

Web Site & Database Enhancements

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Contact

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Web Site & Database Enhancements

REQUEST FOR PROPOSALS:

RecycleSpot.org Enhancements

December 18, 2009

1. BACKGROUND

The MARC Solid Waste Management District serves as the regional solid waste planning agency for local governments in Cass, Clay, Jackson, Platte and Ray counties in Missouri, and works cooperatively with Johnson, Leavenworth, Miami and Wyandotte counties in Kansas. The district's purpose is to divert waste from the waste stream through waste reduction and recycling programs. It does this by providing funding, programs, technical assistance and information to the public and private sectors. Our district's goal is to reduce the amount of waste going to landfills by 80 percent by 2023.

Since September 2006, the district has maintained RecycleSpot.org, a Web site showcasing information about local recycling and waste disposal options. It is intended to be the one-stop spot for recycling information in the Kansas City metro area. The site includes information about waste haulers, municipal solid waste services, and an inventory of recycling service providers. On the backend of this site is a database that stores all of this information.

MARC is seeking to streamline and improve RecycleSpot.org by leveraging updated technologies for Web-based data collection and information sharing. MARC is looking to hire a vendor to review our needs for the site and propose and implement an innovative solution. Simplicity of use is a must for this application.

This site must provide tools for locating services, entering data about services, and generating reports using multiple criteria. All of this must be achieved through an easy-to-use, graphically pleasing interface. The site will also contain a mapping component that users can use to browse, locate and get directions to service providers. Vendors considering proposing solutions to this project must have proven experience in the areas of Web-based GIS, database design and implementation, and Web development.

2. GENERAL SCOPE OF SERVICES

The primary users of this site will be:

- Residents and public and private entities in the Kansas City region looking to recycle items.
- Potential and current recycling service providers.
- MARC staff and community partners making updates to and verifying accuracy of the information.

The selected vendor will provide the following services:

- Review the existing Web site (RecycleSpot.org) and become familiar with its current design, content and functions.
- Review the content of the RecycleSpot database and its schema.

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- Develop a recommended set of solutions (design document) for enhancing the Web site and database.
- Build a set of forms for data entry with on-the-fly geocoding and varying levels of access and approval, based on user credentials.
- Increase and improve a user's ability to search and query information.
- Develop specific reporting capabilities
- Incorporate a mapping solution into the site used to find and get directions to recycling services.
- Work with MARC staff to create a visually engaging graphic design and layout to make the Web site more intuitive and accessible to users.
- Build out a database schema to handle the additional data requirements.
- Make other enhancements to the site's functionality and design within the project budget and scope such as implementation of a content management system (CMS), RSS feeds, mobile accessibility and/or ad hoc queries.

3. PROJECT MANAGEMENT

MARC and the selected vendor will each appoint a project manager to act as the primary point of contact for each respective agency. MARC will also use a project team that contains staff from the Solid Waste, GIS, Public Affairs, and IT programs. The selected vendor will be expected to meet with this team at the outset of the project and at regular intervals throughout the project lifecycle. Other than the initial project kickoff, meetings can be coordinated through online meeting solutions and/or conference calls.

The selected vendor will be required to attend a project kickoff meeting. At the kickoff meeting, MARC staff will overview the existing RecycleSpot site, provide examples of sites with similar functionality, and present ideas for the final product. The selected vendor would have the opportunity to obtain input from the MARC project manager and staff team to inform work on the Web site.

The vendor's project manager will be required to meet weekly (via phone) with MARC's project lead and project manager. These short meetings will be used to keep communication lines open, address project status, and prevent scope creep and project misdirection.

Prospective vendors should describe their project management process and how it will work toward a successful project outcome. Prospective vendors should also provide details on post-contract maintenance and update procedures to be supported by MARC in their response to this request.

4. DATA SOURCES

MARC can provide prospective vendors a copy of the existing database used to populate RecycleSpot.org upon request.

Addresses to be provided by MARC will have been geocoded. We will need a solution that will geocode future addresses on-the-fly.

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All data MARC provides to the vendor is and will remain the property of MARC. The vendor chosen for the project will formally agree to destroy all versions of MARC data provided to them, as well as derivative data products created from the data, upon completion of this project.

The vendor can convert data layers to other data types for the purposes of this project (e.g., shapefile to KML). However, if the vendor proposes to do this, tools and/or training to allow MARC staff to perform the same conversions must be provided so that MARC staff can continue to maintain the source data in shapefile form and still have the ability to post periodic data updates to the completed Web application.

5. PRODUCTS

In general, the final product needed is an improved Web site and database with the desired mapping, data management, and navigational functionality. The existing search functionality should be retained while incorporating additional features as described below. The following components are viewed as the primary products required from the vendor:

Interactive Map

The updated site will contain an interactive map component. The map(s) will permit the user to browse and identify information about providers, query providers by location and type of services offered, and get and print driving directions to and from the facilities. Navigation and query tools must be simple to use. Attributes of the various locations, when called on by the user, must be presented in an easy to read display.

MARC does not want an out-of-the box look to the map, nor do we want users to link to a secondary site to interact with the map display. Rather, the map display and map functionality must integrate within Web pages that match the look and feel of the overall site, built to MARC's specifications.

The symbology and cartographic style of the map display will be worked out through dialog between the MARC staff and the vendor. However, the vendor must have professional experience building cartographic standards into Web-based mapping applications and the ability to create a visually-pleasing map display.

Proposals for solutions built on ArcGIS Server or Google Maps platforms are preferred, especially if vendor can demonstrate, through examples of previous work, a professional look to the application, simplicity of use, and the full set of required functionality.

Forms

The Web site will provide forms for database entry and updates. Populating and keeping the RecycleSpot database current is a common business operation of the district. Most data is entered by in-house staff, but the solution should be robust enough to allow local providers to populate their own records using password-based authentication and on-the-fly geocoding. However, all data entered by outside providers must be approved by in-house staff before it becomes active on the site. The data entry forms developed for this site must be easy to use and

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efficient. MARC would also be interested in using a Web CMS, where possible, for any of the sites features.

Reports and Queries

The Web site will have built-in reporting and query functions that allow district staff, community staff and the general public to generate various reports and queries. Some reports will incorporate dynamic graphics features. There will be approximately 10 simple reports and a limited number of reports that are more complex.

Improved navigation, graphics and features

The current layout and look and feel needs to be updated yet complement the district's color scheme and existing collateral. The new graphic design will be streamlined and intuitive. New features may be added to improve accessibility and usability of data. (See technical specifications under Technical Requirements.)

Redesigned Database Schema (if necessary)

The vendor will thoroughly review the current RecycleSpot database and update the schema and design as required to fit the needs of the project.

6. PROJECT TASKS

This section outlines, in general terms, the tasks the selected vendor will be required to complete for this project. All tasks will be completed with input and guidance from MARC staff.

Review design outline

The vendor will review the design outline developed for the Web site and data entry tools. MARC will look to the technical expertise of the vendor for fitting the most effective solutions to our needs.

Review existing Web site and database

The vendor will review the existing database and RecycleSpot Web site. The selected vendor will review the structure and assess its current ability to support MARC's needs, and update the schema to fit the project's needs, if required.

Develop a design plan document

The selected vendor will develop an initial design document. The design document should establish a baseline of the required features and functionality for the Web site and database. The design document is intended to clearly document requirements, help prevent scope creep, and assist with project management.

Develop a Web site style (graphic design, layout and navigation)

The vendor will work with MARC Public Affairs to help design the site to fit within our requirements. The vendor will update the graphic design, layout and navigation of the Web site so that users will find it visually engaging and easy to use. The vendor will provide MARC with three design mockups.

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Refine the database

The vendor, after fully understanding the design requirements for the project and having reviewed the existing database, will work with MARC to update RecycleSpot.org to support the project's functional requirements and its associated data entry, reporting and mapping functionality.

Build data management forms and functions (data entry, reports and queries)

MARC staff members have drafted an initial structure and set of parameters (in the design outline) for several of the data management forms and functions. The vendor will work with our initial templates and requirements and refine them into functional tools on the Web site.

Build web mapping display and service locator function/tools

The vendor will build an interactive mapping component into the Web site to display the location of businesses or agencies offering recycling services. Beyond simple display, the mapping component will provide:

- Navigation functionality to pan and zoom the map.
- Identification functionality that a user can use to click a point in the map and see its attributes.
- Query functionality to locate services based on a set of conditions.
- Proximity functionality to locate services or a type of service within a distance of an address or point.
- Navigation functionality that generates driving directions to or from a service provider for a particular address.

Install the finished database and Web site

The vendor will work with MARC IT and GIS staff to install the updated Web site and database on MARC's servers.

Provide comprehensive documentation and training

The vendor will create an administrative guide documenting the database configuration and Web site installation. The vendor will also provide hands-on instructions to MARC staff on all RecycleSpot functions. This should include education of key MARC personnel to a point where they are self-sufficient in maintaining the application and developing new map functionality from it, if desired.

Attend project closeout meeting

The vendor will attend a project closeout meeting to formally conclude the project. At this meeting, MARC and the vendor will discuss and finalize plans for ongoing maintenance and future update procedures for RecycleSpot. This does not have to be an onsite meeting and could be facilitated with an online collaboration and/or meeting technology.

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7. TECHNICAL REQUIREMENTS

Database

The current RecycleSpot database was built in Microsoft Access. MARC also uses SQL Server 2005 and is open to porting the data into this format and storing the point locations within an SDE feature class.

Database solutions can be built on either an Access or SQL Server 2005 platform.

GIS

MARC uses ESRI's ArcGIS line of software for its GIS program. Geospatial solutions within the RecycleSpot Web site must make use of or conform to our ESRI line of products.

MARC's web-GIS software is ArcGIS Server 9.3.1 with a Standard Enterprise license. For desktop GIS, MARC uses ArcGIS Desktop 9.3.1. Many of MARC's key base layers are housed as feature classes within an SDE Geodatabase running on SQL Server 2005.

Hosting

MARC currently hosts the site on its own web servers. However we may also opt to host the site off site with a vendor. Vendor will provide MARC with hosting and maintenance pricing.

MARC's web servers use Windows Server 2003, with IIS. Our SDE geodatabase and GIS web-server are stored on separate servers. We currently have other Web-based mapping application hosted on our GIS web-server that consume data from our SDE server.

IT Capabilities

MARC has the following IT capabilities to support this application:

Software

- ArcGIS Server 9.3.1 (Enterprise, Standard)
- ArcGIS Desktop 9.2
- IIS 7 Web server
- Visual Studio .Net 2005
- Visual Web Developer 2008
- Adobe CS4 Design Premium

Hardware

- Proliant DL380 G5
- 2 Gigabytes of RAM
- 2 Pentium 4 2.2 Ghz Processors
- 2 Raid Arrays
 - o Raid 1 with 2 72 Gigabyte drives

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- o Raid 5 with 4 146 Gigabyte drives

Staff knowledge

- ArcGIS Desktop
- ArcGIS Server Manager
- ASP.Net
- HTML and XHTML
- CSS

Technical Specifications

The final product delivered to MARC must conform to the following technical specifications:

- Requires no plug-in to operate within the Web browser
- Uses current Web standards: XHTML 1.0 Transitional, CSS 2.0, ASP.Net 3.5.
- Addresses accessibility issues, with consideration given to those with limited vision, limited motor skills and other disabilities. Descriptive alt-tags should be used for images. Images should not be used for textual content. (MARC understands that maps are exempt from most accessibility regulations, but would like for the application to be as accessible as possible.)
- Works within the majority of current browsers (IE 6+, Firefox 2+) and operating systems (Windows, Mac).
- Is optimal at a screen resolution of 1024x768, but works with resolutions of 800x600 or 1280x1024.
- Uses ASP.Net server-side includes and/or a master page for all common page elements, so that if an element is changed, all pages will be automatically updated.
- Is compatible with the latest version and service pack of ArcGIS Server and ArcGIS Desktop, and/or the version of these products installed at MARC when the product is delivered, which will be 9.3.1 or higher.
- Includes code, which will become the property of MARC, written with sufficient comments in place to allow our internal programmers the ability to track what functions each block of code is performing.
- Includes print style sheet.

Model Web sites

The following Web sites can be used as sources of ideas for this project. Notes indicate sections of particular interest to the project team.

- Kansas Recycles - <http://kansasrecycles.org/> - Notes: Find A Recycling Center page map function.
- Earth 911 - <http://earth911.com/> - Notes: search functions.

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- StopWaste.org (Alameda County, CA) - <http://stopwaste.org/home/index.asp?page=295> – Notes: division of sectors on buttons across top, search categories on Recycling Wizard.
- TimeToRecycle.com (North Central Texas) - <http://www.timetorecycle.com> - Notes: interactive map function, events calendar.
- Metro (Portland, OR) - <http://www.oregonmetro.gov/index.cfm/go/by.web/id=1383/level=2> – Notes: Matrix that appears after doing Find A Recycler search.
- King County (Washington) - <http://your.kingcounty.gov/solidwaste/wdidw/index.asp> - Notes: What do I do with...? search function (key word and category searches), explanations on individual materials search results.

8. PROJECT TIMELINE AND DELIVERABLES

Services are expected to be performed between **Feb. 17, 2010, and Aug. 30, 2010**. The vendor should provide a detailed timeline for the project that includes all tasks and the order of their completion. Vendor is expected to install and test the application on MARC's server.

Deliverables will include:

- All products listed in section 5
- Site files and code
- Graphics, including high-resolution and/or original vector files in .AI, .PSD or .EPS format
- Training session and materials

All data, code, and other materials produced for this project will become the property of the Mid-America Regional Council and may not be reproduced or reused without written permission from MARC.

9. PROCUREMENT SCHEDULE

The following is a tentative schedule for the Contractor selection process:

Activities	Schedule
RFP issued	December 18, 2009
Proposals due	January 19, 2010
Interviews	February 1, 2010
Vendor/contract approval	February 17, 2010
Contract Execution/ Notice to proceed	TBD after contract negotiation
Anticipated start date	March 1, 2010
Project completion	August 30, 2010

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10. SUBMISSION OF PROPOSALS

The proposal shall include:

- A detailed proposal that demonstrates the vendor's qualifications and capacity to provide the requested services.
- Information about the vendor, including years of operation, experience with similar projects, and personnel.
- Three references from agencies that have used the vendor for similar services. showing contract amounts, description of work performed, client contact persons, phone numbers, and e-mail addresses
- Three samples of previous work. Please include URLs.
- An itemized list of costs to develop the product.
- Any other information that might be helpful in evaluating the proposal.

To be eligible for consideration **5** hard copies (an electronic Adobe PDF is also acceptable) of the response to the RFP must be received by MARC no later than **4:00 p.m.** Central Time, **January 19, 2010**. Late submittals will not be considered and will be returned to submitter unopened. The envelope package should be marked **"Web Site & Database Enhancements"**

Mid – America Regional Council
600 Broadway, Suite 200
Kansas City, MO 64105 – 1659
Attn: Matt Riggs

Questions regarding this project can be submitted via e-mail to mriggs@marc.org before **January 8, 2010**. Questions and answer summaries will be shared with vendors via DemandStar and the MARC Web site.

11. EVALUATION AND SELECTION PROCEDURES

Proposals submitted will be evaluated by MARC staff based on the vendor's qualifications and experience with similar projects, demonstration of understanding the project, provision of an approach that meets MARC's needs, and the cost of services.

The following criteria will be used to evaluate proposals:

- Specialized experience and technical competence of the vendor and assigned staff relative to the scope of work and task requirements outlined in this RFP.
- Understanding the nature of the project
- A proposed solution that meets MARC's needs
- References reflecting previous work experience of the project team and satisfactory accomplishment of vendor responsibilities.

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- Project cost, schedule of persons – hour commitment

At MARC's discretion, proposers may be asked to participate in an interview process, either in person or by phone. MARC will not cover any costs for vendors asked to participate in the interview process.

The final selection of a Vendor shall occur on or about Feb. 17 (contingent upon MARC approval). MARC reserves the right to negotiate a contract, including a scope of work, and contract price, with any proposers or other qualified party.

This Request for Proposal does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. MARC reserves the right to accept or reject any and all responses received as a result of this Request, or cancel this Request in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the Request for Proposal.

MARC reserves the right to suggest to any or all proposers to the Request for Proposals that such proposers form into teams of consulting firms or organizations deemed to be advantages to MARC in performing the Scope of Work. MARC will suggest such formation when such relationships appear to offer combinations of expertise or abilities not otherwise available. Proposers have the right to refuse to enter into any suggested relationships.

All Proposals submitted hereunder become the exclusive property of MARC.

12. CONTRACT AWARD

MARC will notify the selected candidate by telephone, e-mail and in writing. Following verbal notification, MARC will negotiate a standard professional service agreement with the selected candidate. The selected candidate's proposal will be incorporated by reference in the contract. Additionally, MARC will notify, in writing, the candidates who are not selected.

13. COOPERATIVE AGREEMENTS

MARC manages a cooperative purchasing program for local governments, the Kansas City Regional Purchasing Cooperative (KCRPC), and encourages all bidders to allow MARC member governments to "piggy-back" on negotiated contracts.

Please indicate in your proposal your willingness to provide the same rates and services to local government agencies in the MARC region, which includes Cass, Clay, Jackson, Platte and Ray counties in Missouri, and Johnson, Leavenworth, Miami and Wyandotte counties in Kansas and the cities therein.

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14. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS AND PARTICIPATION

MARC's DBE policy requires that qualified DBE's be afforded an equitable opportunity to participate in contracts. Proposers are encouraged to involve DBEs in subcontracts or joint ventures.

DBE proposers should submit, with their proposals, Intent to Perform As A Disadvantaged Business Enterprise (DBE), Attachment E, for each proposed DBE contractor, subcontractor, or joint venture. Certification of DBEs will be made in accordance with MARC's Disadvantaged Business Enterprise Program.

15. AFFIRMATIVE ACTION CHECKLIST

If applicable, proposers must complete and enclose with their proposal company's Affirmative Action Plan (see Attachment B Affirmative Action Checklist).

16. CERTIFICATION REGARDING DEBARMENT

Each proposer is required to certify by signing the "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" (Attachment C). "Certification Regarding Debarment, Suspension, and Other Ineligibility and Voluntary Exclusion" is a certification that the proposer is not on the U.S. Comptroller General's Consolidated Lists of Persons or Firms Currently Debarred for Violations of Various Contracts Incorporating Labor Standards Provisions.

17. CERTIFICATION REGARDING LOBBYING

See Attachment D.

18. E-VERIFY

Effective January, 1 2009 and pursuant to the State of Missouri's RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition of the award of any contract or grant in excess of five thousand dollars (\$5,000.00) by the state or a political subdivision of the state (e.g., MARC) to a business entity, the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services (RSMo 285.530 (2)).

Those Contractors providing service to MARC over \$5,000 shall comply with Sections 285.525 through 285.550 R.S.Mo.:

- Submit a completed, notarized copy of AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S.MO., ET SEQ. For Contracts over \$5,000.00 (ATTACHMENT F),

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- The Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted service, and
- Provide documentation evidencing current enrollment and participation in a federal work authorization program (e.g., electronic signature age from E Verify program's Memorandum of Understanding (MOU)).

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available from the following:

http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm

19. PROTEST PROCEDURES

In the course of this solicitation for proposals and the selection process, a proposer (bidder of offer or whose direct economic interest would be affected by the award of the contract) may file a protest when in the proposer's opinion, actions were taken by MARC staff and /or the selection committee which could unfairly affect the outcome of the selection procedure. All protest should be in writing and directed to Mr. David Warm, Executive Director, Mid – America Regional Council, 600 Broadway, Suite 200 Kansas City, MO 64105. Protest should be made immediately upon occurrence of the incident in question but no later than three (3) days after the proposer receives notification of the outcome of the section procedure. The protest should clearly state the grounds for such a protest.

Upon receipt of the protest, MARC's Executive Director will review the actual procedures followed during the selection process and the documentation available. If it is determined the action(s) unfairly changed the outcome of the process, notifications with the selected proposer will cease until the matter is resolved.

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ATTACHMENT A Cost/Price Summary Sheet

Contractor Name	Name of RFP		
DETAILED DESCRIPTION	Estimated Hours	Rate/Hour	Total Estimated Cost (\$\$)
Interactive map			
Forms			
Reports & queries			
Improved navigation, graphics and features			
Redesigned database schema			
Content management system			
RSS feeds			
Mobile accessibility			
Ad hoc queries			
Other:			
Other:			
Total:			

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ATTACHMENT B

AFFIRMATIVE ACTION CHECKLIST:

Federal regulations require that any firm 50 or more employees soliciting an assisted federally funded contract must have an affirmative action program. If applicable, please provide a brief response to the following items that would typically be covered in any such program. You may provide a copy of your program and reference appropriate pages.

1. Date plan was adopted
2. Name of Affirmative Action Officer
3. Statement of commitment to affirmative action by the chief executive officer
4. Designation of an affirmative action officer, of assignment of specific responsibilities and to whom the officer reports.
5. Outreach recruitment
6. Job analysis and restructuring to meet affirmative action goals
7. Validation and revision of examinations, educational requirements, and any other screening requirements.
8. Upgrading and training programs
9. Internal complaint procedure
10. Initiating and insuring supervisory compliance with affirmative action program
11. Survey and analysis of entire staff by department and job classification and progress report system
12. Recruitment and promotion plans (including goals and time tables)

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ATTACHMENT C

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants' responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.
2. Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

Date

Signed – Authorized Representative

Title of Authorized Representative

.....
Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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ATTACHMENT D

CERTIFICATION REGARDING LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

- 1 No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersign, to any person influencing or attempting to influence an officer or employee of a federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for attempting to influence an officer or employee of any federal agency, Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal or Federally assisted contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
- 3 The undersign shall require that the language of this certification be included in the award documents of all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 32, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Name of Entity)

(Name and Title of Authorized Official)

(Signature of above Official)

(Date)

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ATTACHMENT E

INTENT TO PERFORM AS A DISADVANTAGED BUSINESS ENTERPRISE (MBE/WBE)

Project Title and Description:

The undersigned intends to perform work in connection with the above project as (check one):

_____ Prime Contractor

_____ Subcontractor

_____ Joint Venture

_____ Other (please specify)

If applicable name of prime contractor or joint venture partner:

The DBE status of the undersigned is confirmed by a DBE Certification from one or all of the following (please provide copy of current Certification Certificate):

_____ MRCC (Missouri Regional Certification Committee)

_____ KDOT

_____ MoDOT

_____ City of Kansas City Missouri

_____ Kansas City Area Transportation Agency (KCATA)

_____ Other (please specify) _____

(MARC may require additional certification documentation)

The undersigned is prepared to perform the following described work in connection with the above project (attach additional sheet in needed),

at the following price _____

Date

Name of DBE Firm

By: _____
Signature of Firm's Authorized Representative

(Please Print Names of Authorized Representative)

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ATTACHMENT F

AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S. MO., ET SEQ. FOR CONTRACTS OVER \$5,000.00

EFFECTIVE JANUARY 1, 2009

STATE OF _____)
) ss.
COUNTY OF _____)

Before me, the undersigned Notary Public, in and for the County of _____.
State of _____, personally appeared _____ (Name)
who is _____ (Title)
of _____ (Name of company)
a _____ (Type of business) and after being duly sworn did depose and
say:

1. That said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. That the said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The term used in this affidavit shall have the meaning set forth in Section 285.500 R.S. Mo., et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Signature

Name

Subscribed and sworn to before me this _____ day of _____, _____.

Notary Public

My commission expires: