ENROLLED DUE TO BLOCK REQUESTED TO STOP DISCOUNT (DE-ENROLLED_BLOCK_REQUEST)
DE-ENROLLED DUE TO OUTDATED CERT OLDER THAN 90 DAYS (DE-ENROLLED_OUTDATED_CERT)
DE-ENROLLED DUE TO CARRIER NON SUBMISSION (DE-ENROLLED_NOT_SUBMITTED)
CUSTOMER WITH THE TELEPHONE NUMBER PROVIDED NOT FOUND IN THE LIDA SYSTEM
DE-ENROLLED DUE TO CUSTOMER TRANSFERRING SERVICE TO ANOTHER CARRIER (DE-
DE-ENROLLED DUE TO NON-RESPONSE TO STATE RENEWAL (DE-ENROLLED_STATERENEWAL)

3. Sample Residential De-enrollees Output File Format shown in Table 36.

**Table 36.**

**Filename:** TSP2nnnnnnnnn\_YYYYMM\_De-enrollees.txt

**Sample Filename:** TSP200012345\_201303\_De-enrollees.txt

**Record Format:**

" Last Name", "First Name", "SSN", "Tele Number", "Address", "City", "Zip Code", "Customer Account Number",  
"De-Enrolled Date", "De-Enrolled Reason"

**Sample Records:**

All fields populated

"DOE", "JOHN", "123456789", "5121234567", "123 MAIN ST.", "ANYTOWN", "78701-1234", "ZZZ-YY-M", "6/30/2012", "DE-ENROLLED DUE TO NOT MATCHING IN THE CURRENT PROCESS MONTH"

Customer Account Number fields are not supplied (Notice the "" showing that the field is blank)

"DOE", "JANE", "123456789", "5555551212", "123 MAIN STREET", "ANYTOWN", "75201", "",  
"6/30/2012", "DE-ENROLLED DUE TO NOT MATCHING IN THE CURRENT PROCESS MONTH"

4. Control File Format

- (i) Control file will only contain a single row with one column. The value of that column will be the total number of records representing the company's residential customers who qualify for the discount (.txt file). For example, if the LIDA matched 10,000 records of the company's residential customers who qualify for the discount, the control file would contain the value 10000 starting in position 1 of the record.
- (ii) Sample Control File format shown in Table 37.

**Table 37.**

**Filename:** TSP2nnnnnnnnn\_YYYYMM\_De-enrollees.ctrl

<b>Sample Filename:</b>	TSP200012345_201303_De-enrollees.ctrl
<b>Record Format:</b>	999999999 (where 999999999 represents the total number of records in the .txt file)
<b>Sample Record:</b>	10000

## I. Telephone CASS Failure File Layout

### 1. General

- (i) The LIDA will generate a CASS Failure file every month for each TSP participating in the program that has customers that failed the CASS Address validation of their service address as provided by the carrier. The CASS Failure file is for information purposes only. The Output File is what should be used to determine if a customer is eligible for the rate reduction.
- (ii) Each file will follow the common naming convention as shown in Table 43.

**Table 43.**

<p>TSP2nnnnnnnn_YYYYMM_CASS_FAILURES.zip</p> <p><i>(containing the .txt and .ctrl files)</i></p> <p>TSP2nnnnnnnn_YYYYMM_CASS_FAILURES.txt</p> <p>TSP2nnnnnnnn_YYYYMM_CASS_FAILURES.ctrl</p> <p>The suffix naming convention is:</p> <table><tr><td>.txt</td><td>Identifies the customer list</td></tr><tr><td>.ctrl</td><td>Identifies the control file which has the record count from .txt file</td></tr><tr><td>.zip</td><td>Identifies the zip file containing the other two files</td></tr></table>		.txt	Identifies the customer list	.ctrl	Identifies the control file which has the record count from .txt file	.zip	Identifies the zip file containing the other two files
.txt	Identifies the customer list						
.ctrl	Identifies the control file which has the record count from .txt file						
.zip	Identifies the zip file containing the other two files						
TSP	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.						
2nnnnnnnn	A unique nine digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.						
–	An underscore						
YYYYMM	Four digit year and two digit month representing the year and month the file is being generated.						

## J. OUTPUT FILE LAYOUT – Customers with CASS Address failures

1. The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks, as shown in Table 44.

**Table 44.**

<b><u>Output Field Name</u></b>	<b><u>Description</u></b>	<b><u>Examples</u></b>
<b>Primary Full Name – Last, First</b>	The full name of the customer.	Jones, Joseph
<b>Service Address</b>	The address receiving the service.	123 Main St
<b>Service City</b>	The City Name.	Houston
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701 787011234
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)
<b>CASS Failure Date</b>	The date when CASS validation failure occurred.	04/02/2019

#### K. Telephone CASS Correction File Layout

##### 1. General

- (i) The LIDA will generate a CASS Correction file weekly for each TSP participating in the program that has CASS Address correction completed by the customer.
- (ii) Each file will follow the common naming convention as shown in Table 45.

**Table 45.**

TSP2nnnnnnnn_YYYYMM_CASS_CORRECTIONS.zip <i>(containing the .txt and .ctrl files)</i> TSP2nnnnnnnn_YYYYMM_CASS_CORRECTIONS.txt TSP2nnnnnnnn_YYYYMM_CASS_CORRECTIONS.ctrl  The suffix naming convention is:  <div> <div><b>.txt</b></div> <div>Identifies the customer list</div> </div> <div> <div><b>.ctrl</b></div> <div>Identifies the control file which has the record count from .txt file</div> </div> <div> <div><b>.zip</b></div> <div>Identifies the zip file containing the other two files</div> </div>	
<b>TSP</b>	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.
<b>2nnnnnnnn</b>	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.
<b>_</b>	An underscore
<b>YYYYMM</b>	Four-digit year and two digit month representing the year and month the file is being generated.

#### L. OUTPUT FILE LAYOUT – Customers with CASS Address corrections

1. The file generated will be a comma delimited text file separated by commas with each character field

enclosed in double quotation marks, as shown in Table 46.

**Table 46.**

<b><u>Output Field Name</u></b>	<b><u>Description</u></b>	<b><u>Examples</u></b>
<b>Primary Name - Last</b>	The last name of the customer.	Jones Jones III Jones Jr
<b>Primary Name - First &amp; Middle</b>	The first name and middle initial of the customer.	Joseph H
<b>Service Address</b>	The address receiving the service.	123 Main St
<b>Service City</b>	The City Name.	Houston
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701 787011234
<b>Customer Provided Address</b>	The customer provided address receiving the service. Blank if not available.	123 Main St First house on left
<b>Customer Provided City</b>	The customer provided City Name as corrected. Blank if not available.	Houston
<b>Customer Provided Zip</b>	The customer provided Zip Code or Zip Code Plus. Blank if not available.	78701 787011234
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)
<b>CASS Letter Sent Date</b>	The date when CASS failure letter was sent.	02/29/2019
<b>Customer Contacted Date</b>	The date when customer contacted LIDA to validate address.	04/02/2019

#### M. Telephone IVR Certifications File Layout

##### 1. General

- (i) The LIDA will generate an IVR Certification file every month for each TSP participating in the program that has customers that completed their Certification form via IVR. The IVR Certifications File is for information purposes only. The Output File is what should be used to determine if a customer is eligible for the rate reduction.
- (ii) Each file will follow the common naming convention as shown in Table 47.

**Table 47.**

<p>TSP2nnnnnnnnn_YYYYMM_IVR_CERTIFICATIONS.zip</p> <p><i>(containing the .txt and .ctrl files)</i></p> <p>TSP2nnnnnnnnn_YYYYMM_IVR_CERTIFICATIONS.txt</p> <p>TSP2nnnnnnnnn_YYYYMM_IVR_CERTIFICATIONS.ctrl</p>
---

The suffix naming convention is:

.txt	Identifies the customer list
.ctrl	Identifies the control file which has the record count from .txt file
.zip	Identifies the zip file containing the other two files

<b>TSP</b>	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.
<b>2nnnnnnnnn</b>	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.
<b>_</b>	An underscore
<b>YYYYMM</b>	Four-digit year and two-digit month representing the year and month the file is being generated.

2. Output File Layout - Customers with IVR Certifications - The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks. Output fields are described in Table 48.

**Table 48.**

<u><b>Output Field Name</b></u>	<u><b>Description</b></u>	<u><b>Examples</b></u>
<b>Primary Last Name</b>	The last name of the customer.	Jones, Joseph
<b>Primary Name - First &amp; Middle</b>	The first name and middle initial of the customer.	Joseph H
<b>Social Security Number</b>	The Last 4 or Full Social Security Number of the customer.	123456789 6789
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)

<b>Service Address</b>	The address receiving the service.	123 Main St
<b>Service City</b>	The City Name.	Houston
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701 787011234
<b>Customer Account Number</b>	The account number assigned to this customer by the company.	
<b>Billing Address</b>	The Billing street address.	123 Main St
<b>Billing City</b>	The Billing City Name.	Houston
<b>Billing State</b>	The Billing State code.	TX
<b>Billing Zip</b>	The Billing Zip Code or Zip Code Plus.	78701 787011234
<b>Date of Birth</b>	The DoB of the customer.	10/01/1975
<b>Temporary Address Ind</b>	The indicator to identify if the address is temporary as reported by customer.	Y N null
<b>Household Size</b>	The number of Household members	1-9
<b>Program Type</b>	Eligibility Program	SSI SNAP FPHA CHIP MEDICAID LIHEAP TANF NSLP
<b>Attestation1</b>	Attestation 1 in the Cert Form	Y or null
<b>Attestation2</b>	Attestation 2 in the Cert Form	Y or null

<b>Attestation3</b>	Attestation 3 in the Cert Form	Y or null
<b>Attestation4</b>	Attestation 4 in the Cert Form	Y or null
<b>Attestation5</b>	Attestation 5 in the Cert Form	Y or null
<b>Attestation6</b>	Attestation 6 in the Cert Form	Y or null
<b>Attestation7</b>	Attestation 7 in the Cert Form	Y or null
<b>Attestation8</b>	Attestation 8 in the Cert Form	Y or null
<b>Attestation9</b>	Attestation 9 in the Cert Form	Y or null
<b>Electronic Signature</b>	Electronic Signature of the customer.	Y or null

#### E. Telephone Rolling Recertification Initial File Layout

##### 1. General

- (i) The LIDA will generate an Initial Rolling Recertification file every month for each Prepaid TSP participating in the program that has customers eligible for Annual Recertification process. This file will have customers that failed to recertify via the HHSC database and needs to recertify within the window. The Rolling Recertification file is for informational purposes only and not to be used for Lifeline eligibility. The data in this file can be used for Form 555 filing process.
- (ii) Each file will follow the common naming convention as shown in Table 49.

