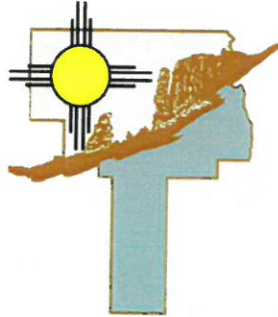


**REQUEST FOR PROPOSAL  
COUNTY OF GRANT**



**RFP 17-01**

**ADVISORY SERVICES  
FOR  
GRANT COUNTY**

**CONTRACTING AGENCY:**

County of Grant  
1400 Hwy 180 East  
Silver City, New Mexico 88061  
Telephone: (575) 574-0008

**Opening Date: Tuesday, June 27, 2017 2:00 p.m.**

**Procurement Manager: Jacob Zamora**

## REQUEST FOR PROPOSALS

### GRANT COUNTY BOARD OF COMMISSIONERS (GCBOC) ADVISORY SERVICES

#### Notice for Request for Proposals

Through this Request for Proposal (RFP), Grant County Board of Commissioners (GCBOC) is formally requesting proposals from qualified offerors to provide advisory services to the GCBOC. Sealed proposals must be clearly marked with the offerors' name, "**Grant County Advisory Services: RFP 17-01**", include one (1) original and five (5) copies and will be accepted by the County Manager's Office, 1400 Highway 180 East, Silver City, New Mexico, 88061 until **2:00 p.m. (MST) on June 27, 2017**. At that time, proposals will be publically opened and offeror's names disclosed. Proposals contents will not be read aloud. The evaluation committee will review proposals and an award will be made by the GCBOC.

Grant County reserves the right to accept or reject any proposal or any part thereof, to defer action on the requests for proposals, to reject all proposals, to waive any informalities and solicitation process and to accept the proposal which, in its judgement, is the most advantageous to the County.

#### **Advertised:**

**June 2, 2017**

#### Overview

The Grant County Board of Commissioners (GCBOC) is seeking to retain an advisor to assist the Board and Management in considering its situation, the feasibility of remaining independent, and available strategic alternatives as it relates to its County owned hospital Gila Regional Medical Center (GRMC). In that regard, we would like to develop an enhanced understanding of GRMC's business, medical and market circumstance, and the range of options, involving ownership change and no ownership change, which might be available.

GRMC is a County owned, not-for-profit, 68-bed acute care hospital located in Silver City, New Mexico. The GCBOC appoints a seven member Hospital Board of Trustees, who are responsible for the governance and mission of GRMC. In light of changes in the hospital industry, we would like to proactively consider the potential for change.

Please respond to the following questions:

#### General Qualifications

- Overview of your firm, its history, ownership, industries served, and product offerings.
- How many comparable assignments have you completed? Of these, how many clients elected to remain independent and how many sought a partner?
  - Describe several comparable engagements with similar systems
- Which team of people from your firm would be dedicated to this project?
  - Describe their backgrounds and relevant experience.
  - How many of the assignments referred to in the previous question were these individuals involved in?
- Describe a creative example of a hospital partnership or affiliation agreement developed by your firm

- Does your firm currently have any relationships or business activities with any company that has hospital operations in New Mexico?
  - Do you have existing engagements or on-going roles with any potential partners for GRMC, including investor-owned companies?
  - Has your firm provided advisory, underwriting, consulting services or other products for any of these companies?

### **Approach to Engagement**

- Describe your approach to GCBOC and GRMC's needs and objectives and the process you would recommend in order to consider its situation, options, and potential transaction alternatives.
  - What information needs would you have?
- Describe your anticipated interaction with the GCBOC, including your experience working with special committees
- Which commercial and organizational factors would you consider most relevant to helping GCBOC develop an understanding of its situation.
- Should GCBOC elect to consider some form of business combination, please provide the following input:
  - Please describe the relevant transaction forms to consider; describe the economic and cash flow implications of each.
  - What types of possible sale processes exist, describe the pros and cons of each.
  - Are there likely to be one or multiple steps in the selected process.
  - Describe the services and advise that you would provide during each step of a transaction
  - What financial and non-financial issues are present in transactions of this sort?
    - Are there any economic tradeoffs between these?
    - What are the likely financial variables in these tradeoffs?
    - Has a transaction you were advising on ever been challenged by a regulatory agency?
- What are the typical risk exchange trade-offs in transactions of this sort?
  - Where would the largest elements of transaction risk lie?
  - Have you ever advised on a transaction where a letter of intent was signed that failed to close?
- How can we retain management during the pendency of a potential transaction?
  - Is it appropriate to grant severance arrangements?
- Please provide references, including for those clients that elected to seek a partner and those that elected to remain independent.
- Please estimate the amount of time involved for each phase of your proposed advisory work. What time commitment, on the part of Board members and Management, would you expect?
- Describe your approach and philosophy regarding compensation arrangements that you are willing to consider.
- Please provide proposed fees.

