

STATE OF WASHINGTON

Washington State Conservation Commission

REQUEST FOR PROPOSALS

If you download this RFP from the WSCC Web site located at <http://www.scc.wa.gov> you are responsible for sending your name, address, e-mail address, and telephone number to the RFP Coordinator in order for your organization to receive any RFP amendments or questions and agency answers.

PROJECT TITLE: Watershed Planning Using Conservation Technical Assistance

PROPOSAL DUE DATE:

Proposals are due on March 19, 2012 at 5:00pm PST to the Washington State Conservation Commission office in Lacey, Washington.

EXPECTED TIME PERIOD FOR CONTRACT:

April 2012 through September 1, 2012. Funding for this project is from NRCS and at this time there is no expectation for extended or continued funding beyond September 30, 2012.

ELIGIBILITY: This RFP is open to all conservation districts, watershed groups, salmon recovery lead entities, local units of government, Tribal governments and non-governmental organizations working on issues relating to agriculture, agricultural landowners, and natural resource assessment and response activities.

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1. INTRODUCTION

1.1 PURPOSE AND BACKGROUND

The Washington State Conservation Commission hereafter called "WSCC" or "AGENCY," is initiating this Request for Proposals (RFP) to solicit proposals from entities interested in participating on a project to develop a watershed or sub-basin level natural resource assessment and conservation plan.

Watershed assessments provide initial estimates of where conservation investments would best address the concerns of landowners, conservation districts, and other community organizations and stakeholders. These assessments help local leaders set priorities and determine the best actions to achieve their goals. Assessments are normally conducted by meeting with landowners and conservation groups, inventorying land used for different purposes, identifying conservation opportunities and current levels of resource management, and estimating impacts of these opportunities on the local priority resource concerns. Development of a watershed plan uses the information derived from the assessments and provides timelines and resources needed to execute specific actions to address the local priority resource concerns.

The Agency and the Natural Resources Conservation Service (NRCS) are interested in assisting localities with development of watershed and sub-basin level assessments and plans in order to help focus scarce financial resources and aggrandize the return on investments they make to restore, protect, and enhance natural resources. Also, the NRCS has conducted high-level natural resource assessments in every state, and needs local information that has been developed at the grass roots to validate and support the state-level assessments. The state-level assessments drive budget requests and program delivery decisions.

A successful proposal will identify an approach and structure to develop an assessment and companion plan at the watershed or sub-basin scale that will ensure limited financial resources intended to address natural resource concerns are focused in local areas in a manner that considers local priorities, capacity, and citizen willingness, and will lead to on-the-ground actions with measureable natural resource improvements.

A successful proposal will identify how the proponent, in association with others, will:

- Convene local entities to develop an area-wide plan, inventory/assessment and local action plan.
- The extent to which citizens and local entities are already mobilized and engaged on a watershed or sub-basin level to undertake such planning processes.
- Clearly describe the methods the proponent would use to define and characterize the proposed project area.
- Describe how and the extent to which voluntary natural resource conservation will be considered as a solution to improve the condition of natural resources in the proposed project area.
- Describe the methods the proponent intends to use to determine citizen and landowner willingness and capacity to accept and implement anticipated measures/practices in any plan that is developed to address the identified resource concerns in the proposed project area.
- Describing the extent of divisiveness that exists in your area for this work (from any group, not just producers).
- Describe your capacity to implement the proposed plan

- Identify the methods that would be used to monitor the condition of various natural resources.
- Describe the methods proposed to be used to measure baseline conditions and progress toward meeting desired conditions and outcomes that will be used to show success.
- Describe the progress that has been made toward this end, and the additional resources, cost, and timeline to complete the assessment and action plan.

The approaches funded through this RFP will not only be used for future work in the local area, but will also provide a proof of concept template for how these approaches can be used for integrative, methodical and data driven area-wide planning to benefit cooperative conservation for local, state and federal partnerships and conservation programs. Towards this end, plans developed and submitted as the deliverable in a successful proposal will be made available to NRCS.

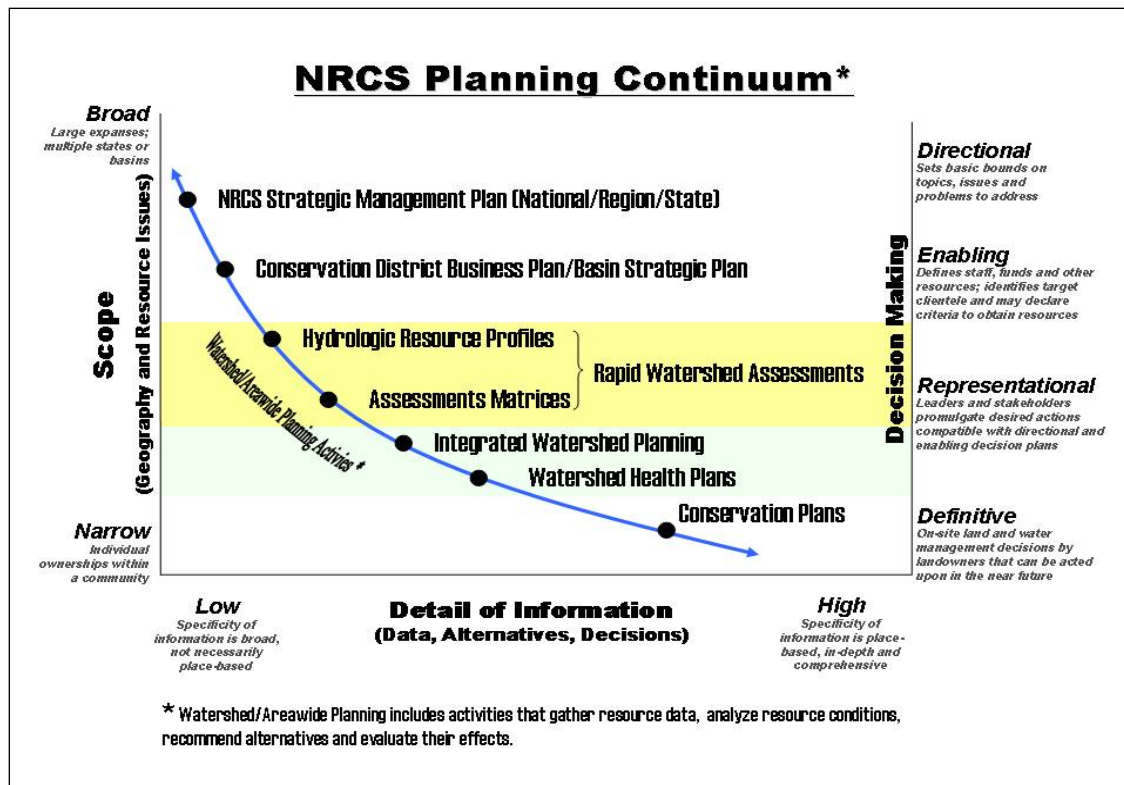
1.2 OBJECTIVE

The Agency and NRCS are interested in funding initial or ongoing efforts to target natural resources at a county level or within a watershed or sub-basin to address natural resource issues. These issues should be those identified by existing tools such as a watershed characterization, resource assessment, watershed plan, salmon recovery plan, NRCS local work group plan, local government land use plans, or other existing resource data.

The USDA-NRCS "National Planning Procedures Handbook (NPPH) Amendment 4" (Title 180, Part 600) provides guidance of the NRCS planning process and requirements for the area wide planning process that are applicable to this RFP's objectives and deliverable:
<http://directives.sc.egov.usda.gov/RollupViewer.aspx?hid=17088>

For the Rapid Watershed Assessment (RWA) information and examples of assessments performed in Washington State see link at:
<http://www.wa.nrcs.usda.gov/technical/RWA/index.html>

Applicants may be at any one of a number of stages in addressing local watershed issues as represented in the Planning Continuum diagram below, however because of the timeframe available under this RFP area-wide plans at the mid range (between long range Conservation District Plans and Watershed Plans) will receive higher priority for funding.



1.3 ELIGIBLE APPLICANT

This RFP is open to all conservation districts, watershed groups, salmon recovery lead entities, counties, Tribal governments and non-governmental organizations working on issues relating to agriculture, agricultural landowners, and natural resource assessment and response activities.

1.4 SELECTION CRITERIA

Proposals will be evaluated and scored on the following criteria:

Criteria	Points
Existence of a local multi-entity structure that can quickly develop an assessment plan based upon existing resource priorities.	20 points
The extent to which area resource priorities have already been identified. In identifying these resource priorities, was the NRCS State Resource Assessment, Conservation District long	20 points

range plans, or other state resource assessment tools used?	
Whether voluntary stewardship programs and activities to address resource concerns will be used.	15 points
Whether voluntary stewardship programs will be used in conjunction with other tools, such as land use planning.	5 points
The extent to which the local entity has already committed resources to a process of resource priority identification or whether the funds will be used to initiate a process. If funds are to be used for an already existing process, the extent to which the funding will be used to accomplish the remaining action, with points awarded based on the degree of completion. (i.e. more points if funding will move towards completion.) o <u>NOTE</u>: It's not a disadvantage if the applicant does not have a process. In the particular watershed, this might be what's needed.	20 points
Demonstrated cost effectiveness and ability to leverage funding.	20 points
If the applicant is a CD, is the CD in compliance with long-range planning requirements. If not a CD, whether the applicant has an existing long-range plan that includes addressing resource concerns in the manner proposed.	10 points
Extent of local community support for the proposal.	20 points

1.5 FUNDING

The AGENCY has budgeted an amount not to exceed \$200,000.00 for this project. There is no set limit to proposals, but there will be a minimum of 4 proposals funded. Applicants are reminded the work under the agreement must be completed by September 1, 2012. Proposal funding amounts should take this timeframe into account.

Any contract awarded as a result of this RFP is contingent upon the availability of funding.

1.6 PERIOD OF PERFORMANCE

The period of performance of any contract resulting from this RFP is tentatively scheduled to begin **April 2012** and the contract will end on **September 1, 2012.**

The AGENCY does not anticipate any additional funding to extend the period of performance.

1.7 DEFINITIONS

Definitions for the purposes of this RFP include:

Agency – The Washington State Conservation Commission is the agency of the state of Washington issuing this RFP.

Applicant – The party or parties submitting a response and proposal to this RFP.

Proposal – A formal offer submitted in response to this solicitation.

Request for Proposals (RFP) – Formal procurement document in which a service or need is identified but no specific method to achieve it has been chosen. References to “RFP” are to this proposal solicitation document issued by the Agency and the contents of the document.

1.8 ADA

The AGENCY complies with the Americans with Disabilities Act (ADA). Applicants may contact the RFP Coordinator to receive this Request for Proposals in Braille or on tape.

2. GENERAL INFORMATION

2.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact in the AGENCY for this procurement. All communication between the Applicant and the AGENCY upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name:	Ron Shultz
Agency:	Washington State Conservation Commission
Address:	300 Desmond Drive, Lacey, WA 98503
Mailing:	P.O. Box 47721 Olympia, WA 98504
Phone:	(360) 407-7507
Fax:	(360) 407-6215
Email:	rshultz@scc.wa.gov

Any other communication will be considered unofficial and non-binding on the AGENCY. Applicants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Applicant.

2.2 ESTIMATED SCHEDULE OF ACTIVITIES

Issue Request for Proposals	March 1
Question and Answer Period	March 1 – March 16
Proposals Due	March 19
Evaluate Proposals	March 20 – 23
Announce Successful Proposals	March 27
Hold Debrief Conference (if requested)	April 2 – 6
Negotiated Contract	April 2 – 6
File Contract with OFM	Upon completion of contract negotiation
Begin Contract Work	10 days after OFM filing

The AGENCY reserves the right to revise the above schedule.

2.3 SUBMISSION OF PROPOSALS

Proposals must be submitted in hard copy. Proposals may be transmitted electronically, and transmitted via facsimile by the deadline date and time but must be followed by a hard copy.

When submitting the proposal in hard copy, one (1) copy must have original signatures and three (3) copies can have photocopies signatures. The proposal must be received by the AGENCY no later than 5:00 p.m. local time in Lacey, Washington, on **March 19, 2012**. The proposal may be emailed or faxed to the RFP Coordinator, but such transmittal **must** be followed by a hard copy sent to the RFP Coordinator at the address noted in Section 2.1. The envelope should be clearly marked to the attention of the RFP Coordinator, who is the agency's sole point of contact for this RFP.

Applicants mailing proposals should allow normal mail delivery time to ensure timely receipt of their proposals by the RFP Coordinator. The AGENCY assumes no responsibility for delays caused by any delivery service.

Proposals should be delivered or mailed to:

Ron Shultz
Washington State Conservation Commission
300 Desmond Drive
Lacey, Washington 98503
P.O. Box 47721
Olympia, WA 98504

Late proposals will not be accepted and will be automatically disqualified from further consideration. The proposals must respond to the RFP requirements. Do not respond by referring to material presented elsewhere. The proposal must be complete and must stand on its own merits.

Failure to respond to any portion of the RFP document may result in rejection of the proposal as non-responsive. All proposals and any accompanying documentation become the property of the AGENCY and will not be returned.

2.4 REVISIONS TO THE RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be published on the AGENCY Web site, as follows: www.scc.wa.gov For this purpose, the published questions and answers and any other pertinent information shall be considered an addendum to the RFP and also placed on the Web site. It is the responsibility of the applicant to frequently check the website for this information.

If you downloaded this RFP from the WSCC Web site located at www.scc.wa.gov you are responsible for sending your name, address, e-mail address and telephone number to the RFP Coordinator in order to receive any RFP amendments or bidder questions/agency answers.

The AGENCY also reserves the right to cancel or to reissue the RFP in whole or in part, prior to execution of a contract.

2.5 MINORITY & WOMEN-OWNED BUSINESS PARTICIPATION

In accordance with the legislative findings and policies set forth in Chapter 39.19 RCW, the state of Washington encourages participation in all of its contracts by firms certified by the Office of Minority and Women's Business Enterprises (OMWBE). Participation may be either on a direct basis in response to this solicitation or on a subcontractor basis. However, no preference will be included in the evaluation of proposals, no minimum level of MWBE participation shall be required as a condition for receiving an award and proposals will not be rejected or considered non-responsive on that basis. Any affirmative action requirements set forth in federal regulations or statutes included or referenced in the contract documents will apply.

The established annual procurement participation goals for MBE are 10 percent and for WBE, 4 percent, for this type of project. These goals are voluntary. Bidders may contact OMWBE at 360/753-9693 to obtain information on certified firms.

2.6 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The applicant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive.

The AGENCY also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

2.7 MOST FAVORABLE TERMS

The AGENCY reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the applicant can propose. There will be no best and final offer procedure. The AGENCY does reserve the right to contact an applicant for clarification of its proposal during the evaluation process. In addition, if the applicant is selected as the apparent successful contractor, the AGENCY reserves the right to enter into negotiations with the apparent successful applicant, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or the applicant's entire proposal. The applicant should be prepared to accept this RFP for incorporation into a contract resulting from this RFP. It is also understood that the proposal will become part of the official procurement file.

2.8 CONTRACT AND GENERAL TERMS & CONDITIONS

The apparent successful applicant will be expected to enter into a contract setting forth measurable benchmarks for progress on performance and final contract completion requirements. The applicant may submit exceptions as allowed in the Certifications and Assurances section, Exhibit A to this solicitation. The AGENCY will review requested exceptions and accept or reject the same at its sole discretion.

2.9 COSTS TO PROPOSE

The AGENCY will not be liable for any costs incurred by the applicant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

2.10 NO OBLIGATION TO CONTRACT

This RFP does not obligate the state of Washington or the AGENCY to contract for services specified herein.

2.11 REJECTION OF PROPOSALS

The AGENCY reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this RFP.

2.12 COMMITMENT OF FUNDS

The Director of the AGENCY or his delegate are the only individuals who may legally commit the AGENCY to the expenditures of funds for a contract resulting from this RFP. No cost chargeable to the proposed contract may be incurred before receipt of a fully executed contract.

2.13 ELECTRONIC PAYMENT

The state of Washington prefers to utilize electronic payment in its transactions. The successful contractor will be provided a form to complete with the contract to authorize such payment method.

2.14 INSURANCE COVERAGE

The applicant is to furnish the Agency with a certificate(s) of insurance executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth below.

The applicant shall, at its own expense, obtain and keep in force insurance coverage that shall be maintained in full force and effect during the term of the contract. The applicant shall furnish evidence in the form of a Certificate of Insurance that insurance shall be provided, and a copy shall be forwarded to the Agency within fifteen (15) days of the contract effective date.

Liability Insurance

- 1) Commercial General Liability Insurance: Applicant shall maintain general liability (CGL) insurance and, if necessary, commercial umbrella insurance, with a limit of not less than \$1,000,000 per each occurrence. If CGL insurance contains aggregate limits, the General Aggregate limit shall be at least twice the "each occurrence" limit. CGL insurance shall have products-completed operations aggregate limit of at least two times the "each occurrence" limit. All insurance shall cover liability assumed under an insured contract (including the tort liability of another assumed in a business contract), and contain separation of insured's (cross liability) condition.

Additionally, the applicant is responsible for ensuring that any subcontractors provide adequate insurance coverage for the activities arising out of subcontracts.

- 2) Business Auto Policy: As applicable, the Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit not less than \$1,000,000 per accident. Such insurance shall cover liability arising out of "Any Auto."

Employers Liability ("Stop Gap") Insurance

In addition, the Contractor shall buy employers liability insurance and, if necessary, commercial umbrella liability insurance with limits not less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

Worker's Compensation Coverage

The Contractor will at all times comply with all applicable workers' compensation, occupational disease, and occupational health and safety laws, statutes, and regulations to the full extent applicable. The State will not be held responsive in any way for claims filed by the Contractor or their employees for services performed under the terms of this contract.

3. PROPOSAL CONTENTS

Proposals may not exceed ten (10) single-spaced, double-sided pages, and must be submitted on eight and one-half by eleven (8 1/2 x 11) inch paper with tabs separating the major sections of the proposal. Font usage for submittal will be Arial 10pt. The four major sections of the proposal are to be submitted in the order noted below. Items 2, 3, and 4 will count against the page limit. Item 1 (signed or certified letter of submittal) will not count against the page limit. Samples of prior work may be submitted in support of the proposal; however proposers should use discretion in the size of the submittals. Lengthy samples may be referenced to a web page.

The four sections of the proposal are as follows:

1. Signed or Certified Letter of Submittal, including signed Certifications and Assurances (Exhibit A to this RFP).
2. Technical Proposal.
3. Management Proposal.
4. Cost Proposal.

Proposals must provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the proposal, but should assist the Applicant in preparing a thorough response.

3.1 LETTER OF SUBMITTAL

The Letter of Submittal and the attached Certifications and Assurances form (Exhibit A to this RFP) must be signed and dated by a person authorized to legally bind the Applicant to a contractual relationship, e.g., the President or Executive Director. Along with introductory remarks, the Letter of Submittal is to include by attachment the following information about the Applicant and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.).
3. Legal status of the Applicant (i.e. conservation district, watershed group, salmon recovery lead entity, local unit of government, Tribal government, or non-governmental organization).
4. Federal Employer Tax Identification number or Social Security number and the Washington Uniform Business Identification (UBI) number issued by the state of Washington Department of Revenue, if applicable.
5. Location of the facility from which the Applicant would operate.
6. Identify any State employees or former State employees employed or on the firm's governing board as of the date of the proposal. Include their position and responsibilities within the applicant's organization. If following a review of this information, it is determined by the AGENCY that a conflict of interest exists, the Applicant may be disqualified from further consideration for the award of a contract.

3.2 TECHNICAL PROPOSAL

The Applicant should address the items identified in Section 1.1 of this Request for Proposals. The Technical Proposal must contain a comprehensive description of activities including the following elements:

- A. Project Proposal Description** – Include a complete description of your proposed approach and methodology for the project. This section should generally address the tasks identified in Section 1.1 Purpose and Background, Section 1.2 Objectives, and Section 1.3 Criteria of this RFP.
- B. Work Plan** – Identify and describe your proposed work plan to address each of the tasks identified in the project proposal description. Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish these tasks. This section of the technical proposal must contain sufficient detail to convey to members of the evaluation team the likelihood of success in the timeframe of the available funding, and the accomplishments consistent with the purposes, objectives and criteria of this RFP. The Applicant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
- C. Project Schedule** – Include a project schedule indicating when the elements of the work will be completed and when deliverables, if any, will be provided.
- D. Deliverables** – At a minimum, the final contract will include a deliverable of a plan as described in Section 1.1, and may include other deliverables as identified in the proposal. The proposal should discuss how the Applicant will meet these deliverables.
- E. Outcomes and Performance Measurement** – The Applicant will be expected to produce, at a minimum, a final report at the end of the contract period describing the work completed under the contract. Other outcomes and performance measures will be included in the final contract.

3.3 MANAGEMENT PROPOSAL

A. Project Management

This contract will require work to be accomplished and a final report to be produced in a short period of time. Describe how you will manage the project in a way that will ensure that the timelines are met. Define risks you identify as being significant to the success of the project. Include how you would propose to effectively monitor and manage these risks, including reporting of risks to the agency's contract manager.

B. Experience of the Applicant

1. Indicate the experience the Applicant and any partners to the proposal have in the following areas:
 - a. Coordination of a project in a limited time period and within budget;
 - b. Understanding of resource evaluation tools, such as the NRCS National Planning Procedures Handbook (NPPH) Amendment 4; the Ecology Watershed Characterization tool; and other similar resource tools;
 - c. Previous participation or engagement in multi-entity natural resource focused efforts;

- d. A familiarity with federal, state, and local programs for natural resource conservation;
 - e. Experience with providing technical assistance for project development and implementation with agricultural landowners;
2. Indicate other relevant experience that indicates the qualifications of the Applicant, and any partners, for the performance of the potential contract.

C. Community Support

Provide a description of other entities in the project area supporting the proposal, including letters of support or other statements of support from these entities.

3.4 COST PROPOSAL

Provide a description of the costs associated with the proposal. Although a match is not required, if the applicant will be using match include the level of matching funds and source of the match. Costs should be identified with each section of activity set forth in technical and management sections of the proposal.

4. EVALUATION AND CONTRACT AWARD

4.1 EVALUATION PROCEDURE

Responsive proposals will be evaluated strictly in accordance with the requirements stated in this solicitation and any addenda issued. The evaluation of proposals shall be accomplished by an evaluation team, to be designated by the AGENCY, which will determine the ranking of the proposals.

AGENCY, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation.

4.2 CLARIFICATION OF PROPOSAL

The RFP Coordinator may contact the Applicant for clarification of any portion of the Applicant's proposal.

4.3 PROTEST PROCEDURE

Applicants protesting this procurement shall follow the procedures described below. Protests that do not follow these procedures shall not be considered. This protest procedure constitutes the sole administrative remedy available to Applicants under this RFP.

All protests must be in writing and signed by the protesting party or an authorized Agent. The protest must state the grounds for the protest with specific facts and complete statements of the action(s) being protested. A description of the relief or corrective action being requested should also be included. All protests shall be addressed to the RFP Coordinator.

Only protests stipulating an issue of fact concerning the following subjects shall be considered:

- A matter of bias, discrimination or conflict of interest on the part of the evaluator.
- Errors in computing the score.
- Non-compliance with procedures described in the RFP document or AGENCY policy.

Protests not based on procedural matters will not be considered. Protests will be rejected as without merit if they address issues such as: 1) an evaluator's professional judgment on the quality of a proposal, or 2) AGENCY'S assessment of its own and/or other agencies needs or requirements.

Upon receipt of a protest, a protest review will be held by the AGENCY. The AGENCY director or an employee delegated by the Director who was not involved in the procurement will consider the record and all available facts and issue a decision within five business days of receipt of the protest. If additional time is required, the protesting party will be notified of the delay.

In the event a protest may affect the interest of another Applicant that submitted a proposal, such Applicant will be given an opportunity to submit its views and any relevant information on the protest to the RFP Coordinator.

The final determination of the protest shall:

- Find the protest lacking in merit and uphold the AGENCY's action; or
- Find only technical or harmless errors in the AGENCY's acquisition process and determine the AGENCY to be in substantial compliance and reject the protest; or
- Find merit in the protest and provide the AGENCY options which may include:
 - Correct the errors and re-evaluate all proposals, and/or
 - Reissue the solicitation document and begin a new process, or
 - Make other findings and determine other courses of action as appropriate.

If the AGENCY determines that the protest is without merit, the AGENCY will enter into a contract with the apparently successful Applicant. If the protest is determined to have merit, one of the alternatives noted in the preceding paragraph will be taken.

5. RFP EXHIBIT

Exhibit A Certifications and Assurances

EXHIBIT A to Sample RFP

CERTIFICATIONS AND ASSURANCES

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. I/we declare that all answers and statements made in the proposal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
3. The attached proposal is a firm offer for a period of 30 days following receipt, and it may be accepted by the AGENCY without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 30-day period.
4. In preparing this proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the AGENCY will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals become the property of the AGENCY, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this proposal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
7. I/we agree that submission of the attached proposal constitutes acceptance of the solicitation contents and the attached sample contract and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
9. I/we grant the AGENCY the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

Note: If submitted electronically, include the following:

On behalf of the firm submitting this proposal, my name below attests to the accuracy of the above statements.

Signature of Proposer

Title

Date