**Table 49.**

TSP2nnnnnnnnn_YYYYMM_PP_ROLLINGRECERT_FAILEDHHSC.zip	
<i>(containing the .txt and .ctrl files)</i>	
TSP2nnnnnnnnn_YYYYMM_PP_ROLLINGRECERT_FAILEDHHSC.txt	
TSP2nnnnnnnnn_YYYYMM_PP_ROLLINGRECERT_FAILEDHHSC.ctrl	
<u>The suffix naming convention is:</u>	
.txt	Identifies the customer list
.ctrl	Identifies the control file which has the record count from .txt file
.zip	Identifies the zip file containing the other two files

<b>TSP</b>	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.
<b>2nnnnnnnnn</b>	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.
<b>_</b>	An underscore
<b>YYYYMM</b>	Four-digit year and two-digit month representing the year and month the file is being generated.

2. Output File Layout - Customers that need to Recertify - The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks. Output fields are described in Table 50.

**Table 50.**

<b><u>Output Field Name</u></b>	<b><u>Description</u></b>	<b><u>Examples</u></b>
<b>Primary Last Name</b>	The last name of the customer.	Jones, Joseph
<b>Primary Name – First</b>	The first name of the customer.	Joseph
<b>Primary Name/Initial - Middle</b>	The middle name/initial of the customer.	H Henry
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)
<b>Service Address</b>	The address receiving the service.	123 Main St
<b>Service City</b>	The City Name.	Houston
<b>Service State</b>	The State code.	TX
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701 787011234

#### F. Telephone Rolling Recertification Outcome File Layout

## 1. General

- (i) The LIDA will generate a Rolling Recertification Outcome file every month for each Prepaid TSP participating in the program that has customers eligible for Annual Recertification process. This file will have the outcome of the Annual Recertification process for each of the customer in the Initial file. The Rolling Recertification Outcome file is for informational purposes only and not to be used for Lifeline eligibility. The data in this file can be used for Form 555 filing process.
- (ii) Each file will follow the common naming convention as shown in Table 51.

**Table 51.**

<p>TSP2nnnnnnnnn_YYYYMM_PP_ROLLINGRECERT_OUTCOME.zip</p> <p><i>(containing the .txt and .ctrl files)</i></p> <p>TSP2nnnnnnnnn_YYYYMM_PP_ROLLINGRECERT_OUTCOME.txt</p> <p>TSP2nnnnnnnnn_YYYYMM_PP_ROLLINGRECERT_OUTCOME.ctrl</p> <p><u>The suffix naming convention is:</u></p> <table> <tr> <td>.txt</td> <td>Identifies the customer list</td> </tr> <tr> <td>.ctrl</td> <td>Identifies the control file which has the record count from .txt file</td> </tr> <tr> <td>.zip</td> <td>Identifies the zip file containing the other two files</td> </tr> </table>		.txt	Identifies the customer list	.ctrl	Identifies the control file which has the record count from .txt file	.zip	Identifies the zip file containing the other two files
.txt	Identifies the customer list						
.ctrl	Identifies the control file which has the record count from .txt file						
.zip	Identifies the zip file containing the other two files						
<b>TSP</b>	This is a constant value that is used by the LIDA to distinguish between the electric and telephone programs.						
<b>2nnnnnnnnn</b>	A unique nine-digit number assigned by the LIDA to each participating TSP. This number will be provided to the TSP under a separate document.						
<b>_</b>	An underscore						
<b>YYYYMM</b>	Four-digit year and two-digit month representing the year and month the file is being generated.						

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2. Output File Layout - Outcome of Customers that were in Recertification window - The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks. Output fields are described in Table 52.

**Table 52.**

<b><u>Output Field Name</u></b>	<b><u>Description</u></b>	<b><u>Examples</u></b>
<b>Primary Last Name</b>	The last name of the customer.	Jones, Joseph
<b>Primary Name - First</b>	The first name of the customer.	Joseph
<b>Primary Name - Middle</b>	The middle initial of the customer.	H Henry
<b>Primary Telephone Number</b>	The 10-digit telephone number of the customer (includes area code).	1234567890 (no dashes)
<b>Service Address</b>	The address receiving the service.	123 Main St
<b>Service City</b>	The City Name.	Houston
<b>Service State</b>	The State Code.	TX
<b>Service Zip</b>	The Zip Code or Zip Code Plus.	78701 787011234
<b>Recertification Status</b>	The customer's recertification status.	APPROVED  DENIED-REVIEW  DENIED-NORESPONSE
<b>Recertification Date</b>	The decision date (approved or denied by a Reviewer).	IVR  HHSC  Review  Website

<b>Recertification Method</b>	Method through which the customer recertified.	IVR HHSC Review Website
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3. Prepaid Lookup Input File Layout - The file generated will be a comma delimited text file separated by commas with each character field enclosed in double quotation marks. Input fields are described in Table 53.

**Table 53.**

<u><b>Input Field Name</b></u>	<u><b>Description</b></u>	<u><b>Examples</b></u>
<b>Last Name</b>	The customer's last name.	Acosta
<b>SSN-4</b>	The last 4 digits of the customer's social security number.	2487
<b>Date of Birth</b>	The customer's date of birth	10/14/1941
<b>Zip Code</b>	Zip code	78701

#### G. Customer Approved Forms File Requirements

##### 1. General

- (i) This is a report of all the customers that were reported in the monthly snapshot report and that had a form reviewed and approved by LIDA in that month. The file will be provided on the 1<sup>st</sup> of each month. The file generated will be a ZIP file which will have a comma delimited text file with each field enclosed in double quotation marks. The text file will be a mapping file which will provide the customer information along with the document name. The zip file will also have the actual PDF documentation(s) of the form. The text file contains header record.

- (ii) The monthly file will be available in the following location as shown in Table 54.

**Table 54.**

Folder: \TSP200000nnn\output\

Filename: TSP200000nnn\_FORMS\_yyyymm.ZIP

The zip file will contain the following text file and 1 or more PDF files.

TSP200000nnn\_FORMS\_Map\_yyyymm.txt

The file contains records of enrolled records where each field is enclosed in double quotation marks and delimited by comma.

2022-01-20.69830e61-3b70-47dc-834e-9597a2a3f310.pdf

The PDF version of the scanned form that was reviewed by LIDA.

- ☐ nnn = TSPId
- ☐ yyymmm = Year & month of the report

**OUTPUT FILE LAYOUT of .txt file – Customers with IVR Certifications**

<b>Field Name</b>	<b>Description</b>	<b>Examples</b>
CustomerID	Unique ID for the customer regardless of their carrier association. Field added for new process.	50000016
LastName	The last name of the customer	Jones
FirstName	The first name of the customer	Joseph
SSN4	The social security number of the customer	5632
DOB	The Date of Birth of the customer	06/23/1997
TelephoneNumber	The 10-digit telephone number of the customer	5125558712
AccountNumber	The account number assigned to this customer by the carrier.	
FormType	Type of the form that was approved by LIDA. Certification – Certification form Recertification – Annual Recertification form Worksheet – Household Worksheet	Certification Recertification Worksheet

IntakeMethod	Method that customer used to complete the form. Other – Customer sent form via snail mail or NRT or Website Application package Website – Customer completed form on the website IVR – Customer completed form using IVR	Other Website e IVR
DocumentName	Document name of the PDF version of the scanned form that was reviewed by LIDA. If Intake method is <u>Other</u> , then document name will be provided. If intake method is <u>Website</u> or <u>IVR</u> a document is not available. The value provided for this field will be	2022-01-20.69830e61-3b70-47dc-834e-9597a2a3f310.pdf  NA
ApprovalDate	Date when the form was reviewed & approved by	01/25/2022

Sample File: TSP200000999\_FORMS\_202201.ZIP

The zip file will contain the following 2 or more files:

TSP200000nnn\_FORMS\_Map\_yyyymm.txt

2022-01-20.69830e61-3b70-47dc-834e-9597a2a3f310.pdf

2022-01-29.88812e13-5f56-23er-123r-3428f2r3x819.pdf

Sample File Content of TSP200000999\_FORMS\_202201.txt:

"CustomerID","LastName","FirstName","SSN4","DOB","TelephoneNumber","AccountNumber","FormType",

"IntakeMethod","DocumentName","ApprovalDate"

"50000022","SMITH","ALICIA","7149","08/15/1983","5125554651","511275862-

1","Certification","Paper","2022-01-29.88812e13-5f56-23er-123r-3428f2r3x819.pdf","02/01/2022"

"50000029","SMITH","ALICIA","7149","08/15/1983","5125554651","511275862-

1","Worksheet","Website","Not Available","02/03/2022"

#### **IV. Data Format Requirements for Prepaid Carriers**

This is an existing report of all the customers that were enrolled with the carrier as of 11:59:59pm on the last day of the month. The file will be provided on the 1<sup>st</sup> of every month. The file generated will be a ZIP file which will have a comma delimited text file with each field enclosed in double quotation marks. It will also have a Control file that provides the count of records. The report does not contain header or trailer record.

Important: The Customer Snapshot report should be used by carriers for monthly subsidy claim with USAC.

Note: The file format is almost identical to the monthly discount output file that carriers were receiving in the past at the end of the TXLAD monthly process. The file naming convention is the same as before. This is done to alleviate development effort on carrier's end.

Changes from the old file format:

- o The CustomerID field has been added as the last field

The monthly file will be available in the following location:

Folder: \TSP200000nnn\output\

Filename: TSP200000nnn\_yyyymm.ZIP

The zip file will contain the following 2 files

TSP200000nnn\_yyyymm.txt

The file contains records of enrolled records where each field is enclosed in double quotation marks and delimited by comma.

TSP200000nnn\_yyyymm.CTRL

The file will only contain a single row with one column. The value of that column will be the total number of enrolled records in the text file.

- ☐ nnn = TSPId
- ☐ yyyymm = Year & month of the report

Format of the .txt file:

Field Name	Description	Examples
Primary Name - Last	The last name of the customer	Jones
Primary Name - First	The first name of the customer	Joseph
Primary SSN	The social security number of the customer	5632
Primary Telephone Number	The 10-digit telephone number of the customer	5125558712
Service Address	The address receiving the service.	123 Main St

Service City	The City Name	Houston
Service Zip	The Zip Code or Zip Code Plus.	78701 787011234
Customer Account Number	The account number assigned to this customer by the carrier.	
Service Start Date	The date when the customer's current service began	11/14/2020 (MM/DD/YYYY)
IEH Field	This field will always be blank	"" (null)
Rural Indicator	This field will always be blank	"" (null)
Date of Birth	The Date of Birth of the customer	06/23/1997
Certification Approval Date	This is the date that the Lifeline Certification Form was reviewed and approved by the LIDA.	11/27/2020 (MM/DD/YYYY)
Resident of Tribal Lands	This will be provided if an application was received indicating that the applicant is a resident of a Texas tribe	N
Program Discount Type	<p>A generic indicator that describes if the applicant was approved on a state program (S), a federal program (F), or both (B).</p> <p>It also serves as a generic indicator that describes if the applicant was approved based on the state poverty guidelines (136%-150%) (S), or both state and federal guidelines (0% - 135%) (B).</p> <p>Note: For non-ETP carriers, this value will always be F.</p>	F
Service Type	<p>Service Type of the customer as provided by the carrier</p> <p>See below <a href="#">Appendix C</a> for list of values</p>	BV
CustomerID	Unique ID for the customer regardless of their carrier association. Field added for new process.	50000016

Sample File: TSP200000999\_202011.ZIP

The zip file will contain the following 2

files: TSP200000999\_202011.txt

TSP200000999\_202011.CTRL

Sample File Content of TSP200000999\_202011.txt:

"SMITH","ALICIA","7149","5125554651","123 Main Street","HOUSTON","77061","511275862-1","11/16/2020","","","08/15/1983","11/08/2020","N","F","BVB","50000022"

Sample File Content of TSP200000999\_202011.CTRL:

978654

## De-enrolled Customer Report

This is a report of all the customers that were de-enrolled by TXLAD daily process. This is an existing report which was provided to carriers on a monthly basis. Starting Feb 2020, the file will be provided on a daily basis. The file generated will be a ZIP file which will have a comma delimited text file with each field enclosed in double quotation marks. It will also have a Control file that provides the count of records. The report does not contain header or trailer record. The file will be deleted from the output folder after 24 hours. A copy of the file will be available in the archive folder.

Important: This daily report should be used by carriers to de-enroll customers from their respective systems within 1 Business Day of receiving it.

Note: The file format is almost identical to the monthly de-enrollees file that carriers were receiving in the past at the end of the TXLAD monthly process. This is done to alleviate development effort on carrier's end.

Changes from the old file format:

- o The filename has the day component added for daily generation
- o The CustomerID field has been added as the last field

The daily file will be available in the following location:

Folder: \TSP200000nnn\output\

Filename: TSP200000nnn\_yyyymmdd\_DE-

ENROLLEES.ZIP The zip file will contain the

following 2 files

TSP200000nnn\_yyyymmdd\_DE-ENROLLEES.txt

The file contains records of de-enrolled records where each field is enclosed in double quotation marks and delimited by comma.

TSP200000nnn\_yyyymmdd\_DE-ENROLLEES.CTRL

The file will only contain a single row with one column. The value of that column will be the total number of records de-enrolled in the text file.

- ☐ nnn = TSPId
- ☐ yyyymmdd = Year, month & day of the report

Format of the .txt file:

Field Name	Description	Examples
Primary Name - Last	The last name of the customer.	Jones
Primary Name - First	The first name of the customer.	Joseph
Primary SSN	The social security number of the customer.	1234

Primary Telephone Number	The 10-digit telephone number of the customer (includes area code).	1234567890
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Service Address	The address receiving the service.	123 Main St
Service City	The City Name.	Houston
Service Zip	The Zip Code or Zip Code Plus.	78701 787011234
Customer Account Number	The account number assigned to this customer by the carrier.	
De-Enrolled Date	Date when TXLAD de-enrolled the customer	12/09/2020 (MM/DD/YYYY)
De-Enrolled Reason	Reason Description for de-enrollment See below <a href="#">Appendix B</a> for list of De-enroll Reasons	
CustomerID	Unique ID for the customer regardless of their carrier association. New field added in 2020.	50000016

Sample File: TSP200000999\_20201127\_DE-

ENROLLEES.ZIP The zip file will contain the

following 2 files:

TSP200000999\_20201127\_DE-ENROLLEES.txt

TSP200000999\_20201127\_DE-ENROLLEES.CTRL

Sample File Content of TSP200000999\_20201127\_DE-ENROLLEES.txt:

"SMITH","JOHN","","5125554567","123 MAIN ST.,"DALLAS","78701," 710921174-1","11/27/2020", "DE-ENROLLED TRACK 1 DUPLICATE - CERT FORM SENT","50000016"

Sample File Content of TSP200000999\_20201127\_DE-ENROLLEES.CTRL:

978654

## Daily Activity Return Report

### Detail Report

This is a detail report of all the transactions for the day within TXLAD where the customer was either de-enrolled or sent a letter with a deadline. The file will be provided on a daily basis as well as On-demand. The file will be pipe delimited. The header record will contain column headings. The trailer record will show the count of records in the file. The file will be deleted from the output folder after 24 hours. A copy of the file will be available in the archive folder.

The daily file will be available in the following location:

Folder: \TSP200000nnn\output\

Filename: TSP200000nnn\_DailyActivityReturnDetail\_yyyymmdd.txt

□ nnn = TSPId

□ yyyymmdd = Year, month & day of the report

The On-demand file will be available in the following location:

Folder: \TSP200000nnn\output\OnDemand

Filename: As provided by the carrier in the GenerateReport API

### File Format:

Field Name	Description	Examples
TransactionDate	Date when the transaction occurred in TXLAD	12/5/2020
TransactionOperationType	The type of Transaction Operation the customer went through. See below <a href="#">Appendix A</a> for list of values.	NameUpdateLetter
TransactionOperationID	Unique ID for each activity	123456789
CustomerID	Unique ID for the customer regardless of their carrier association	12345678
LastName	The last name of the customer	Jones
FirstName	The first name of the customer	Joseph
LifelinePhoneNumber	The 10-digit telephone number of the customer including area code	1234567890
CustomerAccountNumber	The account number assigned to this customer by the carrier	
ResidenceStreetAddress	The address receiving the service	123 Main St

ResidenceCity	Residence City	Houston
---------------	----------------	---------

ResidenceState	Residence State Code	TX
ResidenceZip5	Zip5	78701
ResidenceZip4	Zip4	1234
MailingStreetAddress	Mailing address	123 Main St
MailingCity	Mailing address city	Houston
MailingState	Mailing address state	TX
MailingZip5	Mailing address zip5	78701
MailingZip4	Mailing address zip4	1234
ServiceType	Service Type of the record See below <a href="#">Appendix C</a> for list of Service Types	VO
DiscountType	An indicator specifying the type of discount F - Federal S - State B - Both (Federal & State) Note: S & B are only applicable for ETP carriers	F
LetterSentDate	Date when the letter was sent to customer by TXLAD	10/25/2020
CASSCorrectionDate	Date when the customer confirmed the address with TXLAD	10/22/2020
DeenrollReasonCode	Reason code for de-enrollment See below <a href="#">Appendix B</a> for list of De-enroll Reason Codes	21
CustomerResponseDueDate	Date by which the customer needs to respond back to TXLAD. If customer doesn't respond by this date, then the customer will be de-enrolled.	02/12/2021

#### Footer Record layout

Field Name	Description	Examples
RecordType	Indicates trailer record	TRL
RecordCount	Count of records in the file	999

Sample File Name: TSP200000999\_DailyActivityReturnDetail\_20201127.txt

Sample File Content:

TransactionDate|TransactionOperationType|TransactionOperationID|CustomerID|LastName|FirstName|LifelinePhoneNumber|CustomerAccount  
Number|ResidenceStreetAddress|ResidenceCity|ResidenceState|ResidenceZip5|ResidenceZip4|MailingStreetAddress|MailingCity|MailingState|  
MailingZip5|MailingZip4|ServiceType|DiscountType|LetterSentDate|CASSCorrectionDate|DeenrollReasonCode|CustomerResponseDueDate  
11/27/2020|NameAndResidenceAddressUpdateLetter|9|50000002|GONZALEZ|MARY|5125553434|2743716|123 Main Street Apt  
23|DALLAS|TX|78501||123 Main Street Apt 23|DALLAS|TX|78501||BVB|F|11/27/2020|||01/26/2021  
11/27/2020|ResidenceAddressCASSFailureLetter|17|50000002|HERNANDEZ|JOHN|5125552323|1245781|123 Main Street Apt  
34|DALLAS|TX|78501||123 Main Street Apt 34|LUBBOCK|TX|78507||VO|F|11/27/2020|||01/26/2021  
11/27/2020|ResidenceAddressUpdateLetter|25|50000021|Smith|Jack|5125551212|1848301|123 Main Street Apt 45|Houston|TX|77088||123  
Main Street Apt 45|Houston|TX|77088||BV|F|11/27/2020|||01/26/2021  
TRL|3

## Summary Report

This is a detail report of all the transactions for the day within TXLAD where the customer was either de-enrolled or sent a letter with a deadline. The file will be provided on a daily basis as well as on demand. The file will be pipe delimited. The header record will contain column headings. There is no trailer record.

The daily file will be available in the following location:

Folder: \TSP200000nnn\output\

Filename: TSP200000nnn\_DailyActivityReturnSummary\_yyyymmdd.txt

☐ nnn = TSPId

☐ yyyymmdd = Year, month & day of the report

The On-demand file will be available in the following location:

Folder: \TSP200000nnn\output\OnDemand

Filename: As provided by the carrier in the GenerateReport API

File Format:

Field Name	Description	Examples
TransactionDate	Date when the transaction occurred	12/02/2020
TransactionOperation	Operation type of the transaction	ResidenceAddressUpdate L etter
Count	Count of records for the given date and Transaction Operation type	25

Sample File Name: TSP200000999\_DailyActivityReturnSummary\_20201127.txt

Sample File Content:

TransactionDate|TransactionOperation|Count  
11/27/2020|NameAndResidenceAddressUpdateLetter|1  
11/27/2020|ResidenceAddressCASSFailureLetter|1  
11/27/2020|ResidenceAddressUpdateLetter|1

## Active Customer Report

### Detail Report

This is a detail report of all the active customers for a particular carrier in TXLAD system as of the time when the report was executed. The file will be provided on a daily basis as well as On-demand. The file will be pipe delimited. The header record will contain column headings. The trailer record will show the count of records in the file. The daily file will be deleted from the output folder after 24 hours. A copy of the daily file will be available in the archive folder.

The daily file will be available in the following location:

Folder: \TSP200000nnn\output\

Filename: TSP200000nnn\_ActiveCustomer\_yyyymmdd.txt

☐ nnn = TSPId

☐ yyyymmdd = Year, month & day of the report

The On-demand file will be generated for data as of that time and will be available in the following location:

Folder: \TSP200000nnn\output\OnDemand

Filename: As provided by the carrier in the GenerateReport API

### File Format:

Field Name	Description	Examples
CustomerID	Unique ID for the customer regardless of their carrier association	50000016
LastName	The last name of the customer	Jones
FirstName	The first name of the customer	Joseph
LifelinePhoneNumber	The 10-digit telephone number of the customer including area code	5125551283
CustomerAccountNumber	The account number assigned to this customer by the carrier	
ResidenceStreetAddress	The address receiving the service	123 Main St
ResidenceCity	Residence City	Houston
ResidenceState	Residence State Code	TX
ResidenceZip5	Residence Zip5	78701
ResidenceZip4	Residence Zip4	1234
MailingStreetAddress	Mailing address	123 Main St
MailingCity	Mailing address city	Houston
MailingState	Mailing address state	TX
MailingZip5	Mailing address zip5	78701

MailingZip4	Mailing address zip4	1234
ServiceType	Service Type of the enrollment See below <a href="#">Appendix C</a> for list of Service Types	VO
DiscountType	An indicator specifying the type of discount F - Federal S - State B - Both (Federal & State) <i>Note: S &amp; B are only applicable for ETP carriers</i>	F
EnrollmentDate	Date when the customer was enrolled	12/15/2020
ServiceStartDate	Date when the service started	12/13/2020
AnniversaryDate	Anniversary date of the customer	12/12/2021
LastTransactionOperationType	Last Transaction type performed for the carrier by LIDA See below in Table A for list of values	Enroll
LastTransactionDate	Last Transaction date performed for the carrier by LIDA	12/10/2020
CustomerResponseDueDate	Date by which the customer needs to respond back to LIDA. If customer doesn't respond by this date, then the customer will be de-enrolled.	02/18/2021
TPIV_Flag	Result of TPIV Check of the customer 0 - TPIV Failed 1 - TPIV Passed	1
EligibilityProgram	See <a href="#">Appendix D</a> for more information	MEDICAID
BQP_LastName	Reserved for future	
BQP_First Name	Reserved for future	
BQP_Middle Name	Reserved for future	

#### Footer Record layout

Field Name	Description	Examples
RecordType	Indicates trailer record	TRL
RecordCount	Count of records in the file	999

Sample File Name: TSP200000999\_ActiveCustomer\_20201127.txt

Sample File Content:

CustomerID|LastName|FirstName|LifelinePhoneNumber|CustomerAccountNumber|ResidenceStreetAddressLine|ResidenceCity|ResidenceState|ResidenceZip5|ResidenceZip4|MailingStreetAddressLine|MailingCity|MailingState|MailingZip5|MailingZip4|Discount\_Type\_Cd|Service\_Type\_Cd|EnrollmentDate|ServiceStartDate|AnniversaryDate|LastTransactionOperationType|LastTransactionDate|CustomerResponseDueDate|TPIV\_Flag|EligibilityProgram|BQP\_LastName|BQP\_FirstName|BQP\_MiddleName|50000021|GONZALEZ|MARY|5125557867|95664833881|123 Main Street Apt 10|DALLAS|TX|78596||123 Main Street Apt 10|DALLAS|TX|78596||BVB|F|11/15/2020|11/17/2020|11/16/2021|Enroll|11/15/2020||0|MEDICAID|||TRL|1

## Summary Report

This is a summary report of all the active customers for the given date. The file will be provided only via On-demand report request. The file will be pipe delimited. The header record will contain column headings. There is no trailer record.

The On-demand file will be available in the following location:

Folder: \TSP200000nnn\output\OnDemand

Filename: As provided by the carrier in the GenerateReport API

### File Format:

Field Name	Description	Examples
Date	Summary Report Date	12/09/2020
Count	No. of customer enrolled on the given date	250

Sample File Name: As provided by the carrier in the GenerateReport API

### Sample File Content:

Date|Count  
12/09/2020|250  
12/10/2020|252  
12/11/2020|259

### Customer Approved Forms Report

This is a report of all the customers that were reported in the snapshot report and that had a form reviewed and approved by LIDA. The file will be provided on the 1<sup>st</sup> of every month. The file generated will be a ZIP file which will have a comma delimited text file with each field enclosed in double quotation marks. The text file will be a mapping file which will provide the customer information along with the document name. The zip file will also have the actual PDF document(s) of the form. The text file contains header record.

The monthly file will be available in the following location:

Folder: \TSP200000nnn\output\

Filename: TSP200000nnn\_FORMS\_yyyymm.ZIP

The zip file will contain the following text file and 1 or more PDF files.

TSP200000nnn\_FORMS\_Map\_yyyymm.txt

The file contains records of enrolled records where each field is enclosed in double quotation marks and delimited by comma.

2022-01-20.69830e61-3b70-47dc-834e-9597a2a3f310.pdf

The PDF version of the scanned form that was reviewed by LIDA.

- ☐ nnn = TSPId
- ☐ yyyymm = Year & month of the report

Format of the .txt file:

Field Name	Description	Examples
CustomerID	Unique ID for the customer regardless of their carrier association. Field added for new process.	50000016
LastName	The last name of the customer	Jones
FirstName	The first name of the customer	Joseph
SSN4	The social security number of the customer	5632
DOB	The Date of Birth of the customer	06/23/1997
TelephoneNumber	The 10-digit telephone number of the customer	5125558712
AccountNumber	The account number assigned to this customer by the carrier.	
FormType	Type of the form that was approved by LIDA.  Certification – Certification form Recertification – Annual Recertification form Worksheet – Household Worksheet	Certification Recertification Worksheet

IntakeMethod	Method that customer used to complete the form.  Other – Customer sent form via snail mail or NRT or Website Application package Website – Customer completed form on the website <del>IVR – Customer completed form using IVR</del>	Other Website IVR
DocumentName	Document name of the PDF version of the scanned form that was reviewed by LIDA.  If Intake method is <b>Other</b> , then document name will be provided. If intake method is <u>Website</u> or <u>IVR</u> a document is not available. The value provided for this	2022-01-20.69830e61-3b70-47dc-834e-9597a2a3f310.pdf  NA
ApprovalDate	Date when the form was reviewed & approved by LIDA.	

Sample File: TSP200000999\_FORMS\_202201.ZIP

The zip file will contain the following 2 or more

files:

TSP200000nnn\_FORMS\_Map\_yyyymm.t

xt

2022-01-20.69830e61-3b70-47dc-834e-9597a2a3f310.pdf

2022-01-29.88812e13-5f56-23er-123r-3428f2r3x819.pdf

Sample File Content of TSP200000999\_FORMS\_202201.txt:

"CustomerID","LastName","FirstName","SSN4","DOB","TelephoneNumber","AccountNumber","FormType","IntakeMethod","DocumentName","ApprovalDate"

"50000022","SMITH","ALICIA","7149","08/15/1983","5125554651","511275862-1","Certification","Paper","2022-01-29.88812e13-5f56-23er-123r-3428f2r3x819.pdf","02/01/2022"

"50000029","SMITH","ALICIA","7149","08/15/1983","5125554651","511275862-1","Worksheet","Website","Not Available","02/03/2022"

## Appendix A

### List of Transaction Operation Types for Daily Activity Return File

Transaction Operation Type	Description
Enroll	Customer has been enrolled into the TXLAD system
EnrollTransfer	Customer has been enrolled into the TXLAD system due to customer transferring in
De-enroll	Customer has been de-enrolled from the TXLAD system
De-enrollTransfer	Customer has been de-enrolled from the TXLAD system due to customer transferring out
NameUpdateLetter	Name change letter was sent to the customer
ResidenceAddressUpdateLetter	Residence Address change letter was sent to the customer
NameAndResidenceAddressUpdateLetter	Name & Residence Address change letter was sent to the customer
ResidenceAddressCASSFailureLetter	Residence Address CASS failure letter was sent to the customer
ResidenceAddressCASSCorrection	Residence Address CASS correction received by TXLAD
Track1Letter	TXLAD identified duplicate enrollments for same customer. The customer and carrier was chosen as the winning record and customer has been notified about the selection. No further action required.
Track2Letter	TXLAD identified possible duplicate enrollments in same household. Track-2 letter with IEH form has been sent to the customer. Customer
Track3Letter	TXLAD identified possible duplicate enrollments for same customer. Track-3 letter with Cert form has been sent to the customer. Customer
DiscountTypeUpdate	Discount type was updated for the customer. This applies to Prepaid carrier with ETP status.
RecertInitialLetter	Annual Federal Recertification letter was sent to the customer.
RecertApproved	Annual Federal Recertification for the customer was Approved.
RecertDenied	Annual Federal Recertification for the customer was Denied by TXLAD reviewer. The customer still has time till end of the Recert period to Recertify.
State Renewal	A Renewal Application was sent to the customer for State discount eligibility. This is only applicable to ETP carriers.

