**REQUEST FOR PROPOSALS**

**(RFP) 23-07**

**CENTRALIZED DATA HUB – EARLY CHILDHOOD EDUCATION**

**1.1 BACKGROUND**

The mission of the nonprofit Collaborative for Children (CFC) is to meaningfully improve the quality of early childhood education and care for Greater Houston’s children through those who are most influential in their lives. The Collaborative for Children staff works every day toward the goal of strengthening families, improving the quality of child care programs, and educating the community about the importance of the early years in a child's life.

Since its founding in 1987 as Initiatives for Children, we have helped parents in the Houston area find child care for their children through our resource and referral service, now online at [www.FindChildCareNow.org](http://www.FindChildCareNow.org). Additionally, to ensure that more young children have the secure, stimulating home environments they need to develop, we provide families with parenting education and home visitation services.

For child care providers, we offer a variety of quality improvement initiatives and professional development opportunities designed to improve the quality of child care environments. We bridge the gap in resources and standards by providing child care professionals with hands-on training and leadership development, curriculum development, one-on-one coaching/mentoring, classroom materials and equipment, and scholarships for continued education in the field of early childhood. As a result, thousands of young children throughout our community are in the care of higher-quality child care programs and teachers with the resources to ignite an early love of learning.

Knowledge fuels action, which is why we are committed to educating the community about the critical importance of a child’s development during the years between birth and five. We also work closely with our partners to advocate for state and national policies that raise standards and increase resources for early care and education in our community.

1.2 PURPOSE

Collaborative for Children is seeking a qualified firm to provide quality project management of the creation of an innovative Centralized Data Hub (Big Data Platform). We seek to use machine learning and AI technology to support our Early Childhood 21 Century initiatives. The goal of the platform is to capture measurable data that will answer critical service questions such as: Are teacher's instructional methods effective? At what level are families engaged in the child's learning? Is the childcare center a viable business?

The Project Management Firm will assess the scope of work, communicate risks and potentials of goal completion, manage and maintain projected timelines, provide quality assurance for projected outcomes, and create a communicable track record of all potential setbacks and milestones.

1.3 BIG DATA SYSTEM

The Big Data Platform project will be large in scope but will be broken down into four phases.

* Discovery Phase: Gathering data to better understand the functions of CFC programming. Additionally, we anticipate a centralized identification and specificity of relevant data needed for collection.
* Assessment Phase: Development of a detailed project plan that lays the foundation for the creation or implementation of the big data platform.
* Design Phase: Present innovative ideals that meet our needs comprehensively. If your proposal involves subcontracting with a vendor, please include this information in your proposal.
* Implementation: Test, train and implement the proposed platform.

CFC would like to host a centralized data hub that aggregates data and provides a real time snap shot of progress as it pertains to the child care center, the teacher and the children.

Weare not looking for a static database system. We are looking for an interactive and flexible system where the repository can be updated and interfaced with by multiple application and users. It is important that we receive real time data to adequately chart our progress and to address intervention needs.

We want a system that that also allows for the customization of portals and supports the following:

* Individual profiles that support the ability to capture child data, upload files, videos, photos, track and other pertinent information.
* The ability to extract data points from multiple profiles or portals (ex. enrollment statistics, child assessment score comparisons, family engagement comparisons, etc.)
* Assessment data for children that identifies baseline scores and projected scores with intervention.
* Internal measures that immediately identify child assessment scores that fall outside of the range of typically developing children.
* Security of the system is very important and we need to protect personal and private information of all users.

1.4 SCOPE OF WORK (SOW)

The scope is to assess, analyze, manage, and track the creation or implementation of a Centralized Data Hub. The scope of work will be broken out into four phases. The project management firm will govern the execution of the four phases. We are looking for a firm to organize a creative and forward-thinking vision to achieve the objectives and expected outcomes we are looking for. Creating a hypothesis for machine learning and AI technology is essential, and we need a firm to assist us in the management of this venture that will create a modern approach to capturing critical data.

The first two phases of the scope will be Discovery and Assessment. In these phases, we are looking for the subject matter experts in technology to help discover the needs of the organization and work towards creating an innovative solution to collect and manage data.

The last two phases are Design and Implementation. The expectation is that these phases will begin in November/December 2023.

1.5 INFRASTRUCTURE READINESS

While we currently do not have a network infrastructure in place to support a centralized data hub, we do have an E5 license for Office 365 that contains Microsoft Azure. If your solution does not include using Microsoft elements, please explain fully in your proposal.

1.6 DATA POINTS

We are currently collecting data that will ultimately drive program improvement and demonstrate our impact on children and families. Transparent data that demonstrates our impact on the community is essential. We want our data to show funders how their money is impacting and improving families, in addition, we want our data to be engaging for parents and show our impact on the community.

1.7 CONTRACT TERMS

This agreement begins September 22, 2023. It is a phased approach with a total for four phases. The initial two phases will be the assessment and discovery phase. We anticipate a 12 – 18-month contract. We reserve the right to increase or decrease the terms of this RFP. Funding for this project is also subject to the availability of funds.

Any contracts entered into will be a fixed-price contract. CFC will evaluate proposals we deem qualified, responsive and responsible during our evaluation process based upon the evaluation criteria set forth in this RFP.

1.8 ADDENDA TO RFP

If it becomes necessary to revise any part of this RFP before the proposal response date, an addendum will be posted to our website under the original RFP document. **It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.**

1.9 SUBMISSION REQUIREMENTS

All proposals are required to be in a pdf document. Submit all proposals to bpremeaux@collabforchildren.org

* Subject: RFP 23-07 Centralized Data Hub – Early Childhood Education - Name of your firm
	+ 1. **Cover Letter and Executive Summary**
* This letter must be signed by an individual who is authorized to negotiate terms, render binding decisions and commit your firm’s resources.
* Summarize your understanding of our organization and the operations for which it is responsible; describe your understanding of the work to be done; and make a positive commitment to perform the work necessary.
	+ 1. **Firm Overview**
* Provide a brief history and description of your firm’s business organization and its consulting

service expertise and experience as it relates to the requirements discussed in this RFP

* + Include the location of offices and the number and types of consultants or other relevant professional staff in each office.

**1.1.3 Personnel**

Identify the primary person(s) who will be responsible for managing the relationship with CFC during the project.

* Provide the names, proposed roles, background and experience, current professional licenses, office location and availability of the consulting personnel that would perform the services as described in this RFP.
* Provide a description of your firm’s experience in providing similar consulting services to other clients, especially other non-profit organizations.
	+ List all clients for which your firm has performed work similar to that described in this RFP.

1.10 APPROACH

* Provide a description of your strategy for discovering, validating and prioritizing high-level

strategic and tactical business needs.

* Provide a description of your approach to assessing CFC’s current business and technical needs to support our Big Data Platform.
* Approach to creating a modern big data platform that helps CFC meet our business needs for big data.
	+ Provide examples of previous work. Links to previous websites would be helpful.
* Provide a work plan, including tasks, dependencies, durations and deliverables covering the entire scope of the project.
* Provide a description of quality assurance criteria and processes your team will use to confirm the completeness and correctness of deliverables.
* Provide a description of your management approach, including the following:
	+ A weekly progress/status report
	+ Your view of the critical success factors related to the management of this project.

1.11 COMMITMENT TO DIVERSITY AND INCLUSION

Collaborative for Children is committed to the inclusion of minority and woman firms in contracting opportunities. Responding firms shall clearly identify MBE/WBE firms expected to participate in the Contract, in their Proposal.

Proposed MBE/WBE firms must be registered as a Minority Owned business in the State of Texas. The utilization of minority and women owned businesses are encouraged and will be considered a factor in the evaluation determination.

1.12 COST

Proposer must provide itemized costs for the following:

* Resources (by position) that will be devoted to the effort.
* The pay rate for each resource
* Must identify any other direct costs that went into calculating the Proposer’s cost.
* Any costs not provided in the cost proposal will be assumed as no charge to the CFC.
* Any Financial commitments to MBE/WBEs should be identified in the Cost Submittal and should be expressed in terms of the percentage of the total cost of the proposal.
* Invoices should be submitted monthly and be itemized with all costs.

1.13 EVALUATION CRITERIA

In order to be considered for selection, interested parties must submit a detailed quote addressing the following criteria. Please organize your proposal according to the subsections below:

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| **Evaluation Criteria** | **Maximum Points** |
| Professional Experience (Cover Letter, Executive Summary, Firm Overview, Personnel) | 25 |
| Approach | 20 |
| HUB (MBE/WBE) | 20 |
| Cost | 20 |
| References | 15 |
| Total Maximum Points | 100 |

1.14 PROCUREMENT SCHEDULE

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| Date Posted | **July 31, 2023** |
| Deadline to ask questions | **August 27, 2023 2:00pm** |
| Deadline for Proposal submissions | **Aug 31, 2023 2:00pm** |
| Expected completion of proposal evaluations | **No later than September 7, 2023** |
| Contract Award Date | **September 15, 2023** |

**\*\*Questions should be submitted by email to** bpremeaux@collabforchildren.org **The subject line should read RFP 23-07 – Questions – Name of your firm.**

**\*\*\*\*Proposals will not be evaluated after August 31st, 2:00pm.**

1.15 REFERENCES

Provide at least three (3) references that can document your demonstrated ability to perform the required services.

1.16 CONDITIONS OF BID

**Right to Make No Awards-** COLLABORATIVE FOR CHILDREN also reserves the right to cancel all or portions of the RFP, and to reject any contract or request to pay any of the vendors’ cost in preparing or submitting a response as a result of this RFP. COLLABORATIVE FOR CHILDREN is not obligated to contract with any respondent to this request.

**Documentation Requirement-** All required documentation requested by this RFP must be submitted in the proposal.

**Conflict of Interest-** Vendors submitting proposals may expect that COLLABORATIVE FOR CHILDREN will assure adherence to its own code of ethical conduct and conflict of interest policies.

**Negotiation Requirement**- COLLABORATIVE FOR CHILDREN reserves the right to clarify, explain, verify or alter any aspect of a proposal in negotiating the contract.

**Changes in Request for Proposal**- COLLABORATIVE FOR CHILDREN may change any part of this request at any time prior to the submission deadline.

**Expenses outside of contract**- COLLABORATIVE FOR CHILDREN will not pay for any expenses incurred prior to the execution date of a contract or any expenses incurred after the termination date of the contract.

**Sub-contracts-** The primary bidder (lead contractor) assumes full responsibility for ensuring that work which is subcontracted is complete and delivered on-time.

**Submitted materials-** Materials submitted to COLLABORATIVE FOR CHILDREN as a part of this proposal are considered public information unless otherwise noted in the proposal itself as trade secret or proprietary information. COLLABORATIVE FOR CHILDREN is not responsible for the return of any part of a submission, including creative examples of work.

**Lobbying-** No employee, member of a Board of Directors or other governing body, or representative of a bidder who submits a proposal under this Request may have any contact outside of the formal review process with any employee of COLLABORATIVE FOR CHILDREN or any member of the COLLABORATIVE FOR CHILDREN Board of Directors for purposes of discussing or lobbying on behalf of bidder’s proposal. This contact includes written correspondence, telephone calls, personal meetings, email messages, or other kinds of personal contact. COLLABORATIVE FOR CHILDREN will reject proposals of those bidders who violate this condition.

**Notification and Protest**

Firms who wish to protest the results of this procurement must contact the **COLLABORATIVE FOR CHILDREN procurement manager at twest@collabforchildren.org**

in writing no later than five (5) days after the date of the written notification to the RFP respondents of the selection results.

Respondent may request to review the scoring sheets for their proposal, but not proposals submitted by others. Proposals will not be photocopied or removed from COLLABORATIVE FOR CHILDREN offices. The scoring of the proposal and other grievance will be discussed and appropriate action taken.

Respondents who wish to further pursue their protest must contact COLLABORATIVE FOR CHILDREN President/CEO Dr. Melanie Johnson, or in her absence, an appointed representative, in writing no later than five (5) days following notification of the decision of the Director of Program Innovation and Research.

1.17 ASSURANCES AND CERTIFICATIONS

Use the forms provided in this RFP. Be sure to include all required forms (cover page, lobbying, certifications for debarment, and drug-free workplace; Texas state assessments; the general assurances and certifications; Texas franchise tax; and the conflict of interest questionnaire), and be sure that all are properly signed by an authorized representative of your organization.

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| **Certification Regarding Lobbying**Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Agriculture (7 CFR Part 3018), Department of Labor (29 CFR Part 93), Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).The Contractor executing this contract certifies that:1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, or an employee of Congress, or an employee of a Member of Congress in connection with the federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure For to Report Lobbying”, in accordance with its instructions.

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| The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. |
| Name of Applicant or Organization |
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| Name and Title of Authorized Representative |
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| Signature and Date |

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| **Certification Regarding Debarment, Suspension****and Other Responsibility Matters**Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).The Contractor executing this contract certifies that neither it nor its principals:1. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Have not within a three-year period preceding this contract 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, violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a governmental entity with commission or any of the offenses enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transaction terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in the certification, such prospective recipient shall attach an explanation to this certification.

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| Name of Applicant or Organization |
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2. Have not within a three-year period preceding this contract 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, violation of Federal or State antitrust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
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| Name and Title of Authorized Representative |
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| Signature and Date |

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| **State Assessment Certification**The authorized representative of the corporation contracting herein by executing this contract certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.The corporation certifies that:□ It is current in Unemployment Insurance taxes, Payday and Child Labor Law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.□ It has outstanding Unemployment Insurance overpayment balance payable to that State of Texas.

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| Name and Title of Authorized Representative |
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| Signature and Date |

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| **Certifications Regarding****Assurances and Certifications**Contractor will render performance in accordance with all applicable provisions of the Workforce Investment Act of 1998 [WIA] (29 U.S.C. 2801 et seq.), American Recovery and Reinvestment Act of 2009, Wagner-Peyser Act (29 U.S.C. §49 et seq.), portions of the public welfare programs under the Social Security Act (42 U.S.C. §301 et seq.), the Child Care and Development Block Grant Act of 1990 and section 5082 of the Omnibus Budget Reconciliation Act of 1990, P.L. 101-508, as amended (42 U.S.C. 9858 et seq.), and the Personal Responsibility and Work Opportunity Act of 1996 [PRWORA] (7 U.S.C. §201.1, et seq.), and applicable federal regulations, state rules, and COLLABORATIVE FOR CHILDREN policies and rules.When submitting a proposal, organizations are required to assure and certify the following:1. **Non-discrimination and equal opportunity.** As a condition of the contract, the applicant assures that it will comply fully with the non-discrimination and equal opportunity provisions of the following laws:
* Section 188 of the Workforce Investment Act of 1998 (WIA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I and financially assisted program or activity;
* Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
* Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
* The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
* Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The applicant also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the applicant makes to carry out the WIA Title I-financially assisted programs or activities. The applicant understands that the United States has the right to seek judicial enforcement of this assurance. 1. **Environmental compliance.** Applicant assures and certifies that to the extent required by law, it will comply with applicable provisions of the Clean Air Act (42 USC §7401 et seq) the Federal Water

Pollution Control Act, as amended (233 USC §1251 et seq), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and the Environmental Protection Agency regulations at 40 CFR Part 15.1. **Labor Standards.** Applicant agrees and certifies that it will comply with applicable provisions of the Davis-Bacon Act (40 U.S.C. 276a- 276a-7), the Copeland Act (40 U.S.C. 276c), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-332), as set forth in Department of Labor Regulations at 20 CFR 5.5a.
2. **Texas Family Code.** Applicant certifies that the individual or organization submitting the proposal is not ineligible, pursuant to Texas Family Code §231.006, to receive the specified payment and acknowledges that if the certification is inaccurate, no contract will be made with Applicant.
3. **Unfair business practices.** Applicant certifies and assures that it has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The Applicant further certifies and assures that no officer of the Applicant has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year.
4. **Criminal Convictions.** Applicant certifies that it will disclose to Collaborative for Children and any applicable federal or state agencies the name of any person who has an ownership or control interest in or is an agent or managing employee of the Applicant who has been convicted of a criminal offense related to the person’s involvement in any program under Title XVIII, SIX, or SS of the Social Security Act since the inception of these programs.
5. **Identity Change.** Applicant certifies that it will notify Collaborative for Children immediately in the event of any significant change affecting the Applicant and Applicant’s identity, such as ownership or control, name change, governing board membership and vendor identification number.
6. **Immigration Reform and Control Act.** Applicant certifies that it will comply with the requirements of the Immigration Reform and Control Act of 1986 regarding employment verification and retention of verification forms for any individuals hired on or after November 1, 1986, who will perform any services under the proposed contract.

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| Name of Applicant or Organization |
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| Name and Title of Authorized Representative |
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| Signature and Date |

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| **Texas Corporate Franchise Tax Certification**Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contact with for-profit corporations that are delinquent in making state franchise tax payments. The following certification that the corporation making this contract is current in its franchise taxes must be signed by the individual authorized on Form 2031, Corporate Board of Directors Resolution, to sign the contract for the corporation.The contractor executing this contract certifies that the following statement is true and correct and that the Contractor understands making a false statement is material breach of contract and is grounds for contract cancellation.□ Not applicable. Contractor is not a corporation.Indicate the certification that applies to your corporation:□ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.□ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

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| **Vendor Conflict of Interest Disclosure Form****Disclosure Statement**All business (“Vendors”) that wish to conduct business with Collaborative for Children (“Company”) must complete and return this form. Please note that all Vendors are subject to Company’s Code of Ethics, which prohibits Company employees and Board of Directors members from having certain relationships with persons or entities conducting (or proposing to conduct) business with Company and which prohibits the acceptance of gifts from Vendors. The code and its definitions are incorporated by reference into this disclosure form. If a Vendor has a relationship to disclose, the Vendor should assume that the relationship may pose a conflict of interest until notified to the contrary in writing by a Company staff member authorized to confirm that a determination has been made that a conflict does not exist. A principle of the Code of Ethics is to endure that relationships do not influence any official decision or judgment of Company’s employees or Board of Directors members. Accordingly, disclosure also should be made for any person connected with Vendor (e.g., officer, director, employee, sub-contractor) that is likely to: (i) materially contribute to Vendor’s preparation, drafting, or presentation of a proposal or bid for services, (ii) materially contribute to Vendor’s negotiation of a contract with Company, or (iii) perform material services under a contract with Company. Below, these persons are referred to as “Disclosable Persons.”**Certification**I hereby certify that, except as disclosed below, to Vendor’s knowledge, there is no conflict of interest involving the Vendor named below that would violate the Company’s Code of Ethics, including that (a) after inquiry, neither Vendor nor any Disclosable Person is involved or engaged in any private business venture or enterprise, directly or indirectly, with any Company employee or Board member or his or her family member; (b) no Company employee or board member or his or her family member owns or has a material personal financial interest (directly or indirectly) in Vendor is engaged in a material personal business transaction with Vendor; and (c) no Company employee or Board member or his or her family member is employed by Vendor.I further certify that, during any period prohibited by an applicable Request for Proposal, neither the Vendor nor anyone acting on its behalf has requested that any employee or Board member of Company exert any influence to secure the appointment of Vendor under a contract or proposed contract.**Vendor Disclosure Statement**I believe that the name(s) referenced below do not have a (potential) conflict of interest with a current or potential Company employee(s), or Company Board of Directors member(s).\_\_\_\_\_\_ Yes, the above statement is true\_\_\_\_\_\_ No, the above statement is not true If you checked “Yes” above, please provide the following information:List name(s) of Company’s employee(s), Board of Directors member(s), or Company employees’ or Company Board of Directors’ family member(s) with whom there may be a conflict of interest.

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Provide a brief description of the nature of the potential conflict(s) of interest.

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**Vendor Information**

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| Name |  |
| Phone |  |
| Address |  |
| Federal ID |  |
| State of Incorporation or Domicile |  |

**Vendor Signature**By my signature below, I certify that I am the Authorized Representative for the Vendor named above, and that all of the information provided above by signor is true and complete to the best of the signor’s knowledge:

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| Print Name of the Vendor’s Authorized Representative |
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| Print the Position Title of the Vendor’s Authorized Representative |
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| Signature of Vendor’s Authorized Representative Date |
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