### **Term**

The contract will be for one (1) year, and may be extended for up to three (3) additional years, if agreed upon by the County and the awarded firm. The term shall commence on the date of execution of the Agreement and will terminate one (1) year from the execution of the Agreement.

### **Evaluation Process**

All proposals will be opened on June 27, 2017 and will be evaluated for completeness by County representatives based on the goals and criteria contained herein. The County reserves the right to waive irregularities or non-substantive incompleteness in a proposal.

At the end of this review, the County will assess each Proposer's qualifications with respect to the standards set forth in this RFP. There will no restriction as to the number of Proposers that may qualify to participate in the RFP process.

Proposers determined to have submitted a viable proposal may be contacted for on-site interviews. In the event that the County ascertain that additional information is necessary for a complete analysis of proposals, all Proposers shall be given the opportunity to submit such information.

All proposals will be reviewed by the Evaluation Committee for quality and completeness. Each evaluation criteria have been given a percentage based on its relative value to the scope of work as a whole. The proposals will be scored in each of the following categories using the maximum point values listed below.

General Qualifications	45 points
Approach to Engagement	45 points
Proposal Fees	10 points
Maximum Evaluation Score	100 points

Proposals will be reviewed and evaluated in private by the review committee to determine whether the respondent has met the experience and staff qualifications described in this RFP.

The evaluation committee may arrange for discussions with proposers submitting proposals, if required, for the purpose of additional clarification. Grant County reserves the right to conduct appropriate investigations into the background of any proposer under consideration for this contract.

The top ranking three (3) Offerors may be invited to conduct oral interviews. If required, these presentations will be scheduled in advance and limited in time. Presentation will be conducted in Grant County at a location to be determined.

Grant County shall be the sole judge of the provider's ability to meet the requirements set forth. Their decision in determining responsible and responsive provider(s) will be final. Grant County reserves the right to act in its best interest in this determination process, to waive all technicalities, and to select the most responsible and responsive proposer. The County reserves the right to award this contract not necessarily to the offeror with the best fee structure, but that demonstrates the best ability to fulfill all requirements of this request for proposal.



The evaluation committee will make a final selection and recommendation to the Grant County Board of Commissioners. After approval, the firm and Grant County will enter into a negotiated agreement.

**Inquiries/Additional Terms and Conditions**

1. If there is any clarification, problem, ambiguity or question regarding this RFP, you must contact the County Manager or designee prior to the proposal opening. Clarifications and ambiguities will not be considered after the proposal opening. Answers provided regarding the specifications or RFP package must be answered by the County Manager or designee. Questions answered by any other person or County Official shall be considered completely non-applicable to the legal provision of this proposal except as authorized by the County Manager. The County is not responsible for any errors or omissions contained in the Offeror's proposal.
2. All information contained in the proposal must be legible. Any and all corrections and/or erasures must be initialed. Changes will not be permitted after the deadline for receipt. The contents of the proposals submitted by the offeror of the RFP will become public record upon award and may become part of any contract approved as the result of any solicitation. If there are portions of the proposal desired to be kept confidential, such as company financial information or any data that qualifies as a trade secret in accordance with the Uniform Trade Secret Act 57-3A-1, NMSA 1978, it is necessary to provide a written request for non-disclosure of such information with the proposal. It is not acceptable under the New Mexico State Procurement Code to request that either the entire proposal or the proposed cost of services be kept confidential.
3. Addendum: All changes, additions, and/or clarifications in connection with the RFP will be issued by the Grant County Procurement Officer in the form of a written addendum. The offeror shall acknowledge each addendum on the information form contained with the addendum. Verbal responses and/or representations are not acceptable.
4. The offeror will perform all services indicated in the proposal in compliance with the negotiated contract.
5. Proposals that do not meet the requirements set forth may be considered non-responsible.
6. The County reserves the right to negotiate any and all elements of this RFP
7. The County, or any of its agents, reserves the right to refuse to hold harmless or identify any respondent for any liability whatsoever.
8. Non-Collusion: Offerors, by submitting a signed proposal, certify that the accompanying proposal is not the result of, or affect by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under New Mexico or United States law.
9. Grant County reserves the right to reject any proposal from any offeror that has previously failed to perform properly, or complete on time, contracts of similar nature, or to reject the proposal from any offeror who is not in the position to perform such services satisfactory. Such is at the discretion of the County.
10. If an offeror to whom a contract is awarded refuses to accept the reward, or fails to deliver in accordance with the contract terms and conditions, Grant County may, in its discretion, suspend the offeror for a period of time from entering into any contracts with Grant County.