## Appendix B

### List of TXLAD De-enrollment Reasons

De-enroll Reason Code	De-enroll Reason
2	DE-ENROLLED
3	DE-ENROLLED NEW DISCOUNT- CERT FORM REQUIRED
4	DE-ENROLLED SINGLE DISCOUNT
5	DE-ENROLLED TRACK 1 DUPLICATE - CERT FORM SENT
6	DE-ENROLLED TRACK 2 NAME DUPLICATE - HOUSEHOLD FORM SENT
7	DE-ENROLLED TRACK 2 SSN DUPLICATE - HOUSEHOLD FORM SENT
8	DE-ENROLLED DUE TO CERTIFICATION FORM REVIEW
9	DE-ENROLLED DUE TO HOUSEHOLD FORM REVIEW
11	DE-ENROLLED DUE TO CASS FAILURE
12	DE-ENROLLED DUE TO NOT MATCHING IN THE CURRENT PROCESS MONTH
13	DE-ENROLLED DUE TO NAME AND ADDRESS CHANGE - CERT FORM SENT
14	DE-ENROLLED DUE TO NAME CHANGE - CERT FORM NOT RETURNED
15	DE-ENROLLED DUE TO ADDRESS CHANGE - CERT FORM NOT RETURNED
16	DE-ENROLLED TRACK 3 SSN DUPLICATE - CERT FORM NOT RETURNED
20	DE-ENROLLED DUE TO DENIED RECERTIFICATION REVIEW
21	DE-ENROLLED DUE TO NON-RESPONSE TO RECERTIFICATION
23	DE-ENROLLED DUE TO NRT DUPLICATE
24	DE-ENROLLED DUE TO NRT EXPIRY
25	DE-ENROLLED DUE TO DENIED CERTPLUS REVIEW
26	DE-ENROLLED DUE TO NON-RESPONSE TO CERTPLUS
27	DE-ENROLLED DUE TO INELIGIBLE STATE ONLY DISCOUNT QUALIFICATION
28	DE-ENROLLED DUE TO BLOCK REQUESTED TO STOP DISCOUNT
29	DE-ENROLLED DUE TO OUTDATED CERT OLDER THAN 90 DAYS
30	DE-ENROLLED DUE TO CARRIER NON SUBMISSION
31	CUSTOMER WITH THE TELEPHONE NUMBER PROVIDED NOT FOUND IN THE TXLAD
33	DE-ENROLLED DUE TO CARRIER STATING CUSTOMER IS DECEASED
34	DE-ENROLLED DUE TO CARRIER STATING CUSTOMER IS LEAVING
35	DE-ENROLLED DUE TO CARRIER STATING CUSTOMER IS NOT USING SERVICE
36	DE-ENROLLED DUE TO CUSTOMER TRANSFERRING SERVICE TO ANOTHER CARRIER
37	DE-ENROLLED DUE TO NON-RESPONSE TO STATE RENEWAL

## Appendix C

### List of Service Types

Service Type	Service Type Description
BB	Bundled Broadband service. Offers broadband and voice but meets minimum service standards for broadband only.
BO	Broadband Only service.
BV	Bundled Voice service. Offers broadband and voice, but meets minimum service standards for voice only.
BVB	Bundled Voice Broadband service. Meets minimum service standards for both voice and
VO	Voice Only service.

## Appendix D

### List of Eligibility Programs

Eligibility Program	Program Description
SNAP	Supplemental Nutrition Assistance Program
MEDICAID	Medicaid
SSI	Supplemental Security Income
CHIP	Health Benefit Coverage Under Child Health Plan
FPHA	Federal Public Housing Assistance
VASH	Veterans Pension Benefit or Survivors Pension
LIHEAP	Low-Income Energy Assistance Program
TANF	Temporary Assistance to Needy Families
NSLP	National School Lunch Program
Income	Approved via Income
TribalBIA	Bureau of Indian Affairs (BIA) General Assistance
TribalTANF	Tribal Temporary Assistance for Needy Families (Tribal TANF)
TribalFDPIR	Food Distribution Program on Indian Reservations (FDPIR)
TribalHS	Tribal Head Start

Note: LIHEAP, TANF & NSLP are State only programs. These programs only apply to ETP carriers.

Exhibit 3 – SAMPLE REPORTS

**LITE-UP Texas Enrollment Summary Report**

**November 2014**

<b><u>Enrollment Statistics</u></b>	<b><u>October 2014</u></b>	<b><u>November 2014</u></b>
<b>Number of Active Telephone Service Providers</b>	<b>129</b>	<b>129</b>
<b>Number of TSP Records Loaded</b>	<b>3,798,685</b>	<b>3,659,691</b>
<b>Number of Active Retail Electric Providers</b>	<b>68</b>	<b>67</b>
<b>Number of REP Records Loaded</b>	<b>6,154,216</b>	<b>6,161,030</b>
<b>Number of Records Provided for Telephone Discount Match</b>	<b>5,711,056</b>	<b>5,736,083</b>
<b>Number of Records Provided for Electric Discount Match</b>	<b>2,422,570</b>	<b>2,424,288</b>
<b>Number of Records Provided by HHSC</b>	<b>5,525,152</b>	<b>5,557,884</b>
<b>Number of HHSC Records Added</b>	<b>267,705</b>	<b>286,629</b>
<b>Number of HHSC Records Deleted</b>	<b>259,641</b>	<b>253,897</b>
<b>Number of HHSC Renewal Records</b>	<b>62,645</b>	<b>59,565</b>
<b>Number of Self-Enrollment Records</b>	<b>102,909</b>	<b>71,919</b>
<b>Number of Renewal Records (grace period)</b>	<b>261,667</b>	<b>122,171</b>
<b>Number of Records Expired due to Lack of Renewal (60-day report)</b>	<b>94,213</b>	<b>95,911</b>



<b><u>Eligibility Statistics</u></b>	<b><u>October 2014</u></b>	<b><u>November 2014</u></b>
<b>Number of Records Matched for Telephone Discount</b>	<b>711,863</b>	<b>723,382</b>
<b>Direct Enrollee Records Matched for Telephone Discount</b>	<b>701,796</b>	<b>714,216</b>
<b>Self-enrollment Records Matched for Telephone Discount</b>	<b>10,067</b>	<b>9,166</b>
<b>Self-enrollment Records Eligible for Telephone Discount</b>	<b>188,213</b>	<b>180,078</b>
<b>Number of Records Matched for Electric Discount</b>	<b>592,894</b>	<b>590,524</b>

Direct Enrollee Records Matched for Electric Discount	523,270	523,142
Self-enrollment Records Matched for Electric Discount	69,624	67,382
Self-enrollment Records Eligible for Electric Discount	194,280	183,220

<u><i>Production Statistics</i></u>	<u>October 2014</u>	<u>November 2014</u>
Self-Enrollment Applications Processed	15,918	6,960
Self-enrollment Applications Certified for Telephone	9,649	4,201
Self-Enrollment Applications Rejected for Telephone	6,269	2,759
Self-enrollment Applications Certified for Electric	9,640	4,475
Self-Enrollment Applications Rejected for Electric	6,278	2,485
Cert/Worksheet Production (incl. Duplicative reviews)	24,201	22,966

*Note: Production Statistics are based on calendar month rather than process month.*

<u><i>Fulfillment Statistics</i></u>	<u>October 2014</u>	<u>November 2014</u>
New Application Requests	7,865	3,496
Renewal Notifications	64,095	61,308
Application Status Letter	8,920	3,496

New Discount Letters	20,905	19,125
Cert/Worksheet Rejection Letters	14,552	8,806
Instant Status Notifications	8,047	3,414

<u>Other Information</u>	<u>October 2014</u>	<u>November 2014</u>
Incoming Applications - UPS	11,678	7,043
Incoming Applications - Faxed	3,361	2,072
Incoming Certs/Worksheets - UPS	13,320	9,096
Online Application Requests	5,071	2,941
Cricket Applications	66	10

#### LIDA Operations Rejection Code Summary

November 2014

Code	Rejection Reasons	Electric	Telephone
3	Applicant not eligible for Medicaid	5	-
9	No Income Documentation	1,225	693
12	No signature	290	455
13	Income exceeds 150% of the fed	-	88
14	No Benefit Documentation	407	-

<b>15</b>	<b>Name on telephone bill does not match the application name</b>	<b>-</b>	<b>13</b>
<b>16</b>	<b>Name on electric bill does not match the application name</b>	<b>4</b>	<b>-</b>
<b>17</b>	<b>Name(s) on proof of eligibility do not match app name</b>	<b>6</b>	<b>-</b>
<b>25</b>	<b>Income Tax Documents not signed</b>	<b>7</b>	<b>10</b>
<b>26</b>	<b>Insufficient proof of income</b>	<b>268</b>	<b>322</b>
<b>27</b>	<b>Address on proof of eligibility does not match app address</b>	<b>10</b>	<b>132</b>
<b>28</b>	<b>Address on Telephone Bill does not match app address</b>	<b>-</b>	<b>28</b>
<b>29</b>	<b>Address on Electric Bill does not match app address.</b>	<b>22</b>	<b>-</b>
<b>30</b>	<b>Income exceeds 125% of the fed</b>	<b>260</b>	<b>-</b>
<b>50</b>	<b>No Documentation Provided with Application</b>	<b>85</b>	<b>57</b>
<b>54</b>	<b>No Benefit Documentation</b>	<b>-</b>	<b>792</b>
<b>71</b>	<b>No Cert Form/HH Worksheet</b>	<b>-</b>	<b>1,463</b>
<b>72</b>	<b>No SS# and/or Date of Birth Provided</b>	<b>-</b>	<b>254</b>
<b>80</b>	<b>ID verification DOB is below minimum</b>	<b>-</b>	<b>3</b>
<b>81</b>	<b>ID verification no DOB available</b>	<b>-</b>	<b>35</b>
<b>82</b>	<b>ID verification SSN does not match</b>	<b>-</b>	<b>29</b>
<b>84</b>	<b>ID verification SSN issued prior to DOB</b>	<b>-</b>	<b>8</b>
<b>85</b>	<b>ID verification SSN not found</b>	<b>-</b>	<b>13</b>

<b>86</b>	<b>ID verification Subject is deceased</b>	<b>-</b>	<b>1</b>
<b>87</b>	<b>ID not located</b>	<b>-</b>	<b>37</b>

## LIDA Operations TSP Summary

November 2014

(Partial Shown for Space Considerations)

TSP ID	TSP Name	Received Date	Status	Submitted	Loaded	Rejected	Discounts	% Rejected
200000001	Company 1	11/19/2014	On-Time	1,088	1,061	27	35	2.54%
200000002	Company 2	10/30/2014	On-Time	9,335	9,327	8	159	0.09%
200000003	Company 3	11/19/2014	On-Time	3,304	3,195	109	281	3.41%
200000004	Company 4	11/17/2014	On-Time	729	695	34	44	4.89%
200000005	Company 5	11/19/2014	On-Time	57	48	9	0	18.75%
200000006	Company 6	11/19/2014	On-Time	3,153	3,083	70	137	2.27%
200000007	Company 7	11/19/2014	On-Time	1,777	1,774	3	205	0.17%
200000008	Company 8	11/18/2014	On-Time	745	738	7	29	0.95%

200000009	Company 9	11/18/2014	On-Time	407	407	0	17	0.00%
200000010	Company 10	11/17/2014	On-Time	2,622	2,622	0	177	0.00%
200000011	Company 11	11/19/2014	On-Time	4,234	4,234	0	191	0.00%
200000016	Company 12	11/19/2014	On-Time	1,475	1,417	58	55	4.09%
200000017	Company 13	11/17/2014	On-Time	4,651	4,563	88	110	1.93%
200000018	Company 14	11/18/2014	On-Time	2,578	2,556	22	130	0.86%
200000019	Company 15	11/18/2014	On-Time	1,079	1,048	31	20	2.96%
200000020	Company 16	11/17/2014	On-Time	623	622	1	30	0.16%
200000021	Company 17	11/19/2014	On-Time	1,098	892	206	3	23.09%
200000023	Company 18	11/14/2014	On-Time	15,037	15,003	34	928	0.23%
200000024	Company 19	11/18/2014	On-Time	623	604	19	51	3.15%
200000025	Company 20	11/19/2014	On-Time	312	309	3	19	0.97%

<b>200000026</b>	<b>Company 21</b>	<b>11/18/2014</b>	<b>On-Time</b>	<b>11,215</b>	<b>11,215</b>	<b>0</b>	<b>688</b>	<b>0.00%</b>
<b>200000027</b>	<b>Company 22</b>	<b>11/18/2014</b>	<b>On-Time</b>	<b>2,000</b>	<b>1,999</b>	<b>1</b>	<b>17</b>	<b>0.05%</b>
<b>200000028</b>	<b>Company 23</b>	<b>11/19/2014</b>	<b>On-Time</b>	<b>603</b>	<b>585</b>	<b>18</b>	<b>30</b>	<b>3.08%</b>
<b>200000029</b>	<b>Company 24</b>	<b>11/18/2014</b>	<b>On-Time</b>	<b>12,864</b>	<b>12,841</b>	<b>23</b>	<b>298</b>	<b>0.18%</b>

## LIDA Operations REP Summary

November 2014

(Partial Shown for Space Considerations)

<b>REP_Id</b>	<b>Rep_Name</b>	<b>Received Date</b>	<b>Status</b>	<b>Submitted</b>	<b>Loaded</b>	<b>Rejected</b>	<b>Discounts</b>	<b>% Rejected</b>
<b>100000003</b>	<b>Company 1</b>	<b>11/20/2014</b>	<b>On-Time</b>	<b>8,625.00</b>	<b>8,625.00</b>	<b>0.00</b>	<b>339</b>	<b>0.00%</b>
<b>100000006</b>	<b>Company 2</b>	<b>11/19/2014</b>	<b>On-Time</b>	<b>181,050.00</b>	<b>179,338.00</b>	<b>1,712.00</b>	<b>34017</b>	<b>0.95%</b>
<b>100000008</b>	<b>Company 3</b>	<b>11/19/2014</b>	<b>On-Time</b>	<b>205,556.00</b>	<b>205,365.00</b>	<b>191.00</b>	<b>25884</b>	<b>0.09%</b>
<b>100000011</b>	<b>Company 4</b>	<b>11/19/2014</b>	<b>On-Time</b>	<b>107,071.00</b>	<b>106,614.00</b>	<b>457.00</b>	<b>20429</b>	<b>0.43%</b>
<b>100000012</b>	<b>Company 5</b>	<b>11/19/2014</b>	<b>On-Time</b>	<b>117,740.00</b>	<b>117,740.00</b>	<b>0.00</b>	<b>5334</b>	<b>0.00%</b>
<b>100000014</b>	<b>Company 6</b>	<b>11/19/2014</b>	<b>On-Time</b>	<b>3,804.00</b>	<b>3,804.00</b>	<b>0.00</b>	<b>124</b>	<b>0.00%</b>
<b>100000015</b>	<b>Company 7</b>	<b>11/18/2014</b>	<b>On-Time</b>	<b>205,978.00</b>	<b>205,649.00</b>	<b>329.00</b>	<b>29408</b>	<b>0.16%</b>
<b>100000018</b>	<b>Company 8</b>	<b>11/20/2014</b>	<b>On-Time</b>	<b>1,263,118.00</b>	<b>1,263,115.00</b>	<b>3.00</b>	<b>100164</b>	<b>0.00%</b>

100000019	Company 9	11/20/2014	On-Time	31,065.00	31,064.00	1.00	1146	0.00%
100000021	Company 10	11/18/2014	On-Time	34,245.00	33,996.00	249.00	2600	0.73%
100000022	Company 11	11/20/2014	On-Time	1,506,967.00	1,506,936.00	31.00	132551	0.00%
100000025	Company 12	11/19/2014	On-Time	40,944.00	40,352.00	592.00	4201	1.47%
100000026	Company 13	11/18/2014	On-Time	110,251.00	110,082.00	169.00	7406	0.15%
100000029	Company 14	11/20/2014	On-Time	925.00	925.00	0.00	107	0.00%
100000031	Company 15	11/20/2014	On-Time	5,748.00	5,748.00	0.00	1813	0.00%
100000033	Company 16	11/20/2014	On-Time	124,577.00	124,577.00	0.00	5223	0.00%
100000034	Company 17	11/20/2014	On-Time	34,035.00	34,035.00	0.00	1620	0.00%
100000035	Company 18	11/20/2014	On-Time	318,219.00	318,219.00	0.00	41891	0.00%
100000037	Company 19	11/17/2014	On-Time	96,042.00	95,792.00	250.00	2049	0.26%
100000040	Company 20	11/20/2014	On-Time	3,825.00	3,825.00	0.00	68	0.00%
100000043	Company 21	11/17/2014	On-Time	9,490.00	8,862.00	628.00	955	7.09%
100000045	Company 22	11/20/2014	On-Time	30,417.00	30,414.00	3.00	532	0.01%
100000046	Company 23	11/20/2014	On-Time	385,399.00	384,254.00	1,145.00	49110	0.30%
100000047	Company 24	11/19/2014	On-Time	242.00	188.00	54.00	3	28.72%
100000049	Company 25	11/19/2014	On-Time	12,239.00	12,238.00	1.00	585	0.01%

## Texas LIDA 6-Month TSP Rolling Report

November 2014

(Partial Shown for Space Considerations)

TSP_Id	TSP_Name	Total	201412	201501	201502	201503	201504	201505
200000002	Company 1	5	1	1	-	1	2	-
200000003	Company 2	12	3	4	-	2	3	-
200000004	Company 3	6	1	1	1	-	2	1
200000006	Company 4	1	-	-	-	-	-	1
200000007	Company 5	3	1	1	-	-	1	-
200000008	Company 6	1	-	-	1	-	-	-
200000010	Company 7	1	-	-	-	-	1	-
200000011	Company 8	4	-	1	-	1	-	2
200000016	Company 9	1	-	-	-	1	-	-
200000017	Company 10	8	-	1	-	3	4	-
200000018	Company 11	2	-	-	-	2	-	-
200000019	Company 12	1	1	-	-	-	-	-
200000023	Company 13	14	4	1	3	1	3	2
200000024	Company 14	1	-	-	1	-	-	-
200000026	Company 15	7	1	1	-	3	1	1
200000027	Company 16	1	-	-	-	1	-	-
200000028	Company 17	2	-	-	-	-	1	1
200000029	Company 18	15	3	1	2	2	5	2

<b>200000030</b>	<b>Company 19</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>-</b>
<b>200000032</b>	<b>Company 20</b>	<b>32</b>	<b>6</b>	<b>6</b>	<b>3</b>	<b>4</b>	<b>8</b>	<b>5</b>
<b>200000033</b>	<b>Company 21</b>	<b>9</b>	<b>1</b>	<b>-</b>	<b>2</b>	<b>2</b>	<b>3</b>	<b>1</b>
<b>200000034</b>	<b>Company 22</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>200000035</b>	<b>Company 23</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>200000040</b>	<b>Company 24</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>

<b>100000049</b>	<b>Company 25</b>	<b>31</b>	<b>7</b>	<b>4</b>	<b>7</b>	<b>5</b>	<b>7</b>	<b>1</b>
<b>100000052</b>	<b>Company 26</b>	<b>72</b>	<b>8</b>	<b>17</b>	<b>13</b>	<b>12</b>	<b>11</b>	<b>11</b>
<b>100000055</b>	<b>Company 27</b>	<b>15</b>	<b>2</b>	<b>2</b>	<b>4</b>	<b>1</b>	<b>1</b>	<b>5</b>

## February 2023 CALL REASON REPORT

(Partial Shown for Space Considerations)

