

**PURCHASING DEPARTMENT  
101 EAST 11<sup>th</sup> STREET, STE. G-13  
CHATTANOOGA, TENNESSEE 37402  
CITY HALL**

**Request for Proposals for the City of Chattanooga, TN**

*Proposals will be received at 101 East 11<sup>th</sup> Street, Ste. G-13, Chattanooga, TN, 37402, until 4:00 p.m., e.s.t., on October 24, 2017.*

Requisition No.: RFP – 160338

Ordering Dept.: Office of the City Attorney

Buyer: Deidre Keylon / Email: dmkeylon@chattanooga.gov

Phone No.: 423- 643-7231 / Fax No.: 423- 643-7244

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**Request for Proposals for Insurance Broker Services**

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SEALED PROPOSALS MUST BE RECEIVED NO LATER THAN  
4:00 P.M., E.S.T. ON OCTOBER 24, 2017

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The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City.

The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin.

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The City of Chattanooga (COC) Terms and Conditions posted on the Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated.

ALL PROPOSALS MUST BE SIGNED.

PLEASE PROVIDE THE FOLLOWING:

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City & Zip Code: \_\_\_\_\_

Phone/Toll-Free No.: \_\_\_\_\_

Fax No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Signature: \_\_\_\_\_

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

COMPLETED AND SIGNED PAGE TO BE RETURNED WITH PROPOSAL

# **Request for Proposals**

## **CITY OF CHATTANOOGA**

### **INSURANCE BROKER SERVICES**

**policies as related to**

**Commercial Automobile Coverage on Scheduled Vehicles**

**Out of State Excess Auto Liability Coverage**

**Tennessee Municipal League Risk Management Pool**

**Public Officials Bonds**

**Athletic Liability Coverage**

## **Current Coverage Periods Ending:**

July 11, 2018

Commercial Automobile Coverage on Scheduled Vehicles

August 28, 2018

Out of State Excess Auto Liability Policy

July 1, 2018

Tennessee Municipal League Risk Management Pool

Varying terms

Public Officials Bonds

August 11, 2018

Athletic Liability Coverage

## **I. INTRODUCTION AND PURPOSE**

The City of Chattanooga, Tennessee, (hereinafter referred to as “City”) is requesting the submittal of proposals from qualified professional insurance brokers who shall subsequently be assigned the responsibility of obtaining the most adequate and financially responsible Commercial Automobile Coverage on approximately twenty-three (23) scheduled vehicles, Out of State Excess Auto Liability Insurance covering all City owned vehicles, inclusive of hired vehicles, General and Auto Liability for Youth and Family Development Head Start, Public Officials Bonds, and YFD Athletic Liability. The procurements will be through the City’s Purchasing Department and subsequent placement of coverage is the responsibility of the Office of the City Attorney. After the initial submittal of proposals, a review committee will select up to three brokers who they deem to be the best suited to represent the City on their behalf. Before final selection of a broker is made, there will be scheduled, with up to three (3) brokers, a time for a thirty (30) minute presentation of what benefits and services the broker can offer the City. As deemed necessary by the City, the firm will represent the City in obtaining additional insurance policies. Annual policy premiums are subject to approval by the Chattanooga City Council.

Commercial Automobile Coverage, including Auto Liability, Medical Payments, and Uninsured Motorist Coverages are to be provided on a scheduled vehicle basis; some of the scheduled vehicles will require Comprehensive Coverage and Collision Coverage. As the schedule of vehicles is subject to change, the current schedule will be provided to the selected broker prior to placement of coverage. Complete drivers list information is available; however, this is protected information and will only be provided to the firm selected to represent the City as their insurance broker for these specified automobile policies. Current coverage for Commercial Automobile Insurance for scheduled vehicles is provided by Philadelphia Insurance Companies with an effective date of July 11, 2017 through July 11, 2018. The next policy shall have a coverage period sufficient so as to ensure there is no lapse in coverage. Loss history and premium for the last three years will be provided upon request.

Additionally, the selected qualified firm will be responsible for obtaining Out of State Excess Auto Liability Insurance covering all City owned vehicles as well as any hired vehicles. Current coverage for the Out of State Excess Auto Liability insurance is provided by National Continental Insurance Company, with an effective date of August 28, 2017 – August 28, 2018; the next policy must ensure there is no lapse in coverage. As this policy covers all city owned vehicles, a schedule of vehicles is not provided for this policy. The number of vehicles in the City fleet is constantly changing. This policy will at all times cover all vehicles titled in the name of the City and any hired vehicles. Loss history and premium for the last three years will be provided upon request.

The coverage currently written through the Tennessee Municipal League is for general liability, auto liability, and physical damage for the certain vehicles utilized in the Head Start program run through the Youth and Family Development for the City of Chattanooga. This policy has a schedule of vehicles and a schedule of drivers maintained separately from the Commercial Automobile Coverage under Philadelphia Insurance. As the schedule of vehicles is subject to change, the current schedule will be provided to the selected broker prior to placement of coverage. Complete drivers list information is available; however, this is protected information and will only be provided to the firm selected to represent the City as their insurance broker for these specified automobile policies. The current policy through the Tennessee Municipal League has an effective date of July

1, 2017 through July 1, 2018. The next policy shall have a coverage period sufficient so as to ensure there is no lapse in coverage. Loss history and premium for the last three years will be provided upon request.

The City of Chattanooga maintains the Public Officials Bonds for the City Mayor, City Councilpersons, City Judges, City Attorney, and for designated staff from the City Finance Department. It shall be the responsibility of the selected broker to ensure that at all times the Public Officials Bonds shall remain current for all personnel requiring the bond coverages.

The City of Chattanooga Department of Youth and Family Development maintains an athletic liability policy for athletic events hosted by YFD as required to receive certain grants and funds. Current coverage for the Athletic Liability insurance is provided by K&K Insurance Group, with an effective date of August 11, 2017 – August 11, 2018; the next policy must ensure there is no lapse in coverage. Loss history and premium for the last three years will be provided upon request.

## II. STANDARD PROPOSAL SUBMISSION REQUIREMENTS

### REQUIREMENTS:

One (1) bound copy, one (1) unbound copy, and one (1) electronic copy in searchable PDF format on a flash drive, of the proposal shall be submitted. The proposal should be limited to the requested content.

All proposals shall be submitted in a sealed envelope or box clearly marked RFP #160338 INSURANCE BROKER SERVICES. The copies of the proposal shall be indexed with tabs for each section as applicable.

All proposals shall be submitted no later than 4:00 p.m., e.s.t., on October 24, 2017, to the attention of:

City of Chattanooga  
Attn: Deidre Keylon  
Purchasing Department  
101 E. 11<sup>th</sup> Street, Suite G13  
Chattanooga, TN 37402  
Phone: (423) 643-7231  
FAX: (423) 643-7244

PROPOSALS MUST BE SUBMITTED BY MAIL, HAND-DELIVERY, OR OTHER METHOD THAT PRESERVES THE SECURITY OF THE PROPOSAL UNTIL THE PROPOSAL OPENING TIME. BECAUSE E-MAIL DOES NOT PRESERVE SECURITY, NO PROPOSALS CAN BE SUBMITTED BY E-MAIL. ANY PROPOSAL SUBMITTED BY E-MAIL WILL BE AUTOMATICALLY ELIMINATED.

### TIME LINES

This timeline is for the information of submitting entries and may be subject to change. In no event shall the deadline for submission of the proposal be changed except by written modification by the City of Chattanooga Purchasing Department.

Release of RFP: 09/29/2017

RFP Due: 10/24/2017 at 4:00 p.m., e.s.t.

Deadline for Questions 10/16/2017 at 4:00 p.m., e.s.t.

