

REQUEST FOR PROPOSAL

**Statements of Qualifications and Cost Proposals
for
Hurricane Helene Program Management Assistance for
All Stafford Act
FEMA Public Assistance,
Hazard Mitigation Programs
AND
Community Development Block Grants**

**Town of Newland
March 7, 2025**

Offer Due Date/ Time: APRIL 6, 2025 – 12:00PM EST.

Release Date / Time: MARCH 7, 2025 – 12:00PM EST.

This Request for Proposal (RFP) is issued under the authority of Governor Cooper North Carolina Executive Order 315 for Tropical Storm Helene and subsequent applicable amendments. On September 27, 2024, Hurricane Helene made its way through the Town of Newland, as a 4 hurricane, causing significant damage. With consideration to incurred damage and associated cost, identification of and contracting with qualified entities to assist the Town of Newland recovery efforts are necessary. Qualified entities will provide program management assistance for Public Assistance (PA) and Hazard Mitigation (HM) and Community Block Grant Funding (CDBG) with all application development, preliminary damage assessments, administrative, oversight, project development, reimbursement, benefit cost analysis and closeout activities necessary from Hurricane Helene impacts and future grant programs. They will assist the Town of Newland to ensure, through proper program management, that they are administering the grant in accordance with all laws, regulations, and policies to maximize funding opportunities.

This Request for Proposals and Cost Proposals is to obtain information and costs for planning purposes and does not guarantee an award. This information will be reviewed and discussed by the Town of Newland and may or may not result in an award of a contract/purchase order.

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a response to this RFP identified as such must be clearly marked and will be handled in accordance with the State of North Carolina, and applicable rules and regulations. Any response marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

1. GENERAL INFORMATION

1.1. Background

On September 27, 2024, Hurricane Helene made its way through the Town of Newland, located in the State of North Carolina, causing significant damage. With consideration to incurred damage and associated cost, identification of and contracting with qualified entities to assist the Town of Newland recovery efforts are necessary. Qualified entities will provide program and grant management assistance for Public Assistance (PA) Hazard Mitigation (HM) and CDBG with all administrative, oversight, project development, reimbursement, and closeout activities necessary from Hurricane Helene impacts and future grant programs. They will assist Jurisdiction to ensure, through proper program management, that they are administering any and all funds and programs in accordance with all laws, regulations, and policies to maximize funding opportunities.

1.2. Purpose

The purpose of this RFP is to obtain competitive offers from qualified Offerors who are interested in providing the Town of Newland with the following:

- Assistance in program management on grant programs in the area of technical, program and grant management and closeout expertise in The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended (Stafford Act), specifically in Public Assistance (PA) FEMA Hazard Mitigation (HM) grant programs.
- Assistance in program management on grant programs in the area of technical, program and grant management and closeout expertise managing Community Development Block grant funding.
- Assistance and expertise in project identification, application development, programmatic/policy guidance, training, planning, program and grants management, monitoring and close-out of activities with regards to federal and state funding.
- As needed assist with review and development of policies and procedures to ensure compliance with 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

1.3. Scope of Work/Services

Part 3 of this document details the scope of work/services of the project, inclusive of deliverables and desired results.

1.4. Requirements for Offerors

1.4.1. Mandatory Requirements FEMA PA, HM and CDBG

The Offerors shall meet the following requirements prior to the deadline for receipt of offers:

- Public Assistance, Hazard Mitigation and CDBG:
- Offeror shall demonstrate prior experience working on similar projects with recipients or subrecipients in the administration, technical assistance, grants management and closeout of all CDBG and All Stafford Act, Public Assistance, and Hazard Mitigation Programs
- Offeror shall exhibit that proposed staff have the requisite knowledge of Public Assistance, Hazard Mitigation and CDBG programs as required in the Position Descriptions, Part 3, Section 3.4

1.4.2. Desirable Qualifications

It is desirable that Offerors should meet the following qualifications prior to the deadline for receipt of offers.

- Previous experience working with recipients or subrecipients in the administration, technical assistance, grants management and closeout of Stafford Act, FEMA and CDBG Programs
- Demonstrate successful history of project management for similar work and of the same magnitude of this RFQ.
- Offerors should demonstrate the companies' overall effectiveness based on scope of work on previous projects, what was completed, and the resulting success for the entity that was serviced.

2. ADMINISTRATIVE INFORMATION

2.1. Schedule of Events

Activity/Event	Date
Public notice of RFP	7 MARCH 2025 12:00PM
Deadline for receipt of written inquiries	14 MARCH 2025 12:00PM
Deadline to answer written inquiries	14 MARCH 2025 12:00PM
Deadline for receipt of RFP responses	6 APRIL 2025 12:00PM
Presentations & Discussions (if applicable)	N/A

2.2. Response Content

2.2.1. Executive Summary

This section should serve to introduce the scope of the response. It should include administrative information including, at a minimum, the Offeror's contact name and phone number, email address and any other pertinent contact information. This section should also include a summary of the Offeror's qualifications and ability and willingness to comply with the Town of Newland requirements.

2.2.2. Company Background and Experience

The Offerors should give a brief description of their company including brief history, corporate or organization structure, and number of years in business.

This section should provide a detailed discussion of the Offeror's prior experience in working on projects similar in size, scope, and function to the proposed contract. Offerors should describe their experience in other states or in corporate and governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

Offerors should clearly describe their ability to exceed the qualifications described in the Mandatory Requirements for Offeror Section 1.4.1. - Review

Offerors should clearly describe their ability to exceed the desired qualifications described in the Desirable Qualifications for Offeror Section 1.4.2. – Review

2.2.3. Approach and Methodology

The Offeror should provide their approach and methodology to accomplish the objectives above and services included described in **Part 3: Scope of Work/Services**.

The Offeror should:

- Provide Offeror's understanding of the nature of the project and how its offer will best meet the needs of the Town of Newland.
- Define its functional approach in providing the services.
- Define its functional approach in identifying the tasks necessary to meet requirements.
- Describe the approach to Project Management and Quality Assurance.
- Provide a proposed Project Work Plan that reflects the approach and methodology, tasks, and services to be performed, deliverables, timetables, and staffing.
- Present innovative concepts for consideration.
- Present best practices garnered from previous experience with this Scope of Work/Services should be described.

2.2.4. Staff Qualifications

The Offeror should provide detailed information about the experience and qualifications of the Offeror's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability.

Offerors should clearly describe their ability to exceed the qualifications described in the Mandatory Requirements for Offeror Section 1.4.1.

Offerors should clearly describe their ability to exceed the desired qualifications described in the Desirable Qualifications for Offeror Section 1.4.2.

2.2.5. Cost Offer

The Cost Offer shall include:

An hourly rate for each position. The hourly rates shall be inclusive of labor, overhead. Travel expenses will be reimbursed at the current GSA rates. Failure to provide an hourly rate for each position shall cause the offer to be disqualified.

The offeror must provide all-inclusive rates that include overtime costs, mobilization and demobilization.

2.3. Response Submittal

Offerors interested in providing information requested by this RFP must submit responses containing the information specified no later than the Deadline for receipt as stated in the Schedule of Events.

The responses must be received printed and bound, three (3) copies each, to the office of the Town of Newland, Town Manager, Sandy Lewis on or before the date and time specified in the Schedule of Events.

Responses received after the deadline and incomplete submissions will not be considered and will not be evaluated.

All Responses should be sealed and the outside of the envelope marked: "Statements of Qualifications and Cost Proposals for Hurricane Helene Program and Grant Management Assistance for FEMA Public Assistance Programs FEMA Hazard Mitigation and Community Development Block Grants."

2.4. Legibility/Clarity

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Offeror's response should demonstrate an understanding of the requirements. Offers prepared simply and economically, providing a straightforward, concise description of the Offeror's ability to meet the requirements of the RFP are also desired. Each Offeror shall be solely responsible for the accuracy and completeness of its offer.

2.5. Ownership of Response

The materials submitted in response to this request shall become the property of the Town of Newland. Selection or rejection of an Offeror shall not affect this right.

2.6. Cost of Preparation

The Town of Newland shall not be liable for any costs incurred by offerors associated with developing the response, preparing for discussions (if any) or any other costs incurred by the offeror associated with this RFP.

2.7. Offeror Inquiries

Written questions regarding the RFP requirements or Scope of Work/Services must be submitted in writing to the Town of Newland, Town Manager, Sandy Lewis.

Town of Newland
Town Manager, Sandy Lewis

PO Box 429
Newland, NC 28657
manager@townofnewland.org

The Town of Newland will consider written inquiries and requests for clarification of the content of this RFP received from potential Offerors. Written inquiries must be received by the date and time specified in the Schedule of Events in Section 2.1. The Town of Newland shall reserve the right to modify the RFP should a change be identified that is its best interest.

2.8. Evaluation and Selection

The evaluation of offers will be accomplished by an evaluation team, to be designated by the Town of Newland, which will determine the offer most advantageous to the Town of Newland, taking into consideration price and the other evaluation factors set forth in the RFP.

The evaluation team may consult subject matter expert(s) to serve in an advisory capacity regarding any Offeror or offer. Such input may include but not be limited to review of technical requirements or preparation of cost score data.

2.9. Contract Award and Execution

The Town of Newland reserves the right to enter into a contract based on the offers received without further discussion of the offers submitted. The Town of Newland reserves the right to contract for all or a partial list of services offered.

2.10. Schedule of Required insurance

2.10.1. General Requirements

Each of the insurance policies maintained by Contractor for work/services performed under this agreement must be endorsed as follows, in addition to any other requirements:

To provide the Town of Newland with thirty (30) days written notice of changes in coverage or cancellation in accordance with contract terms. Changes in coverage or cancellation can be cause for termination of contract.

For liabilities and indemnities assumed by Contractor, Contractor's Insurance policies (except with respects to Worker's Compensation, Professional

Liability, and Employer's Liability) shall name the Town of Newland as additional insured.

For liabilities and indemnities assumed by the Town of Newland, Contractors insurance policies shall provide that the Contractors' insurers waive their rights of subrogation against, the Town of Newland its elected officials, employees, volunteers, and their insurers.

Insurance provided by Contractor shall be primary to and receive no contribution from any insurance maintained by or on behalf of the Town of Newland. The Town of Newland shall not be responsible or liable for any deductibles, self-insured retentions and/or premiums of Contractor's insurance.

Insurance provided by Contractor shall not be reduced, voided, waived or in any other manner limited with respect to Subcontractors. Contractors shall include all Subcontractors as insureds under its policies or shall be responsible for verifying and maintaining the Certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. The Agency reserves the right to request copies of Subcontractor's Certificates at any time.

Certified Copies of insurance certificates shall be made part of any contract executed. The Town of Newland reserves the right to request production of certified copies of all required insurance policies at any time.

Any deductibles or self-insured retentions must be declared and approved by the Town of Newland. Prior to entering into this agreement, and at the option of the Town of Newland either, the Town of Newland shall accept and approve the deductible or self-insured retention, the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the town, or the vendor shall procure a bond guaranteeing payment for losses and related investigations, claim administration and defense expense.

Insurance is to be placed with insurers with an A. M. Best's Rating or no less than A-VI or higher. This requirement could be waived for workers' compensation coverage only for those vendors whose workers' compensation coverage is placed with companies who participate in the North Carolina Industrial Commission. The requirements of this paragraph shall NOT apply to insurance coverages or certificates of insurance submitted by self-insured government entities, including but not limited to the government of the United States of America, the State of North Carolina any County within the State of North Carolina, any city, county or municipal corporation within the State of North Carolina any Board, Commission, District or political subdivision of the State of North Carolina or a County, or any political subdivision thereof.

The Town of Newland reserves/maintains the right to increase the minimum insurance requirements based on the project specifications.

2.10.2. Minimum Insurance Requirements

Workers' Compensation, as required by statute, and Employee's Liability Insurance, \$1,000,000.00 limits (per accident/per disease/per employee), covering Contractor's employees engaging in work/services under this agreement in compliance with applicable state, federal and/or maritime laws. The Town of Newland, its elected officials, employees, and volunteers shall be provided with a waiver of subrogation as well as listed as Alternate Employer. Contractor expressly agrees to comply with all provisions of the Workers' Compensation Laws of the state or federal jurisdiction where the work/service is being performed. For work/services performed on or near water, and where applicable, the policy should be endorsed to provide the Harbor Workers' Compensation Act, and/or Maritime Operations coverage, Maritime Employer's Liability Including wages, maintenance and transportation, and coverage for Master and Crews.

Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000.00. This insurance shall include third party bodily injury and property damage liability for owned, hired, and non-owned vehicles.

Architects, Engineers, and other Professionals shall maintain Professional Liability Coverage with minimum limits of \$1,000,000.00. The coverage shall extend to all professional subcontractors employed by said Architect, Engineer and other Professionals.

Builder's Risk insurance shall be in an amount equal to the greater of the fully completed project value or the amount of the construction contract including any amendments and shall be upon the entire work included in the contract. The policy provided coverage equivalent to the ISO for number C P 10 20, Broad Form Causes of Loss (extended to, if necessary, to include the perils of wind, earthquake, collapse, vandalism/malicious mischief, and theft, including theft of materials whether or not attached to any structure. The policy must include architects' and engineers' fees necessary to provide plans, specifications and supervision of work for the repair and/or replacement of property damage caused by a covered peril, not to exceed 10% of the cost of the repair and/or replacement.

Commercial General Liability insurance, \$1,000,000.00 limit, covering 3rd party bodily injury and property damage to include the following:

- Premises and Operations coverage
- Contractual Liability covering liabilities assumed

- Products and Completed Operations Coverage
- Action Over/Indemnity Buyback
- Underground resources liability endorsement (when applicable)
- Pollution liability coverage (when applicable)
- Personal and Advertising Injury Liability (when applicable)

Aircraft Liability insurance when aircraft (including fixed wing and helicopters) that are owned, rented or chartered are used in the operation under this agreement. The required limit of liability is \$1,000,000.00 combined single limit to include passenger liability. If owned aircraft are utilized, then a waiver of subrogation in favor of Government should also be provided for Hull Damage to the craft. Company will be restricted from flying over populated areas.

Marine Liability, Charters Legal Liability, and Towers Liability insurance including but not limited to tugs, vessels or barges that are owned, rented, or chartered and used in the operations under this agreement. The required limit of liability is \$10,000,000 which can be provided under a separate, stand-alone policy or under Contractor's Commercial General Liability or Excess/Umbrella Liability Coverage.

Watercraft Hull Damage insurance if owned watercraft are utilized, including a waiver of subrogation in favor of the Town of Newland. (when applicable)

Excess Umbrella insurance may be used to meet the minimum requirements for General Liability and Auto Liability Only. Minimum coverage must total \$1,000,000.00.

3. SCOPE OF WORK/SERVICES

3.1. Scope of Work

FEMA provides contributions for management costs incurred in administering and managing PA and HM awards. The contractor shall provide this assistance understanding the recovery capabilities and priorities and assisting the Town of Newland with all administrative tasks both direct and indirect associated with executing all phases of the CDBG, FEMA PA and HM grant program. This includes, ensuring through successful implementation of the recovery initiatives, that they facilitate obligation of federal and state funds.

Work location will be determined by the needs, but contractor may be required to attend meetings and travel within the State of North Carolina and County of Avery as needed to execute the scope of work.

3.2. Task and Services

Provide direction and oversight of all staff and subcontractors to assure a high degree of individual performance and compliance with all applicable local, state, and federal laws and regulations. Perform all tasks and services on behalf of the Town of Newland.

- Identify damages, develop preliminary estimates, and provide support documentation for Public Assistance claims
- Conduct site inspections as needed to develop damage assessments
- Determine logical grouping of damage sites
- Develop detailed site-specific damage description
- Identify and develop proposals for funding options that are feasible and economically viable
- Develop, compile, review, and provide support documentation for claims in accordance with FEMA law, regulation and policy
- Review project worksheets to determine changes, disallowances from original claim not previously addressed, or agreed to prior to obligation
- Review scope to submit reimbursement claims and need for additional amendments to the claim
- Monitor project completion status and submit accurate quarterly reports and time extension requests as needed
- Prepare complete packages to request reimbursement for FEMA eligible costs in accordance with state emergency management agency and FEMA reimbursement policies
- Reconcile all project costs and prepare final closeout documentation for grant closeout within 180 days of project period of performance
- Make programmatic requests to ensure proper approvals and compliance with all Public Assistance requirements
- Provide administrative support, as needed, for tracking, copying, and filing/making electronic files for projects
- Attend meetings, as needed or requested, to represent the Town of Newland interests/claims
- Document procurement process and assist with supporting cost reasonableness as needed

3.3. Additional Task and Services

The Town of Newland is seeking Program and Grant Management Augmentation and support for Hazard Mitigation from qualified vendors for Emergency Management Mitigation Grant Application Development and Support. The Town of Newland seeks and requests support for pre-award management and post award support for Hazard Mitigation Grant Program Augmentation, numerous grants, including but not limited to: Hazard Mitigation Grant Program (HMGP), Flood Mitigation Assistance (FMA), and Building Resilient Infrastructure in Communities (BRIC).

Qualified responses to this request for proposals will demonstrate subject matter in emergency management, mitigation, and grant development, as well as sufficient knowledge of both State and Federal Emergency Management Grant programs. The Vendor will provide qualified support in creating grant application narratives, including data collection, budget creation, and narrative development for projects.

Qualified vendors will also be called upon to support the Town of Newland through the pre-award Request for Information (RFI) and post award status of applications. Support the continued RFI process and post award process as applicable. Vendors will support the Town of Newland through the FEMA application approval process by receiving State/FEMA requests for additional information to support the submitted application, coordinating with the Town of Newland to develop RFI responses, and submitting additional information to State/FEMA for review by determined deadlines. The Vendor should also have the capacity to implement case management for all applicants of the Town of Newland Hazard Mitigation program, support the Town of Newland through the development of phased projects and be able to appropriately assemble Benefit Cost Analyses as applicable. Additionally, all respondents should demonstrate adequate knowledge of federal and state regulations.

For new grant applications, the qualified vendor should demonstrate capability and capacity to manage multiple projects with both grant management subject matter experts and staffing that is able to provide technical expertise in all facets of Hazard Mitigation Program development and implementation. Vendors should demonstrate exceptional project management techniques and the ability to provide deliverables in a timely and efficient manner. Subsequently, it is an expectation that any responding vendor should communicate any foreseeable issues with application promptly.

Following submission of all eligible Grant Applications to the appropriate agency, the Vendor should demonstrate capacity to support the Town of Newland with managing awarded projects to develop post-award deliverables and manage project milestone requirements for the State/ FEMA. This post-award support includes performing compliance reviews during their development of Request for Proposals (RFPs) and/or Request for Qualifications (RFQ's) for the selection of critical services to perform work under awarded HMGP projects. This will include a review for compliance with programmatic, regulatory guidance and State and Federal requirements for the types of projects awarded. Vendors should also be equipped to support the Town of Newland with the coordination of technical deliverables including Architectural and Engineering (A&E) design deliverables post-award. Vendors should also display adequate ability to assist with grant closeout.

3.4. Reports

The Contractor shall submit to the Town of Newland, monthly reports demonstrating task order accomplishments for the prior month to include production, quality, staffing and any other criteria deemed necessary by the Town of Newland management to monitor and measure performance. Monthly reports are due by the 15th of the following month.

3.5. Project Position Descriptions

The Contractor will provide personnel and services that are outlined within the Scope of Services to meet the needs of the Town of Newland to include closeout and grant management assistance to manage its Stafford Act Public Assistance, Hazard Mitigation and Community Block Grant programs. The following positions are desired for this project and may be merged based on experience and expertise.

3.5.1. Project Manager (s)

- Individual shall have knowledge of the Stafford Act, and HUD regarding Public Assistance Hazard Mitigation and CDBG programs and experience commensurate with the position.
- Serves as the day-to-day principal point of contact for the Contractor and to assure that Contractor's personnel are performing within the contract's scope of services.
- Executes all task orders signed by the subrecipient Project Manager and Contract Monitor.
- Oversee staff to ensure the overall mission and goals of subrecipient are accomplished.
- Ensures that requirements are met, and deliverables are produced.

3.5.2. Subject Matter Expert

- Experience as a senior member of a state or federal recovery operation, or equivalent experience commensurate with the ability to perform the necessary duties. Provides technical assistance to the Town of Newland.
- This individual shall demonstrate an extensive knowledge of the operational and regulatory aspects of the FEMA Public Assistance Program.

3.5.3. Senior Grant Manager(s)

- Experience as a technical assistance liaison in the area of public assistance.
- Reviews and determines the technical requirements and cost analysis of projects.
- Reviews and approves project worksheets, gathers and evaluates technical data, reviews construction contracts for compliance with state, federal and local laws, regulations and policies, provides expert assistance on payment issues regarding permanent work and alternate/improved projects.
- Individual shall have training and education in one or more of the technical fields of construction and engineering, architecture, environmental assessments, historic preservation, insurance and knowledge of federal regulations pertaining to the FEMA Public Assistance Program.
- Provide assistance to the subrecipient throughout the application process
- The individual will possess the appropriate professional license if needed.

3.5.4. Grant Manager(s)

- Experience as a grant manager in the area of public assistance.
- Individuals will provide subject-matter expertise in a wide range of duties directly related to grant management and closeout activities of the Stafford Act programs.
- Provides reconciliation, accounting and supporting documentation for the assigned grants to ensure that each subrecipient will have an audit quality closeout file.
- Conducts reviews to improve practices, promote effectiveness and efficiency, and ensure compliance with laws, rules and regulations.
- Provides guidance, oversight, and general assistance in preparing documentation, invoices, and information to request reimbursement for approved federally funded programs.
- Conducts reviews of supporting documentation for the assigned grants to ensure that each subrecipient receives appropriate reimbursement for approved federally funded program
- Monitors the progress to ensure that all federal and state grant requirements are met and that files are closed in a timely manner.
- Possess knowledge of the technical aspects of the program and will be expected to exercise independent judgement in coordination within the limits of applicable Federal and State statutes, regulations, policies and procedures.
- Individuals shall possess experience working on a state and/or federal grant program; a baccalaureate degree in accounting, business, finance, engineering, architecture, construction management, or similar fields; or experience commensurate with the proven ability to perform the above stated duties.

3.5.5. Grant Specialist(s)

- Experience as an accounting analyst.
- Performs general accounting functions using established systems and procedures.
- Works with a grant team to conduct day to day activities for Public Assistance programs.
- Responsibilities include coding and data entry.

3.5.6. Administrative Assistant

- Experience as an administrative assistant.
- Performs day-to-day support functions for a project using established systems and procedures.
- Detail-oriented with excellent organizational and communication skills.

3.5.7. Additional Classification and Rates that should be included in proposal

- GIS Specialist
- Senior Engineer PE

- Mid-Level Engineer

4. Evaluation

Offers that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the offer. The evaluation will be conducted according to the following.

The Evaluation Team will evaluate and score the offers using the criteria and scoring as follows:

Criteria	Maximum Score
Company Background and Experience	40
Approach and Methodology	25
Proposed Staff Qualifications	25
Cost	10
TOTAL SCORE	100

The offer will be evaluated in light of the material and the substantiating evidence presented, not on the basis of what may be inferred. Costing criteria will be based on the following format: Classifications, staff and hourly rates.

Classification	Staff	Hourly Rate
Project Manager(s)	NAME	
Subject Matter Experts	NAME	
Senior Grant Manager(s)	NAME	
Grant Manager(s)	NAME	
Grant Specialist(s)	NAME	
GIS Specialist	NAME	
Senior Level Engineer (PE)	NAME	
Mid-Level Engineer	NAME	
Administrative Assistant	NAME	

5. Additional Information.

PROPOSAL CERTIFICATION

Proposers Signature: _____ **Date:** _____

By signing above, I certify that I have carefully read and fully understand the information contained in this RFP; and that I have the capability to successfully undertake and complete the responsibilities and obligations of the Proposal being submitted and have the authority to sign the Proposal on behalf of my organization. **It is the offeror's responsibility to assure that all addenda have been reviewed prior to proposal submission.**

By: _____

Title: _____

Company: _____

Address: _____

Phone: _____

Email: _____

The proposer supplies the information recorded below for use in the preparation of the contract documents, in the event of contract award:

1. Please indicate type of business organization:

(a) Proprietorship _____

(b) Partnership _____

(c) Corporation _____

(d) Limited Liability Co _____

2. If business is a corporation, please answer the following questions:

Name and title of officers, authorized by Corporate Resolution, who will execute the contract on behalf of corporation (generally President and Secretary).

Firm is incorporated in what state? _____

If firm is a foreign corporation, does firm have a certificate of authority from the North Carolina Secretary of State? _____

3. If business is a Partnership, please answer the following:

Name in full or all general partners and addresses:

Is this a limited or general partnership? _____

If a limited partnership, what is state of registration? _____

If business is a foreign limited partnership, does business have a certificate of authority from the North Carolina Secretary of State? _____

4. If business is a Proprietorship, please answer the following:

Name of owner: _____

5. If the business is a limited liability company, please answer the following:

List the names and titles of managers or member-managers who will execute the contract on behalf of the company. _____

What is the state of organization? _____

If business is a foreign limited liability company, does business have a certificate of authority from the North Carolina Secretary of State? _____

6. For all bidders:

If the business operates under an assumed name, what is the assumed name:
