

**Request for Proposal
GRANT WRITER SERVICES
RFP # 14-126**

Due March 28, 2014 @ 4:00 p.m. CST



WATC

WICHITA AREA TECHNICAL COLLEGE

**4004 North Webb Road
Building 100
Wichita, Kansas 67226**

General Conditions

Proposers: To insure acceptance of the bid, follow these instructions.

DEFINITION OF "REQUEST FOR PROPOSAL": A Request for Proposal (RFP) is a purchasing need, which, due to its uniqueness, is established around general guidelines or a description of need rather than specifications written in minute detail and is used when few or no fixed criteria exist.

PROPOSAL SUBMISSION GUIDELINES: The closing date for this RFP is Friday, March 28, 2014. All proposals must be received by 4 PM central standard time on that date; proposals received after that time will not be reviewed or considered and returned.

All proposals must be submitted by email. Proposals must be addressed to Wichita Area Technical College and sent to purchasing@watc.edu and should contain the proposal as an attachment in PDF format.

1. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of an authorized representative in the space provided. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. The original conditions and specifications cannot be changed or altered in any way. Altered proposals will not be considered. Clarification of proposals submitted shall be in letterform, signed by proposers and attached to the proposal.
2. **PROPOSAL PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFP.
3. **PROPOSAL SUBMISSION:** The College will only receive emailed proposals at purchasing@watc.edu. Subject line must contain: Proposer's name, RFP number and title. Upon due date and receipt of proposals, a review committee will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposal.
4. **DUE DATE AND TIME:** The date and time will be carefully observed through the time and date stamped on the email received. **All proposals must be marked receipted by the deadline and/or time or they will not be accepted.** The College will not be responsible for late deliveries or delayed emails. All proposals will remain unread until the due date and time of submission. At that point the WATC purchasing department will send all proposals that meet the proposal due date and time to the evaluation committee.
5. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Proposers of all changes in scheduled due dates by written addendum.

- 6. CHANGES OR MODIFICATIONS:** The right is reserved, as the interest of the college may require, to revise or amend the specifications or drawings or both prior to the date set for opening of the proposal, such revisions and amendments, if any, will be announced by an addendum to the proposal. If the revisions and amendments are of a nature which require material changes in quantities or prices, the date set for the opening of the proposal may be postponed by such number of days as in the opinion of the Purchasing Coordinator will enable bidders to revise their proposal. In such cases the addendum will include an announcement of the new proposal opening date. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their bid.
- 7. COLLUSION/DISCLOSURE:** The Proposer, by affixing his/her signature to a Proposal submitted in response to this RFP, agrees to the following: "(name of vendor) certifies that his/her Proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a Proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action." Additionally, the Proposer, by affixing his/her signature to this RFP, agrees to the following: "No member of my firm's ownership, management or staff has a vested interest in any aspect or department of the College. If you cannot agree with these statements do not submit a Proposal.
- Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.
- 9. PROPOSAL WITHDRAWAL:** Proposers may withdraw their proposals by notifying the College by phone, email or writing at any time prior to the time set for the proposal deadline.
- Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days, to provide to the College the services set forth in the Request for Proposals and response thereto, or until one or more of the other proposals have been awarded.
- 10. NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested for compliance with specifications. Items delivered, not conforming to specifications, may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in bid and/ or purchase order may be purchased on the open market. Any increase in cost may be charged against the bidder.
- 11. ASSIGNMENTS & SUBCONTRACTING:** Where a vendor does not have the capability or the time to complete the work required under this bid "in house", subcontracting may be permitted only with the prior knowledge and approval of the College. Therefore, the name of any subcontractor contemplated for use will be included as part of the proposal. This process is needed so that the college can be assured and in agreement that the subcontractor(s) can complete the work to the desired quality and in a timely manner. The subcontractor(s) must be identified in the proposal.

- 12. PROPOSAL SUBMISSION:** Proposals will be released from the WATC purchasing department to an evaluation committee on the date and time specified herein unless changed by Addendum. All Proposals received after the specified time will not be considered and will be returned to the Proposer. Proposals will not be acceptable unless so stated by the College. A Proposal may not be altered after the due date of the Proposals. Upon receipt of proposals, an evaluation committee will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposals.
- 13. CLARIFICATIONS:** The right is reserved to request clarification of information submitted and to request additional information of one or more Proposers if needed.
- 14. ACCURACY OF PROPOSAL INFORMATION:** Any proposer which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
- 15. ADVERTISING:** In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising unless permission in writing is granted by the College.
- 16. DEFAULT:** In the event of a contract award, the failure of the vendor awarded the contract to perform shall be cause to be found in default, in which event any and all procurement costs may be charged against your firm and may also result in your firm being removed from the list of vendors with which SPC does business.
- 17. DISCRIMINATORY VENDORS LIST:** An entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a bid or bid to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact business with any public entity.
- 18. PUBLIC ENTITY CRIMES:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-proposer or consultant under a contract with any public entity, and may not transact business with any public entity. **Note: By signing the proposal attests they have not been placed on the convicted vendor list.**
- 19. PUBLIC RECORDS:** Any material submitted in response to this Request for Proposal will become a public document. This includes materials which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission.

- 20. ACCEPTANCES, REJECTION AND TERMINATION:** The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of proposer's in order to make a determination as to the foregoing. If a contract is awarded as a result of this RFP and is terminated or cancelled within the first year of the contract period, the College may elect to negotiate & award a new contract to the next ranked proposer or to issue a new RFP, whichever is determined to be in the best interest of the College.
- 21. EQUAL OPPORTUNITY:** All work on this project will be carried out in compliance with the College's commitment to the concept of equal opportunity; that is, there will be no discrimination on the basis of race, color, religion, sex, age national origin, marital status, or against any qualified person with a disability. Recognizing that sexual harassment constitutes discrimination on the basis of sex, the College shall not tolerate such conduct.
- 22. ANTI-DISCRIMINATION:** The College will not discriminate on the basis of race, color, religion, sex, age, national origin or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct.
- 23. INDEMNIFICATION:** To the fullest extent permitted by law, the bidder shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, or any of them, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual cost incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the bidder or other person utilized by the bidder in the performance of the work.

The bidder, without exemption, shall indemnify and save harmless the College, its employees and/or any of its Board of Trustees Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or nonpatented invention, process or item manufactured by the bidder. Further, if such a claim is made or is pending, the bidder may, at its option and expense, procure for the College the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the College agrees to return the article, on request, to the bidder and receive reimbursement. If the bidder used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties

or cost arising from the use of such design, device or materials in any way involved in the work.

The College's obligation and liabilities hereunder are subject to the appropriation of funds. If funds are not appropriated for the purpose of this Agreement, the Agreement shall terminate and neither party shall have any further obligations hereunder.

24. LEGAL REQUIREMENTS: Applicable provisions of all federal, state, county and local. Laws and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and a lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof.

25. RFP TERMS: This RFP will in all cases be evaluated as a Request for Proposal and will not be evaluated as a "Bid" that is awarded solely on the basis of lowest price or highest commission. It will be evaluated on the basis of what is in the best interest of Wichita Area Technical College.

26. PRICING: The proposal price shall include everything necessary for the execution and completion of the Agreement including, but not limited to, furnishing all materials, equipment, management, superintendence, labor, travel expenses and service, except as may be otherwise provided in the Agreement. Proposer's signature on this proposal form guarantees that prices have not been arrived through collusion with other eligible proposers and without effort to preclude the College from obtaining the lowest possible competitive prices. The proposal price shall not include any allowance for Kansas State sales or use tax.

The College may reject an offer if it is materially unbalanced as to process for the basic requirements and the option quantities. An offer is materially unbalanced when it is based on prices significantly less than the cost for some work and prices that are significantly overstated for other work.

27. TECHNICAL SPECIFICATIONS: The Technical Specifications follow the General Conditions. To the extent there is conflict between the General Conditions and the Technical Specifications, the Technical Specifications shall control and have precedence, except for Addenda which will take precedence over any conflict.

28. SUBMITTAL: Proposals must be submitted by **Friday, March 28th @ 4:00 p.m. central standard time**. All proposals will not be reviewed until then.

Proposal Number: 14-126

Not reviewed until: **Friday, March 28th @ 4:00 p.m. central standard time**

Proposals Will Be Reviewed First In: Purchasing

Send Proposal to: purchasing@watc.edu

Technical Specifications

1. Background: Wichita Area Technical College (WATC) has been delivering excellence in education since 1965. WATC continues to build on this tradition with quality instructors, talented students and state-of-the-art technical equipment. Together, these elements help create a hands-on learning environment that promotes participation and prepares students for further education and/or career experiences.

2. Schedule of RFP Events:

Time	Day/Date	Description
	Wednesday, 3/12/14	RFP Issued
	Wednesday, 3/12/14 to Wednesday, 3/26/14	Please email all questions to dpfeifer@watc.edu
4 PM CST	Friday, 3/28/14	RFP Deadline: All proposals must be emailed by date and time to purchasing@watc.edu
	Monday, 3/31/14	Evaluation Committee review
	Friday, 4/04/14	Award Decision

3. Agreement/Contract: The term of the agreement shall be approximately three months beginning April 2014 to June 2014. Dates will be dependent on release of TAACCCT 4 SGA and grant submission due date. The College may terminate this Agreement, in whole or in part, at any time by written notice to the Contractor. The Contractor shall be paid its reasonable costs, included reasonable profit on work performed up to the time of its termination. The Contractor shall promptly submit its termination claim for payment. If the Contractor has any property in its possession belonging to the College, the Contractor will account for the same and dispose of it in the manner the College directs.

Proposal Specifications

REQUEST FOR PROPOSALS

GRANT WRITER SERVICES for the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program

Wichita Area Technical College

Introduction: Wichita Area Technical College is soliciting proposals from consultants experienced and qualified to provide Grant Writer Services and assist the College's Grants Office in applying for the USDOL Trade Adjustment Assistance Community College and Career Training (TAACCCT) program grant due date to be announced.

Background: The U.S. Department of Labor (DOL or the Department) announced the availability of up to \$500 million in grant funds to be awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program. The primary intent of the TAACCCT grant program is to

meet the educational or career training needs of workers who have lost their jobs or are threatened with job loss as a result of foreign trade.

The DOL intends to fund multi-year grants to institutions for either developing new education or career training program strategies or for replicating existing evidence-based design, development, and/or delivery strategies for such programs. Through this grant, the DOL is helping to ensure that our nation's institutions of higher education are able to help TAA-eligible workers and other adults succeed in acquiring the skills, degrees, and credentials needed for high-wage, high-skill employment while also meeting the needs of employers for skilled workers.

Wichita Area Technical College is taking the lead on a statewide consortium proposal that focuses on aviation and advanced manufacturing career pathway training. The project will seek to train TAA impacted individuals, dislocated workers, veterans, youth, and employed workers looking to advance their skills and career.

Scope of Services: The scope of services set forth in this Request For Proposals represents an outline of the services which Wichita Area Technical College anticipates the successful proposer to perform, and is presented for the primary purpose of allowing Wichita Area Technical College to compare proposals. The precise scope of services to be incorporated into the Professional Services Agreement shall be negotiated between Wichita Area Technical College and the successful Proposer.

Project Objectives. There are essentially three parts that Wichita Area Technical College is focusing on in relation to this contract:

- a. Grant Writing – Provide grant writing services on behalf of Wichita Area Technical College. Facilitate development of narrative for technical proposal and executive summary. An editor/editing team will be provided through the college.
- b. Project Management – Management of grant proposal development completed by facilitating consortium partner meetings, gather required information from consortium partners to fulfill all grant requirements defined in the SGA, (support letters, budget, budget narrative, and other required attachments), and meets agreed upon project deadlines.
- c. Meeting required grant deadlines.
 - i. Full proposal review two weeks prior to grant submission deadline.
 1. Full grant proposal will be review by Wichita Area Technical College assigned proposal team.
 - ii. Final proposal that includes all required proposal documents will be submitted to the Wichita Area Technical College proposal team one week before grant submission deadline.
 - iii. Wichita Area Technical College will be responsible for submitting the full grant application documents electronically to the Department of Labor to meet grant submission deadline.

Evaluation Process

1. Evaluation Method

A. The College will appoint an evaluation team consisting of consortium staff to evaluate proposals, and to recommend award of a contract with the Proposer, which meets the best interests of the College and the consortium. The College shall not in any event be required or constrained to award the Agreement to the Proposer on the basis of price alone. The College may award an Agreement on the basis of initial proposals received, without discussion; therefore, each initial proposal should contain the Proposer's best terms from a cost and technical standpoint.

B. The College shall be the sole judge of its own best interests, the proposals, and approval of the resulting contract. The College's decisions will be final.

2. Non-Responsive Proposals

A. Non-responsive proposals may be rejected by the purchasing department, and will not be distributed to the evaluation team for consideration. Additionally, the evaluation team may determine that required submittals/documentation is so inadequate as to be determined to be non-responsive. Non-responsive proposals may include, but are not limited to the following:

- Failure to sign the proposal
- Failure to acknowledge addenda (unless all changes are not material)
- Failure to provide required submittals/documentation
- Submission of a late proposal
- Proposer does not meet minimum requirements

B. The evaluation team will evaluate all responsive written proposals to determine which proposals best meet the needs of the College based on the evaluation criteria.

3. Short Listing

A. Upon completion of the evaluation of all proposals, the evaluation team may recommend award to the Proposer with the highest score, or request additional information from the top two Proposers to best determine the proposal that is in the best interest of the College.

4. Statement of Qualification

A. To insure that all RFP's are fairly evaluated, scored and ranked, it is very important that the RFP's are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

Instructions for Preparing Proposals

To ensure all proposals are fairly evaluated, scored and ranked, it is very important that the RFP responses are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal.

RFPs will be evaluated based upon the following criteria:

- 1. Responsiveness to RFP (10 points)**
- 2. Organization, Experience & Staff qualifications (25 points)**
- 3. Fee Structure (15 points)**

Section 1 - Responsiveness to RFP

Basic Submittal Information and forms – 10 points

A. Letter of Intent: This letter will summarize in a brief concise manner, the proposer understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.

B. Proposer Certification form – Ensure that all addenda, if applicable, are acknowledged. (Attached below)

C. Contractor's Qualification Statement (attached below)

D. Corporate Information: If proposer is a corporation, provide a copy of the certification from the State Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Kansas.

E. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.

F. History of firm: Indicate brief firm history/bio.

G. Drug Free Workplace Certification. (Attached below)

Section 2 – Organization, Experience & Staff qualifications – 25 Points

A. Organization Credentials: Provide a description of proposers experience which qualifies you to provide the services identified in *Proposal Specifications* section.

B. Principle's Credentials: List experience of each principle within the firm assigned to this project. Include current job description, resume, education/college degrees, licenses, and professional certifications. Designate number of years with the company and if all experience is while employed by the proposer's firm.

C. Project Personnel: Indicate any other persons that will be assigned to this project. For each of the project personnel, provide the following information:

- Name, title and assignment for this project
- Resume which includes:
 - Number of years with this company
 - Number of years with other company(s)
 - Experience: Names of projects, types of projects, and size of projects specific project involvement.
- Education/ Degrees earned
- Active registration/certification/licenses
- Current job description
- Other experience and qualifications which are relevant to this project

D. Current References: The firm will provide a listing of, at minimum, three (3) clients it has or is providing successful grant writing services to that are consistent with the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, e-mail, and telephone number and a brief explanation of the services that were provided.

Section 3 – Fee Structure – 15 Points

Provide a fee and expense proposal for the cost of services.

Proposal Certification

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Proposer _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

State of Incorporation _____

Tax ID Number _____

Email _____

Date _____

Contractor's Qualification Statement

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: Wichita Area Technical College

Director of Procurement

Submitted by: Name: _____ () Corporation

Address: _____ () Partnership

Principal Office: _____ () Individual

(Note: Attach separate sheets as required.) () Joint Venture

() Other

1. How many years has your organization provided the requested services? _____

2. How many years under the present business name? _____

If applicable:

Former business name: _____ # Years: _____

3. Corporations, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Regional Manager: _____

District Manager: _____

4. Partnerships, answer the following:

Date of organization: _____

Type of partnership: _____

Names and addresses of partners (if applicable):

1). _____

2). _____

3). _____

5. If other than a corporation or partnership, describe organization and name principals: _____

1). _____

2). _____

3). _____

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: _____

1). _____

2). _____

3). _____

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? Yes _____ No _____

If yes, state circumstances: _____

8. Worker's Compensation insurance policy number: _____

Name of company: _____ Policy amount: _____

9. Comprehensive General Liability policy number: _____

Name of company: _____ Policy amount: _____

(\$500,000 combined single limit minimum)

The Board of Trustees, Wichita Area Technical College, will be named additional insured for General Liability coverage if our firm is awarded the bid? Yes _____ No _____

(A "No" answer will disqualify your bid.)

10. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

Date: _____

Name of Company: _____

By: _____
(Authorized Signature)

Title: _____

Drug Free Workplace

The undersigned Proposer in accordance with the Department of Labor Drug Free Workplace Act of

1988 hereby certifies that _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

Date

Minority and Woman Owned Business Declaration

Proposer hereby declares that it is a Minority/Woman Owned Business Enterprise by virtue of the following:

Type of Business: Check applicable block(s)

- “Black American” includes persons having origins in any of the Black racial groups of Africa.
- “Hispanic American” includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- “Native American” includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- “Asian-Pacific Americans” includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- “Service Disabled Veteran”

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day to day management and control of the business.

Proposer:

Certified by (name of Public Entity, if applicable)

City: County:

State: Zip Code

Certificate Number:

Attach copy

Signature: Date:

Minority and Woman Owned Businesses (M/WBE) shall complete this page, and return with their submittal