



Tri-County Health Department

REQUEST FOR PROPOSALS (RFP) NO. 01-2008-01

BRANDING FOR TRI-COUNTY HEALTH DEPARTMENT

Tri-County Health Department
7000 E. Belleview, Suite 301
Greenwood Village, CO 80111

www.tchd.org
tholtan@tchd.org

Telephone: (303) 846-6209
Facsimile: (303) 741-2351

TRI-COUNTY HEALTH DEPARTMENT

7000 E. BELLEVIEW, SUITE 301, GREENWOOD VILLAGE, COLORADO 80111

www.tchd.org

PURCHASING DEPARTMENT

Telephone: (303) 846-6209

Facsimile: (303) 741-2351

Request for Proposals (RFP) No. 01-2008-01

Branding for Tri-County Health Department

Sealed proposals will be received by Tri-County Health Department (the "Department"), Purchasing Department, 7000 E. Belleview, Suite 301, Greenwood Village, Colorado 80111, on **Monday, March 3, 2008 until 12:00 p.m. MST.**

At the time, date and place above, proposals will be publicly opened. **ANY PROPOSAL RECEIVED AFTER THE TIME AND DATE SPECIFIED ABOVE WILL BE RETURNED TO THE PROPOSER UNOPENED.**

SUMMARY OF GOALS AND OBJECTIVES

Tri-County Health Department seeks proposals from qualified branding or marketing firms to help us conduct a branding process, developing a logo, and possibly a tagline, along with user-friendly versions in a variety of formats. These will be used on a variety of materials including brochures, letterhead, business cards, news releases, PowerPoint presentations, posters, website, newspaper ads, grant proposals, and clinical forms.

Any questions or clarifications concerning this RFP shall be submitted in writing by mail or facsimile to Purchasing Department, Attention: Travis Holtan or e-mail address tholtan@tchd.org.

Tri-County Health Department reserves the right to accept any proposal or bid deemed to be in the best interest of the Department, or waive any informality in any proposal or bid. Tri-County Health Department may reject any and all proposals or bids.

TRI-COUNTY HEALTH DEPARTMENT

Travis Holtan
Purchasing Coordinator

TRI-COUNTY HEALTH DEPARTMENT

7000 E. BELLEVIEW, SUITE 301, GREENWOOD VILLAGE, COLORADO 80111

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RFP No. 01-2008-01

NOTICE TO PROSPECTIVE PROPOSERS

NO PROPOSAL

If not submitting a proposal at this time, please detach this sheet from the RFP documents, complete the information requested, and return to the address listed above.

NO PROPOSAL SUBMITTED FOR REASON(S) CHECKED AND/OR INDICATED:

- ☐ Our company does not handle this type of product/service.
- ☐ We cannot meet the specifications nor provide an alternate equal product.
- ☐ Our company is simply not interested in bidding at this time.
- ☐ OTHER (Please specify) _____

We do ☐ do not ☐ want to be retained on your mailing list for future bids for the type or product and/or service.

Signature: _____

Title: _____

Company: _____

Note: Failure to respond, either by submitting a proposal or this completed form, may result in your company being removed from Tri-County Health Department's bid list.

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SECTION I – OVERVIEW AND PROPOSAL PROCEDURES:

A. INTRODUCTION

Background

Tri-County Health Department (TCHD) is the official public health agency for Adams, Arapahoe and Douglas Counties in Colorado. The mission of Tri-County Health Department is “To protect, promote and improve the health, environment and quality of life of the residents of Adams, Arapahoe and Douglas Counties.”

TCHD was established in 1948 and is an experienced and well-respected provider of public health services with extensive knowledge of community needs and resources. TCHD is the largest local public health department in Colorado, serving more than 1.2 million people, which comprises nearly one-quarter of Colorado’s population and approximately 43% of the Denver metro population. TCHD’s service area spans 3,000 square miles. The population of the Tri-County region is extremely diverse – urban, suburban and rural communities; very low-income and very high-income communities; and residents representing a multitude of races and ethnicities. We have 11 offices located throughout the three-county region.

TCHD provides a diverse array of public health services for our communities including:

- **Public Health Nursing Division:** Immunizations, family planning, cancer and cardiovascular disease screening, prenatal case management
- **Environmental Health Division:** Restaurant inspections, septic system inspections, child care center inspections, swimming pool inspections, land use plan review
- **Nutrition Division:** Special Supplemental Program for Women, Infants and Children (WIC), Community education on nutrition and physical activity
- **Epidemiology, Planning & Communication Division:** Infectious disease control, disease surveillance, community health assessment, program evaluation, media relations, website design, educational materials development, tobacco prevention, aging initiatives
- **Administration & Finance Division:** Accounting, purchasing, payroll, information technology, vital statistics
- **Office of Emergency Preparedness:** Emergency response planning
- **Office of Human Resources:** Personnel, employee benefits

More information about TCHD can be found on our website at www.tchd.org.

Tri-County Health Department currently uses a logo that was developed over 20 years ago. We feel that it very much needs to be updated to reflect the times, the population we serve and the image we want to convey.

The American Marketing Association defines a brand as a “name, term, sign, symbol or design, or a combination of them intended to identify the goods or services of one seller

and to differentiate them from those of another seller.” A brand should be comprised of the organization personality, image, core competencies and characteristics.

TCHD seeks proposals from qualified branding or marketing firms to help us conduct a branding process, developing a logo, and possibly a tagline, along with user-friendly versions in a variety of formats. These will be used on a variety of materials including brochures, letterhead, business cards, news releases, PowerPoint presentations, posters, website, newspaper ads, grant proposals, and clinical forms.

Challenges

There are several challenges that will need to be addressed during the branding process.

First, we have found that the majority of the residents of our three counties do not recognize Tri-County Health Department as “their” health department. We believe that one of the reasons for this is our name. Unlike many local health departments that serve a single county, the name of the counties we serve are not a part of our name. We are not “Adams County Health Department,” “Arapahoe County Health Department” or “Douglas County Health Department.” This is a challenge that we would like to address during our branding process.

Second, TCHD provides an extremely wide variety of services as reflected above. For the most part, the public is only aware of a few of these services. Nationwide, there is a general lack of understanding of public health. These are issues that should be considered during the branding process.

Finally, we communicate with a very diverse array of groups including State Legislators, County Commissioners, low-income families, people for whom English is a second language, news media reporters and other public health professionals nationwide. We need a brand that will serve us in our communications with all of these audiences.

Other Considerations

This branding process is the first step in a three-year plan to raise the visibility of TCHD in our communities. After the branding process is complete, we will be proceeding to develop a “Visibility Plan” both to communicate our new brand and to strategically begin to raise the awareness of TCHD both within targeted populations and the general public.

TCHD is an agency comprised of approximately 300 staff with one person dedicated to public information and marketing. Gary Sky is our Public Information Officer. He is responsible for our media relations, marketing, annual report design, educational materials development and website design. He is an extremely talented professional with a background in media relations, advertising and graphic design. His work at TCHD has won several national awards. Gary will be the Project Lead from TCHD and the primary contact for the selected agency.

B. RFP TIMETABLE

The anticipated schedule for this RFP and contract approval is as follows:

Deadline for receipt of questions February 11, 2008 at 5:00 p.m.

Deadline for receipt of proposals March 3, 2008 at 12:00 p.m.

Selection of successful proposer.....March 28, 2008

Project completion date.....June 30, 2008

C. PROPOSAL SUBMISSION

An original and **ten (10)** copies of complete proposal must be received by Monday, March 3, 2008 at 12:00 p.m. and will be opened on that day at that time. The original and all copies must be submitted to the Purchasing Department in a sealed envelope or container stating on the outside the Proposer's name, address, telephone number, RFP number and title, and proposal due date.

The responsibility for submitting a response to the RFP to the Purchasing Department on or before the stated time and date will be solely and strictly that of the Proposer. Tri-County Health Department will in no way be responsible for delays caused by the U.S. Post Office or caused by any other entity or by any occurrence. **PROPOSALS RECEIVED AFTER THE PROPOSAL DUE DATE AND TIME WILL NOT BE ACCEPTED AND WILL NOT BE CONSIDERED.**

D. CONTACT PERSON

The contact person for this RFP is Travis Holtan, Purchasing Coordinator; phone 303-846-6209; facsimile 303-741-2351, email tholtan@tchd.org.

Communications between a proposer, bidder, lobbyist or consultant and the Purchasing Coordinator and/or Purchasing Department is **limited to matters of process or procedure**. Requests for additional information or clarifications must be made in writing to the Purchasing Department, no later than Monday, February 11, 2008 at 5:00 p.m.

The Department will issue replies to inquiries and any other corrections or amendments it deems necessary in written addenda issued prior to the deadline for responding to the RFP. Proposers should not rely on representations, statements or explanations other than those made in this RFP

or in any written addendum to this RFP. **Proposers should verify with the Purchasing Department prior to submitting a proposal that all addenda have been received.**

E. MODIFICATION/WITHDRAWALS OF PROPOSALS

A Proposer may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date and time. Modifications received after the proposal due date and time will not be considered.

Proposals shall be irrevocable until contract award unless withdrawn in writing prior to the proposal due date or after expiration of 120 calendar days from the opening of Proposals without a contract award. Letters of withdrawal received after the proposal due date and before said expiration date and letters of withdrawal received after contract award will not be considered.

F. RFP POSTPONEMENT/CANCELLATION/REJECTION

The Department may, at its sole and absolute discretion, reject any and all, or parts of any and all, Proposals; re-advertise this RFP; postpone or cancel at any time, this RFP process; or waive any irregularities in this RFP, or in any Proposals received as a result to this RFP.

G. COSTS INCURRED BY PROPOSERS

All expenses involved with the preparation and submission of Proposals to the Department, or any work performed in connection therewith, shall be the sole responsibility of the Proposer(s) and shall not be reimbursed by the Department.

H. EXCEPTIONS TO RFP

Proposers must clearly indicate any exceptions they wish to take to any of the terms in this RFP, and outline what alternative is being offered. The Department, at its sole and absolute discretion, may accept or reject the exceptions. In cases in which exceptions are rejected, the Department may require the Proposer to furnish the services or goods originally described, or negotiate an alternative acceptable to the Department.

I. OPEN RECORDS LAW AND PUBLIC INSPECTION

Proposers are hereby notified that all information submitted as part of a response to this RFP may be available for public inspection after awarding of

a contract, per the Open Records Laws of the State of Colorado. Submitted information deemed proprietary by the Proposer should be clearly marked and separated from the rest of the Proposal with a written request for confidentiality. The Department cannot guarantee it will remain as such. Neither a proposal in its entirety, nor price proposal information will be considered confidential. Any information included in any resulting contract cannot be considered confidential.

J. NEGOTIATIONS

The Department may award a contract on the basis of initial offers received, without discussion, or may require Proposers to give oral presentations based on their Proposals. The Department reserves the right to enter into negotiations with the top ranked Proposer, and if the Department and the top-ranked Proposer cannot negotiate a mutually acceptable contract, the Department may terminate the negotiations and begin negotiations with the second-ranked Proposer. This process may continue until a contract has been executed or all Proposals have been rejected. No Proposer shall have any rights in the subject project or property or against the Department arising from such negotiations.

K. RULES; REGULATIONS; LICENSING REQUIREMENTS

Proposers are expected to be familiar with, and comply with, all Federal, State and local law, ordinances, codes, and regulations that may in any way affect the services offered, including the Americans with Disabilities Act, Title VII of the Civil Rights Act, and the EEOC Uniform Guidelines, and all EEO regulations and guidelines. Ignorance on the part of the Proposer will in no way relieve it from responsibility for compliance.

L. DEFAULT

Failure or refusal of a Proposer to execute a contract following award by the Executive Director, or untimely withdrawal of a proposal before such award is made and approved, may result in forfeiture of that portion of any surety required as liquidated damages to the Department. Where surety is not required, such failure may result in a claim for damages by the Department and may be grounds for removing the Proposer from the Department's vendor list.

M. CONFLICT OF INTEREST

All Proposers must disclose with their proposal the name(s) of any officer, director, agent, or immediate family member (spouse, parent, sibling, and child) who is also an employee of the Department or a member of the Tri-County Health Department Board of Health. Further all Proposers must

disclose the name of any Tri-County Health Department employee who owns, either directly or indirectly, any interest in the Proposer or any of its affiliates.

N. PROPOSER'S RESPONSIBILITY

Before submitting proposal, each Proposer shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract. Ignorance of such conditions and requirements resulting from failure to make such investigations and examinations will not relieve the successful Proposer from any obligation to comply with every detail and with all provisions and requirements of the contract documents, and will not be accepted as a basis for any claim whatsoever for any monetary consideration on the part of the Proposer,

O. RELATION OF TRI-COUNTY HEALTH DEPARTMENT

It is the intent of the parties hereto that the successful Proposer be legally considered to be an independent contractor and that neither the Proposer nor the Proposer's employees and agents shall, under any circumstance, be considered employees or agents of Tri-County Health Department.

P. CODE OF BUSINESS ETHICS

The Purchasing Department requires your firm or you as a sole proprietor, to comply with all applicable governmental rules and regulations including among others, the conflict of interest and lobbying.

Q. ACCEPTANCE OF GIFTS, FAVORS, SERVICES

Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of Tri-County Health Department for the purpose of influencing consideration of this proposal.

SECTION II – SCOPE OF SERVICES

TCHD has approximately \$20,000 to devote to this project. The following deliverables are expected:

1. Collection and review of existing public health branding materials (i.e., logos and taglines) from local health departments serving populations comparable to TCHD. Analysis of the images they convey. (TCHD will provide a list of comparable health departments.)
2. Facilitation of a strategic branding discussion with a selected group from TCHD to provide input for use in brand development. This should include a discussion of the challenges presented by our agency name. It should also include a discussion of whether or not we need a tagline.
3. No fewer than three logo designs with color recommendations for review by TCHD staff and Board of Health.
4. No fewer than three proposed taglines to accompany the logo, if a tagline is recommended.
5. When a logo (and tagline if developed) have been approved, electronic versions in different formats that will enable TCHD to adopt and use these images easily.
6. A plan for rolling out the new logo in 2008.

SECTION III – PROPOSAL FORMAT

All items in this section are required to be submitted with the Proposal or it will be deemed non-responsive.

Proposals shall be limited to five pages (not including the budget or documents required to be returned per instructions provided later in this RFP) and must include:

1. Agency philosophy of branding
2. Examples of prior similar work
3. Detailed outline of proposed activities
4. Work plan with timelines
5. Budget for the deliverables described above, itemized by deliverable.

Bidders are encouraged to propose additional contractor activities that would expand upon or improve the deliverables and are within the overall budget, or, if necessary, to suggest those that must be eliminated in order to remain within the budget.

SECTION IV – EVALUATION CRITERIA

The procedure for proposal evaluation and section is as follows:

1. Request for Proposals issued.
2. Receipt of proposals.
3. Opening and listing of all proposals received.
4. The Review Committee shall meet to evaluate each proposal in accordance with the requirements of this RFP. If further information is desired, proposers may be requested to make additional written submissions or oral presentations.
5. The Review Committee shall recommend to the Purchasing Coordinator the proposal or proposals acceptance of which the Review Committee deems to be in the best interest of the Department.

The Evaluation Committee shall base its recommendations on the following factors:

<u>Evaluation Criteria/Factors:</u>	<u>Weight</u>
Qualifications and prior branding experience of the Proposer	40%
Methodology and approach	40%
Proposed fee/compensation	<u>20%</u>
Total	100%

6. After considering the recommendation(s) of the Evaluation Committee, the Purchasing Coordinator shall recommend to the Executive Management Team the proposal or proposals acceptance of which the Purchasing Coordinator deems to be in the best interest of the Department.
7. The Executive Management Team shall consider the Purchasing Coordinator's recommendation(s) in light of the recommendation(s) and evaluation of the Evaluation Committee and, if appropriate, approve the Purchasing Coordinator's recommendation(s). The Executive Management Team may reject the Purchasing Coordinator's recommendation(s) and select another proposal or proposals. In any case, the Executive Management Team shall select the proposal or proposals acceptance of which the Executive Management Team deems to be in the best interest of the Department. The Executive Management Team may also reject all proposals.

8. Negotiations between the selected Proposer and the Purchasing Coordinator take place to arrive at a contract. If the Executive Management Team has so directed, the Purchasing Coordinator may proceed to negotiate a contract with a proposer other than the top-ranked Proposer if the negotiations with the top-ranked Proposer fail to produce a mutually acceptable contract within a reasonable period of time,
9. A proposed contract or contracts are presented to the Executive Management Team for approval, modification an approval, or rejection.
10. If and when a contract or contracts acceptable to the respective parties is approved by the Executive Management Team, the Executive Director shall sign the contract(s) after the selected Proposer(s) has (or have) done so.

Important note:

By submitting a proposal, all proposers shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/section process until and unless a contract has been agreed to and signed by both parties.

SECTION V – GENERAL PROVISIONS

A. ASSIGNMENT

The successful Proposer shall not enter into any sub-contract, retain consultants, or assign, transfer, convey, sublet, or otherwise dispose of this contract, or of any or all of its right, title, or interest therein, or its power to execute such contract to any person, firm, or corporation without prior written consent to the Department. Any unauthorized assignment shall constitute default by the successful proposer.

B. INDEMNIFICATION

The successful proposer shall be required to agree to indemnify and hold harmless Tri-County Health Department and its officers, employees, and agents, from and against any and all actions, claims, liabilities, losses and expenses, including but not limited to attorneys' fees, for personal, economic or bodily injury, wrongful death, loss of or damage to property, in law or in equity, which may arise or be alleged to have arisen from the negligent acts or omissions or other wrongful conduct of the successful proposer, its employees, or agents in connection with the performance of service pursuant to the resultant Contract; the successful proposer shall pay all such claims and losses and shall pay all such costs and judgments which may issue from any lawsuit arising from such claims and losses, and shall pay all costs expended by the Department in the defense of such claims and losses, including appeals.

C. TERMINATION FOR DEFAULT

If through any cause within the reasonable control of the successful proposer, it shall fail to fulfill in a timely manner, or otherwise violate any of the covenants, agreements, or stipulations material to the Agreement, the Department shall thereupon have the right to terminate the services then remaining to be performed by giving written notice to the successful proposer of such termination which shall become effective upon receipt by the successful proposer of the written termination notice.

In that event, the Department shall compensate the successful proposer in accordance with the Agreement for all services performed by the proposer prior to termination, net of any costs incurred by the Department as a consequence of the default.

Notwithstanding the above, the successful proposer shall not be relieved of liability to the Department for damages sustained by the Department by virtue of any breach of the Agreement by the proposer, and the Department may reasonably withhold payments to the successful proposer for the purposes of

set off until such time as the exact amount of damages due the Department from the successful proposer is determined.

D. TERMINATION FOR CONVENIENCE OF TRI-COUNTY HEALTH DEPARTMENT

Tri-County Health Department may, for its convenience, terminate the services then remaining to be performed at any time without cause by giving written notice to successful proposer of such termination, which shall become effective thirty (30) days following receipt by proposer of such notice. In that event, all finished or unfinished documents and other materials shall be properly delivered to the Department. If the Agreement is terminated by the Department as provided in this section, the Department shall compensate the successful proposer in accordance with the Agreement for all services actually performed by the successful proposer and reasonable direct costs of successful proposer for assembling and delivering to the Department all documents. No compensation shall be due to the successful proposer for any profits that the successful proposer expected to earn on the balance of the Agreement. Such payments shall be total extent of the Department's liability to the successful proposer upon a termination as provided for in this section.

SECTION VI – SPECIAL TERMS AND CONDITIONS (IF APPLICABLE)

INSURANCE: Successful Proposer shall obtain, provide and maintain during the term of the Agreement the following types and amounts of insurance, which shall be maintained with insurers, licensed to sell insurance in the State of Colorado and have a B+ VI or higher rating in the latest edition of AM Best's Insurance Guide. Tri-County Health Department's Review Committee must approve any exceptions to these requirements.

Commercial General Liability: A policy including, but not limited to, comprehensive general liability including bodily injury, personal injury, property damage in the amount of a combined single limit of not less than \$1,000,000. Coverage shall be provided on an occurrence basis. Tri County Health Department must be named as certificate holder and additional insured on policy.

Automobile Liability: A policy including, but not limited to, automobile liability including bodily injury, personal injury, property damage in the amount of a combined single limit of not less than \$1,000,000. Coverage shall be provided on an occurrence basis. Tri County Health Department must be named as certificate holder additional insured on policy

Workers Compensation: A policy of Worker's Compensation and Employers Liability Insurance in accordance with State worker's compensation laws as required per Colorado Statutes.

Said policies of insurance shall be primary to and contributing with any other insurance maintained by Selected Proposer or Tri-County Health Department, and shall name Tri-County Health Department and the officers, agents and employees of said organizations as additional insured while acting within the scope of their duties but only as to work performed by the Selected Proposer under this Agreement. This policy cannot be canceled without thirty (30) days prior written notice to the Department.

The Selected Proposer shall file and maintain certificates of all insurance policies with the Department showing said policies to be in full force and effect at all times during the course of the Agreement. The Proposer shall do no work during any period when it is not covered by insurance as herein required. Such insurance shall be obtained from brokers of carriers authorized to transact insurance business in Colorado and satisfactory to the Department.

Evidence of such insurance shall be submitted to and approved by the Department prior to commencement of any work or tenancy under the proposed Agreement.

If any of the required insurance overages contain aggregate limits, or apply to other operations or tenancy of selected Proposer outside the proposed Agreement, selected Proposer shall give the Department prompt written notice of any incident occurrence, claim settlement or judgment against such insurance which may diminish the protection such insurance affords the Department. Selected Proposer shall further take immediate

steps to restore such aggregate limits or shall provide other insurance protection for such aggregate limits

FAILURE TO PROCURE INSURANCE: Selected Proposer's failure to procure or maintain required insurance program shall constitute a material breach of Agreement under which the Department may immediately terminate the proposed Agreement.

**SECTION VII – PROPOSAL DOCUMENTS TO BE COMPLETED AND
RETURNED TO TRI COUNTY HEALTH DEPARTMENT**

- 1. Proposer Information**
- 2. Acknowledgement of Addenda**
- 3. Fee Proposal Form**
- 4. Declaration**
- 5. Questionnaire**

PROPOSER INFORMATION

Submitted by:

Proposer (Entity):

Signature:

Name (Typed):

Address:

City/State:

Telephone:

Fax:

It is understood and agreed by Proposer that Tri-County Health Department reserves the right to reject any and all Proposals, to make awards on all items according to the best interest of Tri-County Health Department, and to waive any irregularities in the RFP or in the Proposals received as a result of the RFP. It is also understood and agreed by the Proposer that by submitting a proposal, Proposer shall be deemed to understand and agree that no property interest or legal right of any kind shall be created at any point during the aforesaid evaluation/selection process until and unless a contract has been agreed to and signed by both parties.

(Authorized Signature)

(Date)

(Printed Name)

ACKNOWLEDGMENT OF ADDENDA

REQUEST FOR PROPOSALS NO. 01-2008-01

Directions: Complete Part I or Part II, which ever applies.

Part I: Listed below are the dates of issue for each Addendum received in connection with this RFP:

Addendum No. 1, Dated _____

Addendum No. 2, Dated _____

Addendum No. 3, Dated _____

Addendum No. 4, Dated _____

Addendum No. 5, Dated _____

Part II: _____ No Addendum was received in connection with this RFP.

Verified with Purchasing Department

Name of Staff Member

Date

Proposer – Name

Date

Signature

DECLARATION

TO: Travis Holtan
Purchasing Coordinator
Tri-County Health Department, Greenwood Village, Colorado

Submitted this _____ day of _____, 2008.

The undersigned, as Proposer, declares that the only persons interested in this proposal are named herein; that no other person has any interest in this proposal or in the contract to which this proposal pertains; that this proposal is made without connection or arrangement with any other person; and that this proposal is in every respect fair and made in good faith, without collusion or fraud.

The Proposer agrees if this proposal is accepted, to execute an appropriate Tri-County Health Department document for the purpose of establishing a formal contractual relationship between the Proposer and Tri-County Health Department, for the performance of all requirements to which the proposal pertains.

The Proposer states that this proposal is based upon the documents identified by the following number: RFP No. 01-2008-01.

SIGNATURE

PRINTED NAME

TITLE (IF CORPORATION)

QUESTIONNAIRE

Proposer's Name:

Principal Office Address:

Official Representative:

Individual

Partnership (circle one)

Corporation

If a Corporation answer this:

When Incorporated:

In what State:

If a Foreign Corporation:

Date of Registration with Colorado Secretary of State:

Name of Resident Agent:

Address of Resident Agent:

President's Name:

Vice-President's Name:

Treasure's Name:

Members of Board of Directors:

If a Partnership:

Date of organization:

General or Limited Partners:

Name and Address of Each Partner (attach additional sheets if needed):

NAME

ADDRESS

***Designate general partners in a Limited Partnership**

1. Number of years of relevant experience in operating similar business:

2. Have any similar agreements held by Proposer ever been canceled?

Yes () No ()

If yes, give details on a separate sheet.

3. Has the Proposer or any principals of the applicant organization failed to qualify as a responsible Bidder, refused to enter into a contract after an award has been made, failed to complete a contract during the past five (5) years, or been declared to be in default in any contract in the last 5 years?

If yes, please explain: _____

4. Has the Proposer or any of its principals ever been declared bankrupt or reorganized under Chapter 11 or put into receivership? Yes () No ()

If yes, give date, court jurisdiction, action taken, and any other explanation deemed necessary on a separate sheet.

5. Person or persons interested in this bid and Qualification Form have () or have not () been convicted by a Federal, State, County or Municipal Court of any violation of law other than traffic violations. To include stockholders over ten percent (10%). (Strike out inappropriate words)

Explain any convictions:

6. Lawsuits (any) pending or completed involving the corporation, partnership or individuals with more that ten percent (10%) interest:

A. List all pending lawsuits:

B. List all judgments from lawsuits in the last five (5) years:

C. List any criminal violations and/or convictions of the Proposer and/or any of its principals:

7. Conflicts of Interest. The following relationships are the only potential, actual, or perceived conflicts of interest in connection with this proposal:
(If none, state same):

8. **Public Disclosure.** In order to determine whether the members of the Evaluation Committee for this Request for Proposals have any association or relationships which would constitute a conflict of interest, either actual or perceived, with any Proposer and/or individuals and entities comprising or representing such Proposer, and in an attempt to ensure full and complete disclosure regarding this contract, all Proposers are required to disclose all persons and entities who may be involved with this Proposal. This list shall include public relation firms, lawyers and lobbyists. The Purchasing Department shall be notified in writing if any person or entity is added to this list after receipt of Proposals. (Use additional sheet if needed)

The Proposer understands that information contained in this Questionnaire will be relied upon by Tri-County Health Department in awarding the proposed Agreement and such information is warranted by the Proposer to be true. The undersigned Proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the Proposer, as may be required by the Department. The Proposer further understands that the information contained in this questionnaire may be confirmed through a background investigation. By submitting this questionnaire the Proposer agrees to cooperate with this investigation, including but not necessarily limited to fingerprinting and providing information for credit check.

WITNESS:

Signature

Print Name

IF INDIVIDUAL:

Signature

Print Name

WITNESS:

Signature

Print Name

IF PARTNERSHIP:

Print name of firm

Address

By: _____
General Partner

Print Name

WITNESS:

Signature

Print Name

IF CORPORATION:

Print Name of Corporation

Address

By: _____
President

(CORPORATE SEAL)
Secretary

Attest: _____