



RFP # 565  
PROFESSIONAL, TECHNICAL AND EXPERT SERVICES

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Clark County Washington  
Release date: October 1, 2009

Request for Proposal for:

**2010/2011 Community Development Block Grant Funds**

PROPOSALS DUE: December 1, 2009 by 4:30 p.m.

**Proposal(s) shall be sealed and clearly marked on the package cover with RFP # and Project Title.**

**Submit one (1) complete original (See IIC.2) and eleven (11) copies of Attachment D of the Proposal to:**

Clark County  
Office of Purchasing  
P.O. Box 5000  
1300 Franklin Street, 6<sup>th</sup> Floor, Suite 650  
Vancouver, Washington 98660  
(360) 397-2323

Refer Questions to:

Pete Munroe  
Housing & Community Development Manager  
Clark County Community Services  
[Pete.munroe@clark.wa.gov](mailto:Pete.munroe@clark.wa.gov)

## General Terms and Conditions

**ADMINISTRATIVE REQUIREMENTS** - Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington.

ALL proposals submitted become the property of Clark County. It is understood and agreed that the prospective Proposer claims no proprietary rights to the ideas and written materials contained in or attached to the proposal submitted. Clark County has the right to reject or accept proprietary information.

**AUTHORSHIP** - Applicants must identify any assistance provided by agencies or individuals outside the proposers own organization in preparing the proposal. No contingent fees for such assistance will be allowed to be paid under any contract resulting from this RFP.

**CANCELLATION OF AWARD** - Clark County reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations or policy make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases where negotiation of contract activities are necessary, Clark County reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

**CONFIDENTIALITY**: Proposer shall comply with all applicable state and federal laws governing the confidentiality of information."

**CONFLICT OF INTEREST** - All proposals submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of Clark County or the appropriate Advisory Board may have in the proposing agency or proposed project.

**CONSORTIUM OF AGENCIES** - Any consortium of companies or agencies submitting a proposal must certify that each company or agency of the consortium can meet the requirements set forth in the RFP.

**COST OF PROPOSAL & AWARD** - The contract award will not be final until Clark County and the prospective contractor have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. Clark County is not responsible for any costs incurred prior to the effective date of the contract. Clark County reserves the right to make an award without further negotiation of the proposal submitted. Therefore, the proposal should be submitted in final form from a budgetary, technical, and programmatic standpoint.

**DISPUTES**: Clark County encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of this RFP. Written complaints should be addressed to Clark County – Purchasing, P.O. Box 5000, Vancouver, Washington 98666-5000.

**DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS** - It is the policy of Clark County to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. Clark County is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all county services. Clark County's Equal Employment Opportunity Plan is available at <http://www.clark.wa.gov/hr/documents.html>. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law. In compliance with department of Labor Regulations implementing Section 504 of the rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

**ENVIRONMENTALLY RESPONSIBLE PURCHASING PROGRAM** - Clark County has implemented an Environmentally Responsible Purchasing Policy with a goal to reduce negative impacts on human health and the environment. Negative environmental impacts include, but are not limited to, greenhouse gases, air pollution emissions, water contamination, waste from the manufacturing process and waste in packaging. This policy also seeks to increase: 1) water and energy efficiency; 2) renewable energy sources; 3) use of products with recycled content; 4) product durability; 5) use of products that can be recycled, reused, or composted at the end of its life cycle. Product criteria have been established on the Green Purchasing List <http://www.clark.wa.gov/general-services/purchasing/erp/environmental.html>

**INDEPENDENT PRICE DETERMINATION** - The prospective contractor guarantees that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored proposals.

**INTERLOCAL AGREEMENT** - Clark County has made this RFP subject to Washington State statute RCW 39.34. Therefore the bidder may, at the bidders' option, extend identical prices and services to other public agencies wishing to participate in this RFP. Each public agency wishing to utilize this RFP will issue a purchase order (or contract) binding only their agency. Each contract is between the proposer and the individual agency with no liability to Clark County.

**LIMITATION** - This RFP does not commit Clark County to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or contract for services or supplies.

**LATE PROPOSALS** - A proposal received after the date and time indicated above will not be accepted. No exceptions will be made.

**ORAL PRESENTATIONS**: An oral presentation may be required of those prospective contractors whose proposals are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

**OTHER AUDIT/MONITORING REQUIREMENTS** - In addition, auditing or monitoring for the following purposes will be conducted at the discretion of Clark County: Fund accountability; Contract compliance; and Program performance.

**PRICE WARRANT** - The proposal shall warrant that the costs quoted for services in response to the RFP are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

**PROTESTS** must be submitted to the Purchasing Department.

**REJECTION OF PROPOSALS** - Clark County reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any or all prospective contractors on modifications to proposals, to waive formalities, to postpone award, or to cancel in part or in its entirety this RFP if it is in the best interest of Clark County to do so.

**SUBCONTRACTING** - No activities or services included as a part of this proposal may be subcontracted to another organization, firm, or individual without the approval of Clark County. Such intent to subcontract shall be clearly identified in the proposal. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

**VERBAL PROPOSALS**: Verbal proposals will not be considered in making the award of any contract as a result of this RFP.

**WORKERS COMPENSATION INSURANCE** – The contractor shall comply with R.C.W. Title 51- with minimum coverage limits of \$500,000 for each accident, or provide evidence that State law does not require such coverage.

**FOR ALTERNATIVE FORMATS**  
**Clark County ADA Office; V (360) 397-2025;**  
**TTY (360) 397-2445; [ADA@Clark.wa.gov](mailto:ADA@Clark.wa.gov)**

# Request for Proposal # 565

## 2010/2011 Community Development Block Grant Funds

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	( <a href="http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm">http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm</a> )

To access the above attachments, click the hyperlink below - or copy and paste the link into your browser - it will take you to the Clark County RFP web page: <http://www.clark.wa.gov/general-services/purchasing/rfp.html>

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 Part I Proposal Requirements

**Section IA General Information**

1. Introduction The purpose of this RFP is to permit the consultant community to suggest various approaches to meet this 'defined need' at a given price.

This RFP will identify a service or need where no specific method has been chosen.

2. Background The Community Development Block Grant program is funded by the U.S. Department of Housing and Urban Development (HUD) through an entitlement formula that provides funds to over 1,175 cities and counties. Funds are used to establish and maintain viable urban communities, provide decent housing, suitable living environment and economic opportunities for persons who are low and moderate income.

3. Scope of Project The Clark County CDBG program provides funds for eligible community development activities that benefits low and moderate-income persons. Funds are allocated annually through a bi-annual competitive process.

4. Project Funding Approximately \$1,540,000 will be available in each of the next two years from the U.S. Department of Housing and Urban Development (HUD). The two funding categories are as follows:

Category	Funding Amount (approximate)
Social Services	\$700,000 per year
Infrastructure	\$700,000 per year

5. Timeline for Selection The following dates are the intended timeline:

October 13, 2009	Pre-Bidders Conference
October 30, 2009	Pre-Applications due
December 1, 2009	Proposals due
January 8, 2010	Urban County Policy Board meeting
Mid-February 2010	Bus Tour of Infrastructure projects
February 12, 2010	UCPB Meeting – Social Service presentations
March 12, 2010	UCPB Meeting – Selection and recommendations
August 2010	Contract execution/intended to begin

6. Employment Verification "Effective September 24<sup>th</sup>, 2009, all contracts with a value of ≥ \$1,000,000 shall require that the awarded contractor register with the Department of Homeland Security E-Verify program. Contractors shall have sixty days after the execution of the contract to register and enter into a Memorandum of Understanding (MOU) with the Department of Homeland Security (DHS) E-Verify program. After completing the MOU the contractor shall have an additional sixty days to provide a written record on the authorized employment status of their employees and those of any sub-contractor(s) currently assigned to the contract. Employees hired during the execution of the contract and after submission of the initial verification will be verified to the county within 30 days of hire, as reported from the E-Verify program. The contractor will continue to update the County on all corrective actions required and changes made during the performance of the contract."

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### Section IB

### Work Requirements

1. Required Services

See attachments for details

2. Place of Performance

Contract performance may take place in Clark County.

3. Period of Performance

A contract awarded as a result of this RFP will be for 12 months and is intended to begin in August and end July.

4. Insurance/Bond

A. Commercial General Liability Insurance

Prior to the signing of a contract, the contractor(s) selected must show evidence of a certificate of commercial liability for a minimum of \$1,000,000 combined single limit.

B. Automobile

If the Proposer or its employees use motor vehicles in conducting activities under this Contract, liability insurance covering bodily injury and property damage shall be provided by the Proposer through a commercial automobile insurance policy. The policy shall cover all owned and non-owned vehicles. Such insurance shall have minimum limits of \$500,000 per occurrence, combined single limit for bodily injury liability and property damage liability with a \$1,000,000 annual aggregate limit. If the Proposer does not use motor vehicles in conducting activities under this Contract, then written confirmation to that effect on Proposer letterhead shall be submitted by the Proposer.

C. Professional Liability (aka Errors and Omissions)

The Proposer shall obtain, at Proposers expense, and keep in force during the term of this contract Professional Liability insurance policy to protect against legal liability arising out of contract activity. Such insurance shall provide a minimum of \$1,000,000 with a \$2,000,000 aggregate and a \$25,000 deductible. It should be an "Occurrence Form" policy. If the policy is "Claims Made", then Extended Reporting Period Coverage (Tail coverage) shall be purchased for three (3) years after the end of the contract.

D. Proof of Insurance

Proof of Insurance shall be provided prior to the starting of the contract performance. Proof will be on an ACORD Certificate(s) of Liability Insurance, which the Proposer shall provide to Clark County. Each certificate will show the coverage, deductible and policy period. Policies shall be endorsed to state that coverage will not be suspended, voided, canceled or reduced without a 30 day written notice by mail. It is the Proposers responsibility to provide evidence of continuing coverage during the overlap periods of the policy and the contract.

All policies must have a Best's Rating of A-VII or better.

5. Plan Holders List

All proposers are required to be listed on the plan holders list.

- ✓ Prior to submission of proposal, please confirm your organization is on the Plan Holders List below:

[Plan Holders List](#)

If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion. See Attachment A.

Proposals received by Clark County by proposers not included on the Plan Holders

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List may be considered non-responsive.

## Part II Proposal Preparation and Submittal

### Section IIA

### Pre-Submittal Meeting / Clarification

#### 1. Pre-Submittal Meeting

A **non-mandatory** pre-bidders conference will be held October 13, 2009, from 1:00 PM to 2:00 PM at the Center for Community Health, Second Floor, Room C210 C, Vancouver, WA.

This conference will be to answer questions for both the CDBG and HOME proposal applications. The Center for Community Health is accessible to persons with disabilities; please advise at time of registration if you have any other special needs accommodation requests.

To request auxiliary aids or format, contact the Clark County ADA Office at 360-397-2025, Speech-to-Speech Relay Service (800) 833-6284 or Email [ADA@Clark.Wa.Gov](mailto:ADA@Clark.Wa.Gov)

#### 2. Proposal Clarification

Questions and Requests for Clarification regarding this Request for Proposal must be directed in writing, via email, to the person listed on the cover page. The deadline for submitting such questions/clarifications is 7 calendar days prior to the due date for proposals. An addendum will be issued no later than 7 calendar days prior to the proposal due date to all recorded holders of the RFP if a substantive clarification is in order.

To review questions and answers regarding this RFP please visit our web site:

[Questions and Answers](#)

### Section IIB

### Proposal Submission

#### 1. Proposals Due

Sealed proposals must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. RFP Number; and
2. TITLE; and
3. Name and address of the proposer.

Responses received after submittal time will not be considered and will be returned to the Proposer unopened.

Proposals received with insufficient copies (as noted on the cover of this document) cannot be properly disseminated to the Review Committee and other reviewers for necessary action, therefore, may not be accepted.

#### 2. Proposal

For purposes of review, the County encourages the use of submittal materials (i.e. paper, dividers, binders, brochures, etc.) that contain post-consumer recycled content and are readily recyclable.

The County strongly discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Bindings such as staples, paper clips and reusable binder clips are examples of preferable

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submittal materials.

Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable. If sheets are printed on both sides, it is considered to be two pages. Color is acceptable and content should not be lost by black-and-white printing or copying.

All submittals will be evaluated on the completeness and quality of the content. Only those Proposer's providing complete information as required will be considered for evaluation. The ability to follow these instructions demonstrates attention to detail.

Additional support documents should be included with each copy unless otherwise specified.

### Section IIC

#### 1. Pre-Application

### Proposal Content

A pre-application is due October 30, 2009 by 4:30 P.M. The CDBG Project Pre-Application is linked as Attachment C.

Pre-application documents can be faxed to Clark County 360-759-6301. Please clearly label the fax with RFP#565.

#### 2. Application

CDBG Project applications are linked as Attachment D.

**Original documents required** include: Qualifications (Attachment B), Proposal Application (Attachment D), Proforma, Financial Statements, Audit and Nonprofit Documentation (Section D, Page 9 of Attachment D). (*One copy each*)

Include *11 copies* of the Proposal Application (Attachment D) and Sections A, B, C, E, F and G listed on page 9 of Attachment D.

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**Part III Proposal Evaluation & Contract Award**

**Section IIIA**

**Proposal Review and Selection**

1. Evaluation and Selection

The Urban County Policy Board (UCPB) evaluates CDBG eligible projects for potential funding. They are also responsible for evaluation of applications, funding levels and terms, and compliance of projects with program requirements. Clark County CDBG and HOME program staff serves as support to the UCPB. The UCPB reviews and scores all funding applications. The final decision of the expenditure of CDBG funds is vested with the Board of County Commissioners.

Proposals received in response to this RFP will be checked for completeness and administrative capability by an internal County review team. Proposals which pass that review will be given to the Urban County Policy Board to be evaluated and scored.

The internal administrative review covers the areas of significant agency turnover in upper staff levels; significant weaknesses identified in prior onsite reviews of the agency; cash flow issues; and a review of the agency's audit or financial statements and management letter if applicable.

Projects selected for year two funding will need to provide an update for the Urban County Policy Board (UCPB) to verify their project is ready to proceed. If a project is determined not ready to proceed, the UCPB will determine how to allocate those funds.

2. Evaluation Criteria Scoring

Each proposal received in response to the RFP will be objectively evaluated and rated according a specified point system.

A one hundred (100) point system will be used, as detailed in the Applications.

**Section IIIB**

**Contract Award**

1. Consultant Selection

Proposals will be rated and selected for funding by the Urban County Policy Board.

2. Contract Development

The proposal and all responses provided by the successful Proposer may become a part of the final contract.

3. Award Review

The public may view proposal documents after contract execution. However, any proprietary information so designated by the Proposer as a 'trade secret' will not be disclosed unless the Clark County Prosecuting Attorney determines that disclosure is required.

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**Attachments**

Attachment A: Letter of Interest

Attachment B: Qualifications

Attachment C: Project Pre-Application – (.doc)

Attachment D: Project Proposal Application – (.doc)

Attachment E: Urban County Policy Board Operating Guidelines – (.pdf)

Attachment F: Clark County Community Development Needs & Strategic Plan Goals – (.pdf)

Attachment G: Comparison of CDBG and HOME Housing Activities – (.pdf)

Attachment H: CDBG Guide to National Objectives and Eligible Activities –  
(<http://www.hud.gov/offices/cpd/communitydevelopment/library/deskguid.cfm>)

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**Attachment A LETTER OF INTEREST**

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

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

Program Location (if different than above) \_\_\_\_\_

Email address \_\_\_\_\_

- *All Proposers are required to be included on the plan holders list. If your organization is NOT listed, submit the 'Letter of Interest' to ensure your inclusion.*

*In the body of your email, request acknowledgement of receipt.*

*Email Attachment A to: [linnea.larocque@clark.wa.gov](mailto:linnea.larocque@clark.wa.gov)*

*Clark County web link:*

<http://www.clark.wa.gov/general-services/purchasing/rfp.html>

***This document will only be used to add a proposer to the plan holders list. Submitting this document does not commit proposer to provide services to Clark County, nor is it required to be submitted with proposal.***

***Proposals may be considered non-responsive if the Proposer is not listed on the plan holders list.***

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**Attachment B: QUALIFICATIONS**

Note: If additional space is needed, please attach additional sheet(s).

Legal Name of Applicant Agency \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_

A. Type of Organization

Private nonprofit

Public nonprofit

B. Registration Requirement

Each prospective contractor must provide the following:

1. Washington State Tax Registration Number \_\_\_\_\_

2. Employer Identification Number \_\_\_\_\_

3. Other Appropriate Licenses (specify) \_\_\_\_\_

C. Does your agency have a Governing Board?

Yes  No (If yes, attach a list of all members and representation.)

D. Was the proposal developed under the guidance of an advisory board or committee?

Yes  No (If yes, please identify, indicate how developed, including credentials of the developer.)

\_\_\_\_\_

E. Agency Information

The following have been approved and adopted by the agency's Board of Directors:

Written Personnel/EEO Policies  Yes  No  N/A

Staff Job Descriptions  Yes  No  N/A

Written Benefits Policies  Yes  No  N/A

Affirmative Action Plan  Yes  No  N/A

F. Litigation Status

Is your agency currently involved in or does it have pending any legal actions? Has your agency filed for bankruptcy in the past five years?

Yes  No (If yes, explain.)\_\_\_\_\_

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- G. Briefly describe your agency's accounting process for tracking expenditures/revenues to separate accounts. \_\_\_\_\_
- H. Briefly describe your funding base/revenue sources for the past two (2) years. Provide at least one financial reference, preferably a bank, which can attest to your agency's financial well being and financial management capabilities.  
\_\_\_\_\_
- I. Describe your agency's ability to repay any disallowed costs.  
\_\_\_\_\_
- J. Does your organization conduct an internal audit of funds under its control?  
 Yes  No *(If yes, how often is such an internal audit conducted?)*
- K. How frequently is your organization audited by an independent auditing firm?  
\_\_\_\_\_  
➤ Attach a copy of your organization's last audit and management letter or SAS 114 letter for the most recent fiscal year.
- L. Within the past five (5) years, have independent audits identified deficiencies which resulted in findings, questioned costs, fraud, non-compliance, costs recommended for disallowance, an "adverse opinion" by the auditors, or the auditors "disclaiming" any opinions?  
 Yes  No *(If yes, explain and provide copy of all audit information pertaining to deficiencies, including audit, management letter or SAS 114 letter.)*\_\_\_\_\_
- M. Is your organization currently receiving other funding to provide program services as described in the "Proposal Requirements" or a similar program?  
 Yes  No
- N. Is your organization covered by fidelity/employee dishonesty bonding?  
 Yes  No *(If yes, state amount, carrier and coverage period.)*\_\_\_\_\_
- O. Does your organization carry general liability insurance?  
 Yes  No *(If yes, state amount, carrier and coverage period.)*\_\_\_\_\_
- P. Does your organization carry professional liability insurance?  
 Yes  No *(If yes, state amount, carrier and coverage period.)*\_\_\_\_\_
- Q. Does any employee or official of Clark County, or member of any County Advisory Board have any financial or other interest in your agency or this project?  
 Yes  No *(If yes, explain.)*\_\_\_\_\_

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- R. Does your organization guarantee that, in connection with this proposal, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition?  
 Yes  No *(If no, explain.)* \_\_\_\_\_
- S. Does your organization guarantee that the costs for services quoted in response to this RFP are not in excess of those which would be charged any other individual for the same services performed by your agency?  
 Yes  No *(If no, explain.)* \_\_\_\_\_
- T. Within the past five years, has the agency had disciplinary action by a state or federal agency, state licensing investigations or actions, or malpractice suits that are pending or went to final disposition and resulted in payment to plaintiff?  
 Yes  No *(If yes, please provide appropriate documentation and explanation.)*
- U. If your organization does not have an audit, please include your financial policies and procedures which identify positions and areas of responsibility, along with your most recent year end financial statements. If applicable, please also include an organizational chart and management letter.

I certify that this agency has never been debarred or suspended or otherwise excluded from or are ineligible for participation in Federal Assistance programs under Executive Order 12549, "Debarment and Suspension" and we will not contract with a subcontractor that is debarred or suspended.

I, the undersigned have read and reviewed all of the above statements and attest, to the best of my knowledge, that they are correct and that I have the legal authority to commit this agency to a contractual agreement.

---

Signature, Chief Administrator of Applicant Agency