



Request for Proposal

for

**Athletic Department
Transportation**

Proposal Due Date – 08/28/2023

4525 Education Park Drive
Schnecksville, PA 18078
610-799-2121

TABLE OF CONTENTS

	<u>Page</u>
Cover Page	1
Table of Contents	2
Introduction	3
Timeline	3
Contact Information	3
General Instructions for Proposal	3
Submission of Proposal	4
General Information	4
Appendix A-Scope of Work & Requirements	5 - 24
Appendix B-IT Requirements	25
Appendix C-Vendor Proposal Form	26
Appendix D-Noncollusion Affidavit	27 – 28
Independent Contractor Agreement (reference only)	

Introduction

Lehigh Carbon Community College (LCCC) is initiating a process for the selection of a vendor to provide the College with transportation needs of the Athletic Department. The College is requesting written responses to this proposal. The proposals are due by 2:00 PM on August 28th 2023. No proposals will be accepted after the proposal date.

The Request for Proposal (RFP) is part of a competitive process which will be undertaken in order to serve the College’s best interests and provide vendors with a fair opportunity for their professional services to be considered. Representatives from the College will evaluate the proposals based upon a number of factors including, but not limited to fees, services, and qualifications. The final determination will be based on the proposal which, in the opinion of the selection committee and the College, best serves the interest of the College. The College reserves the right to reject any and all proposals or select a single item from any proposal or to cure any non-material oversight.

All parties interested in providing services requested in this proposal must fulfill the requirements defined herein and accept terms and conditions as stated in the college’s “Independent Contractor Agreement.”

Timeline

Date of Issue:	July 24 th 2023
Clarifying Questions Deadline	August 14 th 2023
Proposal Due Date	August 28 th 2023
Project Operational Date	September 5 th 2023

Contact Information

Questions concerning the RFP should be directed to:
Alexka Santana, Purchasing Assistant
asantana4@lccc.edu
Phone 610-799-1655
Fax: 610-799-1566

General Instructions for Proposal

- a) Proposal Content-A completed proposal must contain the following:
 - Appendix A-Requirements of Proposal (responses required)
 - Appendix B-IT Requirements (responses required)

- Appendix C-Proposal Form-completed by an individual authorized to bind the vendor. All proposals submitted without proposal form may be deemed inadequate.
- Appendix D-Non collusion Affidavit
- Three (3) references

b) Term & Renewal-The term of the Contract shall be for 1 year. The College reserves the right to extend the contract on a year-by-year basis if mutually agreed to by vendor.

Submission of Proposal

Written proposals are to be received no later than 2 PM on August 28th 2023 at the office of the Purchasing Assistant Lehigh Carbon Community College, 4525 Education Park Dr., Schnecksville, PA 18078, (Attention: Ms. Alexka Santana). 2 copies of the proposals must be in a sealed envelope marked “Transportation for Athletic Department Proposal” Electronic files will not be accepted.

General Information

Lehigh Carbon Community College is a community college with the main campus in Schnecksville, Pa., and sites in Tamaqua and Allentown, Pa. Classes in the aviation program are offered at the Lehigh Valley International Airport. The college was founded in 1966 and offers associate's degrees and certificates, as well as workforce training and community education. Whether students are taking their first two years of their bachelor's degree, preparing for immediate employment or just exploring a new interest, LCCC offers programs for everyone, including more than 90 degrees, certificates and specialized programs.

The college serves more than 9700 credit and 4100 noncredit students annually and employs more than 260 full-time staff, administrators and faculty, and more than 580 part-time employees and adjunct faculty.

Appendix A
Scope of Work

DATE

TEAM/# OF PASSENGERS

HOME/AWAY

OPPONENT

(TRAVEL TIME)

DEPARTURE

TIME OF COMPETITION

TIME OF RETURN

TIME

--

Tuesday, September 5, 2023

WSOC Away Brookdale Community College

765 Newman Springs Rd.

Lincroft, NJ 07738

(2hr 15min) 12:15PM 3:30PM 7:30PM

--

Tuesday, September 5, 2023 MSOC Away PSU Lehigh Valley

2809 Saucon Valley Rd.

Center Valley, PA 18034

(30min) 2:30PM 4:00PM 6:30PM

--

Tuesday, September 5, 2023 VB Away Delaware County CC

901 S. Media Line Rd.

Media, PA 19063

(1hr 45min) 3:15PM 6:00PM 9:30PM

--

Thursday, September 7, 2023 WSOC Away Montgomery Co CC

340 DeKalb Pike

Blue Bell, PA 19422

(1hr) 1:15PM 3:30PM 6:30PM

--

Thursday, September 7, 2023 MSOC Away Bucks County CC

275 Swamp Rd.

Newtown, PA 18940

(1hr 30min) 1:00PM 3:30PM 7:00PM

--

Thursday, September 7, 2023 VB Home Del Tech 6:00PM

Saturday,

September 9, 2023 MSOC Away Salem Community College

460 Hollywood Ave.

Carneys Point, NJ 08069

(2hr 15min) 9:00AM 12:00PM 4:00PM

--

Saturday, September 9, 2023 VB Away Harrisburg Area CC

1 HACC Dr.

Harrisburg, PA 17110

(1hr 45min) 9:00AM 12:00PM 4:00PM

Tuesday, September 12, 2023 WSOC Away PSU Scranton

120 Ridgeview Dr.

Dunmore, PA 18512

(1hr 45min) 12:15PM 3:00PM 8:30PM

--

Tuesday, September 12, 2023 MSOC Away PSU Scranton

120 Ridgeview Dr.

Dunmore, PA 18512

(1hr 45min) 12:15PM 5:00PM 8:30PM

--

Tuesday, September 12, 2023 VB Home Community College of Philadelphia 6:00PM

--

Thursday, September 14, 2023 WSOC Home PSU Hazleton 3:30PM

--

Thursday, September 14, 2023 MSOC Away Williamson College of the Trades

106 S New Middletown Rd.

Media, PA 19063

(2hr) 12:00PM 3:00PM 7:00PM

--

Thursday, September 14, 2023 VB Away Lackawanna College

401 Jadwin St.

Scranton, PA 18509

(1hr 45min) 3:15PM 6:00PM 9:15PM

--

Saturday, September 16, 2023 WSOC Home Atlantic Cape 12:00PM

--

Tuesday, September 19, 2023 WSOC Home Central Penn 3:30PM

--

Tuesday, September 19, 2023 VB Home PSU Lehigh Valley 6:00PM

--

Thursday, September 21, 2023 WSOC Away RCSJ-Gloucester

1400 Tanyard Rd.

Sewell, NJ 08080

(2hr 45min) 12:00PM 4:00PM 9:00PM

--

Thursday, September 21, 2023 MSOC Home Delaware Co CC 3:30PM

--

Thursday, September 21, 2023 VB Away Montgomery Co CC

340 DeKalb Pike

Blue Bell, PA 19422

(1hr) 4:00PM 6:00PM 8:30PM

--

Saturday, September 23, 2023 VB Home Harcum 12:00PM

--

Saturday, September 23, 2023 WSOC Away Harrisburg Area CC

1 HACC Dr.

Harrisburg, PA 17110

(1hr 45min) 9:00AM 12:00PM 6:00PM

--

Saturday, September 23, 2023 MSOC Away Harrisburg Area CC

1 HACC Dr.

Harrisburg, PA 17110

(1hr 45min) 9:00AM 2:00PM 6:00PM

--

Tuesday, September 26, 2023 MSOC Home Northampton CC 3:30PM

--

Tuesday, September 26, 2023 VB Away Northampton Community College

3835 Green Pond Rd.

Bethlehem, PA 18020

(45min) 4:15PM 6:00PM 8:15PM

--

Thursday, September 28, 2023 WSOC Home Bucks Co CC 3:30PM

--

Thursday, September 28, 2023 MSOC Away Montgomery Co CC

340 DeKalb Pike

Blue Bell, PA 19422

(1hr) 1:30PM 3:30PM 6:30PM

--

Saturday, September 30, 2023 MSOC Home Montgomery Co CC 12:00PM

--

Saturday, September 30, 2023 VB Away Delaware Tech Community College

21179 College Dr.

Georgetown, DE 19947

(3hr) 8:00AM 12:00PM 5:00PM

--

Tuesday, October 3, 2023 MSOC Home HACC 3:00PM

--

Tuesday, October 3, 2023 WSOC Home HACC 5:00PM

--

Tuesday, October 3, 2023 VB Home HACC 7:00PM

--

Thursday, October 5, 2023 WSOC Away Middlesex College

2600 Woodbridge Ave.

Edison, NJ 08837

(1hr 40min) 12:45PM 3:30PM 7:15PM

--

Thursday, October 5, 2023 MSOC Home Middlesex 4:00PM

--

Thursday, October 5, 2023 VB Home Lackawanna 7:00PM

--

Saturday, October 7, 2023 VB Away Community College of Philadelphia

1700 Spring Garden St.

Philadelphia, PA 19130

(1hr 30min) 9:30AM 12:00PM 3:30PM

--

Saturday, October 7, 2023 WSOC Home Ocean 12:00PM

--

Saturday, October 7, 2023 MSOC Home Ocean 2:00PM

--

Tuesday, October 10, 2023 WSOC Home Montgomery Co CC 3:00PM

--

Tuesday, October 10, 2023 MSOC Home Williamson CT 5:00PM

--

Thursday, October 12, 2023 WSOC Home Manor 3:30PM

--

Thursday, October 12, 2023 MSOC Away Northampton Community College

3835 Green Pond Rd.

Bethlehem, PA 18020

(45min) 2:15PM 4:00PM* double-check 6:45PM

--

Thursday, October 12, 2023 VB Home Montgomery Co CC 7:00PM

--

Saturday, October 14, 2023 WSOC Away Union County College

1033 Springfield Ave.

Cranford, NJ 07016

(1hr 45min) 9:00AM 12:00PM 4:00PM

--

Saturday, October 14, 2023 VB Away Harcum College

750 Montgomery Ave.

Bryn Mawr, PA 19010

(1hr 15min) 9:45AM 12:00PM 3:15PM

--

Tuesday, October 17, 2023 MSOC Away Delaware County CC

901 S. Media Line Rd.

Media, PA 19063

(1hr 45min) 2:45PM 5:30PM 9:15PM

--

Wednesday, November 1, 2023 WBB Home PSU Scranton 5:00PM

--

Wednesday, November 1, 2023 MBB Home PSU Scranton 7:00PM

--

Saturday, November 4, 2023 MBB Home PSU Lehigh Valley 12:00PM

--

Monday, November 6, 2023 WBB Away PSU York

1031 Edgecomb Ave.

York, PA

(2hr) 3:00PM 6:00PM 10:00PM

--

Thursday, November 9, 2023 MBB Away Thaddeus Stevens College of Technology

750 E King St.

Lancaster, PA 17602

(1hr 45min) 4:00PM 7:00PM 11:00PM

--

Saturday, November 11, 2023 WBB Away Ocean County College

1 College Dr.

Toms River, NJ 08754

(2hr) 9:00AM 12:00PM 6:00PM

--

Saturday, November 11, 2023 MBB Away Ocean County College

1 College Dr.

Toms River, NJ 08754

(2hr) 9:00AM 2:00PM 6:00PM

--

Tuesday, November 14, 2023 WBB Away Harrisburg Area CC

1 HACC Dr.

Harrisburg, PA 17110

(1hr 45min) 2:00PM 5:00PM 11:00PM

--

Tuesday, November 14, 2023 MBB Away Harrisburg Area CC

1 HACC Dr.

Harrisburg, PA 17110

(1hr 45min) 2:00PM 7:00PM 11:00PM

--

Thursday, November 16, 2023 WBB Home Community College of Philadelphia 5:00PM

--

Thursday, November 16, 2023 MBB Home Community College of Philadelphia 7:00PM

--

Saturday, November 18, 2023 MBB Home Salem Community College 12:00PM

--

Tuesday, November 21, 2023 WBB Away RCSJ-Gloucester

1400 Tanyard Rd.

Sewell, NJ 08080

(2hr 45min) 1:00PM 5:00PM 12:00AM

--

Tuesday, November 21, 2023 MBB Away RCSJ-Gloucester

1400 Tanyard Rd.

Sewell, NJ 08080

(2hr 45min) 1:00PM 7:00PM 12:00AM

--

Tuesday, November 28, 2023 WBB Away Delaware County CC

901 S. Media Line Rd.

Media, PA 19063

(1hr 45min) 2:00PM 5:00PM 11:00PM

--

Tuesday, November 28, 2023 MBB Away Delaware County CC

901 S. Media Line Rd.

Media, PA 19063

(1hr 45min) 2:00PM 7:00PM 11:00PM

--

Saturday, December 2, 2023 WBB Away Atlantic Cape Community College

5100 Black Horse Pike

Hamilton, NJ

(3hr) 8:00AM 12:00PM 7:00PM

--

Saturday, December 2, 2023 MBB Away Atlantic Cape Community College

5100 Black Horse Pike

Hamilton, NJ

(3hr) 8:00AM 2:00PM 7:00PM

--

Tuesday, December 5, 2023 WBB Home Montgomery County CC 5:00PM

--

Tuesday, December 5, 2023 MBB Home Montgomery County CC 7:00PM

--

Thursday, December 7, 2023 WBB Home Northampton Community College 5:00PM

--

Thursday, December 7, 2023 MBB Home Northampton Community College 7:00PM

--

Saturday, December 9, 2023 WBB Home Brookdale Community College 12:00PM

--

Saturday, December 9, 2023 MBB Home Brookdale Community College 2:00PM

--

Tuesday, December 12, 2023 WBB Home Luzerne Co CC 5:00PM

--

Tuesday, December 12, 2023 MBB Home Luzerne Co CC 7:00PM

--

Tuesday, January 9, 2024 WBB Home Sussex 5:00PM

--

Tuesday, January 9, 2024 MBB Home Sussex 7:00PM

--

Thursday, January 11, 2024 WBB Home HACC 5:00PM

--

Thursday, January 11, 2024 MBB Home HACC 7:00PM

--

Saturday, January 13, 2024 WBB Away Camden County College
200 College Dr.
Blackwood, NJ 08012
(1hr 30min) 9:30AM 12:00PM 6:00PM

--

Saturday, January 13, 2024 MBB Away Camden County College
200 College Dr.
Blackwood, NJ 08012
(1hr 30min) 9:30AM 12:00PM 6:00PM

--

Tuesday, January 16, 2023 WBB Away Montgomery Co CC

340 DeKalb Pike

Blue Bell, PA 19422

(1hr) 2:45PM 5:00PM 10:00PM

--

Tuesday, January 16, 2023 MBB Away Montgomery Co CC

340 DeKalb Pike

Blue Bell, PA 19422

(1hr) 2:45PM 7:00PM 10:00PM

--

Thursday, January 18, 2024 WBB Home Central Penn College 5:00PM

--

Thursday, January 18, 2024 MBB Home Williamson College of the Trades 7:00PM

--

Saturday, January 20, 2024 WBB Away RCSJ-Cumberland

3322 College Drive

Vineland, NJ 08360

(2hr 45min) 8:00AM 12:00PM 7:00PM

--

Saturday, January 20, 2024 MBB Away RCSJ-Cumberland

3322 College Drive

Vineland, NJ 08360

(2hr 45min) 8:00AM 2:00PM 7:00PM

--

Tuesday, January 23, 2024 WBB Away Passaic County Community College

1 College Blvd.

Paterson, NJ 07505

(2hr) 2:00PM 5:00PM 11:00PM
Tuesday, January 23, 2024 MBB Away Passaic County Community College
1 College Blvd.
Paterson, NJ 07505

(2hr) 2:00PM 7:00PM 11:00PM
Thursday, January 25, 2024 MBB Away Luzerne Co CC
521 Trailblazer Drive
Nanticoke, PA 18634

(1hr 30min) 4:30PM 7:00PM 10:30PM

--

Saturday, January 27, 2024 WBB Away Bergen Community College
400 Paramus Rd.
Paramus, NJ 07652

(2hr) 9:00AM 12:00PM 6:00PM
Saturday, January 27, 2024 MBB Away Bergen Community College
400 Paramus Rd.
Paramus, NJ 07652

(2hr) 9:00AM 2:00PM 6:00PM

--

Tuesday, January 30, 2024 MBB Home Union CC 7:00PM

--

Saturday, February 3, 2024 WBB Home Delaware Co CC 5:00PM

--

Saturday, February 3, 2024 MBB Home Delaware Co CC 7:00PM

--

Tuesday, February 6, 2024 MBB Home Thaddeus Stevens 7:00PM

--

Saturday, February 10, 2024 WBB Away Community College of Philadelphia

1700 Spring Garden St.

Philadelphia, PA 19130

(1hr 30min) 9:30AM 12:00PM 5:30PM

--

Saturday, February 10, 2024 MBB Away Community College of Philadelphia

1700 Spring Garden St.

Philadelphia, PA 19130

(1hr 30min) 9:30AM 2:00PM 5:30PM

--

Tuesday, February 13, 2024 WBB Away Northampton Community College

3835 Green Pond Rd.

Bethlehem, PA 18020

(45min) 3:15PM 5:00PM 9:45PM

--

Tuesday, February 13, 2024 MBB Away Northampton Community College

3835 Green Pond Rd.

Bethlehem, PA 18020

(45min) 3:15PM 7:00PM 9:45PM

--

Saturday, February 17, 2024 MBB Away Williamson College of the Trades

106 S New Middletown Rd.

Media, PA 19063

(2hr) 9:00AM 12:00PM 4:00PM

--

Friday, March 1, 2024 BB Home Union – Single

--

Saturday, March 2, 2024 BB Away Union County College

1033 Springfield Ave.

Cranford, NJ 07016

(1hr 45min) 8:00AM 12:00PM 7:00PM

--

Friday, March 8, 2024 BB Away Bergen Community College

400 Paramus Rd.

Paramus, NJ 07652

(2hr) 3:00PM

--

Saturday, March 9, 2024 BB Home Bergen CC 12:00PM

--

Friday, March 15, 2024 BB Home RCSJ-Gloucester 3:00PM

--

Saturday, March 16, 2024 BB Away RCSJ-Gloucester

1400 Tanyard Rd.

Sewell, NJ 08080

(2hr 45min) 7:00AM 12:00PM 9:00PM

--

Friday, March 22, 2024 BB Away Atlantic Cape Community College

5100 Black Horse Pike

Hamilton, NJ

(3hr) 10:00AM 3:00PM 9:00PM

--

Saturday, March 23, 2024 BB Home Atlantic Cape 12:00PM

--

Tuesday, March 26, 2024 BB Home Salem CC 3:00PM

--

Tuesday, March 26, 2024 SB Away RCSJ-Gloucester

1400 Tanyard Rd.

Sewell, NJ 08080

(2hr 45min) 11:00AM 3:00PM 10:00PM

--

Wednesday, March 27, 2024 BB Away Salem Community College

460 Hollywood Ave.

Carneys Point, NJ 08069

(1hr 45min) 11:00AM 3:00PM 11:00PM

--

Friday, March 29, 2024 BB Home Camden CC 3:00PM

--

Saturday, March 30, 2024 BB Away Camden County College

200 College Dr.

Blackwood, NJ 08012

(1hr 30min) 8:30AM 12:00PM 7:30PM

--

Saturday, March 30, 2024 SB Away Middlesex College

2600 Woodbridge Ave.

Edison, NJ 08837

(1hr 40min) 9:20AM 12:00PM 6:30PM

--

Tuesday, April 2, 2024 SB Home Ocean CC 3:00PM

--

Friday, April 5, 2024 BB Away Middlesex College

2600 Woodbridge Ave.

Edison, NJ 08837

(1hr 40min) 11:00AM 3:00PM 8:00PM

--

Saturday, April 6, 2024 BB Home Middlesex 12:00PM

--

Tuesday, April 9, 2024 SB Away Brookdale Community College

765 Newman Springs Rd.

Lincroft, NJ 07738

(2hr 15min) 12:00PM 3:00PM 9:00PM

--

Friday, April 12, 2024 BB Home Northampton CC 3:00PM

--

Saturday, April 13, 2024 BB Away Northampton Community College

3835 Green Pond Rd.

Bethlehem, PA 18020

(45min) 9:15AM 12:00PM 6:45PM

--

Tuesday, April 16, 2024 SB Home Union CC 3:00PM

--

Friday, April 19, 2024 BB Away Ocean County College

1 College Dr.

Toms River, NJ 08754

(2hr) 11:00AM 3:00PM 9:00PM

--

Saturday, April 20, 2024 BB Home Ocean CC 12:00PM

--

Tuesday, April 23, 2024SB Away Camden County College

200 College Dr.

Blackwood, NJ 08012

(1hr 30min) 3:00PM

--

Friday, April 26, 2024 BB Home RCSJ-Cumberland 3:00PM

--

Saturday, April 27, 2024 BB Away RCSJ-Cumberland

3322 College Drive

Vineland, NJ 08360

(2hr 45min) 7:00AM 12:00PM 9:00PM

--

Tuesday, April 30, 2024SB Away RCSJ-Cumberland

3322 College Drive

Vineland, NJ 08360

(2hr 45min) 11:00AM 3:00PM 10:00PM

--

Friday, May 3, 2024 BB Away Brookdale Community College

765 Newman Springs Rd.

Lincroft, NJ 07738

(2hr 15min) 10:00AM 3:00PM 10:00PM

--

Saturday, May 4, 2024 BB Home Brookdale 12:00PM

--

Saturday, May 4, 2024 SB Away Northampton Community College

3835 Green Pond Rd.

Bethlehem, PA 18020

(45min)10:15AM 12:00PM 5:00PM

Requirements for Proposal

Our primary goal is to partner with a transportation vendor who can adhere to the scheduled events while accommodating any changes that may arise due to weather conditions.

1. Vendor Selection Criteria: To ensure the most suitable transportation service for the Athletic Department, we will evaluate potential vendors based on the following criteria:
 - a. Experience and Reputation: Vendors must have a proven track record of providing transportation services for athletic events or similar activities, along with positive references from their previous clients.
 - b. Fleet Availability: Vendors should have a diverse fleet of well-maintained vehicles, including buses and other appropriate vehicles to accommodate the team, coaches, and support staff.
 - c. Availability and Flexibility: The selected vendor must be available during the entire athletic season and have the ability to adjust schedules in case of unforeseen changes due to weather conditions.
 - d. Safety Measures: Vendors must comply with all safety regulations and possess a good safety record for transportation services.
 - e. Cost: The proposed cost of services should align with the Athletic Department's budget while ensuring a high standard of transportation.
2. Adherence to the Away Game Schedule: It is imperative that the chosen vendor strictly adheres to the Athletic Department's away game schedule. Punctuality is crucial to ensure that teams and coaches arrive at their destinations on time, allowing adequate preparation for each event.
3. Handling Schedule Changes Due to Weather: As games are subject to change due to weather conditions, the selected vendor must demonstrate the ability to accommodate such changes effectively. This may involve adjusting departure times, rescheduling trips, or coordinating with the Athletic Department to ensure a smooth transition to alternative arrangements. The vendor should have a clear contingency plan to deal with weather-related disruptions.
4. Communication and Coordination: Clear and open communication between the vendor and the Athletic Department is essential. The vendor should designate a point of contact who will be

readily available to coordinate schedule adjustments and provide real-time updates regarding any changes in transportation plans.

5. Emergency Preparedness: The vendor must have a well-defined emergency response plan in place, which includes procedures for handling accidents, breakdowns, or any other unforeseen incidents during transportation. This plan should prioritize the safety and well-being of all passengers.

Conclusion: Selecting the right transportation vendor is vital for the success of our Athletic Department. By adhering to the away game schedule and effectively handling changes due to weather, the chosen vendor will play a significant role in ensuring the team's overall performance and well-being. We look forward to partnering with a reliable and flexible transportation service that shares our commitment to excellence.

Provide to the college any other functionality or service your company can provide that is not included in this proposal.

Appendix B **IT Requirements**

IT Requirements For Proposal

1. Provide post-production launch Service Level Agreement Metric and associated costs. This should detail options available for monitoring and management of the new software system. If a fully managed services offering is available, kindly detail that as an option within your response.
2. Provide options for Business continuity and Disaster Recovery and concomitant costs.
3. Detail options for securing the environment including but not limited to SSO integration to LCCC's existing Domain environments, Multi-Factor Authentication, etc... and associated costs for implementing.
4. Detail ongoing costs for maintenance, support, (and operations as/if applicable) for years 1, 2, & 3 post production go live.
5. Detail implementation options of local hosting, PaaS, SaaS, etc....
6. Professional services options for vendor to implement at LCCC as a "turn-key" solution.

Appendix C
Vendor Proposal Form

TO: LEHIGH CARBON COMMUNITY COLLEGE

We, the Undersigned, having examined the specifications and all other documents and, being familiar with the various conditions under which these services and/or supplies are to be used, agree to furnish, install, and warrant all labor, materials, equipment, and any other required services to fulfill the requirements of the Request for Proposal.

COMPANY NAME: _____

ADDRESS: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

FEDERAL I.D.#: _____

EMAIL _____

PHONE NUMBER _____

Verify receipt of:	Addendum No. _____	Date Received _____
	Addendum No. _____	Date Received _____
	Addendum No. _____	Date Received _____

Checklist: Responses to Requirements of Proposal

Responses to IT Requirements
Vendor Proposal Form
Non collusion Affidavit

Appendix D
NON COLLUSION AFFIDAVIT

State of _____:

County of _____: s.s.

I state that I am the _____ (Title) of _____ (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the prices(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other contractor, proposer or potential proposer.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate price(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a proposer or potential proposer, and they will not be disclosed before the proposal submission date.
3. No attempt has been made or will be made to induce any firm or person to refrain from proposing on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. _____ (Name of Firm) its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four years been convicted or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to proposing and/or bidding on any public contract, except as follows:

I state that _____ (Name of Firm) understands and acknowledges that the above representations are material and important, and will be relied upon by the Department of General Services in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the Department of General Services of the true facts relating to the submission of this proposal.

(Signature)

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____ DAY OF
_____, 20_____

(Signatory's Printed Name)

Notary Public

(Signatory's Title)

My Commission Expires