



MONROE COUNTY  
COMMUNITY COLLEGE

---

*enriching lives*



1555 South Raisinville Road  
Monroe, MI 48161-9746

# **Request for Proposal**

**Professional Services Contractor  
Construction Management Services  
For a State of Michigan Capital Outlay Project**

**September 2017**

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## **A. INTRODUCTION**

This Request for Proposal (RFP) is to invite proposals from Construction Managers (CM) to work closely with Monroe County Community College and Stantec Architecture in a comprehensive “Team” effort in the pre-construction, design and construction of a renovation and addition to the existing East and West Technology Buildings on the Main Campus of Monroe County Community College (MCCC). This is a State of Michigan, Department of Technology, Management and Budget (DTMB) Capital Outlay Project with a budget of \$7,500,000. There will be \$3,750,000 funded from the State of Michigan and \$3,750,000 from Monroe County Community College.

## **B. BACKGROUND INFORMATION**

Monroe County Community College is a public two-year community college. The College offers transfer and occupational programs as well as training for business and industry and professional and personal enrichment programs through lifelong learning. The College presently has two sites, the main campus located on Raisinville Road in Monroe Township on a 208 acre site and the Whitman Center located on Lewis Avenue in Bedford Township on a 25 acre site.

The East and West Technology Buildings currently house classrooms, laboratories, and offices within approximately 60,000 sq. ft. This Project is a renovation of exterior and interior spaces, including a number of classrooms and labs which are currently off-line due to their previous use as heavy industrial teaching spaces. The Project includes combining the twin buildings into one multi-functional facility.

## **C. PROJECT OVERVIEW**

**As this is a State of Michigan Capital Outlay Project it shall comply with all applicable laws and regulations as outlined in the State’s Capital Outlay Process and Capital Outlay Design Manual. Both documents are available on the State of Michigan website at [http://www.michigan.gov/dtmb/0,5552,7-150-9141\\_60101-80693--,00.html](http://www.michigan.gov/dtmb/0,5552,7-150-9141_60101-80693--,00.html).**

Monroe County Community College proposes to renovate classrooms and laboratories vacated after over 40 years of use as industrial technology instructional facilities as well as renovate and combine two 1960s vintage buildings. The Project provides the College with the opportunity to re-purpose these existing facilities into useable classroom and laboratory spaces for instructional programs and for expansion of critical student support services delivered in an easily accessible location.

In the classrooms and student success spaces the College proposes using advanced technologies including, but not limited to, flexible learning spaces, acoustics, ventilation and air quality, and digital technologies to bring multiple forms of media into the learning environment. Energy upgrades of mechanical infrastructure and support systems with new sustainable energy-efficient systems have already been completed as part of a \$16 million HVAC project that has incorporated a geothermal heating and cooling system in the buildings. It is the College's goal to incorporate sustainable design principles into the Project including LED lighting systems, low-flow plumbing fixtures, incorporating daylighting throughout the building, installing energy efficient door and window systems, and placing an emphasis on recycled and sustainable finishes throughout the building.

Specific Project components include the following renovation of interior spaces:

- Relocation of the Learning Assistance Lab (Disability Services), tutoring services, and other potential student support services to an accessible and visible location
- Relocation of the Business Division faculty and administration offices
- Renovation of space to accommodate the Information Assurance and Security Program
- Renovation of space to support a flexible lab space for multiple programs
- Renovation of art classroom(s) and workroom
- Renovation of two existing computer labs
- Renovation of traditional classrooms and teaching spaces to improve the classroom environment and incorporate new teaching technologies
- Addition of student collaborative work spaces and commons area to provide students with group study and classroom project preparation areas
- Renovation of the e-learning (distance education) faculty service center to assist with identifying and learning new technologies, expanding online learning and incorporating those technologies into the classroom
- Relocation of Data Processing offices and possible relocation of Information Services offices and work/storage rooms
- Bring building facilities to current ADA standards

A brief description of the Project is available at:  
[http://www.monroeccc.edu/millageprojects/east\\_west\\_tech.htm](http://www.monroeccc.edu/millageprojects/east_west_tech.htm)

#### **D. SCOPE OF SERVICES**

The scope of services and responsibilities of the CM will include pre-construction services and complete coordination and management of construction for the proposed Project and related site work.

