

**RAILROAD COMMISSION OF TEXAS**  
**CONTRACT NO. 455-20-1018**  
**FOR**  
**DEBT COLLECTION SERVICES**

**THIS AGREEMENT** (“Contract”) is made and entered into by the State of Texas, through the **RAILROAD COMMISSION OF TEXAS** (“RRC”), a state agency located at 1701 N. Congress Avenue, Austin, Texas 78701 and **DTG HOLDINGS, INC., DBA ACCESS RECEIVABLES MANAGEMENT** (“Vendor”), located at 11350 McCormick Road, EP III, Suite 800, Hunt Valley, MD 21031 (individually “Party”; collectively “Parties”).

**WITNESSETH**

**WHEREAS**, the RRC collects a variety of fees, reimbursements and administrative penalties from regulated entities pursuant to Texas Natural Resources Code Chapters 81, 89, and 91; Texas Water Code Chapter 27; Texas Utilities Code Chapter 121; and RRC rules to fund programs administered by the RRC and to enforce federal and state environmental laws; and

**WHEREAS**, such obligations from time to time become delinquent and overdue, and RRC intends to have performed certain services, namely debt collection services; and

**WHEREAS**, in accordance with applicable provisions of Texas Government Code Chapters 2155 and 2156, RRC has selected Vendor to provide the desired debt collection and related services referenced within RRC’s Request For Qualifications No. 455-20-1018 (“RFP No. 455-20-1018”), and Vendor has agreed to provide the desired debt collection and related services referenced within RFP No. 455-20-1018, subject to the terms and conditions hereinafter set forth; and

**WHEREAS**, all terms and conditions of RFP No. 455-20-1018, including but not limited to applicable insurance, and specifications within the Statement of Services, constitute part of this Contract No. **455-20-1018**.

**NOW, THEREFORE**, RRC and Vendor, for and in consideration of the mutual promises, obligations, and benefits hereof, contract as follows:

**I. CONTRACT DOCUMENTS.**

**1.01. SERVICES REQUIRED.** In accordance with the terms and conditions of the Contract, including all Contract Documents incorporated by reference, Vendor shall deliver throughout the term of the Contract including renewal or extension periods (if any), debt collection and related services (“Services”), including all labor, qualified personnel, management, coordination, equipment, materials, insurance, bonding, and incidentals to fulfill all requirements and deliver all goods and/or services required under the Contract in accordance with applicable method protocols, industry/trade best practices, and all rules, regulations, and laws related thereto. “Contract Documents” include:

- a. This Contract No. 455-20-1018, and any amendments hereto;
- b. Exhibit A, RFP No. 455-20-1018, including all associated attachments, appendices, exhibits, and addenda; and
- c. Exhibit B, Vendor’s Response, dated October 13, 2020 (“Vendor’s Response”).

**1.02. INCORPORATED BY REFERENCE.** All elements listed in 1.01.a. through 1.01.c. are attached hereto and hereby incorporated by reference and constitute part of the Contract as if fully set forth herein.

**1.03. ORDER OF PRECEDENCE.** For purposes of interpretation of the Contract and in the event of conflict within the Contract Documents, this **Contract No. 455-20-1018** shall take precedence over the other Contract

Documents. Any inconsistency among the Contract Documents shall be resolved applying the order of priority as listed below:

- a. This Contract No. **455-20-1018**, and any amendments hereto; then
- b. Exhibit A, RFP No. 455-20-1018, including all associated attachments, appendices, and addenda; then
- c. Exhibit B, Vendor's Response.

## II. TERM.

### 2.01. CONTRACT AWARD.

- a. The original term of this Contract shall be from date of the last Party's signature to the Contract and shall continue through October 31, 2021 ("Original Term"), unless terminated earlier as provided in **RFP No. 455-20-1018**, Part III, and/or section 2.02. set forth below. The Contract may be renewed for three (3) additional one (1) year periods, provided the renewal is executed prior to expiration of the current contract term. Any renewals shall be in writing and at the same terms and conditions, plus any approved changes. This contract is contingent upon the continued availability of funding. If funds become unavailable through lack of appropriations, legislative budget cuts, amendment of the Appropriations Act, state agency consolidations, or any other disruption of current appropriations, the Termination provisions of the Contract Documents shall apply.
- b. Notwithstanding the termination or expiration of this Contract, any provisions regarding indemnification, confidentiality, dispute resolution, intellectual property rights, audit rights, limitation of liability, limitation of distribution, and warranties shall survive the termination or expiration dates of this Contract.

### 2.02. TERMINATION.

- a. **Termination for Cause.** RRC may terminate this Contract immediately for cause by providing written notice to Vendor of such termination if Vendor fails to execute the work properly, performs work in an unsatisfactory manner, or fails to perform any provision of the Contract. In the event of abandonment or default, Vendor will be responsible for paying damages to RRC, including but not limited to, the cost to re-solicit this Contract and any consequential damages to the State of Texas or RRC resulting from Vendor's non-performance. Notwithstanding the foregoing, Vendor shall not be liable for damages that Vendor could not reasonably foresee on entry into this Contract. In the event of termination for cause, Vendor will not be eligible for consideration in the re-solicitation, if any, and may not be considered in future solicitations for the same type of work unless the scope of work is significantly changed.
- b. **Termination for Convenience.** RRC may, at its sole option and discretion, terminate this Contract at any time, for any reason whatsoever, in whole or in part, by giving written notice ("Notice of Termination") to Vendor at least thirty (30) days prior to the effective date of termination or reduction in the scope of work. In the event of termination by RRC under this subsection, Vendor shall be governed by the terms and conditions, and shall perform the acts outlined in section 2.02.c., below.
- c. **Implementation of Termination.** Vendor shall terminate all work under the Contract to the extent and on the date specified in the Notice of Termination and until such date shall, to the extent stated in the Notice of Termination, do such work as may be necessary and be compensated only for such work as may be necessary, as determined by RRC to preserve the work in progress. In the event of termination by RRC, RRC shall pay Vendor for all work satisfactorily performed up to the effective date of termination.

**2.03. NO LIABILITY UPON TERMINATION.** If this Contract is terminated for any reason, RRC and the State of Texas shall not be liable to Vendor for any damages, claims, losses, or any other amounts arising from or related to any such termination absent an award of damages pursuant to Texas Government Code Chapter 2260.

### III. CONSIDERATION AND SERVICES.

**3.01. CONTRACT LIMIT, FEES AND EXPENSES.** The total amount of fees to be paid under this Contract through the Original Term and extension terms, if any, (collectively, "Contract Term") shall not exceed **10.9%** of any total debt recovered.

**3.02. SERVICES.**

- a. Vendor shall provide the goods and services necessary and reasonably inferable to complete the work required by and described in **RFP No. 455-20-1018**.
- b. Vendor's services shall include all disciplines agreed upon between the Parties and all related usual and customary consultant and other services necessary and reasonably inferable to complete the work in accordance with RRC's specifications and the terms and conditions of this Contract.
- c. Additional goods and services are those services which shall be provided **ONLY** if authorized or confirmed in writing by RRC, and which are in addition to the goods and services contained within the scope and content of RRC's specifications and Vendor's Response in response to **RFP No. 455-20-1018**. In the event additional goods and services are proposed by Vendor, Vendor shall not proceed therewith except only after Vendor's receipt of RRC's written acceptance of the additional services proposed.
- d. The Statement of Services (RFP No. 455-20-1018 **ATTACHMENT I**) describes the intended scope and character of Services. The Parties agree it is Vendor's responsibility to review and understand requirements of the Statement of Services and to provide all goods and services necessary to deliver and perform work required under the Contract and any Work Order issued thereunder.
- e. Vendor agrees and acknowledges that RRC is entering into this Contract in reliance on Vendor's represented professional abilities with respect to performing the services, duties, and obligations under this Contract. Vendor, and Vendor's consultants and subcontractors (if any) shall perform all services pursuant to this contract diligently and shall endeavor to further the interest of RRC in accordance with RRC's requirements and procedures and the standards of care and performance as described herein. Vendor agrees to use its best efforts to perform the Services (i) in accordance with the usual and customary professional standards of care, skill and diligence consistent with industry best practices for vendors that provide services for projects that are similar in size, scope, and budget to that within this Contract, and (ii) in compliance with all applicable national, federal, state, municipal, and State of Texas laws, regulations, codes, ordinances, orders and with those of any other body having jurisdiction. There are no obligations, commitments, or impediments of any kind known to Vendor that will limit or prevent performance by Vendor of the services required under the Statement of Services and the Contract. Vendor hereby agrees to correct, at its own cost, any of its services, and the services of its consultants and subcontractors (if any) that do not meet this standard of care.
- f. Vendor's services shall be reasonably accurate and free from any material errors or omissions. Neither acceptance nor approval of Vendor's services by RRC shall relieve Vendor of any of its duties or release it from any liability, it being understood that RRC is, at all times, relying upon Vendor for its skill and knowledge in performing Vendor's services. RRC shall have the right to reject any of Vendor's goods/services in accordance with the terms and conditions of **RFP No. 455-20-1018**.
- g. Vendor agrees to furnish efficient business administration and superintendence and to use Vendor's best efforts to fulfill the Contract requirements in an expeditious and economical manner consistent with the interest of RRC and Vendor's professional skill and care.
- h. Vendor shall allocate adequate time, personnel and resources as necessary to deliver goods and/or perform services and work under the Contract.

**3.03. PAYMENTS TO VENDOR.**

- a. Payments to Vendor will be made in accordance with the terms and conditions of the Contract, and within thirty (30) days from receipt of a complete, correct, and approved invoice or statement of payment in accordance with Texas Government Code Chapter 2251, Texas Prompt Payment Act. An

invoice is considered received on the date it is date stamped by RRC. Vendor shall be paid for completion of work accepted and approved by RRC.

- b. Vendor shall invoice RRC for work performed and accepted by RRC. Vendor shall submit invoices in accordance with the terms and conditions of RFP No. 455-20-1018.

**IV. FUNDING.**

**4.01. STATE FUNDING.** It is understood that all obligations of RRC hereunder are subject to the availability of state funds, federal grant(s) and/or other federal funds. If such funds are not appropriated or become unavailable, this Contract may be terminated. In such event, the Parties shall be discharged from further obligations, subject to the equitable settlement of their respective interests accrued up to the date of termination.

**V. VENDOR PERSONNEL.**

**5.01. REQUIRED QUALIFICATIONS.** At all times during the term of the Contract, Vendor shall have available, under direct employment and supervision and/or subcontract agreement fully incorporating the terms and conditions of the Contract Documents, the required qualified and properly licensed (as applicable) personnel to properly fulfill all the terms and conditions of the Contract.

**VI. NOTICES.**

**6.01. LEGAL NOTICES.**

- a. Any legal notice required or permitted to be delivered under this Contract shall be deemed delivered when deposited in the United States mail, postage prepaid, certified mail, return receipt requested, addressed to RRC or Vendor at the address set forth below:

For RRC:	<u>Railroad Commission of Texas</u> <u>Contract Management Division</u> <u>P.O. Box 12967</u> <u>Austin, Texas 78711-2967</u> Attention: <u>Theresa Lopez Dir. of PC</u> Phone: <u>512-463-6953</u> Email: <u>Theresa.Lopez@rrc.texas.gov</u>
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For Vendor:	<u>DTG Holdings, Inc. dba ACCESS Receivables Management</u> <u>11350 McCormick Road, EP III, Suite 800</u> <u>Hunt Valley, MD 21031</u> Attention: <u>Thomas F. Gillespie, President</u> Phone: <u>443-578-4520</u> Email: <u>tgillespie@access-receivables.com</u>
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- b. Legal notice given in any other manner shall be deemed effective only if, and when, received by the Party. Either Party may change its address for notice by written notice to the other Party as provided herein.

**VII. MISCELLANEOUS PROVISIONS.**

**7.01. GOVERNING LAW AND VENUE.** This Contract shall be governed by and construed in accordance with the laws of the State of Texas without regard to conflicts of law provisions. The venue of any suit brought under this Contract is fixed in any court of competent jurisdiction in Travis County, Texas unless the specific venue is otherwise identified in a statute which directly names or otherwise identifies its applicability to the RRC.

Vendor irrevocably waives any objection, including any objection to personal jurisdiction or proper venue or based on the grounds of forum non conveniens, which it may now or hereafter have to the filing of any action or proceeding in such jurisdiction in respect of this Contract or any document related hereto. **Nothing in this Section shall be construed as a waiver of sovereign immunity by RRC.**

**7.02. SEVERABILITY.** If any provision contained in this Contract is held to be unenforceable by a court of law or equity, this **Contract No. 455-20-1018** shall be construed as if such provision did not exist and the non-enforceability of such provision shall not be held to render any other provision or provisions of this Contract unenforceable.

**7.03. PROPER AUTHORITY.** The Parties hereto represent and warrant that the person executing this Contract on behalf of each Party has full power and authority to enter into this Contract. Vendor acknowledges Contract is effective for the period specified in the Contract. Any services performed by Vendor before this Contract is effective or after it ceases to be effective are performed at the sole risk of Vendor.

**7.04. SOVEREIGN IMMUNITY.** The Parties expressly agree that nothing contained in **RFP No. 455-20-1018** or this Contract is in any way intended to constitute a waiver by the State of Texas or RRC of any immunities from suit or from liability that the State of Texas or RRC may have by operation of law. Further, the Parties agree that nothing contained in RFP No. 455-20-1018 or this Contract will in any manner be construed as a waiver of sovereign immunity or official immunity by RRC, its employees, or the State of Texas.

**7.05. FALSE STATEMENTS; BREACH OF REPRESENTATIONS.** By signature to this Contract, Vendor makes all the representations, warranties, guarantees, certifications and affirmations included in this Contract. If Vendor signs this Contract with a false statement or it is subsequently determined that Vendor has violated any of the representations, warranties, guarantees, certifications or affirmations included in this Contract, Vendor shall be in default under this Contract, and RRC may terminate or void this Contract for cause and pursue other remedies available to RRC under this Contract and applicable law.

**7.06. ENTIRE CONTRACT AND MODIFICATION.** This **Contract No. 455-20-1018** and all Contract Documents referenced in Section 1.01. herein constitute the entire agreement of the Parties and are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless otherwise expressly authorized by the terms of this Contract, no modification, renewal, extension or amendment to this Contract shall be binding upon the Parties unless the same is in writing and signed by the respective Parties hereto.

**7.07. FORMER AGENCY EMPLOYEE.** In accordance with Section 2252.901 of the Texas Government Code, Vendor represents and warrants that none of its employees including, but not limited to, those authorized to provide services under the contract, were former employees of the Agency during the twelve (12) month period immediately prior to the date of execution of the contract.

**EXECUTION SIGNATURES.** The Parties agree the Contract and any written Amendments thereto necessary for the consummation of the transaction contemplated by the Contract may be accepted, executed or agreed to through the use of an electronic signature in accordance with the Electronic Signatures in Global and National Commerce Act ("E-Sign Act"), Title 15, United States Code, Sections 7001 et seq., the Uniform Electronic Transaction Act ("UETA") and any applicable state law. Any document accepted, executed, or agreed to in conformity with such laws will be binding on each Party as if it were physically executed. The Parties to this Contract have electronically executed this Contract which shall be deemed an original. By the signatures below, each signatory represents and warrants that they have the authority to enter into this Contract on behalf of the respective Parties.

**RAILROAD COMMISSION OF TEXAS**

**DTG Holdings, Inc. dba ACCESS Receivables Management**

DocuSigned by:  
*Wei Wang*  
By: \_\_\_\_\_  
Wei Wang,  
Executive Director

DocuSigned by:  
*Thomas F. Gillespie, President*  
By: \_\_\_\_\_  
Printed Name: Thomas F. Gillespie, President  
Title: President

Date of Execution: 12/22/2020

Date of Execution: 12/17/2020

\_\_\_\_\_  
RRC use only below this line.

Div. Director: <sup>DS</sup> *mn*

CM Director: <sup>DS</sup> *tl*

OGC: <sup>DS</sup> *ps*