	Assurance Wireless	Callback Requested	Cass Call	Change of Address	Check App Status - NOT	Check Pr St
2/1/2023	19	0	0	5	1	
2/2/2023	31	2	0	0	1	
2/3/2023	14	2	1	1	1	
2/4/2023	5	0	1	0	0	
2/5/2023	11	0	0	1	0	
2/6/2023	32	1	1	1	4	

2/7/2023	29	0	2	1	5	
2/8/2023	22	1	2	1	2	
2/9/2023	48	2	1	0	9	
2/10/2023	31	0	2	3	5	
2/11/2023	20	0	0	0	2	
2/12/2023	3	0	1	0	2	
2/13/2023	28	1	2	0	2	
2/14/2023	26	2	2	1	7	
2/15/2023	41	1	0	1	10	
2/16/2023	29	1	3	0	3	
2/17/2023	24	0	1	1	3	
2/18/2023	10	0	1	0	1	
2/19/2023	4	0	0	0	0	
2/20/2023	18	1	1	0	9	
2/21/2023	25	0	0	0	10	
2/22/2023	19	0	0	1	4	
2/23/2023	22	1	3	2	13	
2/24/2023	10	0	0	0	5	
2/25/2023	12	0	0	0	6	
2/26/2023	6	0	1	1	0	
2/27/2023	24	0	1	0	6	
2/28/2023	13	2	1	1	5	
Total	576	17	27	21	116	6

**Call Reason Report Columns Represented:**

Redacted Provider Name
Callback Requested
Cass Call
Change of Address
Check App Status - NOT
Check Prepaid App Status
Created New Application
Cust Hung Up
Device and Service Question
Electric Discount Question
Eligibility
Form Assistance
Ghost Call
IVR English
IVR Spanish
No Longer receiving disc
No Longer wants discount
Other Prepaid Company
Program Questions
Redacted Provider Name
Received Rejection Letter
Redacted Provider Name
Sup Transfer
System Issues
Test
Voicemail Message Left
Voicemail NO MSG
Wrong Number
Total

## November 2014 ACD Report

(Partial Shown for Space Considerations)

Date	Day of the Week	Offered	Answered	Abandons	Abandon %	Talk Time Minutes	Handle Time	Time to Answer	Average Duration (Minutes)	Average Duration (Duration Format)	% Answered In SLA	Answer Rate	Hold Minutes
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### English

3/1/2023	Wednesday	325	300	25	7.69%	2,302.26	2,467.85	10.84	7.67	00:07:40	14.15%	92.31%	589.77
3/2/2023	Thursday	305	260	45	14.75%	2,076.19	2,246.04	17.25	7.99	00:07:59	10.49%	85.25%	555.17
3/3/2023	Friday	241	220	21	8.71%	1,913.54	2,052.65	12.31	8.70	00:08:41	12.86%	91.29%	532.11
3/4/2023	Saturday	97	86	11	11.34%	729.07	752.06	5.89	8.48	00:08:28	16.49%	88.66%	166.52
3/5/2023	Sunday	77	75	2	2.60%	560.68	586.88	1.21	7.48	00:07:28	67.53%	97.40%	76.26
3/6/2023	Monday	305	262	43	14.10%	2,088.65	2,254.38	19.03	7.97	00:07:58	12.46%	85.90%	508.07
3/7/2023	Tuesday	353	302	51	14.45%	2,221.04	2,399.01	13.85	7.35	00:07:21	10.20%	85.55%	515.75
3/8/2023	Wednesday	326	275	51	15.64%	2,371.59	2,547.10	16.86	8.62	00:08:37	5.83%	84.36%	634.70
3/9/2023	Thursday	266	247	19	7.14%	2,058.91	2,216.78	5.27	8.34	00:08:20	23.31%	92.86%	538.17

### Spanish

3/1/2023	Wednesday	29	24	5	17.24%	184.27	194.89	7.43	7.68	00:07:40	24.14%	82.76%	24.00
3/2/2023	Thursday	30	29	1	3.33%	263.35	279.18	8.88	9.08	00:09:04	6.67%	96.67%	70.34
3/3/2023	Friday	27	25	2	7.41%	207.62	221.49	7.05	8.30	00:08:18	25.93%	92.59%	39.97
3/4/2023	Saturday	8	8	0	0.00%	58.40	60.23	7.15	7.30	00:07:18	0.00%	100.00%	6.46
3/5/2023	Sunday	5	5	0	0.00%	41.40	42.64	0.32	8.28	00:08:16	100.00%	100.00%	4.97
3/6/2023	Monday	40	34	6	15.00%	266.30	281.88	18.54	7.83	00:07:49	10.00%	85.00%	36.93

3/7/2023	Tuesday	46	39	7	15.22%	344.52	365.88	15.45	8.83	00:08:50	10.87%	84.78%	69.61
3/8/2023	Wednesday	29	24	5	17.24%	187.52	201.28	11.04	7.81	00:07:48	20.69%	82.76%	39.51
3/9/2023	Thursday	33	31	2	6.06%	338.57	356.73	6.42	10.92	00:10:55	21.21%	93.94%	87.13

**Monthly (Report) By ZIP Code – November 2014 (Partial Shown for Brevity)**

<b>CITY</b>	<b>BIP</b>	<b>Grand Total</b>
-	-	<b>6,310</b>
	<b>Subtotal</b>	<b>6,310</b>
<b>ABBOTT</b>	<b>76621</b>	<b>1</b>
	<b>Subtotal</b>	<b>1</b>
<b>ABERNATHY</b>	<b>79311</b>	<b>5</b>
	<b>Subtotal</b>	<b>5</b>
<b>ABILENE</b>	<b>79601</b>	<b>30</b>
	<b>79602</b>	<b>41</b>
	<b>79603</b>	<b>74</b>
	<b>79604</b>	<b>1</b>
	<b>79605</b>	<b>43</b>
	<b>79606</b>	<b>18</b>
	<b>79608</b>	<b>1</b>
	<b>Subtotal</b>	<b>208</b>
<b>ADDISON</b>	<b>75001</b>	<b>3</b>
	<b>Subtotal</b>	<b>3</b>
<b>ADKINS</b>	<b>78101</b>	<b>3</b>
	<b>Subtotal</b>	<b>3</b>
<b>AGUA DULCE</b>	<b>78330</b>	<b>4</b>
	<b>Subtotal</b>	<b>4</b>
<b>ALAMO</b>	<b>78516</b>	<b>72</b>
	<b>Subtotal</b>	<b>72</b>
<b>ALBA</b>	<b>75410</b>	<b>4</b>
	<b>Subtotal</b>	<b>4</b>
<b>ALBANY</b>	<b>76430</b>	<b>2</b>

**Call Center Handle Time – November 2014****(Partial Shown for Space Considerations)**

<b>Skill</b>	<b>Skill</b>	<b>Month</b>	<b>Day</b>	<b>Handle Time</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-01</b>	<b>1,060.10</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-02</b>	<b>362.60</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-03</b>	<b>6,323.17</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-04</b>	<b>4,905.27</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-05</b>	<b>4,811.78</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-06</b>	<b>4,677.00</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-07</b>	<b>5,265.77</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-08</b>	<b>1,843.08</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-09</b>	<b>556.89</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-10</b>	<b>8,165.69</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-11</b>	<b>4,991.42</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-12</b>	<b>5,347.70</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-13</b>	<b>4,450.41</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-14</b>	<b>4,033.08</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-15</b>	<b>889.79</b>

<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-16</b>	<b>399.28</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-17</b>	<b>6,467.54</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-18</b>	<b>4,950.88</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-19</b>	<b>4,133.52</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-20</b>	<b>3,905.99</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-21</b>	<b>3,757.88</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-22</b>	<b>1,030.83</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-23</b>	<b>389.77</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-24</b>	<b>5,587.92</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-25</b>	<b>4,036.15</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-26</b>	<b>2,723.12</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-27</b>	<b>113.34</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-28</b>	<b>1,363.78</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-29</b>	<b>960.70</b>
<b>LUTX_English</b>	<b>LUTX_English</b>	<b>2014-11</b>	<b>2014-11-30</b>	<b>350.84</b>
<b>LUTX_Spanish</b>	<b>LUTX_Spanish</b>	<b>2014-11</b>	<b>2014-11-01</b>	<b>189.75</b>

LUTX_Spanish	LUTX_Spanish	2014-11	2014-11-02	52.31
LUTX_Spanish	LUTX_Spanish	2014-11	2014-11-03	1,153.13
LUTX_Spanish	LUTX_Spanish	2014-11	2014-11-04	971.52
LUTX_Spanish	LUTX_Spanish	2014-11	2014-11-05	1,049.20

## Performance Measurements Report – November 2014

(Partial Shown for Space Considerations)

#1 Production - Target 7 Business Days			
Due Date	Applications	Completion Date	Objective Met?
11/1/2014			
11/2/2014			
11/3/2014	1,048	11/3/2014	Yes
11/4/2014	98	11/4/2014	Yes
11/5/2014	517	11/5/2014	Yes
11/6/2014	493	11/6/2014	Yes
11/7/2014	1,031	11/7/2014	Yes
11/8/2014			
11/9/2014			
11/10/2014	119	11/10/2014	Yes
11/11/2014	48	11/11/2014	Yes
11/12/2014	398	11/12/2014	Yes
11/13/2014	322	11/13/2014	Yes

#2 - Monthly Process	
Process Month	November 2014
REP Discount Files Due	11/28/2014
REP Discount Files Provided	11/28/2014
Objective Met?	Yes
TSP Discount Files Due	11/28/2014
TSP Discount Files Provided	11/28/2014
Objective Met?	Yes

#3 - Renewals	
Process Month	November 2014
File Posted	11/23/2014
File Size	61,308
Due Date	12/2/2014

11/14/2014	291	11/14/2014	Yes
11/15/2014			
11/16/2014			
11/17/2014	559	11/17/2014	Yes
11/18/2014	123	11/18/2014	Yes
11/19/2014	401	11/19/2014	Yes
11/20/2014	481	11/20/2014	Yes
11/21/2014	138	11/21/2014	Yes
11/22/2014			
11/23/2014			
11/24/2014	91	11/24/2014	Yes
11/25/2014	644	11/25/2014	Yes
11/26/2014	614	11/26/2014	Yes
11/27/2014			
11/28/2014			
11/29/2014			
11/30/2014			

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Date Complete	12/2/2014
Objective Met?	Yes

#4 - Customer Service	
Month	November 2014
New Incidents	711
24 Hr. Response	711
Objective Met?	Yes
Open Incidents at month end	16

#5 - Monthly Reporting	
Month	November 2014
Invoice Due	12/10/2014
Objective Met?	Yes
Hub Report Due	12/10/2014
Objective Met?	Yes
Report Package Due	12/12/2014
Objective Met?	Yes

**Fulfillment Daily Emails:**  
**(Partial Shown for Space Considerations)**

**Subject:** LITEUP Recert Soft Denials Print File Created for date: 033123

LITEUP Recert Soft Denials Print File Created for date: 033123

File Created: E:\TXLIDA\FulfillmentCenter\Output\03312023\_PP\_RollingRecert\_SoftDenials.txt

Records Generated: 5

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This message is from an external sender and could be phishing. If you think it's malicious, forward this email to

**Subject:** PROD EP -Lifeline Selection Letter Files Created for : 03/31/2023

Lifeline Selection Letter Files Created for : 03/31/2023

Track-1 Letters Generated: 1

File Created: E:\TXLIDA\FulfillmentCenter\Output\PrepaidTrack1Letters20230331.txt

Track-2 Letters Generated: 0

File Created: E:\TXLIDA\FulfillmentCenter\Output\PrepaidTrack2Letters20230331.txt

Track-3 Letters Generated: 0

File Created: E:\TXLIDA\FulfillmentCenter\Output\PrepaidTrack3Letters20230331.txt

This is an auto generated email message. Please do not respond to this message.

**Fulfillment Weekly/Dail Emails:**  
**(Partial Shown for Space Considerations)**

**Subject:** PROD EP - MissingCertList File Created for RunDate : 3/31/2023 5:09:16 AM

MissingCertList File Created for RunDate : 3/31/2023 5:09:16 AM

File Created: E:\TXLIDA\FulfillmentCenter\Output\MissingCertLetter20230331.txt

Records Generated: 4

This is an auto generated email message. Please do not respond to this message.

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**Subject:** LITEUP Cert Resend File Created for date : 033123

LITEUP Cert Resend File Created for date : 033123

File Created: E:\TXLIDA\FulfillmentCenter\Output\CertResendLetter20230331.txt

Records Generated: 127

This is an auto generated email message. Please do not respond to this message.

Mailing Confirmations:

(Partial Shown for Space Considerations)

CSG Mailing Confirmations - March 2023				
Count of datereceived				
lettertype	datereceived	maildate	Total	
ADC	03/01/2023	03/02/2023	1	
	03/02/2023	03/03/2023	1	
	03/03/2023	03/06/2023	1	
	03/04/2023	03/07/2023	1	
	03/05/2023	03/07/2023	1	
	03/06/2023	03/07/2023	1	
	03/07/2023	03/08/2023	1	
	03/08/2023	03/09/2023	1	
	03/09/2023	03/10/2023	1	
	03/10/2023	03/13/2023	1	
	03/11/2023	03/14/2023	1	
	03/12/2023	03/14/2023	1	
	03/13/2023	03/14/2023	1	
	03/14/2023	03/15/2023	1	
	03/15/2023	03/16/2023	1	
	03/16/2023	03/17/2023	1	
	03/17/2023	03/20/2023	1	
	03/18/2023	03/21/2023	1	
	03/19/2023	03/21/2023	1	
	03/21/2023	03/22/2023	1	
	03/22/2023	03/23/2023	1	
	03/23/2023	03/24/2023	1	
	03/24/2023	03/27/2023	1	
	03/25/2023	03/28/2023	1	
	03/26/2023	03/28/2023	1	
	03/27/2023	03/28/2023	1	
	03/28/2023	03/29/2023	1	
	03/29/2023	03/30/2023	1	
	03/30/2023	03/31/2023	1	
	03/31/2023	04/03/2023	1	
AFRECERT	03/02/2023	03/03/2023	1	
AFRECERTSD	03/02/2023	03/03/2023	1	
CASS	03/01/2023	03/02/2023	1	
	03/02/2023	03/03/2023	1	
	03/03/2023	03/06/2023	1	
	03/04/2023	03/07/2023	1	

## **Fulfillment Invoice:**

(Partial Shown for Space Considerations)

DESCRIPTION	QUANTITY	RATE	AMOUNT
OUTPUT SERVICES (CASS)			
CONSTRUCTION	327.0		
FILE PROCESSING	327.0		
POD LETTER: 1 SHEET	327.0		
SUBTOTAL FOR (CASS):			-----
ADDRESS CHANGE (ADC)			
CONSTRUCTION	518.0		
FILE PROCESSING	518.0		
POD LETTER: 3 SHEETS	518.0		
SUBTOTAL FOR ADDRESS CHANGE (ADC):			-----
CERT PLUS DECEASED LETTER (CPDL)			
CONSTRUCTION	29.0		
FILE PROCESSING	29.0		
POD LETTER: 3 SHEETS	29.0		
SUBTOTAL FOR CERT PLUS DECEASED LETTER (CPDL):			-----
CERTIFICATION DENIAL LETTER (CTR_C)			
CONSTRUCTION	434.0		
FILE PROCESSING	434.0		
POD LETTER: 3 SHEETS	434.0		
SUBTOTAL FOR CERTIFICATION DENIAL LETTER (CTR_C):			-----

## **ID Valdidation Invoice:**

### **New Activity Summary**

Date	Tax Code	Description	Amount
1/31/2023	OL	80563 Instant ID [XML]	
1/31/2023	OL	Tax OL - Online subscriptions	
Total Charges			
Total Tax			

**BRM Postage Account Detail:**

(Partial Shown for Space Considerations)

1	DATE	DESCR.	Postage	Deposits	RUNNING BALANCE	Piece Count	Comments:
3482	3/6/2023		95.15		\$7,994.84	137	
3483	3/7/2023		7.65		\$7,987.19	11	
3484	3/8/2023		8.35		\$7,978.84	12	
3485	3/9/2023		32.67		\$7,946.17	47	
3486	3/10/2023		11.82		\$7,934.35	17	
3487	3/11/2023				\$7,934.35		
3488	3/12/2023				\$7,934.35		
3489	3/13/2023		37.41		\$7,896.94	54	
3490	3/14/2023		36.84		\$7,860.10	53	
3491	3/15/2023		41.71		\$7,818.39	60	
3492	3/16/2023		101.47		\$7,716.92	146	
3493	3/17/2023		117.89		\$7,599.03	70	
3494	3/18/2023				\$7,599.03		
3495	3/19/2023				\$7,599.03		
3496	3/20/2023		211.85		\$7,387.18	305	
3497	3/21/2023		13.21		\$7,373.97	19	
3498	3/22/2023		35.38		\$7,338.59	51	
3499	3/23/2023		49.35		\$7,289.24	71	
3500	3/24/2023		62.55		\$7,226.69	90	
3501	3/25/2023				\$7,226.69		
3502	3/26/2023				\$7,226.69		
3503	3/27/2023		102.8		\$7,123.89	148	
3504	3/28/2023		13.91		\$7,109.98	20	
3505	3/29/2023		15.29		\$7,094.69	22	
3506	3/30/2023		18.77		\$7,075.92	27	
3507	3/31/2023		29.89		\$7,046.03	43	
3508	March 23'		1090.19	0	\$7,046.03	1459	

**Production Confirmations:****LIDA Call Center Minutes March, 2023**

<b>March 2023 Handle Time</b>		
<b>Campaign Name</b>	<b>Skill Name</b>	<b>Handle Time</b>
Texas LIDA	LUTX_English	58,285.57
Texas LIDA	LUTX_Spanish	6,111.69
Texas LIDA	LUTX_Supervisor	52.68

**LIDA – Application Reviews - March, 2023****LIDA Cert Reviews – March, 2023****LIDA IEH Form Reviews – March, 2023**

Application Reviews

12,278

Certification Form Reviews

2,587

Household Worksheet Reviews

342

Certification Form & Household Worksheet Reviews

2,929

### LIDA Online Application Requests – March, 2023

Form Statistics 🔍	Process Month 🔍
	March 2023
Incoming Applications - UPS	331
Incoming Applications - Faxed	135
Incoming Certs/Worksheets - UPS	1,259
Online Application Requests - Completed	389
Online Application Requests - Printed By Customer	18
Online Application Requests - Requested to Send	69

### LIDA Online Application Submissions with Successful Supporting Documentation Upload March, 2023

- Online Application Submissions: 476

**TSP Summary Breakout by Discount Type:****(Partial Shown for Space Considerations)**

TSP ID	TSP Name	B	F	S	Total
200000001	Company 1	5	0	17	22
200000002	Company 2	55	0	388	443
200000003	Company 3	41	1	103	145
200000004	Company 4	5	0	17	22
200000005	Company 5	0	0	0	0
200000006	Company 6	19	8	81	108
200000008	Company 7	41	6	74	121
200000009	Company 8	1	0	9	10
200000010	Company 9	38	0	97	135
200000011	Company 10	17	1	67	85
200000016	Company 11	15	0	43	58
200000017	Company 12	21	0	64	85
200000018	Company 13	20	5	39	64
200000019	Company 14	4	0	13	17
200000020	Company 15	7	0	25	32
200000021	Company 16	2	0	8	10
200000022	Company 17	0	123	0	123
200000023	Company 18	262	3	1,173	1,438
200000024	Company 19	8	0	27	35
200000025	Company 20	2	0	4	6
200000026	Company 21	105	17	346	468
200000028	Company 22	8	0	16	24
200000029	Company 23	19	9	107	135
200000030	Company 24	4	0	21	25
200000032	Company 25	107	0	586	693

**Exhibit 4 - HHS DATA USE AGREEMENT AND SUBCONTRACTOR AGREEMENT**

**<https://apps.hhs.texas.gov/PCS/HHS0000682/pkg-9-hhs-data-use-agreement.pdf>**