- The CM will be required to meet specific schedule and cost parameters that are or will be established for the Project.
- The CM will be required to develop a construction schedule for project duration analysis.
- The CM will join the Owner and design team in participating in team meetings and take responsibility for budgeting and cost estimating throughout the design phases, scheduling for construction, construction delivery (creating a phased construction plan), constructability and value engineering.
- The CM will provide detailed cost estimates at 100% DD and 50% CD.
- The CM shall provide all construction management services necessary and required for the inspection, supervision, management, coordination and administration of the Project, so that the required construction work is properly executed, completed in a timely fashion and conforms to the requirements of the construction documents as well as good construction practice.
- The CM will be responsible for identification of trade contractors, preparing general conditions, management of the bidding process in collaboration with the MCCC Purchasing Office, and execution of trade contracts and coordination of the work.
- The CM will be required to provide such services from project commencement through substantial completion, final acceptance, project closeout, and completion of all punch list items within 60 days of Architect's issuance.
- The CM will be responsible for complying with the state's capital outlay process and capital outlay design manual including preparation of monthly reports.

In addition to the scope of services as described in this RFP, the project delivery method will be as Construction Manager with services to be provided and furnished in accordance with the AIA Document A132-2009 and General Conditions as referenced in A132 and described in AIA Document A232-2009. It is important to note that all construction bonds will be provided by the individual sub-contractors.

Though the exact amount of work to be assigned under this contract will be defined during the pre-construction phase, the total project cost of the Project inclusive of CM fees, general conditions, overhead and profit is estimated at \$7,500,000.

#### Clarification of Certain Services

- Consultation – The CM shall attend project team meetings throughout pre-construction, design development and construction document phases of the Project.
- Project Schedule – The CM shall review and revise the preliminary construction schedule immediately, along with updates to the Project Schedule during the design development and construction document phases of the Project. A submittal schedule outlining expected shop drawing submittals and their expected submittal dates would be required. It is the goal of MCCC to receive the best construction value possible to maximize the use of construction funds available. Input will be sought from the CM regarding ideal timing for release of the bid package for the Project. The CM will assist with setting the construction completion date(s) with the rest of the team. A draw schedule of construction values will also need to be provided to MCCC.
- Cost Estimates – The CM shall review and revise the preliminary construction cost estimate immediately for all trades/disciplines (soliciting help as required from sub-trades or other resources as required to give an as accurate as possible representation of the Project's construction cost). The CM will be responsible for providing detailed Cost Estimates at the following design phase intervals: 100% design development and 50% construction documentation.
- Project Bidding – The CM will be responsible to manage and solicit competitive bids working in cooperation with the MCCC Purchasing Office. Prevailing wages will be utilized on this Project.
- Self-Performed Work & Partnerships – Where the CM has a monetary interest in any subcontractors concern, such interest shall be disclosed.
- Adjustments to Compensation – No adjustments are permitted to the fee quoted over the duration of the Project. Adjustments to the fee quoted will only be permitted for Owner generated project scope.
- Definition of Project Construction Completion – The construction completion date is defined as completion of all punch-list items as well as building commissioning.

**E. PROJECT SCHEDULE\***

CM RFP Issuance: ..... Friday, September 29, 2017  
Mandatory Pre-Proposal Meeting: ..... 10:00 a.m. EST, Wednesday, October 4, 2017  
Final RFP Questions Due: ..... Wednesday, October 11, 2017  
CM RFP Proposal Deadline/Bid Opening: .....3:00 p.m. EST, Wednesday, October 18, 2017  
CM Interviews (*Interviews may be deleted at Owner’s discretion*) ..... November 1 or 2, 2017  
Select CM: .....November 10, 2017

Estimated Pre-Construction Schedule:

Design Development Phase (8 weeks):.....January 8 – March 2, 2018  
Design Development Estimate (CM) (3 weeks):.....March 5 – March 23, 2018  
Construction Documentation Phase (10 weeks): .....March 26 – June 1, 2018  
Bidding Complete (4 weeks): .....June 11 – July 6, 2018  
Construction Schedule (12.5 months; to be verified by CM ): ..... July 20, 2018 – August 2, 2019

**\*Please note that the project schedule is contingent on State approval to proceed.**

There is a mandatory pre-proposal meeting on October 4, 2017 at 10:00 a.m. which will be held on-campus in room A-173a of the Warrick Student Services/Administration Building (Building A) to discuss the Project and provide a forum for questions and a brief tour of the existing building. Attendance is limited to two (2) representatives per CM firm.

**F. PROPOSAL DELIVERY**

Sealed bids may be submitted until Wednesday, October 18, 2017 at 3:00 p.m.

The sealed bids should include three (3) bound copies of the proposal. All proposals shall be signed and complete per the requirements of the RFP and enclosed in a sealed envelope that is plainly marked "**REQUEST FOR PROPOSAL: Construction Management Services – Monroe County Community College East and West Technology Buildings.**" Proposals opened by mistake due to improper identification will be rejected and returned. Bids received after the specified time for the bid opening and after the first bid has been opened, shall be returned to the proposer unopened.

Proposals (sealed bids) may be mailed or hand delivered to:  
Suzanne M. Wetzel  
Vice President of Administration  
Monroe County Community College  
1555 S. Raisinville Rd.

Monroe, MI 48161

**NO PROPOSAL MAY BE WITHDRAWN FOR 90 DAYS FOLLOWING THE PROPOSAL DEADLINE.**

**G. PROPOSAL CLARIFICATIONS**

In the event that it becomes necessary to amend this RFP, clarifications will be issued via email to all firms attending the mandatory pre-proposal meeting. All questions regarding this Project and/or proposal requirements should be submitted in writing via email to Jack Burns Jr., Director of Campus Planning and Facilities, ([jburns@monroeccc.edu](mailto:jburns@monroeccc.edu)). In the event MCCC determines that it is necessary to respond to the inquiry in writing, such response will be furnished as an addendum to the RFP to all potential proposers. All inquiries must be directed ONLY to the email listed above.

**Public Disclosure:** The College is a public entity and subject to certain disclosures, such as Michigan's Freedom of Information Act and Open Meeting Act. All material submitted as part of the Request for Proposal will be treated as public information with no expectations of confidentiality.

**H. EVALUATION CRITERIA**

MCCC will assemble an evaluation committee for the purpose of reviewing, interviewing (as required) and selecting a CM firm. The committee's evaluation criteria will include, but is not limited to, the following:

1. Project Experience – similar higher education project experience which must include experience with similar sized collegiate renovation projects and capital outlay projects
2. Team capability & capacity – who will be assigned to our Project, and what is their availability to perform the work
3. Project management approach including cost estimating, schedule controls, communication, and monthly reports
4. Fee proposal – while fee is not the overriding determinant, a clear statement of contract format (AIA Document A132-2009) has been stated and fees should demonstrate an understanding of the Project and this contract format
5. General items – compatibility, references, repeat clients, organizational stability

Other evaluation criteria described or included by reference in this solicitation or during the interview will be considered. The selection committee reserves the right to include as part of its evaluation any personal, institutional, or other knowledge of the proposer's qualifications or performance, past or current.



The college reserves the right to make its selection at its sole discretion, to accept, reject, modify or negotiate any and all proposals received in conjunction with the request for proposal, to extend the application deadline, to solicit additional proposals and to negotiate changes in terms of proposals. It reserves the right to waive any defect or informality in the proposals on the basis of what it considers to be in its best interests. Any proposal which the college determines to be incomplete, conditional, obscure or has irregularities may be rejected.

Certification Complying with Iran Economic Sanctions Act must be included. Include a certification, signed by an appropriate company representative with authority to speak for and bind the company, complying with the requirements of the Iran Economic Sanctions Act, Michigan Public Act 517 or 2012, confirming that your firm is not an “Iran Linked Business” as defined in the Act.

This request for proposal (RFP) in no manner obligates the college to the eventual purchase of any products or services described, implied, or which may be proposed until confirmed by a written agreement, and may be terminated by the college without penalty or obligation at any time prior to signing of an agreement or purchase order. Proposers are responsible for any costs incurred in responding to this request for proposal.

**I. PROPOSAL REQUIREMENTS**

Proposal shall be submitted in a clear, organized document following the tabs and order as described below. Please keep responses brief and concise.

**1. Firm Information:**

Please provide the following information about your firm:

- Firm Background – brief overview and history of your firm including what percentage of your business is construction management versus general contracting.
- Leadership Team – list of principals/officers of the firm, or the local office, and primary contact for the Project.
- Firm Personnel – list the number of your in-house personnel following the defined subcategories below. Do not include firms or contractors acting as consultants.

TOTAL	_____	
Administrative	_____	Registered Professionals _____
Estimators	_____	Cost Control Engineers _____
Project Managers	_____	On-Site Superintendents _____
Accounting/Finance	_____	Purchasing/Expeditors _____
CPM Schedulers	_____	Value Engineers _____
Clerical	_____	Others: _____

- Financial Stability – enclose a copy of the firm’s most recent audited financial statement. If an audited statement is not available, firms must provide a reviewed financial statement for the firm. If your proposal does not include this information it would be considered grounds for the rejection of your proposal.

**2. Project Experience**

Please provide three (3) higher education projects, similar in scope and type to this Project, completed within the last five years for which your firm acted as CM. In addition, please include the following information:

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

Project Cost: \$ \_\_\_\_\_

Size (SF): \_\_\_\_\_ Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

- Extent of CM services provided:
- Identify key staff (including Superintendent) involved and project responsibilities:
- List initial project budget, DD budget estimate, bid-day prices and final project cost:

**3. Project Team**

Provide a description of your project team including resumes of all personnel your firm will commit to this Project if awarded the work, and their specific roles and responsibility, as it would relate to this Project. Specifically, include a resume for your field superintendent and describe their experience, listing all recent higher education projects they have overseen as superintendent. In addition, identify the following personnel:

- *Project Executive:* Identify the Project Executive who shall serve as the CM’s principal representative with respect to its obligations under this contract. This person will be responsible for providing executive or management expertise and oversight throughout the Project.
- *Key Construction Management Personnel:* Identify the specific CM personnel (Superintendent, Project Manager, Project Engineer, Estimator, Safety, etc) determined to be necessary for successful completion of the Project. Key CM Personnel shall provide services for the entire duration of the Project.
- *Other Construction Management Personnel:* Identify by title other CM Personnel for the Project who will provide services that are supportive or ancillary to the services provided by the Key CM Personnel.
- *Resumes:* For all personnel, submit resumes detailing managerial and technical qualifications as well as experience with similar projects.

- Workload: For all Key CM Personnel, provide a list of projects in pre-construction and construction that each is assigned to and the size (\$ value) and completion date of each project.

#### **4. Project Scheduling**

Provide a description of your firm’s approach to scheduling. Submit a proposed Project Schedule from time of commencement through the duration of construction and final completion. The dates mentioned in the RFP are for reference only. If deviation from these dates affects your proposal in any way, please indicate how in your response. The Project Schedule shall detail timeframes for all required construction operations, as well as interrelationships between significant contracts and/or components of the work. The Project Schedule shall not include any hours other than regular business hours (i.e., no evening, weekend or holiday hours). The Project Schedule shall be in consecutive calendar days and shall specify time frames for the following activities:

- Pre-Construction
- Bidding of construction contracts
- Construction duration
- Substantial Completion of construction
- Final Acceptance of construction
- Project Close-out and completion of all post construction services

#### **5. Project Budgeting**

Provide a description of your firm’s approach to budget estimating and management. Describe your method of cost control. How do you propose to support MCCC and the design team in cost estimating during pre-construction phases to help keep the project on budget? If a project is over budget during any phase, describe the value analysis ideas and processes that your team will undertake to reduce cost. Please define the minimum cost estimate milestones to assist the team in keeping the project on budget, such as:

- Conceptual Design
- Schematic Design
- Design Development
- Other (Please describe) \_\_\_\_\_

#### **6. General Questions**

Safety/Quality: Provide a brief overview of your company’s safety approach, program and record along with your quality management program not to exceed one page.

Technology: Are there other unique technologies that your firm feels would bring value to this Project? Please describe briefly.

## 7. References

Provide client contact information for at least three (3) relevant higher education projects you have worked with in the past 5 years and their contact information (phone and email address), if not already listed in Project Experience examples.

## 8. Fee Proposal

Provide your proposed compensation for CM services utilizing the following parameters in addition to the scope of services outlined in this RFP:

- Pre-Construction Phase Services: Based on the estimated pre-construction schedule outlined in the RFP, provide a lump sum fee and list of all reimbursable cost items. If the proposed services deviate in any way from the standard AIA Document A132-2009, list the deviations.
- Construction Phase Services: Based on the estimated construction costs of \$7,500,000 and an estimated 12 - 13 month construction schedule outlined in the RFP, provide a lump sum fee and list of all reimbursable cost items for Phase 1.
- Cost Markup: Indicate the cost markup for Pre-Construction and Construction phase reimbursable expenses, as applicable. See EXHIBIT 1
- Hourly Rates: Include the hourly rates for any personnel who will be billed as hourly reimbursable expenses, as applicable. See EXHIBIT 3.
- Exclusions: Indicate any other fees or charges not included in your proposed fees.

**IMPORTANT:** If the construction costs are lower than anticipated, please describe or demonstrate how your fees and expenses would be adjusted accordingly. Also, if the construction duration is less than estimated, please describe how your fees and expenses would be adjusted accordingly.

See the following pages for required information to be filled out for the fee proposal portion of this RFP.

**EXHIBIT 1 – FEE PROPOSAL FORM**

**A. FEE BREAKDOWN**

Briefly describe compensation (fee) for your CM services (including pre-construction involvement starting with the end of the schematic design phase).

I. Lump Sum Fee – Based on the estimated \$7.5M project cost, attach an itemized listing of your fee breakdown utilizing the attached “**CM Fee/General Conditions Matrix**”.

1. PRE-CONSTRUCTION FEE \$ \_\_\_\_\_

2. CONSTRUCTION FEE (est. \$5.6M Constr. Cost) \$ \_\_\_\_\_

II. Provide costs for General Conditions (GCs) and Reimbursable Expenses for the project and itemize in Column 2 of Exhibit 2. Provide cost for Field Superintendent(s) assigned as part of the construction management team based on the estimated construction duration. This cost should not be included in the “Construction Fee” above and should be separated from the General Conditions total.

3. GCS & REIMBURSABLE EXPENSES \$ \_\_\_\_\_

i. PROJECT SUPERINTENDENT(S) \$ \_\_\_\_\_

**4. TOTAL FOR ITEMS I & II \$ \_\_\_\_\_**

III. Identify percentage of mark-up on labor and materials for project scope changes during preconstruction, bid and after bidding.

5. CM MARK-UP PERCENTAGE \_\_\_\_\_

6. SUB-CONTRACTOR MARK-UP PERCENTAGE \_\_\_\_\_

**B. CERTIFICATION**

We, the undersigned understand that the above information along with any additionally submitted becomes part of any agreement subsequently made with MCCC, and we attest, to the best of our knowledge to its accuracy.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**EXHIBIT 2 - CM FEE/GENERAL CONDITIONS MATRIX**

Fill out matrix with an "X" in Column 1 for items included in CM proposed fee and Column 3 for items included in Trade Contracts. Provide a cost value for General Conditions and Reimbursable Expense item included in Column 2. If service is not included, indicate with a "NA."

	Column 1 (X) Included in CM Fee	Column 2 (\$) GC & Reimbursable Expenses	Column 3 (X) Included in Trade Contracts
<b>Off-Site Services (Home Office)</b>			
Corporate Executives			
Principal in Charge			
Project Executive			
Project Director			
Project Manager			
Scheduling			
Estimating			
Project Coordinators			
Accounting			
Safety			
Information Technology			
<b>Insurance &amp; Bonds</b>			
General Liability			
Builder Risk Insurance			
Workers Compensation			
FICA Insurance			
Federal Unemployment			
State Unemployment			
Payment Bonds			
<b>Other Cost</b>			
Electronic Plan Room			
Bid Package & Construction Document Distribution			
Postage & Express Cost			
All other Reproductions			
<b>Quality Control &amp; Testing</b>			
Site & Building Testing/ Inspection			
Project Photographs			
<b>Permits &amp; Special Fees (if applicable)</b>			
Driveway/Roadway Improvement Permits, Bond & Fees			
Building Permits			
Water Connection Fee			
Sanitary Connection Fee			
Storm Connection Fee			
Gas Service Charge			
Electrical Power Service Charge			
Special Tap Fees			

	Column 1 (X)	Column 2 (\$)	Column 3 (X)
	Included in CM Fee	GC & Reimbursable Expenses	Included in Trade Contracts
<b>On-Site Staff</b>			
Project Manager (Superintendent)			
Project Engineer			
Layout Engineer/Surveyor			
Safety and First Aid			
Construction Trailers			
Small Tools & Supplies			
Support Equipment (computer, printer/copier, flat screen, etc)			
Telephone Expense/Fax			
Trailer/Job Site WIFI			
Project Site Webcam			
Temporary Toilets			
<b>Barricades, Enclosure &amp; Control Signs</b>			
Weather Enclosure			
Control Signs			
Temporary Fencing			
Site Barricades			
Security			
Opening Protection			
<b>On-Site Utilities</b>			
Temporary Electric			
Temporary Water			
<b>Temporary Heat</b>			
Temporary HVAC			
HVAC Charges			
<b>On-Site Service</b>			
Weekly Clean-up			
Final Clean-up			
Dump Permits & Fees			
Debris Hauling/Removal			
Temporary Road Installation			
Temp Stair/lift			
Roadway Maintenance			
Storage Trailers			
Snow Removal			
<b>Other (Specify)</b>			
<b>TOTAL</b>		\$	

\_\_\_\_\_  
Sign/Print Name

\_\_\_\_\_  
Date

**EXHIBIT 3 – PROJECT TEAM BREAKDOWN**

**A. Pre-Construction**

<u>Position</u>	<b>Hours</b>	<b>Rate</b>
Project Executive	_____	\$ _____
Superintendent	_____	\$ _____
Project Manager	_____	\$ _____
Project Engineer	_____	\$ _____
Estimator	_____	\$ _____
Others: _____	_____	\$ _____
_____	_____	\$ _____
<b>Total Pre-Construction:</b>	_____	\$ _____

**Reimbursable Expenses:** \$ \_\_\_\_\_

(List additional reimbursable expense not shown in Exhibit 2, and include total for Column 2 for Pre-Construction)

**Grand Total:** \$ \_\_\_\_\_

**B. Construction – Phase 1**

<u>Position</u>	<b>Hours</b>	<b>Rate</b>
Project Executive	_____	\$ _____
Superintendent	_____	\$ _____
Project Manager	_____	\$ _____
Project Engineer	_____	\$ _____
Estimator	_____	\$ _____
Safety	_____	\$ _____
Others: _____	_____	\$ _____
<b>Total Construction:</b>	_____	\$ _____

**Overhead and Profit:** \$ \_\_\_\_\_

**Reimbursable Expenses:** \$ \_\_\_\_\_

(List any other reimbursable expense not shown in Exhibit 2, and include total for Column 2 for Construction – Phase 1)



**C. Construction – Phase 2**

<u>Position</u>	<u>Hours</u>	<u>Rate</u>
Project Executive	_____	\$ _____
Superintendent	_____	\$ _____
Project Manager	_____	\$ _____
Project Engineer	_____	\$ _____
Estimator	_____	\$ _____
Safety	_____	\$ _____
Others: _____	_____	\$ _____
<b>Total Construction:</b>	_____	\$ _____

**Overhead and Profit:** \$ \_\_\_\_\_

**Reimbursable Expenses:** \$ \_\_\_\_\_

(List any other reimbursable expense not shown in Exhibit 2, provide separate Exhibit 2 and include total for Column 2 for Construction – Phase 2)

**Grand Total:** \$ \_\_\_\_\_

**DEBARRED VENDORS AND EXCLUDED PARTIES SCREENING**  
**(Fill out completely and return with RFP)**  
**CERTIFICATE OF COMPLIANCE**

I certify, by submission of this offer, that neither \_\_\_\_\_,  
(Name of vendor, independent contractor, or offering party)

nor any of its principals, or sub-contractors that are a part of this offer are presently debarred, suspended,  
proposed for disbarment, declared ineligible, or voluntarily excluded from participation in Federal assistance  
programs or activities, and neither \_\_\_\_\_, nor any of its principals or  
(Name of vendor, independent contractor, or offering party)

sub-contractors, are listed on the General Services Administration’s list of Parties Excluded from Federal Programs  
and the HHS/OIG List of Excluded Individuals/Entities (available through the internet at: [www.sam.gov](http://www.sam.gov)).

Where the party is unable to certify to any of the statements in this certification, such party shall attach an  
explanation to this offer.

Where a party fails to submit and complete this certification, such party’s offer shall be determined to be an  
incomplete submission.

**Vendor**

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

**Address:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**By:** \_\_\_\_\_  
(Signature of individual or authorized representative)

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_