

REQUEST FOR PROPOSAL (RFP)

Issue Date: October 7, 2009 RFP# **704H094**

Title: Get Alarmed, Virginia!

Commodity Code: 95343

Issuing Agency: Commonwealth of Virginia
Virginia Department of Health
Attention: Scott A. Magazine, VCO
109 Governor Street, 12th Floor
Richmond, Va 23219

Using Agency And/Or Location
Where Work Will Be Performed: Virginia Department of Health
Division of Injury and Violence Prevention
109 Governor Street 8th Floor
Richmond, Va 23219

Period of Contract: December 1, 2009 through September 29, 2010.

Sealed Proposals Will Be Received Until 3:00 P.M. EST on November 10, 2009, For Furnishing The Goods/Services Described Herein.

All Inquiries for Program Information Should Be Directed To: Leonard Recupero at (804)864-7734 or email leonard.recupero@vdh.virginia.gov. All Other Inquiries Should be Directed to Purchasing and General Services Who May Be Reached by calling (804) 864-7526.

IF PROPOSALS ARE MAILED, SEND DIRECTLY TO ISSUING AGENCY SHOWN ABOVE. IF PROPOSALS ARE HAND DELIVERED, THEN DELIVER TO:

Va Department of Health 109 Governor St James Madison Building, 12th Floor Room 1214 Attn: Scott Magazine
Street Address Building Floor Room No. Contact Person

In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiation.

Name And Address Of Firm:

_____ Date: _____

_____ By: _____
(Signature In Ink)

_____ Name: _____
(Please Print)

_____ Zip Code: _____ Title: _____

eVA Vendor ID or DUNNS# _____ Phone: _____
(_____) _____

E-mail: _____ Fax: (_____) _____

Note: This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

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I. PURPOSE: The purpose of this Request For proposals is to solicit proposals from private or public organizations that provide fire or life safety education or prevention services to implement the Virginia Department of Health's *Get Alarmed, Virginia!* residential smoke alarm installation and fire safety education project in communities most at risk from fire related injuries and deaths. The Department of Health's Division of Injury and Violence Prevention is seeking proposals from communities that have mean household incomes below the poverty line and fire-related fatal and non-fatal injuries and/or fire mortality and fire incidence rates above the State and National averages. Households with young children and seniors are the targeted high risk age groups for the Get Alarmed, Virginia! project. The Agency anticipates making multiple awards.

II. BACKGROUND: Since 1998 and with funding from the US Centers for Disease Control and Prevention (CDC), the Virginia Department of Health's (VDH) Division of Injury and Violence Prevention (DIVP) has partnered with local communities throughout the Commonwealth to provide smoke alarm installation and fire safety education projects in high-risk communities – those with fire death rates higher than state and national averages and median household incomes below the poverty level. Fires are a leading cause of unintentional injury-related death among children and seniors in the United States and in the Commonwealth of Virginia. Although the number of fatalities and injuries caused by residential fires has declined gradually over the past decades, many residential fire-related deaths remain preventable and continue to pose a significant public health problem (CDC, *Fire Deaths and Injuries: Fact Sheet*). Research indicates that installing and maintaining smoke alarms on every level of a residential home and in every sleeping area reduces the chance of a fire-related death by nearly half.

According to the National Center for Injury Prevention and Control (www.cdc.gov/ncipc), four out of five fire deaths in 2005 occurred in homes. Smoking is the leading cause of fire-related deaths and cooking is the primary cause of residential fires. CDC identified the groups highest at risk of fire-related injuries and deaths that included children 4 and under and adults 65 and older, the poorest Americans, those persons living in rural areas, and persons living in manufactured homes or substandard housing. Approximately half of home fire deaths occur in homes without smoke alarms (CDC, *Fire Deaths and Injuries: Fact Sheet*).

In Virginia in 2007, fire related injuries were the 4th leading cause of injury-related death for children four and under and the 6th leading cause of injury related death for older adults 65 and over (*Virginia Center for Health Statistics, Virginia Department of Health*). According to the Virginia Department of Fire Programs April 2009 edition of *Fighting Fires with Facts*, the Virginia Fire Incident Reporting System reported that in 2008, there were 64 civilian deaths and 402 civilian injuries due to residential structure fires in Virginia. More than 281 million dollars in total structure fire dollar loss occurred. Twenty-eight percent of building fires had a smoke alarm that operated and alerted the occupants.

This is the 12th year of the *Get Alarmed, Virginia!* project. Over the past eleven years, 50 local communities throughout the state received contracts to implement the project. Because of their efforts, approximately 50,271 alarms have been installed, 29,077 homes are fully protected, and 114 lives were potentially saved. Additional information about the *Get Alarmed, Virginia!* project can be located at www.vahealth.org/injury.

\$80,000 is available for this funding period. It is anticipated that the Virginia Department of Health will select multiple proposals to award. Offerors can apply for any monetary amount up to \$40,000 to implement their projects. Offerors are encouraged to propose approaches or solutions that will result in best value. Previously funded organizations that received awards under the Get Alarmed, Virginia! Request for Proposal solicitation process between 2006 and 2008 are not eligible for this funding opportunity.

III. STATEMENT OF NEEDS: The contractor will be asked to implement the core components of the *Get Alarmed, Virginia!* (GAV) project with the overall goal of helping to reduce the number of residential fire-related injuries and fatalities in their high-risk community and increasing their capacity to address the prevention of fire-related incidents in their area.

Each selected contractor will be required to install smoke alarms; educate households on fire safety education that includes developing and practicing a fire escape plan; create or utilize fire safety coalitions to help implement and market the project; and to conduct pre-surveys to measure current fire safety knowledge and behavior among low income households with young children and seniors. Tamper resistant, lithium powered ionization smoke alarms are used for projects funded under this announcement.

Specific Required Activities for Selected *Get Alarmed, Virginia!* Contractors

1. Assign a staff member to serve as the coordinator for the <i>Get Alarmed, Virginia!</i> project. This individual will coordinate the activities of the project, ensure that deadlines are met and that required paperwork is completed and submitted to VDH as requested. He or she will follow the work plan, monitor the approved budget, and serve as the lead communicator with VDH, the local fire safety coalition, smoke alarm installers, and others working on the project.
2. Participate in an orientation sponsored by the Virginia Department of Health's Division of Injury and Violence Prevention. Date and time to be announced at a later date.
3. Identify high risk target population based on needs assessment and/or current fire-related injury and death data.
4. Design and implement marketing campaign with assistance from VDH partner, Virginia Department of Fire Programs, to recruit participants from the high risk target population.
5. Create or utilize existing local fire safety coalition to help implement and market the project to the target community. The fire safety coalition should be made up of key leaders and organizations in the community. Document coalition activity including make-up of coalition, meeting dates, agendas, minutes, trainings, etc. Documentation to be submitted to VDH as requested.
6. Create and implement procedures for installing long life lithium battery smoke alarms in the target community.
7. Identify and recruit appropriate smoke alarm installers that are affiliated with local fire fighter organizations or have been trained by local fire fighter organizations.
8. Provide training to installers that include proper installation of long life lithium battery smoke alarms; the presentation of fire safety education and fire escape planning concepts to diverse audiences; an overview and sensitivity of specific cultural norms of the target community; barriers to be expected; and documentation procedures.
9. Complete pre-surveys for each household that receives smoke alarms. Pre-survey forms are provided by the Virginia Department of Health.
10. Provide fire safety education that includes developing and practicing fire escape plans with household members and the maintenance of smoke alarms.
11. Assist the Virginia Department of Health to publicize the importance of having working smoke alarms; testing alarms at least monthly, and fire escape planning and practice throughout the project period.
12. Maintain accurate smoke alarm installation record-keeping and ensure that pre-surveys are fully completed and submitted to the Virginia Department of Health in a timely manner.
13. Contact households within 1 month after receiving alarms to determine status of alarms (working, not working), fire escape practice; monthly testing of alarms, and other fire safety behaviors.
14. Track and report the number of fire-related injuries or deaths in the target community.
15. Submit quarterly narrative and financial reports; and final progress report in format provided by Virginia Department of Health's Division of Injury and Violence Prevention.
16. Develop and participate in media and educational campaigns to publicize the <i>Get Alarmed, Virginia!</i> project on local and State levels.
17. Submit plan to Virginia Department of Health that explains how the project will continue after the grant period ends.

Each selected contractor will complete the above activities between November 1, 2009 and September 29, 2010. Activities will lead to the desired and measurable outcomes of the 5-year *Get Alarmed, Virginia!* project as outlined in VDH's Cooperative Agreement with the US Centers for Disease Control and Prevention and that are listed below.

Post-surveys will be mailed, collected, and analyzed by the Virginia Department of Health 6-9 months after the smoke alarm installation visit to capture the following:

- a) **75% of participating households will develop a fire escape plan as a result of the intervention.**
- b) **35% of participating households will practice a fire escape plan on a regular basis.**
- c) **Increase the number of participating households with working smoke alarms.**
- d) **60% of participating households will test their smoke alarms monthly.**
- e) **60% of participating households will conduct routine maintenance on their smoke alarms.**
- f) **75% of participating households will report an accurate knowledge of fire prevention tips that can be implemented in the home.**

IV. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. General Requirements

1. **RFP Response:** In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and four (4) copies of the proposal shall be submitted to:

Virginia Department of Health
Office of Purchasing and General Services
109 Governor Street, 12th Floor, Suite 1214
Richmond, VA 23219
Attn: Scott A. Magazine, VCO

No other distribution of the proposal shall be made by the offeror.

LATE PROPOSALS WILL NOT BE ACCEPTED.

2. **Proposal Preparation:**
 - a. Proposal shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the Purchasing Agency requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by the Purchasing Agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise, clear description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite or indicate the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents, which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to locate where the RFP requirements are specifically addressed.
 - d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of

requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements. The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.

- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the State pursuant to the RFP shall belong exclusively to the State and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures or paragraphs that constitute trade secrets or proprietary information. The classification of the entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection and return of the proposal.

- 3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the Virginia Department of Health. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The issuing state agency will schedule the time and location of these presentations. Oral presentations are an option of the purchasing agency and may or may not be conducted.

B. Specific Requirements: Proposals should be as thorough and detailed as possible so that the Virginia Department of Health (VDH) may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as a complete proposal:

- 1. The return of the RFP Cover Sheet and all addenda, if any, signed and completed as required.
- 2. Offeror data sheet, included as Attachment B to this RFP.
- 3. Abstract
The abstract will summarize the Contractor's portfolio. Include a brief summary of the project, the approximate percentage of time to be spent on the project, the projected contact or presentation hours for the project, and the approximate budget information.
- 4. Organization description
 - a) Brief summary of the Offeror and its services.
 - b) Description of the provider's geographical service area
 - c) Summary of its experience in implementing fire or life safety education or prevention services.
 - d) Qualifications of staff that provides fire or life safety education or prevention services.
 - e) Organizational chart
- 4. Project portfolio

a) Title of project

Use *Get Alarmed, Virginia!* as the title of your proposed project.

b) Project description

The project description should fully explain the project plan and implementation procedures of the required activities of the *Get Alarmed, Virginia!* project.

c) Target population and Estimated Number of Participating Households

(1) Define a specific target community that meets the following criteria: population has a mean household income below the poverty line; fire-related fatal and non-fatal injuries and/or fire mortality and fire incidence rates above the State and National averages; and high risk populations of young children and seniors. State the method, such as a community needs assessment, by which the target audience was determined.

(2) Indicate total number of estimated households to be targeted by media campaign or canvassing.

(3) Include total number of estimated eligible households with young children to be enrolled in the project.

(4) Include total number of estimated eligible households with seniors to be enrolled in the project.

(5) List the estimated number of smoke alarms to be installed.

(6) Include the estimated number of eligible households that receive fire safety education and develop and practice fire escape plans.

d) Desired Project Outcomes

Describe how you will work towards achieving the desired project outcomes included in the Statement of Needs as they relate to the required activities of the project.

5. Work Plan

A detailed work plan that indicates how you intend to implement, manage, ensure fidelity to the required activities, and how you will evaluate your plan. Include a detailed task list that assigns a start and completion date, a responsible person and a way to measure the completion of each required activity listed under the Statement of Needs section of the RFP. Also, mention how you plan to utilize your fire safety coalition to help market your project to the target community.

6. Letters of agreements

a) Any project(s) that depends on another agency or non-staff individual for completion must include a current cooperative agreement with that agency or individual.

b) This agreement must describe the purpose of the cooperation, outline specific procedures to be followed, resources to be shared, services to be offered, etc, by each party.

c) Any Offeror that is not a fire department must include a memorandum of understanding or agreement from a local fire department (municipal, volunteer or career) that clearly states the fire department's willingness to train smoke alarm installers throughout the lifetime of the contract.

d) Any Offeror that is a volunteer fire department must include a memorandum of understanding or agreement from a community service organization or group (e.g. Boy Scouts, Lion's Club, etc.) that indicates that organization's willingness to help with the project's required activities throughout the lifetime of the project.

7. Orientation
 - a) Indicate agreement to participate in an orientation offered by the Virginia Department of Health (VDH) specifically for successful Offerors. At least one agency staff member who will be involved with the project should participate in the orientation. The orientation to be scheduled at a later date.
 - b) Provide information on planned staff development or training activities for smoke alarm installers.
 - c) Specify how you will share VDH orientation information with your fire safety coalition.
8. Proposed budget
 - a) Offerors can apply for any monetary amount up to \$40,000 to implement their projects. This is a reimbursable grant. Project expenditures including start-up costs and the purchase of smoke alarms are to be paid by the selected Offerors up-front. Offeror to submit invoices quarterly for payment and reimbursement. Invoices shall have supporting documentation and reflect the proposed and approved budget. Municipal and county government Offerors should consider city/county budget cycles when submitting proposals.
 - b) Offerors shall submit their budgets using the Attachment A – Budget Template and Guidelines form. An electronic version of this document is available upon request from Leonard Recupero at Leonard.recupero@vdh.virginia.gov or (804) 864-7734. The budget should reflect the project period from November 1, 2009 to September 29, 2010.
 - c) Budget should include the cost of the estimated number of alarms to be installed by the Offeror. The BRK First Alert alarm model # SA340B that is on State contract shall be used for all GAV projects during this funding period. Contact VDH supplier, Mary Martin at Noland Company, 804-254-8100, for unit cost information. Information about the smoke alarm can be found at <http://www.brkelectronics.com/pdfs/2009/04/09/ea8d5554.pdf>.
 - d) Include equipment necessary to install smoke alarms (drills, step ladders, etc.).
 - e) Include cost to conduct media campaign in target area(s).
 - f) Include local travel costs to install smoke alarms.
 - g) Include the purchase of appropriate fire safety educational material for the target group(s) in the budget.
9. Provide a narrative plan for sustaining the project(s) at the end of the VDH grant period.

V. EVALUATION AND AWARD CRITERIA:

- A. Evaluation Criteria: Proposals shall be evaluated by the Virginia Department of Health using the following criteria:

CRITERIA	WEIGHTS
Qualifications and experience providing fire or life safety education or prevention services.	20%
Appropriateness and clarity of the project(s) in the portfolio	25%
Adequacy of the work plan that addresses the required activities and the desired outcomes of the project.	25%
Demonstrated need for fire safety project in high risk community.	10%
Reasonableness of budget and fiscal management	10%
Sustainability	10%
Total	100%

- B. **AWARD:** Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request For Proposals, including price, if so stated in the Request For Proposals. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the agency shall select the Offeror, which, in its opinion, has made the best proposal, and shall award the contract to that Offeror. The Commonwealth reserves the right to make multiple awards as a result of this solicitation. The Commonwealth may cancel this Request For proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, Section 2.2-4359D). Should the Commonwealth determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the Contractor’s proposal as negotiated

VI. GENERAL TERMS AND CONDITIONS:

- A. **VENDOR'S MANUAL:** This solicitation is subject to the provisions of the Commonwealth of Virginia *Vendors Manual* and any revisions thereto, which are hereby incorporated into this contract in their entirety. The procedure for filing contractual claims is in section 7.19 of the *Vendors manual*. A copy of the manual is normally available for review at the purchasing office and is accessible on the Internet at www.dgs.state.va.us/dps under “Manuals.”
- B. **APPLICABLE LAWS AND COURTS:** This solicitation and any resulting contract shall be governed in all respects by the laws of the Commonwealth of Virginia and any litigation with respect thereto shall be brought in the courts of the Commonwealth. The agency and the Contractor are encouraged to resolve any issues in controversy arising from the award of contract or any contractual dispute using Alternate Dispute Resolution (ADR) procedures (*Code of Virginia 2.2-4366*). ADR procedures are described in Chapter 9 of the *Vendors Manual*. The Contractor shall comply with all applicable federal, state and local laws, rules and regulations.
- C. **ANTI-DISCRIMINATION:** By submitting and signing their proposal, the offeror certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and Section 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*.

If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient’s religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia 2.2-4343.1E*).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the Contractor agrees as follows:
 - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000 so that the provisions will be binding upon each subcontractor or vendor.
- D. ETHICS IN PUBLIC CONTRACTING: By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- E. IMMIGRATION REFORM AND CONTROL ACT OF 1986: By entering into a written contract with the Commonwealth of Virginia, the Contractor certifies that the Contractor does not, and shall not during the performance of the contract for goods and services in the Commonwealth, knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.
- F. DEBARMENT STATUS: By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- G. ANTITRUST: By entering into a contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under said contract.
- H. MANDATORY USE OF STATE FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official state form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of the solicitation may be cause for rejection of the proposal; however, the Commonwealth reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.
- I. CLARIFICATION OF TERMS: If any prospective offeror has questions about the specifications or other solicitation documents, the prospective offeror should contact the buyer whose name appears on the face of the solicitation no later than five working days before the due date. Any revisions to the solicitation will be made only by addendum issued by the buyer.
- J. PAYMENT:
1. To Prime Contractor:
 - a. Invoices for items ordered, delivered and accepted shall be submitted by the Contractor directly to the payment address shown on the purchase order/contract. All invoices shall show the state

contract number and/or purchase order number; social security number (for individual Contractors) or the federal employer identification number (for proprietorships, partnerships and corporations).

- b. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than 30 days, however.
- c. All goods or services provided under this contract or purchase order that are to be paid for with public funds shall be billed by the Contractor at the contract price, regardless of which public agency is being billed.
- d. The following shall be deemed to be the date of payment: the date of postmark in all cases where payment is made by mail, or the date of offset when offset proceedings have been instituted as authorized under the Virginia Debt Collection Act.
- e. Under certain emergency procurements and for most time and effort purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Contractors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges, which appear to be unreasonable, will be researched and challenged, and that portion of the invoice held in abeyance until a settlement can be reached. Upon determining that invoiced charges are not reasonable, the Commonwealth shall promptly notify the Contractor in writing as to those charges which it considers unreasonable and the basis for the determination. A Contractor may not institute legal action unless a settlement cannot be reached within (30) thirty days of notification. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to those charges, which are not in dispute (*Code of Virginia 2.2-4363*).

2. To Subcontractors:

- a. A Contractor awarded a contract under this solicitation is hereby obligated:
 - (1) To pay the subcontractor(s) within seven (7) days of the Contractor's receipt of payment from the Commonwealth for the proportionate share of the payment received for work performed by the subcontractors(s) under the Contractor; or
 - (2) To notify the agency and the subcontractors(s) in writing of the Contractor's intention to withhold payment and the reason.
- b. The Contractor is obligated to pay the subcontractors(s) interest at the rate of one percent per month (unless otherwise provided for under the terms of the contract) on all amounts owed by the Contractor that remain unpaid seven (7) days following receipt of payment from the Commonwealth, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U.S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier Contractor performing under the primary contract. A Contractor's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the Commonwealth.

3. Each prime Contractor who wins an award in which provision of a SWAM procurement plan is a condition to the award, shall deliver to the contracting agency, on or before request for final payment, evidence and certification of compliance (subject only to insubstantial shortfalls and to shortfalls arising from subcontractor default) with the SWAM procurement plan. Final payment under the contract in question may be withheld until such certification is delivered and, if necessary, confirmed by the agency or other appropriate penalties may be assessed in lieu of withholding such payment.

4. The Commonwealth of Virginia encourages contractors and subcontractors to accept electronic and credit card payments.

K. PRECEDENCE OF TERMS: The following; General Terms and Conditions, Vendors Manual, Applicable Laws and Courts, Anti-discrimination, Ethics in Public Contracting, Immigration Reform and Control Act of

1986, Debarment Status, Antitrust, Mandatory Use of State Form and Terms and Conditions, Clarification of Terms, Payment shall apply in all instances. In the event there is a conflict between any of the other General Terms and Conditions and any Special Terms and Conditions in this solicitation, the Special Terms and Conditions shall apply.

- L. QUALIFICATIONS OF OFFERORS: The Commonwealth may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to the Commonwealth all such information and data for this purpose as may be requested. The Commonwealth reserves the right to inspect Offeror's physical facilities prior to award to satisfy questions regarding the Offeror's capabilities. The Commonwealth further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy the Commonwealth that such offeror is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.
- M. TESTING AND INSPECTION: The Commonwealth reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specification.
- N. ASSIGNMENT OF CONTRACT: A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Commonwealth.
- O. CHANGES TO THE CONTRACT: Changes can be made to the contract in any one of the following ways:
1. The parties may agree in writing to modify the scope of the contract. An increase or decrease in the price of the contract resulting from such modification shall be agreed to by the parties as a part of their written agreement to modify the scope of the contract.
 2. The Purchasing Agency may order changes within the general scope of the contract at any time by written notice to the Contractor. Changes within the scope of the contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. The Contractor shall comply with the notice upon receipt. The Contractor shall be compensated for any additional costs incurred as the result of such order and shall give the Purchasing Agency a credit for any savings. Said compensation shall be determined by one of the following methods:
 - a. By mutual agreement between the parties in writing; or
 - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the Contractor accounts for the number of units of work performed, subject to the Purchasing Agency's right to audit the Contractor's records and/or to determine the correct number of units independently; or
 - c. By ordering the Contractor to proceed with the work and to keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the contract. The same markup shall be used for determining a decrease in price as the result of savings realized. The Contractor shall present the Purchasing Agency with all vouchers and records of expenses incurred and savings realized. The Purchasing Agency shall have the right to audit the records of the Contractor, as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to the Purchasing Agency within thirty (30) days from the date of receipt of the written order from the Purchasing Agency. If the parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia's Vendor's Manual. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this contract shall excuse the Contractor from promptly complying with the changes ordered by the Purchasing Agency or with the performance of the contract generally.
- P. DEFAULT: In case of failure to deliver goods or services in accordance with the contract terms and conditions, the Commonwealth, after due oral or written notice, may procure them from other sources and

hold the Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies, which the Commonwealth may have.

- Q. INSURANCE: By signing and submitting a proposal under this solicitation, the offeror certifies that if awarded the contract, it will have the following insurance coverage at the time the contract is awarded. For construction contracts, if any subcontractors are involved, the subcontractor will have workers' compensation insurance in accordance with 2.2-4332 and 65.2-800 et seq. of the *Code of Virginia*. The offeror further certifies that the Contractor and any subcontractors will maintain these insurance coverages during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission.

MINIMUM INSURANCE COVERAGES AND LIMITS REQUIRED FOR MOST CONTRACTS:

1. Worker's compensation - Statutory requirements and benefits. Coverage is compulsory for employers of three or more employees, to include the employer. Contractors who fail to notify the Commonwealth of increases in the number of employees that change their workers' compensation requirements under the *Code of Virginia* during the course of the contract shall be in noncompliance with the contract.
2. Employers Liability - \$100,000.
3. Commercial General Liability - \$1,000,000 per occurrence. Commercial General Liability is to include bodily injury and property damage, personal injury and advertising injury, products and completed operations coverage. The Commonwealth of Virginia must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability - \$1,000,000 per occurrence. (If motor vehicle is to be used in the contract.)
5. Health Care Practitioner (to include Dentists, Licensed Dental Hygienists, Optometrists, Registered or Licensed Practical Nurses, Pharmacists, Physicians, Podiatrists, Chiropractors, Physical Therapists, Physical Therapist Assistants, Clinical Psychologists, Clinical Social Workers, Professional Counselors, Hospitals, or Health Maintenance Organizations.) - \$2,000,000 per occurrence, \$3,000,000 aggregate
This complies with 8.01 – 581.15 of the *Code of Virginia*.

- R. ANNOUNCEMENT OF AWARD: Upon the award or announcement of this contract over \$50,000.00 as a result of this solicitation, the Purchasing Agency will publicly post such notice at the DGS/DPS eVA web site (www.eva.virginia.gov) for a minimum of 10 days.

- S. DRUG FREE WORKPLACE: During the performance of this contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

For the purpose of this section, "*drug-free workplace*" means a site for the performance of work done in connection with a specific contract awarded to a Contractor, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

- T. NONDISCRIMINATION OF CONTRACTORS: A Bidder, Offeror or Contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability or faith-based organizational status, any other basis prohibited by state law relating to discrimination in employment or because the Bidder or Offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract

objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternate provider.

- U. eVA Business-To-Government Vendor Registration: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.
- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.
 - b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
 - c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.
- V. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- W. SET-ASIDES: This solicitation is set-aside for DMBE-certified small business participation only when designated "SET-ASIDE FOR SMALL BUSINESSES" in the solicitation. DMBE-certified small businesses are those businesses that hold current small business certification from the Virginia Department of Minority Business Enterprise. DMBE-certified women and minority-owned businesses are also considered small businesses when they have received DMBE small business certification. Small businesses must be certified by DMBE not later than the solicitation due date.
- X. BID PRICE CURRENCY: Unless stated otherwise in the solicitation, bidders/offerors shall state bid/offer prices in US dollars.

VII. SPECIAL TERMS AND CONDITIONS:

- A. AUDIT: The Contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
- B. BID PROPOSAL ACCEPTANCE PERIOD: Any bid in response to this solicitation shall be valid for 90 days. At the end of the 90 days the bid may be withdrawn at the written request of the bidder. If the bid is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.
- C. CANCELLATION OF CONTRACT: The purchasing agency reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon **30** days written notice to the Contractor. Any

contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- D. INDEPENDENT CONTRACTOR: When providing the services specified under this contract the Contractor shall not be deemed an “employee” or “agent” of the Virginia Department of Health. The Contractor shall act as an independent Contractor and is responsible for obtaining and maintaining appropriate liability insurance, payment of all FICA, State and Federal taxes, and complying with other similar requirements, which are customary in the industry. In addition, the Contractor certifies that they are not an employee, nor do they currently employ employees of the Virginia Department of Health.
- E. IDENTIFICATION OF PROPOSAL ENVELOPE: If a special envelope is not furnished, or if return in the special envelope is not possible, the signed proposal should be returned in a separate envelope or package, sealed and identified as follows:

From: _____	November 9, 2009	<u>3:00pm</u>
Name of Offeror	Due Date	Time
_____	<u>704H094</u>	
Street	RFP Number	
_____	<u>Get Alarmed, Virginia!</u>	
City, State, Zip Code	RFP Title	

Name of Contract/Purchase Officer Scott Magazine

The envelope should be addressed as directed on Page 1 of the solicitation.

If a proposal not contained in the special envelope is mailed, the Offeror takes the risk that the envelope, even if marked as described above, may be inadvertently opened and the information compromised which may cause the proposal to be disqualified. Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other proposals should be placed in the envelope.

- F. PRIME CONTRACTOR RESPONSIBILITIES: The Contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skills and attention. Subcontractors who perform work under this contract shall be responsible to the prime Contractor. The Contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.
- G. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent of the Purchasing Agency. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractors(s) and shall assure compliance with all requirements of the contract.
- H. TREATMENT OF PROPERTY AND EQUIPMENT: If the Purchasing Agency permits the Contractor to purchase real property or equipment with grant funds, the Purchasing Agency retains a residual financial interest, enabling the Purchasing Agency to recover the assets or determine final disposition. This will be accomplished on a case-by-case basis, according to the federal grant guidelines applicable to the grant that is funding the service(s).
- I. ACKNOWLEDGEMENT OF PUBLICATION: The Contractor agrees that all reports, forms, papers, articles, materials, creations, or inventions created, developed and used as a result of funds from a contract as a result of this Request For Proposal shall bear an acknowledgement showing the item was funded (in part or whole) by the Virginia Department of Health and any grant/cooperative agreement that the Department of Health may have with other state or Federal agencies. All materials and acknowledgement shall be reviewed and approved by the Department prior to publication.

- J. eVA Business-To-Government Contracts and Orders: It is anticipated that the contract may result in multiple purchase orders (i.e., one for each reporting period of the contract) with the eVA transaction fee specified below assessed for each order.
- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
 - b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, website portal www.eva.state.va.us, streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list) or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

VIII. METHOD OF PAYMENT:

The Department shall compensate the Contractor based on actual expenditures paid by the Contractor for goods and services under the terms of this agreement. If this agreement contains renewal options, the amount of the Department's allocation of funds to the Contractor shall be negotiated annually. Payments shall be made upon receipt and approval of the Department of required reports for services performed under the terms of this Agreement and invoices and acceptable supporting documentation from the Contractor. The reimbursement for services shall be based on the budget and on compliance with activities described in the work plan submitted by the Contractor and approved by the Department. The invoices, with supporting documentation acceptable to the Department, shall include a report of expenditures that are itemized by budgeted line item with quarterly and year-to-date total expenditures per budget category. To be reimbursable, expenditures must adhere to the requirements detailed in the Commonwealth Accounting Policy and Procedure (CAPP) Manual which may be viewed at http://www.doa.virginia.gov/Admin_Services/CAPP/CAPP_Main.cfm, included in the budget for this agreement, and, if applicable, in compliance with all federal guidance for the funding provided under this agreement. Supporting documentation shall include item level description of the purchase. Additional supporting documentation requirements are as follows:

All Expenditures: a report from the Contractor's financial management information system must be provided.

Personnel: payroll reports from the Contractor's financial management information system must be provided.

Travel: specific explanations of what expenditures (meals, air fare, etc.) were made, name of the traveler, dates of travel, and any other pertinent information. Expenditures for travel must adhere to the Commonwealth's limitations.

Contractual: specific explanations of what expenditures were made, to whom the payment was made, date(s) of payment, and any other relevant information.

Supplies, Miscellaneous, and Other: listing of the specific items and/or goods for which payment was made.

Telephone/Mobile: if possible, a copy of the top page of the phone bill related to the request for reimbursement should be provided. If this is not possible, such as in cases where these charges are centrally allocated, an explanation of the charges must be provided.

Payments shall be made in quarterly increments to the Contractor subject to receipt by the Department of all required reports for services performed under the terms of this Agreement as described in the Agreement, acceptable invoices, and acceptable supporting documentation as described above.

During the final period (month) of each Agreement year, the Contractor shall notify the Department of the estimated amount of expenditures for that period. Within thirty (30) days after the end date of the budget period, the Contractor shall submit to the Department a final invoice with acceptable supporting documentation. If the estimated invoice exceeds that final invoice, the Contractor will return the unspent funds, as well as any interest earned on those funds, to the Department at the time the final invoice and supporting documentation is submitted to the Department. The Contractor shall not maintain cash on hand under this agreement. If renewals are permitted under this agreement, the Contractor and the Department shall negotiate the addition any unspent allocation to the following year's budget; however, this is generally not permitted.

Invoices, reports, and supporting documentation shall be submitted to:

Virginia Department of Health
Division of Injury and Violence Prevention
ATTN: Leonard Recupero
PO Box 2448, 8th Floor
Richmond, Virginia 23218

Failure of the Contractor to submit reports, invoices, and acceptable supporting documentation within the prescribed time frame may forfeit Contractor's right to payment from the Department.

In the event the Contractor fails to fulfill the requirements set forth in Article I, Scope of Services, the Contractor will be asked to submit a plan of corrective action within 30 days, or a time frame acceptable to both parties. The plan of corrective action will be mutually agreed to prior to implementation.

The Contractor shall be paid on the basis of invoices submitted for actual expenditures as a result of services performed under the terms of the contract based on the budget submitted by the Contractor and approved by the Department. The Contractor shall invoice the Department on a quarterly basis with supporting documentation. Billing shall be due no later than 30 days following the end of each quarter in which expenditures are incurred.

IX. ATTACHMENTS

A. Offerors shall submit their budgets using the Attachment A – Budget Template and Guidelines form. An electronic version of this document is available upon request from Leonard Recupero at Leonard.recupero@vdh.virginia.gov or (804) 864-7734.

B. Offeror Data Sheet

Attachment A

Budget Template and Guidelines

Budget Breakdown and Justification

SALARY and WAGES

List salaries for all personnel positions funded under this grant. Include any in-kind support. For each position, provide the information below.

Annual Percentage Amount: _____
Name: _____
Title: _____
Annual Salary: _____
Percentage of effort requested: _____
Job description and responsibilities: _____

TOTAL SALARY REQUESTED: \$ _____

FRINGE BENEFITS

Please list for all personnel positions funded under this grant. Fringe benefits are usually applicable to direct salaries and wages. Provide information on the rate of fringe benefits used and the basis for their calculation. If a fringe benefit rate is not used, itemize how the fringe benefit amount is computed. For each position, provide the information below.

Title: _____
Salary base x benefit rate= fringe _____

TOTAL FRINGE BENEFITS REQUESTED: \$ _____

CONSULTANT

Please list any *individuals* hired to give professional advice or services for a fee but not as an employee of the hiring party. For each consultant, provide the information below.

Name: _____
Organizational Affiliation: _____
No. of Days of Consultation: _____
Expected Rate of Compensation per Day: _____
Travel: _____
Per Diem: _____
Other related expenses (please identify): _____
Justification for consulting costs and description of duties: _____

TOTAL CONSULTANT COSTS REQUESTED: \$ _____

EQUIPMENT

Please list each item of equipment separately and provide the cost of each item. Give justification for each item of equipment by relating it to program objectives. Include smoke alarm installation equipment here (ladders, drills, etc.). For each item of equipment, provide the information below.

Item: _____
Cost: _____
Justification: _____

TOTAL *EQUIPMENT* REQUESTED: \$ _____

SUPPLIES

It is recommended when training materials are kept on hand as a supply item, that they be included in the "Supplies" category. When training materials (e.g., pamphlets, notebooks, videos, and other various handouts) are ordered for specific training activities, these items should be itemized and shown in the "Other" category. If appropriate, General Office Supplies (e.g., pens, pencils, paper, etc.) may be shown by an estimated amount per month times the number of months in the budget category.

Please list all types of supplies, including long life lithium battery smoke alarms, here. Other supplies include office, postage, photocopying, promotional, etc. When possible, provide unit cost and quantity. If not possible, provide details as to how the dollar amount was calculated. Please give as much detail and cost justification for the items as possible. For each type of supply, provide the information below.

Type of supply: _____
Unit Cost: _____
No. Needed: _____
Total: _____

TOTAL *SUPPLIES* REQUESTED: \$ _____

LOCAL TRAVEL

Dollars requested in the travel category should be for staff travel only. Travel for consultants should be in the consultant category. Travel for other participants, advisory committees, review panels, etc. should be itemized in the same way specified below or and placed in the "Other" category.

Estimated Mileage to Install Smoke Alarms

Traveler (s): _____
Position (s): _____
Number of Miles: _____
Subtotal: _____

TOTAL *TRAVEL FUNDS* REQUESTED: \$ _____

OTHER

This section includes all items not included in the previous categories, such as printing, telephone, storage (verify that this is for the project only), training materials, etc. (NOTE: All costs associated with training activities should be placed in the "Other" category)

Please list all "other" information. If possible, list dollar amount, unit cost, quantity, and cost justification for each item. If not possible, provide details as to how dollar amount was calculated.

Examples:
Printing
(\$ _____ per X _____ documents)= \$ _____

Telephone
 (charges \$ _____ per month X _____ months)= \$ _____

Storage (clarify that this is for this project only)
 (charge \$ _____ per month X _____ months)= \$ _____

TOTAL OTHER FUNDS REQUESTED: \$ _____

BUDGET SUMMARY

<u>Category</u>	<u>In-Kind (if any)</u>	<u>Requested Amount</u>	<u>Total Planned Expenditure</u>
Salary and Wages			
Fringe			
Consultant			
Equipment			
Supplies			
Travel			
Other			
Total			

In the In-Kind column, please indicate additional funding that will be used to support the project(s) in the portfolio.

ATTACHMENT B
VENDOR DATA SHEET

Note: The following information is required as part of your response to this solicitation.

1. QUALIFICATIONS: The vendor must have the capability and capacity in all respects to satisfy fully all of the contractual requirements.

2. YEARS IN BUSINESS: Indicate the length of time you have been in business providing this type of goods:

_____ Years _____ Months

3. Gross sales for last year or reporting period _____

4. Indicate below a listing of at least four (4) current or recent accounts for which your company has provided similar services preferably within the last year. Include the below listed information.

A. Company:	Company Contact:
Phone:	Fax:
Project:	
Dates of Service:	
\$ Value:	

B. Company:	Company Contact:
Phone:	Fax:
Project:	
Dates of Service:	
\$ Value:	

C. Company:	Company Contact:
Phone:	Fax:
Project:	
Dates of Service:	
\$ Value:	

D. Company:	Company Contact:
Phone:	Fax:
Project:	
Dates of Service:	
\$ Value:	

5. OTHER: For statistical reporting purposes, is your firm considered to be a:
minority owned business? Yes _____ No _____
a woman owned business? Yes _____ No _____

I certify the accuracy of this information.

Signed: _____ Title: _____ Date: _____

Phone/fax/email number _____