



REQUEST FOR PROPOSAL

For: GASB 77 Compliance & Software/Database Solution

The Rhode Island Commerce Corporation in collaboration with the Rhode Island Office of Accounts and Controls is soliciting a Request for Proposal (RFP) from a qualified firm or firms to develop a plan to comply and produce required disclosures of GASB 77 for the fiscal year ending June 30, 2017, and develop a Software/Database Solution for incentive tracking and reporting that incorporates all future reporting compliance including required disclosures for GASB 77.

The contract period for the Scope of Work contained within this RFP runs through the completion of the State of Rhode Island's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2017 and the Software/Database Solution is in operation and able to provide the necessary reporting disclosures for GASB 77 and incentive reporting.

Proposers are invited to respond to the GASB 77 compliance scope of work, the Software/Database Solution scope of work, or both scopes of work. Proposers should state clearly in their response whether they are responding to the GASB 77 compliance, Software/Database Solution scope, or both.

If a Proposer seeks to respond to both the GASB 77 and Software/Database Solution scope, it should submit a two-part response, one part addressing GASB 77 and one part addressing Software/Database Solution with separate information on strategy, personnel, budget and costs for each component. This is important as the GASB 77 and Software/Database Solution proposals will be scored separately. Finally, Proposers responding to both GASB 77 and Software Database Solution scopes should be mindful that they may be awarded one component of the scope of work but not the other.

Project Overview

This RFP's purpose is twofold. The first objective is to develop a plan, collect and assess data and provide for meeting all reporting requirements associated with GASB 77 for the fiscal year ending June 30, 2017. The second objective is the development of a Software/Database Solution to capture all the Corporation's reportable transactions, monitor performance, and meet all statutory reporting and financial statement disclosure requirements.

Background

The Rhode Island Commerce Corporation (the "Corporation") was authorized, created, and established for acquiring and developing real and personal property to promote economic

development in the State. As such, many of the tax abatement agreements of the State transact through the Corporation. The Corporation is a component unit of the State for financial reporting purposes and the financial statements of the Corporation are included in the State CAFR.

In 2015, Rhode Island's legislature passed an unprecedented and powerful suite of programs aimed at growing businesses and creating jobs. These new incentives have significant compliance and reporting requirements which in many cases extend out for years. Each incentive and related agreement is unique.

In addition to the suite of new incentive programs, the Corporation is required to comply with Governmental Accounting Standards for presentation of its annual audited financial statements. The GASB (Governmental Accounting Standards Board) released a new standard, GASB 77, effective for reporting periods beginning after December 15, 2015. GASB 77 requires governments that enter tax abatement agreements to make disclosures about the magnitude of tax abatements.

This RFP seeks to engage a firm or firms to (1) develop a plan, collect and assess data and provide for meeting all reporting requirements associated with GASB 77 for the fiscal year ending June 30, 2017, and (2) develop a Software/Database Solution that captures all the Corporation's reportable transactions, monitors performance, and meets all statutory reporting and financial statement disclosure requirements.

Instructions and Notifications to Proposers

1. Potential bidders are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals that depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content, shall be borne by the agency. The Corporation assumes no responsibility for such costs.
4. Proposals are irrevocable for a period of not less than 120 days following the date set for submission of agency proposals.
5. All pricing submitted will be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other locations, or that are otherwise not present at the Rhode Island Commerce Corporation by the submission deadline for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Rhode Island Commerce Corporation.
7. All proposals should identify the bidder's proposed team of professionals, including those employed by subcontractors, if any, along with respective areas of expertise and relevant

credentials. Bidders should also provide a delineation of the portion of the scope of work for which each of these professionals will be responsible.

8. All proposals should include the bidder's FEIN or Social Security number as evidenced by a W9, downloadable from www.purchasing.ri.gov.

9. All proposals should include a completed RFP Response Certification Cover Form, included in this document.

10. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds and made at the discretion of the Corporation.

11. Awarding this RFP is based on the criteria set forth below. Bidders are advised, however, that all materials and ideas submitted as part of this proposal and during the performance of any award shall be the property of and owned by the Corporation, which may use any such materials and ideas.

12. Interested parties are instructed to peruse the Corporation's website (www.commerceri.com) on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. Addenda will also be posted to the Rhode Island State Division of Purchases' website at www.purchasing.ri.gov.

13. Equal Employment Opportunity (R.I. Gen. Laws § 28-5.1-1, et seq.) – § 28- 5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.

14. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no corporation organized under the laws of another state or country shall have the right to transact business in Rhode Island until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful agency.

15. The bidder should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all procurements. For further information, visit the website www.mbe.ri.gov.

16. The Corporation reserves the right to award to one or more proposers.

17. A pre-bid conference will be held on Tuesday, April 4th at RI Commerce, 315 Iron Horse Way, Providence RI 02920, Suite 101 at 1pm. This informational conference will allow bidders to better understand the project.

Scope of Work- GASB 77 Compliance

State governments employ a variety of programs to encourage business investment within its geographic area. Certain programs and policies reduce tax revenues through agreements with individuals or entities. The intent of this project is to understand and document the current state of tax abatements, identify changes resulting from the new standard, calculate foregone tax revenues, develop required footnote disclosures pursuant to GASB 77 for the fiscal year ended June 30, 2017 and propose and plan solution for data warehouse and analytics and/or work with vendor awarded contract to develop software/database solution for incentive tracking to ensure completeness in the reporting and continued compliance with GASB 77.

For each of the following project areas, the Proposer should prove capability by describing methods to be used to determine the substance of a transaction to ensure completeness of disclosures, and controls in place to ensure reporting compliance with the standard. Sufficient detail must be given and must include examples of past projects, ability to meet deadlines and managerial experience. The Proposer should demonstrate knowledge and understanding of compliance with Governmental Accounting Standards specific to Statement No. 77 Tax Abatement Disclosures.

Project areas contained within this Scope of Work include:

- Development of a project plan, including timeline, for the entire scope of work with input from internal team;
- Documented review, analysis of all agreements and determination of applicability of GASB 77 disclosure;
- Identify changes resulting from the new standard including process change requirements and calculation gaps resulting from existing practices;
- Calculation of foregone tax revenues including recommendations for disclosure options, preparation, and presentation of final deliverables including footnote disclosure for the fiscal year ending June 30, 2017

Financial statement disclosures related to tax abatement agreements within this Scope of Work must include:

- 1) Brief descriptive information, including:
 - a) Names, if applicable, and purposes of the tax abatement programs
 - b) The specific taxes being abated
 - c) The authority under which tax abatement agreements are entered into
 - d) The criteria that make a recipient eligible to receive a tax abatement
 - e) The mechanism by which the taxes are abated, including:
 - i) How the tax abatement recipient's taxes are reduced, such as through a reduction of assessed value
 - ii) How the amount of the tax abatement is determined, such as a specific dollar amount or a specific percentage of taxed owed
 - f) Provisions for recapturing abated taxes, if any, including the conditions under which abated taxes become eligible for recapture
 - g) The types of commitments made by the recipients of the tax abatements
- 2) The gross dollar amount, on an accrual basis, by which the government's tax revenues were reduced during the reporting period because of tax abatement agreements

- 3) If amounts are received or are receivable from other governments in association with the forgone tax revenue:
 - a) The names of the governments
 - b) The authority under which the amounts were or will be paid
 - c) The dollar amount received or receivable from other governments
- 4) If the government made commitments other than to reduce taxes as part of a tax abatement agreement, a description of:
 - a) The types of commitments made
 - b) The most significant individual commitments made. Information about a commitment other than to reduce taxes should be disclosed until the government has fulfilled the commitment.
 - c) If tax abatement agreements are disclosed individually, a brief description of the quantitative threshold the government used to determine which agreements to disclose individually
 - d) If a government omits specific information required by this Statement because the information is legally prohibited from being disclosed, a description of the general nature of the tax abatement information omitted and the specific source of the legal prohibition.
- 5) Governments should disclose in the notes to financial statements the following information related to tax abatement agreements that are entered into by other governments and that reduce the reporting government's tax revenues:
 - a) Brief descriptive information, including the names of the governments entering into the tax abatement agreement and the specific taxes being abated
 - b) The gross dollar amount, on an accrual basis, by which the reporting government's tax revenues were reduced during the reporting period as a result of tax abatement agreements
 - c) If amounts are received or are receivable from other governments in association with the foregone tax revenue:
 - i) The names of the governments
 - ii) The authority under which the amounts were or will be paid
 - iii) The dollar amount received or receivable from other governments
 - d) If tax abatement agreements are disclosed individually, a brief description of the quantitative threshold the reporting government used to determine which agreements to disclose individually
 - e) If a government omits specific information required by this Statement because the information is legally prohibited from being disclosed, a description of the general nature of the tax abatement information omitted and the specific source of the legal prohibition
- 6) Governments that are legally prohibited from disclosing specific information required by the Statement may omit that information, subject to the requirements of paragraphs 7f and 8e
- 7) Tax abatement agreements that are entered by a governments discretely presented component units and that reduce the government's tax revenues should be disclosed per the provisions of paragraph 7 if the government concludes that the information is essential for fair presentation. Otherwise, such tax abatements should be disclosed per the provisions of paragraph 8.

Scope of Work -Software/Database Solution

The Corporation is seeking the services of a firm to develop a technology-based solution for managing, collecting, tracking and reporting on its various programs and incentives and to easily capture and report on the required disclosure elements of GASB 77. The solution proposed must support multiple initiatives simultaneously and allow for the addition of new initiatives after this engagement has ended as well as archiving projects as they sunset.

Initiatives run for varying durations, have unique documentation requirements, and follow their own reporting schedules. As such, a 'one size fits all' approach is not an acceptable option. The following is a listing of the incentives that shall be included in the scope of this engagement:

- Qualified Jobs Incentive Tax Credit
- Rebuild Rhode Island Tax Credit
- Tax Increment Financing
- I-195 Redevelopment Fund
- Small Business Assistance Program
- Innovate Rhode Island Small Business Fund
- Innovation Vouchers
- Innovation Network Matching Grants
- Industry Cluster Grants
- Main Street Rhode Island Streetscape Improvement Fund
- Tax Stabilization Incentive
- Wavemaker Fellowship
- Legacy tax abatement agreements that are still in the required reporting period

A description of each of these incentives can be found at: <http://commerceri.com/services/taxes-incentives/> and the requirement of GASB 77 can be found at:

http://www.gasb.org/jsp/GASB/Document_C/GASBDocumentPage?cid=1176166283745&acceptedDisclaimer=true

The product the Corporation is requesting will have the following attributes, at a minimum:

- Scalable
- Notification system based on agreement-specific reporting requirements
- Document upload and storage
- Fillable forms with ability to customize
- Read/write privileges
- Secure internal vs. external users
- Authorized users/passwords with multi-level access
- Internal approval of external uploads
- Client confidentiality, locked fields (internally & externally)
- Central repository (cloud or hardware)
- Compatibility with the network systems of the Commerce Corporation (standardized databases)
- Adaptability
- Higher function calculation capabilities

The following is a representative example of the data fields that may be included for each incentive. The successful respondent will work with Corporation staff to identify specific data fields.

- Basic recipient/business information
 - Name
 - Address
 - Point of contact
 - Phone number
 - E-mail address
 - EIN
- Annual Financial statements based on calendar
- Period of performance
- Notice of capital event
- Timeline of projected target dates with notification
- Sales tax incurred during construction
- Payment tracking on incentives, with stop tracking & notification
- Recapture
- Jobs created
- Eligibility criteria
- Tax abatement or other incentive
- Type of tax abated
- Total project costs
- Wage levels of jobs created
- Hope community
- Reporting requirements as per contracts
- GASB 77 applicability
- Other commitments associated with incentive agreement

The product developed must be able to generate reports, some of which will be defined upfront and others as requests are received by the Corporation. Examples of the reports that will be generated include:

- Companies receiving incentives
- Investments made
- Jobs created
- Location of recipients
- Wage totals
- Delinquent reports
- Expired Incentive Agreements
- GASB 77 Financial Statement Disclosures

The successful respondent shall propose a solution to meet all the requirements of the system identified above. The solution can be accomplished by using an existing reporting tool and modifying it to meet Corporation's needs or be developed as a stand-alone tool for the Corporation. Regardless of the method chosen, respondents shall identify how:

- Data will be input;

- Updates to the solution are made;
- Reports are generated;
- New reports are created;
- Data are backed-up.

Qualifications

The Proposer(s) for the GASB 77 scope of work should be an experienced and qualified firm able to work within the year-end financial statement timeline determined in conjunction with the production of the state CAFR.

1. The proposer organization and the individuals responsible for planning, directing, conducting substantial portions of the project shall fully understand requirements of Government Auditing Standards issued by the Comptroller General of the United States.
2. The proposer organization shall have an appropriate internal quality control system in place and participate in an external quality control review program as required by Government Auditing Standards.
3. The proposer firm shall have at the time of proposal, and throughout the period of engagement, professional liability insurance coverage of not less than \$1 million.

Project Timeline

The successful Proposer(s) will enter contracts for services with the Corporation and the State for the GASB 77 scope of work. The contract period for each scope of work contained within this RFP runs through the completion of the State of Rhode Island's Comprehensive Annual Financial Report (CAFR) for the fiscal year ending June 30, 2017 and the Software/Database Solution is in operation and able to provide the necessary reporting disclosures for GASB 77 and incentive reporting.

Criteria for Selection

Designated Corporation staff as well as staff from the Office of Accounts and Control and the Auditor General's office will evaluate the written proposals for the GASB 77 Scope of work. Clarification from Proposers may be requested during the evaluation period. Final scores for each Proposer will reflect a consensus of the team evaluations.

Designated Corporation staff will evaluate the written proposals for the Software/Database Solution scope of work. Clarification from Proposers may be requested during the evaluation period. Final scores for each Proposer will reflect a consensus of the team evaluations.

Any attempt by a Proposer to contact a member of the evaluation team outside the RFP process, to gain knowledge or an advantage, may result in disqualification of Proposer.

The Corporation may request that the top two proposals for each scope of work to provide oral presentations at Rhode Island Commerce Corporation's office in Providence, Rhode Island. After the oral presentations, there will be a question and answer period.

GASB 77 Evaluation Criteria

Summary Point Total	Points Available
Overall qualifications and experience of the firm and the specific engagement personnel to be assigned focusing on experiences with governmental entities.	40
Overall approach and strategy described/outlined in the proposal and firm capacity to perform the engagement within the specified timeframe (prior experience of the firm in meeting timelines will be factored in here)	30
Fees	30
Total Points	100

Software/Database Solution Evaluation Criteria

Description	Points Available
Past Experience	15
Organization and Staffing	10
Description of Approach	20
Monitoring & Quality Control	5
Schedule	10
Cost (upfront and lifecycle)	40
Total Points	100

Proposal Requirements

To be considered responsive, proposals must at a minimum contain the following:

Technical Proposal Elements

1. Description of the proposed approach and work plan. Activities and timelines should be specific, measurable, achievable, realistic, and time-oriented. Include a timeline of major tasks and milestones.
2. Person who will be the primary point of contact with the Rhode Island Commerce Corporation and the State with respect to GASB 77.
3. Qualifications of the respondent to provide the requested services including capability, capacity, similarly complex projects and related experience and client references. Certification of availability of individuals in proposal.
4. A listing of the staff to be assigned to this engagement and their respective qualifications, past experience on projects of this scope including resumes, and their role in those past engagements.
5. Provide a description of the outcome monitoring and evaluation plan including a list of tools to track process, output and outcome measures for each component of the application.
6. For the software/database solution scope of work provide a method to track development, testing, reporting, and quality control.

Cost Proposal Elements

Include comprehensive pricing and/or rate sheet for all potential services you might provide under this RFP should you be selected as a service provider.

Budget should detail each line item including account management fees, and out-of-pocket expenses. *Travel to and from the Corporation offices, and the costs associated with it, will be the responsibility of the Proposer.* However, the Corporation reserves the right to adjust both the budget and related services.

7. Budget by line item
 - a. Hourly rates for each labor category and hours
 - b. Software subscriptions or license fees
 - c. Hardware, if necessary
 - d. Annual maintenance, if any

8. Hourly Rates for additional services/scope of work

Proposal Submission

Responses to this RFP are due **by Monday, April 24, 2017 by 2:00pm**. One (1) electronic (PDF) version and eight (8) printed copies of the complete proposal must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation
Attention: GASB 77 & Software/Database Solution RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

Note: No phone calls and late responses will be accepted and responses received via electronic submission only will be disqualified.

A pre-bid conference will be held on Tuesday, April 4th at RI Commerce, 315 Iron Horse Way, Providence RI 02920, Suite 101 at 1pm. This informational conference will allow bidders to better understand the project.

Questions, interpretations, or clarifications concerning this RFP should be directed by e-mail to lisa.lasky@commerceri.com no later than 2:00 pm on Friday, April 7, 2017. Responses to questions, interpretations, or clarifications concerning this RFP will be posted online via addendum at www.commerceri.com and www.purchasing.ri.gov by Wednesday April 12, 2017 to ensure equal awareness of important facts and details.

The Rhode Island Commerce Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.

Rhode Island Commerce Corporation reserves the right to reject any or all proposals for not complying with the terms of this RFP.

RFP RESPONSE CERTIFICATION COVER FORM

Instruction: To fulfill your RFP response, this form must be completed, printed, signed and included with your submission.

SECTION 1 - RESPONDENT INFORMATION

RFP Number:

RFP Title:

RFP Respondent Name:

Address:

Telephone:

Fax:

Contact Name:

Contact Title:

Contact Email:

SECTION 2 —DISCLOSURES

RFP Respondents must respond to every statement. RFP Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No) for Disclosures 1-4, and if "Yes," provide details below

____ 1. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been subject to suspension or debarment by any federal, state, or municipal governmental authority, or the subject of criminal prosecution, or convicted of a criminal offense within the previous 5 years. If "Yes," provide details below.

____ 2. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has had any contracts with a federal, state, or municipal governmental authority terminated for any reason within the previous 5 years. If "Yes," provide details below.

____ 3. State whether the Respondent, or any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent or any parent, subsidiary, or affiliate has been fined more than \$5000 for violation(s) of any Rhode Island environmental law(s) by the Rhode Island Department of Environmental Management within the previous 5 years. If "Yes," provide details below.

____ 4. State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Respondent is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state.

Disclosure details (continue on additional sheets if necessary):

SECTION 3 —OWNERSHIP DISCLOSURE

Respondents must provide all relevant information. Respondent proposals submitted without a complete response may be deemed nonresponsive.

If the Respondent is publicly held, the Respondent may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the Respondent; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent. For each individual, provide his or her name, business address, principal occupation, position with the Respondent, and the percentage of ownership, if any, he or she holds in the Respondent, and each intermediate parent company and the ultimate parent company of the Respondent.

SECTION 4 —CERTIFICATIONS

Respondents must respond to every statement. Responses submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE RESPONDENT CERTIFIES THAT:

___ 1. The Respondent will immediately disclose, in writing, to the Rhode Island Commerce Corporation any potential conflict of interest which may occur during the term of any contract awarded pursuant to this solicitation.

___ 2. The Respondent possesses all licenses and anyone who will perform any work will possess all licenses required by applicable federal, state, and local law necessary to perform the requirements of any contract awarded pursuant to this solicitation and will maintain all required licenses during the term of any contract awarded pursuant to this solicitation. In the event that any required license shall lapse or be restricted or suspended, the Respondent shall immediately notify the Rhode Island Commerce Corporation in writing.

___ 3. The Respondent will maintain all required insurance during the term of any contract pursuant to this solicitation. In the event that any required insurance shall lapse or be canceled, the Respondent will immediately notify the Rhode Island Commerce Corporation in writing.

___ 4. The Respondent understands that falsification of any information in its RFP response or failure to notify the Rhode Island Commerce Corporation of any changes in any disclosures or certifications in this Respondent Certification may be grounds for suspension, debarment, and/or prosecution for fraud.

___ 5. The Respondent has not paid and will not pay any bonus, commission, fee, gratuity, or other remuneration to any employee or official of the Rhode Island Commerce Corporation or the State of Rhode Island or any subdivision of the State of Rhode Island or other governmental authority for the purpose of obtaining an award of a contract pursuant to this solicitation. The Respondent further certifies that no bonus, commission, fee, gratuity, or other remuneration has been or will be received from any third party or paid to any third party contingent on the award of a contract pursuant to this solicitation.

___ 6. This RFP response is not a collusive RFP response. Neither the Respondent, nor any of its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents has in any way colluded, conspired, or agreed, directly or indirectly, with any other Respondent or person to submit a collusive response to the solicitation or to refrain from submitting response to the solicitation, or has in any manner, directly or indirectly, sought by agreement or collusion or other communication with any other Respondent or person to fix the price or prices in the response or the response of any other Respondent, or to fix any overhead, profit, or cost component of the price in the response or the response of any other Respondent, or to secure through any collusion, conspiracy, or unlawful agreement any advantage against the Rhode Island Commerce Corporation or the State of Rhode Island or any person with an interest in the contract awarded pursuant to this solicitation. The price in the response is fair and proper and is not tainted by any collusion, conspiracy, or unlawful agreement on the part of the Respondent, its owners, stockholders, members, partners, principals, directors, managers, officers, employees, or agents.

___ 7. The Respondent: (i) is not identified on the General Treasurer's list created pursuant to R.I. Gen. Laws § 37-2.5-3 as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

___ 8. The Respondent will comply with all of the laws that are incorporated into and/or applicable to any contract with the Rhode Island Commerce Corporation.

Certification details (continue on additional sheet if necessary):

Submission by the Respondent of a response pursuant to this solicitation constitutes an offer to contract with the Rhode Island Commerce Corporation on the terms and conditions contained in this solicitation and the response. The Respondent certifies that: (1) the Respondent has reviewed this solicitation and agrees to comply with its terms and conditions; (2) the response is based on this solicitation; and (3) the information submitted in the response (including this Respondent Certification Cover Form) is accurate and complete. The Respondent acknowledges that the terms and conditions of this solicitation and the response will be incorporated into any contract awarded to the Respondent pursuant to this solicitation and the response. The person signing below represents, under penalty of perjury, that he or she is fully informed regarding the preparation and contents of this response and has been duly authorized to execute and submit this response on behalf of the Respondent.

RESPONDENT

Date: _____

Name of Respondent

Signature in ink

Printed name and title of person signing on behalf of Respondent