



August 3, 2021

John Crane  
National Sales Manager  
Trapeze Software Group, Inc. dba AssetWorks, LLC.  
998 Old Eagle School Road  
Wayne, Pennsylvania 19087

**RE: Notice of Intent to Award Contract, #COG-2023A, to Trapeze Software Group, Inc. dba AssetWorks, LLC. ("AssetWorks") in response to RFP #COG-2023 for Fleet Related Technology & Software Solutions.**

Dear John:

On behalf of Equalis Group and The Cooperative Council of Governments, thank you for your interest and participation in this Request for Proposal ("RFP") process to develop Equalis Group's Fleet Related Technology & Software Solutions Program (the "Program"). After careful review and scoring of the proposals submitted on June 24, 2021, it is the decision of the Proposal Review Team that your organization's proposal is the lowest responsive and responsible proposal. As a result, it is the intent of The Cooperative Council of Governments, Inc. to award a cooperative purchasing contract to AssetWorks.<sup>1</sup>

As the lowest responsive and responsible proposer, your proposal has responded to the RFP specifications in all material aspects and contains no irregularities or deviations from those specifications which we deem would materially and/or substantively affect the quality of the proposal, designate your proposal unresponsive or disqualified, or provide you with an unfair competitive advantage.

Equalis Group and AssetWorks must now finalize and reach agreement regarding the Master Agreement and Administration Agreement contract terms and conditions. The Master Agreement contract award and final agreement will be presented to the CCOG Board of Directors for ratification on behalf of Equalis Group. Upon completion of Master Agreement and Administration Agreement negotiations and execution, Equalis Group and AssetWorks will be authorized to proceed under the terms of that contract and provide the goods and/or services contracted to current and future Equalis Group members in accordance with the terms, conditions, and pricing as set forth and negotiated pursuant to the RFP.<sup>2</sup>

If you have any questions or concerns, please contact me immediately.

Sincerely,

*David Robbins*

David Robbins, Director of Product Development  
c: 330.328.9552 | o: 216.478.1070  
e: DRobbins@EqualisGroup.org

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<sup>1</sup> Please be advised that this Intent to Award Notice is subject to the execution of a written contract and, as a result, does not constitute the formation of a contract and/or binding agreement between The Cooperative Council of Governments, Inc., Equalis Group, and AssetWorks. If AssetWorks fails to execute a contract with The Cooperative Council of Governments, Inc. and Equalis Group then The Cooperative Council of Governments, Inc. may revoke this award and award the contract to the next lowest responsive and responsible bidder. Additionally, The Cooperative Council of Governments, Inc. reserves the right to cancel this Notice of Intent to Award at any time prior to the execution of a written contract.

<sup>2</sup> ANY PARTY SEEKING TO PROTEST THIS NOTICE OF INTENT TO AWARD MUST SUBMIT A WRITTEN PROTEST IN ACCORDANCE WITH SECTION 6.1 OF RFP #COG-2123.