11. This solicitation is governed by the laws of the State of New Mexico. By signing and submitting a proposal, the parties agree that any litigation concerning this request for proposal, or subsequent contract or purchase order must be brought in the 6th Judicial District in and for Grant County, State of New Mexico, and each party shall pay its own cost and Attorney fees.
12. Failure to comply with all of the Instructions and Conditions may subject the proposal to rejection. The Terms and Conditions, and the Specifications and Contractual Terms will form part of the contract between the County and the successful offeror.
13. All firms submitting proposals will be notified by letter of the Board's award which will be conditioned upon entering into a formal written contract acceptable to the County.
14. The proposal specifications indicate the minimum standard of quality, performance or other pertinent characteristics required. All variations and exceptions from minimum specifications must be listed on or attached to the proposal.
15. Contents of any proposal shall not be disclosed upon opening, so as to not be available to competing Offerors during the negotiation process.
16. Proposals shall be evaluated according to factors set forth on Table 1-Evaluation Criteria. Each factor shall be given the weight indicated.
17. The County reserves the right to waive any technical irregularities in the form of the proposal which do not alter the quality, quantity, or time of performance of the services, and the County may reject any and all proposals when it is in the best interest of the County to do so.
18. A multi-term proposal may be sought. The County's payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds. Multi-term proposals must have a provision allowing the County to terminate the agreement at will at any time or at least to the end of each fiscal year, without penalty. There must be no "equitable or moral" duty to continue to make payments under the proposal.
19. The Grant County Procurement Policy and the New Mexico Procurement Code 13-1-28 through 199, NMSA, 1978 shall apply to this procurement and prevail over any inconsistent terms and govern all interpretations of contract documentation.
20. In submitting this proposal, the offeror represents the offeror has familiarized himself with the nature and extent of the Request for Proposals dealing with Federal, State and local requirements which are part of the Request for Proposals.
21. In signing this proposal, the offeror certifies that there has been no direct or indirect action in restraint of free competition in connection with this proposal submitted to Grant County.
22. The County shall negotiate a contract with the highest qualified business as selected by the selection committee for the services contemplated under this RFP at compensation determined in writing to be fair and reasonable ("Contract").
23. The offeror will be required to carry the following insurance coverage with Grant County named as additional insured on all policies:
  - a. General and professional liability insurance in the amount of \$1,000,000 single limit, and \$2,000,000 aggregate.



- b. Workers' Compensation insurance as required by state statute.
24. The RFP and the Contract are or will be subject to New Mexico law, including but not limited to, the Procurement Code, the New Mexico Public Works Minimum Wage Act and all federal and state laws, rules and regulations pertaining to equal employment opportunity. The right and obligations set forth herein are to be construed and interpreted according to said laws, regardless of whether they are expressly set forth herein. Should any provision herein be found to be legally unenforceable, it shall not affect the legality or enforceability of the remainder of this contract, so long as the basic intent and object of this agreement is not undermined by the elimination of the objectionable provision(s).  
The Offeror agrees to comply with state laws and rules applicable to workers' compensation benefits for its employees. If the offeror fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this agreement may be terminated by the contracting agency.
25. The Offeror will save and hold the County harmless from all suites, actions, claims, losses and expenses, including attorney's fees brought on account of any injuries or damages sustained by an employee or person, including wrongful death, or damage to property as a result of any negligent act or omission by the offeror or employee or agent thereof connected in any way with Offeror's performance under this RFP or Contract.
26. The Offeror, its agents and employees, by virtue of any award of the RFP will not be employees of Grant County and will not be entitled to any fringe benefits available to the employees of Grant County.
27. The Contract will provide that the County will be allowed to prematurely terminate the Contract if the County Manager and/or County Commission determine that the offeror has inadequately or unsatisfactorily met its obligation under the Contract. The Contract will provide it may be terminated by any party for cause upon 30-days written notice to the other parties to the Contract. As used herein, the term "cause" will mean a material breach of the Contract by a non-terminating party, or acts or conduct by a non-terminating party that substantially alters the terminating party's ability to benefit from the Contract, which breach, acts, or conduct are not cured or remedied within the 30-day period following the giving of notice by the terminating party (which notice shall detail the nature of the breach, acts, or conduct constituting the case for termination and specify the effective date of termination in the event such breach, acts, or conduct constituting the case for termination and specify the effective date of termination in the event such breach, acts, or conduct are not cured or remedied within 30 days following the giving of such notice).
28. The Offeror agrees not to assign any rights or privileges under this RFP or the Contract, or any part thereof, to any other person or business entity, without first receiving prior written consent of the County.
29. After award, proposals are subject to public inspection. Any confidential or proprietary information should be marked as such with a brief explanation as to why. Entire proposals may not be marked as proprietary.
- a) There will be a charge of \$0.25 per page by cash or check / money order made payable to Grant County at the following address:

Grant County, Manager's Office  
1400 Highway 180 E.  
Silver City, NM 88061

The fee must be paid before the information is released.

30. According to state procurement regulations, any protest of the award must be submitted in writing within fifteen (15) days of written notice of award to:
- Jacob Zamora  
Procurement Officer  
Grant County Manager's Office  
1400 Highway 180 E  
Silver City, NM 88061
31. In order to receive resident or resident veteran preference, a copy of the offer's current Resident/Resident Veteran Contractor Preference Certificate must be included in the Proposal in addition to the Veteran Preference Certification page. For additional information regarding obtaining a Resident/Resident Veteran Contractor Preference Certificate please visit <http://www.tax.newmexico.gov/Businesses/in-state-veteran-preference-certification.aspx>.

**QUESTIONS:** Any questions concerning this Request for Proposals should be submitted in writing to Jacob Zamora, Procurement Officer, (575) 574-0003, or [jzamora@grantcountynm.com](mailto:jzamora@grantcountynm.com).



**PROPOSAL FORM  
BIDDER'S RESPONSE FORM  
RFP No. 17-01 Advisory Services  
DUE DATE: Tuesday, June 27, 2017**

The services offered meet specifications: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Completed and attached campaign disclosure form: \_\_\_\_\_ Yes \_\_\_\_\_ No  
Completed & attached veteran's preference form (if applicable): \_\_\_\_\_ Yes \_\_\_\_\_ No

*If the services offered do not meet specifications, all exceptions or variations are set forth on the following page.*

I have read and understand the Terms & Conditions and Specifications and Contractual Terms. I agree to comply with such and warrant that the services offered are as represented in this Proposal.

_____ Signature	_____ Name (Typed/Printed)	
_____ Company	_____ Position	
_____ Address	_____ Telephone Number	_____ FAX Number
_____ City, State, Zip	_____ Tax ID #	_____ E-mail Address

State of \_\_\_\_\_ )

County of \_\_\_\_\_ )

\_\_\_\_\_(name), being duly sworn, deposes and says that he/she is  
\_\_\_\_\_(title) of \_\_\_\_\_ (company) and all foregoing

Questions and all statements herein contained are true and correct.

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

**PROPOSAL FORM**

**EXECUTION OF PROPOSAL FORM**

**RFP No. 17-01 Advisory Services**

**DUE DATE: Tuesday, June 27, 2017**

DATE: \_\_\_\_\_

The potential Contractor certifies the following by placing an "X" in all blank spaces:

- \_\_\_\_\_ That this proposal was signed by an authorized representative of the Offeror.
- \_\_\_\_\_ That the potential Offeror has determined the cost and availability of all materials and supplies associated with performing the services outlined herein.
- \_\_\_\_\_ That all labor costs associated with this project have been determined, including all direct and indirect costs.
- \_\_\_\_\_ That the potential Offeror agrees to the conditions as set forth in this Request for Proposal with no exceptions.

Therefore, in compliance with the foregoing Request for Proposals, and subject to all terms and conditions thereof, the undersigned offers and agrees, if this proposal is accepted within ninety (90) days from the date of the opening, to furnish the services for the prices quoted within the timeframe required.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name & Title

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

**PROPOSAL FORM  
ADDENDA ACKNOWLEDGEMENT FORM  
RFP No. 17-01 ADVISORY SERVICES  
DUE DATE: TUESDAY, JUNE 27, 2017**

The vendor has examined and carefully studied the Request for Proposals and the following Addenda, receipt of all of which is hereby acknowledged:

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

Addendum No. \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**Vendors must acknowledge any issued addenda. Proposals which fail to acknowledge the vendor's receipt of any addendum will result in the rejection of the offer if the addendum contained information which substantively changes the Owner's requirements.**



**PROPOSAL FORM**  
**PROPOSER'S CERTIFICATION AND STATEMENT OF NON-COLLUSION FORM**  
**RFP NO. 17-01 ADVISORY SERVICES**  
**DUE DATE: TUESDAY, JUNE, 27, 2017**

I \_\_\_\_\_ certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same services and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of state and Federal law and can result in fines, prison sentences and civil damages awards. I certify that this proposal has been prepared independently and the price submitted will not be disclosed to another person.

I certify that there has been no contract or communication by the proposer or the proposer's associates with any County staff, or elected officials since the date this **RFP No. 17-01 ADVISORY SERVICES** was issued except: 1) through the Purchasing Department 2) at the Pre-Proposal Conference (if applicable) or 3) as provided by existing work agreement(s). **The County reserves the right to reject the proposal submitted by any proposer violating this provision.**

I agree to abide by all conditions of this proposal and certify that I am authorized to sign this proposal.

COMPANY NAME: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative/Title  
(Print or Type)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

**OPTIONS, EXCEPTIONS OR VARIATIONS FORM**  
**RFP NO. 17-01 ADVISORY SERVICES**  
**DUE DATE: TUESDAY, JUNE, 27, 2017**

Please state each and every option, exception, or variation to the specifications (if any) for the services offered. Please sign below and return with your offer.  
(Use additional pages if necessary.)

- 1) **THERE ARE OPTIONS, EXCEPTIONS OR VARIATIONS**

\_\_\_\_\_  
Signature

- 2) **THERE ARE NO OPTIONS, ETC. LISTED.** The services offered on this Request for Proposal meet or exceed all specifications, terms and conditions as described in said Request for Proposal without exceptions. I understand services not meeting all specifications, terms and conditions will be rejected.

\_\_\_\_\_  
Signature

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**

**PROPOSAL FORM**  
**RESIDENT/VETERANS PREFERENCE CERTIFICATION FORM**  
**RFP No. 17-01 ADVISORY SERVICES**  
**DUE DATE: TUESDAY, JUNE 27, 2017**

\_\_\_\_\_(NAME OF CONTRACTOR) hereby certifies the following in regard to application of the resident veterans' preference to this procurement:

**Please check one box only**

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is less than \$1M allowing me the 10% preference discount on this solicitation. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$1M but less than \$5M allowing me the 8% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

☐ I declare under penalty of perjury that my business prior year revenue starting January 1 ending December 31 is more than \$5M allowing me the 7% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

**Resident Businesses:**

☐ I declare under penalty of perjury that my business is a New Mexico resident business allowing me the 5% preference discount on this bid or proposal. I understand that knowingly giving false or misleading information about this fact constitutes a crime.

"I agree to submit a report, or reports, to the State Purchasing Division of the General Services Department declaring under penalty of perjury that during the last calendar year starting January 1 and ending on December 31, the following to be true and accurate:

"In conjunction with this procurement and the requirements of this business' application for a Resident Veteran Business Preference/Resident Veteran Contractor Preference under Sections 13-1-21 or 13-1-22 NMSA 1978, when awarded a contract which was on the basis of having such veteran's preference, I agree to report to the State's Division of the General Services Department the awarded amount involved. I will indicate in the report the awarded amount as a purchase from a public body or as a public works contract from a public body as the case may be.

"I understand that knowingly giving false or misleading information on this report constitutes a crime."

I declare under penalty of perjury that this statement is true to the best of my knowledge. I understand that giving false or misleading statements about material fact regarding this matter constitutes a crime.

**Resident Business/Veteran Business Certificate Number:** \_\_\_\_\_

\_\_\_\_\_  
(Signature of Business Representative) \*

\_\_\_\_\_  
(Date)

\*Must be an authorized signatory for the Business.

The representations made in checking the boxes constitutes a material representation by the business that is subject to protect and may result in denial of an award or un-award of the procurement involved if the statements are proven to be incorrect.



**A valid New Mexico Resident Business or New Mexico Veteran's Resident Business Certificate number must be provided in order to receive preference.**

**PROPOSAL FORM  
CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

**RFP No. 17-01 Advisory Services  
DUE DATE: TUESDAY, JUNE 27, 2017**

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or

solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made by: \_\_\_\_\_  
Relation to Prospective Contractor: \_\_\_\_\_  
Date Contribution(s) Made: \_\_\_\_\_  
Amount(s) of Contribution(s) \_\_\_\_\_  
Nature of Contribution(s) \_\_\_\_\_  
Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

**OR**

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Title (Position)

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL  
RELATED PARTY DISCLOSURE FORM**

**CERTIFICATION REGARDING DEBARMENT**

**RFP No. 17-01 DUE DATE: TUESDAY, JUNE 27, 2017**

Certification Regarding

Debarment, Suspension, and Other Responsibility Matters

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

---

Print Name of Authorized Representative

Title

---

Signature of Authorized Representative

Date

**THIS PAGE MUST BE COMPLETED AND SUBMITTED AS A PART OF YOUR PROPOSAL**