Tentative Interviews for up to three candidates: week of November 6th

Tentative Date of Broker Selected: November 10-15, 2017

#### IMPLIED REQUIREMENTS

All products and services not specifically mentioned in this RFP but which are necessary to provide the functional capabilities described by the Proposer shall be included in the Proposal.

#### INCURRING COSTS

The City shall not be liable for any cost incurred by the Proposer prior to the issuance of a contract purchase agreement and will not pay for information solicited or obtained.

#### PROPOSAL WITHDRAWAL PROCEDURE

Proposals may be withdrawn at any time up until the date and time set above for opening of proposals. Any Proposal not so withdrawn shall, upon opening, constitute an irrevocable offer for a period of 90 days to provide the services set forth in the proposal or until one of the Proposals has been accepted and a contract has been executed between the City and the successful Proposer.

#### RESERVATION OF CITY RIGHTS

- A. The City reserves the right to request clarification of submitted information and to request additional information of one (1) or more Proposers.
- A. The City reserves the right to negotiate this Agreement/Contract for work covered by this RFP with the next most qualified finalist if the successful finalist does not execute a contract within seven (7) days after submission of an Agreement/Contract by the City. The City reserves the right to negotiate all elements of work that comprise the selected Proposal.
- A. The City reserves the right, after opening the Proposals or at any other point during the selection process, to reject any or all Proposals, modify or postpone the proposed project, evaluate any

alternatives offered or accept the Proposal that, in the City's sole judgment, is in its best interest.

- B. The Proposer shall comply with the rules and conditions found in the City of Chattanooga Purchasing Department's "General Conditions and Instructions to Bidders" which are a part of this RFP.
- C. The City reserves the right to terminate the Agreement/Contract if the Proposer fails to commence the work described herein upon giving the Proposer a 30 day written Notice.

#### RIGHTS TO SUBMITTED MATERIAL

All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and other documents provided by proposers will become the property of the City when received. No submission or supporting documentation will be returned to proposers. The City is subject to the Tennessee Public Records Act and must comply with the disclosure requirements of such laws. Therefore, the confidentiality of such material may be lost, and the City assumes no liability for the disclosure of any information required by law.

#### Terms and Conditions

The terms and conditions shall be those addressed in the City's standard Services Agreement, unless otherwise listed, below:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

### III. CONTACT INFORMATION AND QUESTIONS

All questions must be directed to Deidre Keylon, Buyer, as specified here:

**DEADLINE FOR QUESTIONS:** Questions related to this RFP will be accepted until 4:00 p.m. on October 16, 2017.

All questions must be submitted in writing before the deadline for questions by mail or email.

**Questions must be addressed as follows:**

**If sent by mail:**

City of Chattanooga/Purchasing Dept. Suite G13  
101 East 11<sup>th</sup> Street  
Chattanooga, TN 37402

**IMPORTANT:** THE BOTTOM LEFT CORNER OF THE ENVELOPE **MUST** SHOW:  
(Attn: D.Keylon/Question re:RFP INSURANCE BROKER SERVICES)



If sent by e-mail: SUBJECT LINE MUST BE LABELED: QUESTION RE: RFP INSURANCE BROKER SERVICES, and the e-mail must be addressed to: [dmkeylon@chattanooga.gov](mailto:dmkeylon@chattanooga.gov)

*The City specifically requests that any contact concerning this RFP be made exclusively with the Deidre Keylon, or designee, until selection has been completed. Failure to honor this request will be negatively viewed in the selection process.*

Questions will be answered by addendum posted with the main solicitation document at <http://www.chattanooga.gov/purchasing/bidssolicitations>

#### **IV. MINIMUM PROPOSAL REQUIREMENTS/CONDITIONS**

In order for the City to more thoroughly evaluate technical abilities, auxiliary services and management programs, proposers are encouraged to provide as much information as they deem necessary to demonstrate their abilities.

1. Agents/Brokers/Carriers submitting proposals must be licensed/qualified to conduct business in the State of Tennessee.
2. Agents/Brokers shall complete the enclosed AGENT/BROKER QUESTIONNAIRE.
3. All insurance company or underwriter proposed by the Insurance Proposer shall be an admitted company or underwriter, A.M. Best's Insurance Policyholder's Rating of "A" or better and a Financial Size Category Rating of "VIII" (eight) or higher is preferred.
4. Agents/Brokers shall furnish evidence of Errors & Omissions Coverage with limits of at least One Million Dollars (\$1,000,000.00) per occurrence and placed with a carrier rated "A" or better in the current A.M. Best Rating Guide
5. Agents/Brokers shall list at least three (3) reference accounts, either current or within the past two (2) years, that may be contacted as references.
6. In addition, the agent/broker may list or include any other relative qualifications that they feel sets them apart from others.
7. Describe your firm's access to the commercial marketplace.

8. Explain what is unique about how your firm approaches the negotiation process with insurance carriers.
9. Explain the process your company uses during the renewal cycle.
10. Response to this RFP constitutes acknowledgement and acceptance of all procedures and provisions contained in this document and agreement to adhere to the procedures, practices and requirements contained herein.
11. Company/carrier shall provide a list of claims (loss history) as requested by City, typically on an annual basis, but no more frequently than quarterly.
12. When submitting your proposal, include proposal of how your fees will be determined.
13. After award of a broker, when submitting quotes, companies shall submit specimen policies with their proposals.
14. When insurance is obtained, the City of Chattanooga shall be listed as the named insured on the policy with all official notice or contact being through the City Attorney's Office, 100 E. 11<sup>th</sup> Street, City Hall Annex, Suite 200, Chattanooga, TN 37402.
15. The policy will have the option to extend the initial term for an additional three (3) one (1) year terms.
16. All proposals must be open and valid for a ninety (90) day period commencing upon proposal opening on \_\_\_\_\_.

**DO NOT APPROACH ANY INSURERS ON BEHALF OF THE CITY; PROPOSERS ARE NOT TO RESPOND TO THIS RFP BY PROVIDING INSURANCE QUOTATIONS. CONTACT WITH CARRIERS FOR THE PURPOSE OF PREPARING PROPOSALS IS NOT TO BE MADE BY THE PROPOSERS AND MAY BE GROUNDS FOR DISQUALIFICATION.**

## **V. BROKER SPECIFICATIONS**

### **A. Cover Letter**

Each proposal will have a cover letter on the letterhead of the organization submitting the proposal. The cover letter must briefly summarize the broker's ability to provide the services specified in the RFP. The cover letter shall be signed by a representative who has the legal capacity to enter the organization into a formal contract with the City of Chattanooga.

### **B. Company Overview**

1. Provide the legal name and address of the broker and state of incorporation submitting the proposal. Also identify all subcontractors or joint venture partners.
2. Provide an overview and history of your company. How long has the broker been providing services to local governments? Describe the organization and ownership. Include an organizational chart.
3. Describe your total organization, including any parent companies, subsidiaries, affiliates, and other related entities.
4. Describe the ownership structure of your organization, including any significant or controlling equity holders.
5. Describe any organizational changes such as divestitures, acquisitions, or spinoffs involving your insurance broker services business segments that have occurred in the last two (2) years or are anticipated in the future.

### **C. Public Entity Expertise**

1. Describe your firm's background, experience and exposure to companies/organizations similar to the City of Chattanooga.
2. Please describe your company's capabilities in governments/municipalities and the role of industry specialization in your client service model.

### **D. Service**

1. Describe your client engagement platform.
2. Describe your organization's customer service philosophy and describe how it is communicated and

reinforced throughout the organization.

3. Describe your proposed transition procedure (i.e., steps to be taken, data required timing) assuming you are the selected Broker. Are there any separate charges associated with the transition?

#### **E. Proposed Team**

1. Describe the key individuals, along with their qualifications, professional certifications and experience that would comprise your organization's team for providing services to the City of Chattanooga.

### **VI. SCOPE OF SERVICES**

- A. Assigned Personnel:** The Broker shall designate a principal to be assigned to this account to act as the primary contact for the City. The City must approve the principal and any other personnel assigned to perform services for the City (hereafter collectively referred to as "assigned personnel"). If for any reason the City finds, in its sole discretion, that the service provided by any assigned personnel is unsatisfactory, the broker will agree to assign replacement personnel that must be approved by the City. Personnel assigned to the account must have a minimum of five (5) years full time experience as a broker and a minimum of five (5) years full time experience with public entities insurance and self-insured insurance program management is preferred.

PROGRAM ADMINISTRATION: Program administration shall include, but not be limited to the following:

1. Act as an independent insurance advisor to the City and proactively provide ongoing unbiased professional advice and recommendations that benefits the City.
2. Proactively provides ongoing review and analysis of the City's needs as related to these types of automobile insurance coverage.
3. Be familiar with the major exposures of the City.
4. Assure that insurance policies are placed in a timely manner, without lapse in coverage periods, with reputable and financially responsible insurers.
5. Provide service for the placement of these insurance policies for the City, inclusive of processing all changes, endorsements and verifying the accuracy of invoices within a reasonable time.
6. Provide early notice of rate and coverage changes or renewal problems through a process to be mutually agreed upon with the City.

7. Assure all policies purchased are reviewed by Broker and policies are provided to the City before renewal date or within thirty (30) days of receipt.
8. Provide loss runs annually and provide a loss analysis when requested for each policy written forty five (45) days prior to renewal.
9. Upon request of the City, but at least once a year, provide a comprehensive report that reviews all of the City's insurance programs as related to automobile coverage needs
10. Through a mutually agreed upon process, monitor the City's operations and loss exposures and make any appropriate recommendations for coverage changes or new coverage.
11. Be available to answer questions or obtain answers from underwriters for policy coverage questions.
12. Meet with City staff and designated representatives as reasonably requested.
13. Provide consultation service and written reports as normally expected of a professional broker to a client.

## **VII. COMPENSATION**

Give an analysis of the total cost of the Broker Services. Offer a clear explanation of the method of pricing the broker commission or fee. Include full disclosure of any income other than fees paid by the City of Chattanooga that you expect to receive.

## **VIII. EVALUATION CRITERIA AND PROCEDURES**

Proposals will be evaluated by an Evaluation Selection Committee (hereinafter referred to as Committee). The Committee will score all proposals based upon the evaluation factors detailed herein.

- A. Information on the following criteria must be provided. Step 1 will consist of reviewing the information submitted, and it will be used to determine the completeness of the submitted proposal and eligibility to proceed to Step 2.
  1. Licensed in the State of Tennessee.
  2. Office in the State of Tennessee.
  3. Provide a brief history and description of your firm. This includes the size (number of employees and revenues) and areas of specialization.
  4. A qualified principal or account person with five (5) years of experience in commercial automobile

coverage with significant experience being with governmental entities and a designated second principal with comparable qualifications.

5. Provide the names, addresses, and individual contact name and telephone numbers of at least three (3) accounts written by the broker for the City of Chattanooga to contact. Preference is for other government clients of similar size and nature.
6. Firm's financial stability documentation (e.g. balance sheets for the past two (2) years or other documentation).

B. The Step 2 criteria shall consist of the following:

1. Abilities of Firm and Key Personnel - 40%
  - Includes ability to provide the requested scope of services, the Proposer's financial capacity, recent experience conducting work of similar scope, complexity, and magnitude for other public agencies of similar size, references.
  - Applicable Agent/Agency Questionnaire Responses
2. Approach to Providing the Requested Scope and Services - 30%
  - Includes an understanding of the RFP and of the project's scope of services, knowledge of applicable laws and regulations related to the scope of services.
  - Applicable Agent/Agency Questionnaire Responses
3. Compensation Proposal - 30%
  - Does the Proposer commit to perform the work at a fair and reasonable price, and does the broker clearly state and explain the method of pricing their commission or fee.

C. Step 3 will be the Finalist Formal Presentations

One or more finalists may be selected for formal presentation to be given in-person, by webcast, or by teleconference (format to be pre-arranged prior to the event) for one (1) hour. Finalists will have the opportunity to make verbal presentations regarding their organizations and the services they are prepared to render and to respond to any question(s) of the City. The City may allow vendors to choose a preferred format due to cost. In the event that the City decides to select one or more proposers for formal presentation, the City will select the highest ranked proposer or proposers. Finalist formal presentations will be evaluated based on the same criteria in the same weights described above unless otherwise specified to involved parties prior to presentations.

D. Step 4 will be the Selection of a Finalist or Finalists

After the review of the proposals and formal presentations (if any) by the Evaluation Committee, the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist or finalists to negotiate an agreement.

EXHIBIT "A"

AGENT/AGENCY Questionnaire

Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Web-Site: \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_

Address of Local Chattanooga/Hamilton County Branch: \_\_\_\_\_

\_\_\_\_\_

Number of Employees at Local Branch: \_\_\_\_\_

Number of Employees at Office Servicing Account: \_\_\_\_\_

Number of Employees locally (Chattanooga) dedicated to Public Entity business: \_\_\_\_\_

Number of Employees at office servicing account dedicated to Public Entity business: \_\_\_\_\_

Number of Employees Globally: \_\_\_\_\_

License from both the Agency and the Account Manager Attached: YES or NO

Account Manager: \_\_\_\_\_

Alternate Account Manager: \_\_\_\_\_

Address of Alternate Account Manager: \_\_\_\_\_

\_\_\_\_\_

Do you anticipate the same Account Manager being assigned to the City of Chattanooga for the anticipated four (4) year contract term? (Please elaborate on your response\_\_\_\_\_

Account Manager - Number of Years in Insurance Industry: \_\_\_\_\_

Alternate Account Manager – Number of Years in Insurance Industry: \_\_\_\_\_

Account Manager Insurance Designations: \_\_\_\_\_

Account Manager Industry Recognition: \_\_\_\_\_

List all Tennessee Public Entity accounts handled by Account Manager:

Minimum Account Manager Requirements-List Public entity Accounts handled by Account Manager along with telephone numbers and e-mail addresses:



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Attach organizational chart of entire team along with qualifications and job summaries.

What other services does your agency have that the City of Chattanooga may be able to utilize?

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## Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to

provide employment opportunities for minorities and women:

- a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
  - b. Seek and maintain contracts with minority groups and human relations organizations as available.
  - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
  - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.
  6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

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(Signature of Contractor)

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(Title and Name of Company)

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(Date)

Vendor Disclosure and Acknowledgement

By submission of this proposal, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to TCA § 12-12-106.

(SIGNED) \_\_\_\_\_  
(PRINTED NAME) \_\_\_\_\_  
(BUSINESS NAME) \_\_\_\_\_  
(DATE) \_\_\_\_\_

For further information, please see website: [www.tn.gov](http://www.tn.gov), type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," to access a link to the "Public Information Library."

<https://www.tn.gov/general-services/article/Public-Information-library>. There, click on List of persons pursuant to Tenn.Code Ann. 12-12-106. The list, which is periodically updated, is there. Currently, the link for the list is:

[https://www.tn.gov/assets/entities/general-services/cpo/attachments/List\\_of\\_persons\\_pursuant\\_to\\_Tenn\\_Code\\_Ann.\\_12-12-106\\_Iran\\_Divestment\\_Act\\_updated\\_7.7.17.pdf](https://www.tn.gov/assets/entities/general-services/cpo/attachments/List_of_persons_pursuant_to_Tenn_Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf)