

ATTACHMENT A - COVER SHEET FOR PROPOSAL

Proposals	must incl	ude tl	his cover	shee	t (or this	sheet i	reprodu	ıced	on	company	letterhead)	as PAG	E 1 01	f the
response.	Vendors	may	complete	all	required	attach	ments	as a	a st	tand-alone	response	(fillable	form	.pdf
document,	written o	r type	d).											

[ ] an individual, [	] a corporation (please mark appropriate box), duly organized under the laws
of the State of	·

The undersigned, having carefully read and considered the services as described within the RFP, does hereby offer to perform such services on behalf of the County in the manner described and subject to the terms and conditions set forth in the attached proposal, including, by reference here, the County's RFP document.

NO CONFLICT(S) OF INTEREST: By submission of a proposal, vendor agrees that at the time of submittal, he/she: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of the vendor's services, or (2) benefit from an award resulting in a "Conflict of Interest," including holding or retaining membership or employment on a board, elected office, department, division or bureau, or committee sanctioned by and/or governed by the County.

MICHIGAN ECONOMIC SANCTIONS ACT, 2012 ("IRAN-LINKED BUSINESS"): By submission of a proposal, vendor certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business," as defined in the Michigan Economic Sanctions Act, 2012 P.A. 517.

<u>DEBARMENT AND SUSPENSION</u>: By submission of a proposal, the undersigned certifies to the best of his/her knowledge and belief, that the corporation, LLC, partnership, or sole proprietor, and/or its' principals, owners, officers, shareholders, key employees, directors and member partners: (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 or 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; (3) are not presently indicted for or otherwise criminally charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated above; and, (4) have not within a three-year period preceding this proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

<u>CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS</u>: By submission of a proposal, the undersigned certifies and represents an understanding of the County's Insurance and Indemnification requirements as defined within Ottawa County Terms and Conditions. Potential vendors must understand and agree that fiscal responsibility for claims or damages to any person or to companies and agents shall rest with the vendor.



# ATTACHMENT A - (CONTINUED)

The vendor must affect and maintain any and all insurance coverage, including, but not limited to, Workers' Compensation; Employers' Liability and General, Contractual and Professional Liability to support such financial obligations. A certificate of insurance detailing insurance coverages may be requested. The certificate must indicate that insurers will provide to the County written notice thirty (30) days prior to terminating any insurance policy.

The undersigned affirms that he/she is duly authorized to execute this proposal, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor and that the contents of this proposal as to prices, terms or conditions have not been communicated by the undersigned, nor by any employee or agent, to any competitor, and will not be, prior to the award and the vendor has full authority to execute any resulting contract awarded as the result of, or on the basis of the proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

Company Name:		
Contact Name and Title:		
Mailing Address:		
Phone Number:	_ Email Address:	
Website:		
Federal Employer Identification Number: _		
The submission of a proposal hereunder shal with respect to the conditions to be encountere to be performed.		
BY:		
(Signature of Authorized Representative)		Date
Printed Name and Title of Authorized Repr	resentative)	



#### ATTACHMENT B - VENDOR REFERENCES

Provide (3) three references from projects or services provided that are similar in size and/or scope, preferably from other governmental/municipal, and/or other community-based organizations. By providing the references below, Vendor authorizes any person contacted to give the County any and all information concerning work experience or performance and releases all parties from all liability for any damage that may result from furnishing the same to the County.

Vendor Reference 1						
Customer Name:		Contact Person:				
Contact Number:		Contact Email:				
Project Description:						
	Vendor Re	ference 2				
Customer Name:		Contact Person:				
Contact Number:		Contact Email:				
Project Description:						
Vendor Reference 3						
Customer Name:		Contact Person:				
Contact Number:		Contact Email:				
Project Description:						



#### ATTACHMENT C - PROPOSAL RESPONSE

To be submitted as a stand-alone document, the proposal response should be clear and concise narrative, providing detailed information and responses to all questions listed below.

 COMPANY HISTORY AND BACKGROUND – Describe the organization, date founded, and ownership of your company. How many years has the company been providing the requested services? What is the location of the office(s) that will provide the requested services? Describe any industry certifications and/or achievements.

2. EXPERIENCE, QUALIFICATIONS, AND REFERENECES – Describe your background, qualifications, and experience providing the services detailed in the RFP. Experience providing these services to local government units is strongly preferred. Include comparable services given to other local government units (County and/or City). References provided on the prior page should have emphasis on Local Government (if possible).



3. RESUMES OF INDIVIDUALS PROPOSED – Ottawa County could need three IT Support Specialist positions filled by the selected vendor. Please provide at minimum three resumes for the IT Support Specialist position listed in the RFP. Emphasis on Local Government experience is highly preferred. Resumes should provide information regarding the individual's experience, expertise, qualifications, certifications, references, and testimonials. Are these individuals able to work after-hour (outside of the typical 8:00am – 5:00pm schedules)?

4. PROPOSAL PRICING – Please provide Ottawa County with a detailed budget narrative. The budget narrative should include a rate of pay per hour for each of the positions mentioned in the RFP. The budget narrative should also include the rate of pay to the vendor for each position being filled. Is the rate of pay to the vendor an hourly rate dependent on the position or a percentage-based rate that is dependent on the rate of pay? Please be as detailed as possible. Rates should be provided in regular working hours, overtime pay, and holiday hours worked. Itemize costs as much as possible so Ottawa County can understand how we will be charged.



5. OTHER INFORMATION – Include any other information that would be helpful to the County.