

Request for Proposal

DAY REPORTING CENTER

In WILKES-BARRE AREA, LUZERNE COUNTY

LUZERNE COUNTY PENNSYLVANIA

For the Period January 1, 2010 and Ending December 31, 2012

DUE DATE: Noon, December 16, 2009

Luzerne County Manager/Chief Clerk  
Luzerne County Courthouse  
200 North River Street  
Wilkes-Barre, PA 18711

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REQUEST FOR PROPOSAL  
LUZERNE COUNTY, PENNSYLVANIA

**I. INTRODUCTION**

A. General Information

1. Purpose: The purpose of this RFP is to solicit proposals to provide services for persons referred and accepted into the Day Reporting Center (DRC) for Luzerne County, Pennsylvania. The persons accepted into the DRC will be assessed and deemed appropriate for this type of treatment.

The DRC will provide services throughout the day to help eliminate the need for extended jail terms. The end result should be lower costs for Luzerne County allowing for more bed space in the prison for offenders who are not appropriate for day reporting.

The goals of the DRC are as follows:

- To offer a minimum-security alternative to traditional incarceration for offenders who meet criteria for the program.
- To provide a variety of services, such as substance abuse treatment, Moral Reconciliation Therapy (MRT), and life skills so offenders can develop the tools to be successful in society.
- To reduce the recidivism rate among the population of non-violent repeat offenders whose unlawful acts are linked to a cycle of self-defeating behaviors that lead to criminal activities, unemployment, and substance abuse.
- To expand the continuum of corrections in Luzerne County by increasing the sentencing options available to the judiciary so that treatment is a viable consideration.

Services are required at one location. The number of participants is estimated to be up to 150 clients at any given time.

The clients to be served will include those who meet the following criteria:

- Eligible for probation
- Stable residence with phone service (can be cell phone)

- Close ties to the community
  - Employment
  - Family
  - Home ownership
  - Long history of residence in county
  - Involved in community activities and/or organizations
- Willingness to participate in program
- Access to transportation

A contractor may be awarded the entire contract or sections of the contract may be divided among several contractors in order to secure the best pricing and the services that most directly meet the needs identified by Luzerne County. Contractors may submit an RFP as follows:

- RFP for location and a list of all services to be provided by the contractor.
- RFP for all services to be provided by the contractor with no location provided.
- RFP for specific services to be provided by the contractor.

2. Proposal Submission. Prospective providers should submit detailed proposals on or before December 16, 2009 by Noon. Proposal envelopes should be labeled as a "Proposal Enclosed." Proposals should be mailed or delivered to:

Luzerne County Manager/Chief Clerk  
 Luzerne County Courthouse  
 200 North River Street  
 Wilkes-Barre, PA 18711

Proposal cover letters should designate who can answer questions concerning the submitted proposals. An officer empowered to bind the agency submitting the proposal must sign the proposal.

3. One original and two copies of proposals should be submitted in the format outlined in Section III, "Proposal Document Instructions."

Questions: Call Joe Piazza, Warden of the Luzerne County Correctional Facility at 570-829-7750 with any questions.

The contractor may submit more than one proposal for all or parts of the contract. Alternate proposals may be an abbreviated form following the same

format as the primary proposal, providing only that information that differs from what is contained in the primary proposal. The primary proposal should be labeled as such with each alternative proposal separately bound and identified.

4. Contract Terms. The contract term is from January 1, 2010 to December 31, 2012. All agencies submitting a proposal shall agree to not include a provision into a contract or agreement with Luzerne County requiring Luzerne County to hold harmless or indemnify any person, partnership, association, corporation or other form of entity. By responding to the RFP, the agency is agreeing to the terms, conditions and requirements set forth herein, unless expressly noted in writing in the firm's written submission.
5. PRE-BIDDERS CONFERENCE: Due to the complexity of the services to be provided, it is recommended that anyone who is submitting a proposal attend the pre-bidders conference. The pre-bidders conference will be held at 10:00AM on Monday, November 30, 2009 in the Commissioners Meeting Room at the Luzerne County Courthouse, 200 North River Street, Wilkes-Barre, PA 18711. The purpose of the pre-bidders conference is to answer questions regarding the RFP
6. Schedule of key dates.
  - a. November 30, 2009 Pre-bidders Conference
  - b. December 16, 2009 Submit sealed proposals by Noon.
  - c. December 21, 2009 Contract is awarded at prison board meeting.
6. The RFP is not to be construed as creating a contractual relationship between Luzerne County and any agency submitting a response to this RFP.
7. Luzerne County shall have no obligation or liability to any agency responding to this RFP. All costs associated with responding to this RFP are borne solely by the respondent.
8. Luzerne County may require follow-up oral interviews with selected respondents and may require the respondents to participate in

