



COUNTY OF BOONE - MISSOURI

REQUEST FOR PROPOSAL (RFP) #: 26-11JUL23

Consulting Services for the Assessment of Success of the Programs Provided to Promote Well-Being of Children in Boone County, Missouri Boone County Children's Services Fund

BOONE COUNTY CHILDREN'S SERVICES BOARD MISSION:

To improve the lives of children, youth, and families in Boone County by strategically investing in the creation and maintenance of integrated systems that deliver effective and quality services for children and families in need.

RFP TIMELINE:

Important Events	Location	Dates
Issue - Release Date	Boone County Purchasing 613 E. Ash Street, Room 110 Columbia, MO 65201	May 23, 2023
Initial Written Questions Due By	mbobbitt@boonecountymo.org	June 1, 2023 5:00 p.m. Central Time
Pre-Proposal Conference - Information Session	The Pre-Proposal Conference Information Session will be held virtually. (https://us02web.zoom.us/j/86766241867?pwd=UzBDY1kwYnNRUy9NSzRBY2FVWWpydz09) Meeting ID: 867 6624 1967 Passcode: 036141	June 5, 2023 3:30 p.m. Central Time
Final Written Questions Due By	mbobbitt@boonecountymo.org	June 29, 2023 3:00 p.m. Central Time
Response Submission Deadline	Boone County Purchasing Boone County Annex 613 E. Ash Street, Room 110 Columbia, MO 65201	July 11, 2023 5:00 p.m. Central Time
Proposal Opening – Names of Offerors Read Aloud	Boone County Commission Chambers 801 E. Walnut Columbia, MO 65201	July 13, 2023 1:30 p.m. Central Time

CONTACT INFORMATION:

Boone County Purchasing
Boone County Annex
613 E. Ash Street, Rm. 110, Columbia, MO 65201

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
Phone: (573) 886-4391 Fax: (573) 886-4390
Email: mbobbitt@boonecountymo.org

NOTICE OF REQUEST FOR PROPOSAL

Boone County is accepting Request for Proposals (RFP) for the following:

RFP #: 26-11JUL23 – Consulting Services for the Assessment of Success of the Programs Provided to Promote Well-Being of Children in Boone County, Missouri

A pre-proposal conference has been scheduled for **Monday, June 5, 2023, at 3:30 p.m.** Central Time via Zoom. Details provided below:

<https://us02web.zoom.us/j/86766241867?pwd=UzBDY1kwYnNRUy9NSzRBY2FVWWpydz09>

Meeting ID: 867 6624 1867

Passcode: 036141

Dial by your location: +1 312 626 6799 US (Chicago)

Find your local number: <https://us02web.zoom.us/u/kbzE1CbFA>

RFPs will be accepted until **5:00 p.m. C.T. on July 11, 2023** in the Boone County Purchasing Office, Boone County Annex Building, Room 110, 613 E. Ash, Columbia, MO 65201 or by electronic submission on the IonWave web site: <https://bocomobids.ionwave.net/CurrentSourcingEvents.aspx>.

Request for Proposals are available in the Purchasing Office and requests for copies may be made by phone (573) 886-4391; fax (573) 886-4390, e-mail: mbobbitt@boonecountymo.org or on IonWave's web page at <https://bocomobids.ionwave.net/CurrentSourcingEvents.aspx>.

Vendors may view Bids, Bid Tabulations, and Bid Awards on the Boone County Web Page at <http://www.showmeboone.com>.

Melinda Bobbitt, CPPO, CPPB

Director, Boone County Purchasing

Insertion: Tuesday, May 23,
2023

COLUMBIA MISSOURIAN

1. INSTRUCTIONS AND GENERAL CONDITIONS

1.1 Delivery of Proposals: Sealed, hard-copy or secured electronic proposals, subject to Instructions and General Conditions and any special conditions set forth herein, will be received by the Boone County Purchasing office until the proposal closing date and time indicated herein for furnishing the County with services as detailed in the following request for proposal.

1.2 Proposal Closing: All proposal responses must be delivered before **5:00 P.M. Central Time on July 11, 2023.**

1.2.1 Hard copy sealed proposals shall be delivered to:
Boone County Purchasing Department
Melinda Bobbitt, Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201-4460

1.2.2 Secured Electronic Proposals: Instead of submitting a hard-copy proposal response, the offeror may submit a secured electronic proposal response using:
<https://bocomobids.ionwave.net/Login.aspx>.

If submitting the proposal using the IonWave electronic bidding system at <https://bocomobids.ionwave.net/Login.aspx>, the offeror is cautioned to carefully follow instructions in the electronic solicitation identified by the RFP number, and ensure that all requirements are met and the proposal submission is complete. Refer all questions about the electronic proposal submission process to the Buyer of Record named on page one of this solicitation.

1.2.3 The County will not accept any proposals received after 5:00 P.M. Late hard-copy proposal responses may be returned unopened if the vendor requests within ten (10) business days after RFP opening. All returns will be made at the vendor's expense.

1.3 Hard-Copy, Sealed, and/or Secured Electronic Proposals Required: Hard-copy proposals must be submitted in a sealed envelope identified with the proposal number and date of closing, or proposals may be submitted electronically. If submitting a hard-copy sealed proposal, the offeror is advised to identify the proposal number on the outside of the box or envelope and note "Response to Request for Proposal enclosed." No faxed or e-mailed proposals will be accepted.

1.3.1. Copies: Only if submitting a hard-copy proposal, then the offeror is advised to submit one (1) original proposal, and two (2) copies of the proposal (for a total of three copies), plus an electronic copy of the original proposal on a thumb drive (USB memory stick).

1.4. Bid Opening: Proposals will be opened publicly shortly after **1:30 P.M. on Thursday, July 13, 2023,** but *only the names of offerors will be read aloud at the proposal opening.* Following contract execution or rejection of all proposal responses, all responses will become a part of the public record and will be released to any person or firm who requests access.

1.4.1. Missouri Sunshine Laws: Due to applicable sunshine laws and regulations concerning public documents (e.g., Section 610.021 RSMo), the County’s proposal file becomes part of the public record at the time of contract execution or when all proposals have been rejected.

1.5. RFP Source: If the offeror has obtained this proposal document from the Boone County IonWave Purchasing Web Page or a source other than the Boone County Purchasing Department, before submitting the proposal, the offeror is advised to check with the Boone County Purchasing Department to ensure that the RFP solicitation package is complete, i.e., the offeror has all RFP addenda and attachments as applicable. ***The Boone County Purchasing Department will not be responsible for providing RFP addenda if the vendor has not been added to the official Vendor list for this Request for Proposal.***

1.6. RFP Addenda: If it becomes necessary to revise any part of this RFP, written addenda will be issued. Any addendum to this RFP is valid only if in writing and issued by the Boone County Purchasing Department. Verbal conversations or agreements with any officer, agent, or employee of the County which modify any terms or obligations of this RFP are invalid.

2. INTRODUCTION AND GENERAL INFORMATION

2.1 Introduction:

2.1.1. This document constitutes a request for competitive, sealed proposals for the furnishing of Consulting Services for the Assessment of Success of the Programs Provided to Promote Well-Being of the Children in Boone County, Missouri, as set forth herein.

2.1.2. Organization – This document, referred to as a Request for Proposal (RFP), is divided into the following sections:

- 1) Instructions and General Conditions
- 2) Introduction and General Information
- 3) Program Information and Requirements
- 4) Response to Proposal
- 5) Attachment A – Response Form
- 6) Attachment B – Prior Experience Form
- 7) Attachment C - Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion
- 8) Attachment D - Work Authorization Certification

2.2. Guideline for Written Questions:

1.7. 2.2.1. All questions regarding this Request for Proposal should be submitted in writing, prior to the pre-proposal conference, no later than **5:00 p.m., June 1, 2023**. All questions must be mailed, faxed or e-mailed to the attention of Melinda Bobbitt, CPPO, CPPB, Director of Purchasing. All such questions will be answered in writing, and such answers will be provided to all parties having obtained a Request for Proposal packet by the County by posting the addendum on the County Web site at

<https://www.showmeboone.com/purchasing/bids/> (Select Purchasing, then Current Bid Opportunities).
Submit questions to:

Melinda Bobbitt, CPPO, CPPB
Director of Purchasing
613 E. Ash Street, Room 110
Columbia, Missouri 65201
Phone: (573) 886-4391 Fax: (573) 886-4390
E-mail: mbobbitt@boonecountymmo.org

2.3. Pre-Proposal Conference

- 2.3.1 To assist interested Offerors in preparing a thorough proposal, a pre-proposal conference has been scheduled for **June 5, 2023, at 3:30 p.m.** Central Time via Zoom (information provided above.)
- 2.3.2. All potential Offerors are **strongly** encouraged to attend this conference in order to ask questions and provide comments on the Request for Proposal. Attendance is not mandatory to submit a response; however, Offerors are encouraged to attend since information relating to this RFP will be discussed in detail. Minutes of the pre-proposal conference will not be recorded or published. Offerors should bring a copy of the RFP since it will be used as the agenda for the pre-proposal conference.
- 2.3.3. Offerors are strongly encouraged to advise the Purchasing Department of Boone County within five (5) days of the scheduled pre-proposal conference of any special accommodations needed for disabled personnel who will be attending the conference so that these accommodations can be made.

2.4. Term/Termination of Contract Agreement:

- 2.4.1. The initial term of the resulting contract agreement from this Request for Proposal for a Consulting Services contract will be negotiated. The negotiated contract may have an option for renewal.
- 2.4.2. The resulting contract agreement may be terminated by the County upon 15 days prior written notice should the other party fail substantially to perform in accordance with its terms through no fault of the party initiating the termination. In addition, the contract agreement may be terminated at will by the County upon at least 30 days prior written notice to the Contractor.

3. PROGRAM INFORMATION AND REQUIREMENTS

3.1. Project Description:

The Boone County Children's Services Board (BCCSB), hereby solicits formal written proposals from qualified organizations for the provision and delivery of consulting services for the Boone County Children's Services Board.

3.2. Purpose Statement:

BCCSB desires to invest in meaningful programs which promote the well-being of children, youth, and strengthen families. The BCCSB desires to assess the progress toward meeting the needs identified in the reports prepared by Institute of Public Policy, Harry S. Truman School of Public Affairs, University

of Missouri in July 2014 and May 2019 and any additional community reports. The BCCSB further desires to identify unmet needs pertaining to eligible services pursuant to R.S.Mo. §210.861.

3.3. Background:

On November 6, 2012, the citizens of Boone County passed County of Boone Proposition 1, which created a Children's Services Fund for children and youth nineteen years of age or less in Boone County. The Boone County Children's Services Board (BCCSB) has been appointed by the County Commission and entrusted to oversee this Fund. The Fund is created pursuant to RSMo §67.1775, RSMo §210.861, and the ballot language presented to the voters on November 6, 2012. RSMo §210.861 specifies the types of services that may be funded by the BCCSB. By statute, funds may be invested to address the following needs:

- up to thirty days of temporary shelter for abused, neglected, runaway, homeless or emotionally disturbed youth
- respite care services
- unmarried parent services
- outpatient chemical dependency and psychiatric treatment programs
- counseling and related services as a part of transitional living programs
- home-based and community-based family intervention programs
- prevention programs which promote healthy lifestyles among children and youth and strengthen families
- crisis intervention services, inclusive of telephone hotlines
- individual, group, or family professional counseling and therapy services
- psychological evaluations
- mental health screenings

Revenues collected and deposited in the community children's services fund **may not** be expended for inpatient medical, psychiatric, and chemical dependency services, or for transportation services.

3.4. Minimum Eligibility Requirements:

Agencies must, at a minimum, meet the following criteria to be eligible for funding:

- Any tax-exempt, not organized for profit Organization or governmental entity
- Be in good standing with the state of Missouri
- Conduct an annual independent financial audit
- File a Federal 990 annually
- Be certified, accredited or licensed in the services for which funds are requested
- Require annual background checks, including child abuse and neglect screenings on all employees and volunteers
- Refrain from discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, sexual orientation, genetic information, and familial status and comply with all applicable provisions of Federal and State laws which prohibit discrimination in employment and the delivery of services

- Comply with RSMo. §285.530 in that they shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri

3.5. Scope of Work, Deliverables, and BCCSB Expectations:

Offeror shall demonstrate in their proposal response how they propose to deliver each of the following criteria, including cost and timeline:

- 3.5.1. An assessment and evaluation of the progress toward meeting the needs identified in the Community Input Report by Institute of Public Policy, Harry S. Truman School of Public Affairs, University of Missouri from July 2014 and May 2019 and any additional community reports.
- 3.5.2. Identification of unmet needs pertaining to eligible services pursuant to R.S.Mo. §210.861.
- 3.5.3. Provide the BCCSB with information to assist taxpayers in their understanding of BCCSB investment of tax revenues and to provide transparency and assure accountability.
- 3.5.4. Collect information and input from beneficiaries, stakeholders, and providers regarding access to and quality of services funded and not funded by the Children’s Services Fund. Rural Boone County communities must be included when collecting information and input.
- 3.5.5. Provide an equity analysis of organizations receiving and/or eligible to receive funding from the Boone County Children’s Services Fund and include recommendations to the BCCSB.
- 3.5.6. Provide recommendations to the BCCSB on where to direct future funding to address current and forecasted needs with an equity focus.
- 3.5.7. Describe what type of reports will be provided and how and in what time frame they will be delivered to the board throughout the contract period, including a final cumulative report.
- 3.5.8. Describe any other scope of work/deliverables Offeror believes should have been included with this project and that can be offered to the BCCSB.

3.6. Contractor Agency Requirements:

- 3.6.1. **Boone County Insurance Requirements:** The Contractor shall not commence work under this contract until they have obtained all insurance required under this paragraph and such insurance has been approved by the County. All policies shall be in amounts, form, and companies satisfactory to the County which must carry an A-6 or better rating as listed in the A.M. Best or equivalent rating guide.

Compensation Insurance: The Contractor shall take out and maintain during the life of this contract, **Employee’s Liability and Worker’s Compensation Insurance** for all their employees employed at the site of work, and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Worker’s Compensation Insurance for all of the latter’s employees unless such employees are covered by the protection afforded by the Contractor.

Worker's Compensation: Worker's Compensation coverage shall meet Missouri statutory limits. Employers' Liability limits shall be \$500,000.00 each employee, \$500,000.00 each accident, and \$500,000.00 policy limit.

Comprehensive General Liability Insurance: The Contractor shall take out and maintain during the life of this contract, such comprehensive general liability insurance as shall protect them from claims for damages for personal injury including accidental death, as well as from claims for property damages, which may arise from operations under this contract, whether such operations be by themselves or by anyone directly or indirectly employed by them. The amounts of insurance shall be not less than \$1,000,000.00 per limit for any one occurrence covering both bodily injury and property damage, including accidental death. If providing Comprehensive General Liability Insurance, then the Proof of Coverage of Insurance shall also be included. **Proof of Coverage of Insurance** - The Contractor shall furnish the County with Certificate(s) of Insurance which name **the County of Boone – Missouri as additional insured** in an amount as required in this contract and requiring a thirty (30) day mandatory written cancellation notice. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the project.

The Contractor shall provide the County with proof of General Liability and Property Damage Insurance with the County as additional insured, which shall protect the County against any and all claims which might arise as a result of the operations of the Contractor in fulfilling the terms of this contract during the life of the Contract. The minimum limit of such insurance will be \$1,000,000.00 per occurrence, combined single limits. Limits can be satisfied by using a combination of primary and excess coverages. Should any work be subcontracted, these limits will also apply. Coverage wording shall include hold harmless agreement as written below, subrogation waiver and protection against third party suits to further protect Boone County from liability belonging to the Contractor.

Professional Liability Insurance: The Contractor is required to carry Professional Liability Insurance with a limit of no less than \$1,000,000.00 and naming Boone County as additional insured.

Commercial Automobile Liability: The Contractor shall maintain during the life of this contract, automobile liability insurance in the amount of not less than \$1,000,000.00 combined single limit for any one occurrence, covering both bodily injury, including accidental death, and property damage, to protect themselves from any and all claims arising from the use of the Contractor's own automobiles, teams and trucks; hired automobiles, teams and trucks; and both on and off the site of work.

Proof of Carriage of Insurance - The Contractor shall furnish the County with Certificate(s) of Insurance which name the County as additional insured in an amount as required in this contract. The Certificate of Insurance shall provide that there will be no cancellation, non-renewal or reduction of coverage without 30 days prior written notice to the County. In addition, such insurance shall be on an occurrence basis and shall remain in effect until such time as the County has made final acceptance of the services provided.

3.6.2. **Indemnity Agreement:** To the fullest extent permitted by law, Contractor shall indemnify, hold harmless and defend the County, its directors, agents, and employees from and against all claims

arising by reason of any act or failure to act, negligent or otherwise, of Contractor, (meaning anyone, including but not limited to consultants having a contract with Contractor or subcontractor for part of the services), of anyone directly or indirectly employed by Contractor, or of anyone for whose acts the Contractor may be liable, in connection with providing these services. This provision does not, however, require Contractor to indemnify, hold harmless, or defend the County of Boone from its own negligence.

Nothing in these requirements shall be construed as a waiver of any governmental immunity of the County, its officials nor any of its employees in the course of their official duties. Nothing in the insurance procured as required herein shall be interpreted so as to waive any sovereign immunity, official immunity, or other immunity defense available to County as a political subdivision in the State of Missouri. It is not the County's intent or desire to procure insurance that would operate as a waiver of any such immunity defense.

Failure to maintain the required insurance in force may be cause for contract termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the County shall have the right to cancel and terminate the contract without notice.

Certificate Holder address:

County of Boone, Missouri
C/O Purchasing Department
613 E. Ash Street
Columbia, MO 65201

- 3.6.3. **Subcontracts:** The Contractor may enter into subcontracts for components of the purchase of service as the contract as the Contractor deems necessary to comply with the terms of the contract. All such subcontracts require the prior written approval of the County or their designated representative.
- 3.6.4. In performing all services under the resulting contract agreement, the Contractor shall comply with all local, state, and federal laws.

4. RESPONSE TO PROPOSAL

4.1. Submission of Proposals:

- 4.1.1. The Application Narrative cannot exceed 15 double-spaced pages, on standard white paper, with at least 12-point font and one-inch margins, excluding required attachments.
- 4.1.2. The offeror can submit a hard-copy proposal, or an electronic proposal as described further.
 - a. When submitting a hard-copy sealed proposal, the offeror should include the **original and two (2) copies for a total of three (3) copies. The offeror should also include an electronic copy of the proposal on a removable storage drive (e.g., USB memory stick).**

- b. The offeror must submit the hard-copy sealed proposal to:

Boone County Purchasing Department
Attn: Melinda Bobbitt, Director
613 E. Ash Street, Room 110
Columbia, MO 65201

- c. Electronic Proposals The offeror can instead submit a secured electronic proposal. If submitting the proposal using the IonWave electronic bidding system at <https://bocomobids.ionwave.net/Login.aspx>, the offeror is cautioned to carefully follow instructions in the electronic solicitation, and ensure that all requirements are met and the proposal submission is complete. Refer questions about the electronic proposal submission process to the Buyer of Record named on page one of this solicitation.

- 4.1.3. The Offeror must, at a minimum, address requests presented in **Scope of Work, Deliverables, and BCCSB Expectations** and all sections of the RFP described herein. Responses will fully describe how the services will be performed.
- 4.1.4. Each proposal must include the following:
- An estimation of consultant staff, rates and hours for all staff working on this assignment for each task/deliverable.
 - An estimate of cost for each deliverable and other charges associated with completion of this assignment.
 - An estimated total cost for the entire project.
- 4.1.5. The signed Response/Pricing page (Attachment A), the Prior Experience Form (Attachment B), the Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion (Attachment C), the Work Authorization Certification (Attachment D), and all signed amendments should be placed at the beginning of the proposal response.
- 4.1.6. The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the RFP sections, and that the County is under no obligation to solicit such information if it is not included with the proposal. The Offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal. Any Offeror whose responses deviate from the outlined specifications may automatically be disqualified.
- 4.1.7. Offeror's Contacts: Offerors and their agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all their questions or comments regarding the RFP, the evaluation, etc. to the buyer of record indicated on the first page of this RFP. Offerors and their agents may not contact any County employee other than the buyer of record regarding any of these matters during the solicitation and evaluation process. Inappropriate contacts are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer of record.

4.2. Evaluation:

- 4.2.1. Experience and reliability of the Offeror's organization are considered subjectively in the evaluation process. Therefore, the Offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to the requirements of this RFP.
- 4.2.2. Provide a listing of all government agencies for which work was performed within the preceding two years and the nature of services. In the event your firm has not provided children's services consulting for government entities, then provide a list of institutional or business clients for whom work has been performed in the preceding two years. If references are unavailable, provide a detailed explanation of why references are not available.

The Offeror should provide the following information related to previous and current services/contracts performed by the Offeror's organization and any proposed subcontractors which are similar to the requirement of this RFP (This information may be shown on the Prior Experience Form attached as Attachment B to this RFP or in a similar manner):

- Name, address, and telephone number of client/contracting agency and a representative of that client/agency who may be contacted for verification of all information submitted;
- Dates and locations of the service/contract; and
- A brief, written description of the specific prior services performed and requirements thereof.

- 4.2.3. Resumes of proposed consulting staff or description of criteria to be used in hiring consulting staff must be included in the response.
- 4.2.4. Information which demonstrates the Offeror's financial stability and ability to perform the required services. Audited financial statements may be required of those qualified as a result of this RFP.
- 4.2.5. Proposals will be subjectively evaluated based on the Offeror's distinctive plan for performing the requirements of the RFP. Therefore, the Offeror should present a written narrative, which demonstrates the method or manner in which the Offeror proposes to satisfy these requirements. The language of the narrative should be straightforward and limited to facts, solutions to problems, and plans of action.

4.3 Competitive Negotiation of Proposals:

The Offeror is advised that under the provisions of this Request for Proposal, the County reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

- 4.3.1. Negotiations may be conducted in person, in writing, or by telephone.
- 4.3.2. Negotiations will only be conducted with potentially acceptable proposals.
- 4.3.3. Terms, conditions, prices, methodology, or other features of the Offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the Offeror may be required to

submit supporting financial, pricing, and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

- 4.3.4. The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the County determines that a change in such requirements is in the best interest of the entities.
- 4.3.5. The County may request presentations or interviews by Offerors and carry out negotiations for the purpose of obtaining best and final offers. Attendance cost for presentations/interviews at the Boone County designated location shall be at the Offeror's expense. All arrangements and scheduling will be coordinated by the County.
- 4.3.6. The County reserves the right to contact any references to obtain without limitation information regarding the Offeror's performance on previous projects.

ATTACHMENT A

RESPONSE FORM

In compliance with this Request for Proposal and subject to all the conditions thereof, the Offeror agrees to furnish the services requested and proposed and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements for this proposal and is authorized to contract on behalf of the firm named below. (Note: This form must be signed. All signatures must be original and not photocopies.) In addition, the County uses *DocuSign* when making a contract award. When providing a Contact Name and E-Mail Address below, the Contact and E-Mail address provided must be a person who has the legal authority to contractually bind the offeror's/bidder's company in a contract with the County.

Company Name: _____

Address: _____

City/State/Zip Code: _____

Telephone: _____ Fax: _____

Federal Tax ID (or Social Security #): _____

Contact Name and E-Mail Address to receive documents for electronic signature:

Check One: Corporation

Partnership – Name _____

Individual Proprietorship – Individual Name

Other – Specify

Type/Print Name: _____ Title: _____

Signature: _____ Today's Date: _____

ATTACHMENT B
PRIOR EXPERIENCE FORM

1. Prior Service Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

2. Prior Service Performed for:

Company Name:

Address:

Contact Name:

Telephone Number:

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

3. Prior Service Performed for:

Company Name:

Address:

Contact Name:

Telephone Number

Date of Contract:

Length of Contract:

Description of Prior Services (include dates):

(Add additional pages if needed)

ATTACHMENT C

(Please complete and return with Proposal Response)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or Organization.

- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date

