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**ATTACHMENT A – COVER SHEET FOR PROPOSAL**

*Proposals must include this cover sheet (or this sheet reproduced on company letterhead) as PAGE 1 of the response. Vendors may complete all required attachments as a stand-alone response (fillable form .pdf document, written or typed).*

[ ] 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.

**DEBARMENT AND SUSPENSION:** 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.

**CERTIFICATION OF INSURANCE AND INDEMNITY REQUIREMENTS:** 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.



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**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 shall be considered evidence that the vendor is satisfied with respect to the conditions to be encountered and the character, quantity, and quality of the work to be performed.

BY: \_\_\_\_\_  
(Signature of Authorized Representative) \_\_\_\_\_  
Date

\_\_\_\_\_  
(Printed Name and Title of Authorized Representative)



**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. Please do NOT include Ottawa County as a reference. PLEASE DO NOT INCLUDE ANY OTTAWA COUNTY STAFF AS A REFERENCE FOR THIS RFP.

Vendor Reference 1			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 2			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			

Vendor Reference 3			
Customer Name:		Contact Person:	
Contact Number:		Contact Email:	
Project Description:			



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**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.*

1. **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 REFERENCENCES** – Describe your background, qualifications, and experience providing the services detailed in the RFP. Include comparable projects undertaken or completed. Also include references to those past projects.
3. **WORK PLAN** – Describe in detail the Social Recreation Program you wish to provide as outlined in the RFP. Please use the scope of work in the RFP as a guide. The Work Plan should include information about the geography being served. The target population should be explained, as well as an estimated number of individuals impacted by this Proposal.
4. **EVALUATION AND REPORTING**– Describe in detail how your program can be evaluated for the success of the program. Ottawa County has provided a few quarterly reports that we believe can assist in evaluating the vendor (see Scope of Work under the reporting section). Are there other methods the vendor would suggest? Describe that you understand our requests in the reporting section of the Scope of Work. Is your program able to provide the reporting requests Ottawa County has made? If not, which of the requests are you unable to provide?