negotiations. If the contractor is bidding to include the location in the proposal Luzerne County reserves the right to visit and inspect the site. Oral presentations (if required) and site visits will be considered in awarding the contract(s).

9. Luzerne County reserves the right to reject any or all responses, to modify the scope with one or more of the respondents, and to waive any/all requirements which Luzerne County deems to be in its or its employees' best interest.
10. By submitting this information the agency represents that it has examined and understands this RFP and has become fully informed of all the requirements of the RFP. All terms and conditions set forth in this document are accepted and must be incorporated in the submission unless explicit exception is made to individual items and accepted by Luzerne County.
11. By submitting a response, the agency represents that it has the ability to meet the requirements outlined herein.
12. After evaluation of the responses, Luzerne County will make its selection based on the response which best meets the needs of Luzerne County, in the sole discretion of Luzerne County. The Request for Proposals is not intended to create a public bidding process, and the proposal with the lowest quoted fees will not necessarily be accepted, nor will any reason for the rejection of any proposal be indicated. Luzerne County reserves the right to privately negotiate with any firm with respect to the requirements outlined in this Request for Proposals.

**B. Evaluation and Selection of Proposals**

Luzerne County will perform the evaluation of proposals in accordance with the criteria set forth at Appendix A. The following criteria will also be considered in the evaluation:

1. The agency has no conflicts of interest with regard to any other work performed for the County.
2. The agency adheres to the instructions in this request for proposal on preparing and submitting the proposal.

3. The agency's past experience and performance on comparable engagements.
4. The quality of the agency's professional personnel to be assigned to the engagement and the quality of the agency's management support personnel to be available for consultation
5. Other criteria as deemed prudent
6. Luzerne County reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

C. Subcontracting

Agencies are not permitted to subcontract or assign any part of the work covered under the scope of the agreement, without the express prior written consent of Luzerne County.

D. Minority and Women-owned businesses

Minority-owned firms and women's business enterprises are encouraged to apply.

II. NATURE OF SERVICES REQUIRED

A. Scope of Work

Luzerne County requires the following services to be provided by the successful applicant:

1. Purpose: The purpose of this RFP is to provide a Day Reporting Center (DRC) that provides assistance and structure for offenders who need this level of supervision. Clients will include the following: parolees with difficulty re-entering the community and probationers who need additional services along with intermediate sanctions. Clients will be under the direct supervision of the Luzerne County Probation Department (LCPD). The contractor will provide the services through a combination of individual and group treatment approaches designed to meet the needs of those referred to the program.

The DRC will provide evaluation, referral and monitoring of clients to resources in the community. An overview of the process is as follows: The offender is referred to the center by the process developed by the DRC. A one-time

assessment is conducted to determine if the offender meets the criteria established for participation in the DRC. The case manager based on the assessment, services available at the DRC, and services available in the community, develops a plan. The case manager will coordinate and refer the offender to the resources needed by the offender. The case manager will coordinate services to be provided by the DRC. The case manager will monitor and document progress during the participation period and provide guidance and assistance as needed. During and after participation, the offender completes the required modules/classes while case manager monitors and does follow-up. At the end of the treatment time set by the treatment plan, the case manager, DRC program director, LCPD officer, and other members of the treatment team will determine if services need to be continued.

2. Objectives: As stated in Part II-1 above, the contractor shall provide a Day Reporting Center for offenders who require assistance in transitioning back into the community. This program will target offenders who are in need of employment and educational services, drug and alcohol counseling, assistance in re-entering the community, family support, life skills, etc.

Assessment: An initial assessment will be completed to identify the individual offender's strengths and needs. The assessment will result in the generation of an action plan that would include goals and objectives specifically tailored to meet the individual needs of the participant. The individual assessment and action plan will be available to and approved by the DRC program director and the LCPD.

Transportation: Transportation to the DRC is an important component to the success of the offender when daily attendance is required. The DRC must be in an area accessible to the majority of the clients. The contractor should include in the proposal specifics regarding transporting clients to and from the center as well as any other transportation that will be provided, such as transportation to job interviews.

Core Treatment Components: The contractor shall provide the counseling and referral services on-site and utilize community resources for required modules. If the contractor intends to subcontract for any portion of services, the contractor must so indicate and be approved to do so by Luzerne County in advance. The contractor must be able to provide translation and a curriculum for the Hispanic offender.

Group session size should be limited to fifteen (15) clients per session unless prior approval from the DRC program director is obtained. Contractors shall provide a synopsis of their approach to each the services identified as core components of the DRC program.

- **Core Component #1:** Substance Abuse Outpatient Treatment – This program should include the following: alcohol and drug awareness through education, resources and information of services and support in the area, and relapse prevention services. Ideally the program would be set up with a specific number of classes to attend in order to successfully complete the program. The program should have a cognitive-behavioral approach. A licensed substance abuse counselor should facilitate all groups.
- **Core Component #2:** Education – On site educational classes should be available for GED or vocational training. Referral to other sources of education should be available as well. Basic Computer skills should also be offered.
- **Core Component #3:** Life Skills Class – The following areas should be covered in life skills: communication skills, problem solving skills, decision making skills, goal setting, anger management and conflict resolution, constructive use of leisure time, banking and self-sufficiency, maintaining a budget, healthy lifestyles, personal hygiene, family planning, sexually transmitted diseases, and understanding the importance of medication compliance. The contractor shall also assist clients in securing all appropriate identification such as social security card, birth certificate, driver's license, or non-driver's identification.
- **Core Component #4:** Self-help/psychosocial/mental health Groups – Topics of these groups should include the following: improving interpersonal relationships, domestic violence awareness, parenting skills, and building a support system.
- **Core Component #5:** Job Skills - Topics and activities should include the following: how to complete an application, developing a resume, preparing for a job interview, conducting a job search, retaining employment, getting along with co-workers and supervisors.
- **Core Component #6:** Moral Reconciliation Therapy (MRT) – The program of choice is MRT facilitated by certified clinicians. Other types of cognitive-behavioral therapies will be considered only by submission of all materials and a complete understanding by both parties regarding the desired outcomes. Approval by Luzerne County and the DRC program director must be obtained prior to the use of another type of program.
- **Core Component #7:** Mental Health – The program should address the needs of the mental health client who may need support to with medication compliance as well as referral to outside sources.

3. Requirements: Contractors shall provide an orientation to the program and referral to community services as needed. Whenever possible, community resources should be utilized.

Contractors must maintain a daily DRC attendance log that indicates arrival and departure times of all clients.

Contractor shall maintain consistent hours of operation and be able to accommodate for the varying work shifts of clients. Hours of operation should be at least 12 hours per day, five days per week. Contractors will have a daily schedule of Core Components along with times set aside for case managers to meet with individual clients.

The contractor will work directly with the DRC staff, including any case managers and program director, to insure appropriate referrals to outside resources and monitor clients' progress and level of involvement in the program components.

The contractor, case managers, and the DRC program director shall report and document all activity regarding behavior, non-compliance, and any forms of misconduct immediately to the LCPD.

Contractor will provide outcome information as requested by the county in the format the county provides.

- a. **Invoicing:** The contractor must state in the proposal how daily attendance will be tracked. Attendance sheets must be submitted along with the monthly invoice for payment approval. Attendance sheets must clearly indicate the dates, times, and services provided at the site for the individual client. These sheets will serve as verification for the payment scale. The invoice must indicate the number of clients served on each day. Invoices must be submitted to Luzerne County by the 10<sup>th</sup> of the month following the month of service. Contractor should address how MA or private insurance billable services will be handled.
- b. **Task:** The contractor shall designate a contact person to meet with the DRC program director for evaluation purposes. These meetings shall be held weekly. The purpose of these meetings will be for the staff to discuss the status and progress of the clients referred to the DRC. Either party may also specifically request such meetings at any time.

The contractor shall monitor the clients' activities while in the center with attendance verification, verification of appointments and counseling, treatment, job search, class attendance, etc.

The contractor shall document the client's behavior, attitude, and adjustment issues and report them during routine meetings.

The contractor shall maintain progress records on all clients.

**c. Reports and Project Control:** The contractor shall provide written reports to Luzerne County and the DRC program director detailing the name and number of clients, schedule of activities, and any other services provided during a given month.

The director of the DRC shall provide a template for the collection of data required from the selected contractor(s). The data shall be collected in an electronic fashion by the contractor and delivered to Luzerne County in a manner and frequency prescribed by Luzerne County.

### III. PROPOSAL DOCUMENT INSTRUCTIONS

#### A. General Requirements

Proposals should include the following:

All proposals must include a table of contents and pages must be numbered. The attached proposal cover sheet should be used for each proposal. In order to be considered, a complete response to this RFP using the format listed below is required. Proposals should directly and succinctly provide the information requested but they should not be unnecessarily lengthy.

1. **LOCATION:** If the bidder chooses to include the location in the proposal for services the following must be included in the proposal. The location of the proposed services must be clearly identified. The contractor may not change the location at which services are provided without written approval of Luzerne County. Contractors shall provide all services for the facility including maintenance, snow removal, utilities, Internet access, and phone service.

Minimum requirements for the facility are as follows:

- Administrative office for the Luzerne County DRC program director
- Offices for case managers, parole officers, and other professionals
- Space for urinalysis restrooms
- Space for interview rooms
- Space for multipurpose/classrooms
- Employee restroom
- Reception area

The bid may or may not include a location. The bid should be specific if the bidder provides a location. If the bidder does not choose to include a location in the proposal it should be clearly stated that the bidder is not providing the location.

2. **CLIENTS:** The contractor must specify any limitations regarding assisting clients (i.e.: limitations imposed by the contractor's operational philosophy or other restrictions, gender, etc.). This section shall include staffing patterns, counselor to client ratios, and job descriptions.
3. **WORK PLAN:** Describe how the services listed will be provided. This should include a discussion of the contractor's resources and a timetable for starting the services.
4. **INSURANCE:** The contractor will provide evidence of coverage in the form of a Certificate of Insurance, naming Luzerne County as Certificate Holder and providing 30 days notice of cancellation for the following:
  - Professional Liability
  - General Liability
  - Workers' compensation
  - Automobile
  - Faithful Performance

In addition, should the contractor provide the day reporting center location, evidence of property insurance is required.

Luzerne County shall be named as an Additional Insured to the Contractor's General Liability and Automobile coverage.

5. **BACKGROUND/QUALIFICATIONS:** A background of the contractor that includes its funding and affiliations, a brief history of the contractor, orientation of the firm, and experience in servicing offenders must be included in the proposal. The contractor shall also describe the key personnel and resources that will be used in this project. If a contractor cannot begin to fully provide services upon signing of a contract, the contractor must provide a start-up plan including a phase-in schedule. The

staff of the contractor must have counseling and case management experience working with parolees. Such experience shall be clearly explained.

6. REFERENCES: List the name, address, telephone number, and contact person of 5-10 references. Do not include copies of recommendations, testimonials, newspaper articles, etc.
7. CANCELED CONTRACTS: Contractors must state if they have had any contracts canceled within the preceding five (5) years. If yes, provide the name, address, telephone number, and contact person for the party that canceled the contract. Also, state the reason for the cancellation.
8. SIGNATURE: Proposals must be signed by an official authorized to bind the contractor. The contents of the proposal of the successful bidder may become contractual obligations if a contract ensues.
9. INDEMNIFICATION: Contractors must indicate the extent to which they will assume legal liability and indemnify the County against any legal actions resulting from the services provided by the contractor. Contractors must indicate the extent of insurance coverage they carry or intend to carry which can be applied to legal costs and/or judgments.

Individual contractors offering a proposal must be licensed or authorized to do business in the Commonwealth of Pennsylvania. Business organizations offering a proposal must be qualified to do business in the Commonwealth of Pennsylvania.

10. REPRESENTATIVE: Contractors must provide the name of an individual(s) authorized to represent the contractor in discussing the proposal and negotiating a contract.
11. COST AND PRICE ANALYSIS: Using the Cost Proposal Sheet in Attachment 1 of this RFP, please provide daily site rates for three years. Contractors should address a plan to include MA and private insurance reimbursement if the contractor is willing to do so. This will be an important factor in the overall cost of the program to the county.
12. NON-COLLUSION AFFIDAVIT: A Non-Collusion Affidavit is material to any contract awarded pursuant to this bid and in accordance with the Pennsylvania Antibi-Rigging Act, 73 P.S. 1611 et seq.

This Non-Collusion Affidavit must be executed by the member, officer or employer of the Bidder who makes the final decision on prices and the amount quoted in the bid.

Bid rigging and other efforts to restrain competition, and the making of false sworn statements in connection with the submission of bids are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it very carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the bidder with responsibilities for the preparation, approval, or submission of the bid.

In the case of a bid submitted by a joint venture, each party to the venture must be identified in the bid documents, and an Affidavit must be submitted separately on behalf of each party.

The term "Complementary Bid" as used in the Affidavit has the meaning commonly associated with the term in the bidding process, and includes the knowing submission of bids higher than the bid of another firm, any intentionally high or noncompetitive bid, and any other form of bid submitted for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the bid.

A person's affidavit stating that the person has been convicted or found liable of any act prohibited by State or Federal law in any jurisdiction involving conspiracy or collusion with respect to bidding in any public contract within the last three (3) years does not prohibit a governmental agency from accepting a bid or awarding a contract to that person, but may be a ground for administration, suspension or debarment in the discretion of a governmental agency under the rules and regulations of that agency, or, in the case of a governmental agency with no administrative suspension or debarment regulations or procedures, may be a ground for consideration on the question whether such agency should decline to award the contract to that person on the basis of a lack of responsibility.

13. **SUBMISSION: Each proposal must be sealed and submitted in the required number of copies to Doug Pape Luzerne County Manager/Chief Clerk, Luzerne County Courthouse, 200 North River Street, Wilkes-Barre, PA 18711. All proposals must arrive by Noon on December 16, 2009. Proposals that arrive after this date and time will not be considered. Bid envelopes should state "Proposal ENCLOSED" so that proposals are identified.**

## B. Other Expenses

Luzerne County will not be responsible for expenses incurred in preparing and submitting the proposal. Such costs should not be included in the proposal.

## IV. SPECIAL PROGRAMS

### A. Prerogatives

Luzerne County reserves the following prerogatives.

1. To reject any or all proposals.
2. To terminate the contract following 30 days written notification to the agency.

### B. Contract Period

The purchase of professional services contract shall apply to the period of January 1, 2010 through December 31, 2012.

### C. Assignability

The contractor cannot transfer any interest or provide for the assignment of the purchase of professional services contract with Luzerne County either in whole or in part, without the expressed written permission and written consent of the County Controller and County Commissioners.

### D. Payment

Payment for services rendered based upon receipt of an itemized statement from the agency. The itemized statement shall describe work performed and pertinent costs.

E. Ownership

All proposals and reports become the property of Luzerne County upon submission, for use as deemed appropriate. Work papers must be available for references and reproduction by the Commissioner's, Controller's Office, and Luzerne County, for a period of three years from submission of the reports.

F. Confidentiality

All proposals, for the purpose of bidding, will be kept in strict confidence by the Commissioner's Office and Luzerne County. The invitees and subsequently selected agency may not issue news releases or other public notification regarding this project without prior approval from the Commissioner's Office.

## APPENDIX A

After determining that a proposal satisfies the mandatory requirements stated in the request for proposal, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to published evaluation criteria shall be made by using subjective judgment. The award of a contract resulting from this request for a day reporting center shall be based on the best proposal received in accordance with the evaluation criteria stated below:

After an initial screening process of the RFP, a technical question-and-answer conference or interview may be conducted, if deemed necessary by Luzerne County to clarify or verify the proposer's proposal and to develop a comprehensive assessment of the service.

Luzerne County reserves the right to consider historic information and fact, whether gained from the proposer's proposal, question-and-answer conferences, references or any other source, in the evaluation process.

The proposer is cautioned that it is the proposer's sole responsibility to submit information related to the evaluation categories and that Luzerne County is under no obligation to solicit such information if it is not included with the proposer's proposal. Failure of the proposer to submit such information may cause an adverse impact on the evaluation of the proposer's proposal.

### **Luzerne County Request for Proposal Evaluation Form**

#### **Instructions (To be Completed by County Personnel After the Proposals are Submitted)**

Please fill out the attached Request for Proposal Evaluation Form in cases where two or more providers respond to an RFP request. The form should be used to grade providers in order to award the highest scoring provider with a contract. The form will serve as justification as to why the top provider was chosen over others who responded to the RFP.

Consider the following when grading proposals:

- Does the proposal fulfill the scope of work or specifications outlined in the RFP?
- Does the provider have documented experience completing contracts of a similar size and scope?
- How does this proposal positively or negatively compare to others received for this service?
- Consider the costs of this proposal compared to other proposals received.

- Are there any other fees to consider like travel costs if the provider is out of county?
- Provide economic and non-economic factors for deciding the chosen provider.
- Feel free to add criteria for grading that are relevant to your department, row office or the RFP.
- Finally offer final analysis and commentary and score from 0-100.

The department head and row officer along with at least one other staff member should grade the proposals. Proposal evaluation forms should be filed so that a record exists as to how a provider was chosen.



ATTACHMENT 1: COST PROPOSAL SHEET

Services: Day Reporting Center for offenders under the supervision of Luzerne County Probation Department.

Location: Wilkes-Barre area, Pennsylvania

|                        | Year 1   | Year 2   | Year 3   |
|------------------------|----------|----------|----------|
| <b>Daily Rate 0-25</b> | \$ _____ | \$ _____ | \$ _____ |
| 26-50                  | \$ _____ | \$ _____ | \$ _____ |
| 51-75                  | \$ _____ | \$ _____ | \$ _____ |
| 76-100                 | \$ _____ | \$ _____ | \$ _____ |
| 101-125                | \$ _____ | \$ _____ | \$ _____ |
| 126-150                | \$ _____ | \$ _____ | \$ _____ |

Daily Rate is the cost to operate the center for the amount of clients requested. This includes all services to be provided by the contractor to the individual clients.

**Contractor Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name and address of proposed location:**  
\_\_\_\_\_  
\_\_\_\_\_

**Name and signature of authorized individual submitting costs:**  
**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NO DEVIATIONS IN COST DATA WILL BE ACCEPTED. FAILURE TO PROVIDE THE REQUIRED INFORMATION MAY RESULT IN THE ENTIRE PROPOSAL BEING DISQUALIFIED.

This sheet must be included with the proposal.

ATTACHMENT 2: PROPOSAL COVER SHEET

***Corporate***

Name: \_\_\_\_\_

Federal ID #: \_\_\_\_\_

Corporate Address: \_\_\_\_\_  
\_\_\_\_\_

Corporate Contact Person: \_\_\_\_\_

Corporate Phone #: \_\_\_\_\_

Corporate Fax #: \_\_\_\_\_

***Facility***

Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

Facility Contact Person: \_\_\_\_\_

Facility Phone #: \_\_\_\_\_

Facility Fax #: \_\_\_\_\_

Yes       No

ATTACHMENT 3: NON-COLLUSION AFFIDAVIT

NON-COLLUSION AFFIDAVIT

State of: \_\_\_\_\_

County of: \_\_\_\_\_

I state that I am \_\_\_\_\_ of \_\_\_\_\_  
(Title) (Firm)

and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this bid.

I state that:

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

6. \_\_\_\_\_ has or has not been convicted or found liable for any act prohibited by State or Federal Law in any jurisdiction involving conspiracy or collusion with respect to bidding on any public contract within the last three (3) years.

I state that \_\_\_\_\_ understands  
(Firm)

acknowledges that the above responsibilities are material and important, and will be relied on by the Owner in awarding the contract(s) for which this Bid is submitted. I understand and my firm understands that any mis-statement in this affidavit is and shall be treated as fraudulent concealment from the Owner of the true facts relating to the submission of bids for this contract.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company Position

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_  
DAY OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires: