

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR TECHNICAL SERVICES
AND PROGRAM MANAGEMENT RELATED TO GRANTS**

Solicitation No: 2021-003

Proposal Submission Deadline: 11/22/2021 at 10:00 AM CST

**City of Central
Office of the Mayor
October 26, 2021**

The City of Central (“Central”) invites qualified firms to respond to its Request for Qualifications and Proposals (“RFQ&P”) by providing their qualifications and experience for consideration to provide technical assistance for grant opportunities and related matters pertaining to grant programs administered by federal and state agencies including but not limited to American Rescue Plan Act (“ARP”) and Coronavirus Aid, Relief, and Economic Development Security Act (“CARES ACT”).

This RFQ&P is issued by Central for the purpose of procuring entering a contract with a technical assistance contractor to provide qualified personnel familiar with grant programs administered by federal and state agencies. The technical assistance provided by Contractor’s personnel will assist Central in expediting grant applications, and managing projects funded by grants by maximizing grant opportunities.

Interested firms should submit two copies of their Proposal by hand or courier service including Attachment E and proof of insurance listed in Attachment A. Delivery in this manner shall be accomplished by delivering the Proposal to:

City of Central Mayor’s Office, City Hall
13421 Hooper Road, Suite 8
Central, LA 70818

Alternatively, interested firms may submit their Proposal to: www.centralbidding.com.

Proposer is solely responsible for the timely delivery of its Proposal. Failure to meet the Proposal opening date and time shall result in rejection of the Proposal.

Submittals **MUST BE RECEIVED** at City Hall or by Central Bidding no later than **10:00 a.m. CST on Monday, November 22, 2021**.

1.0 SCHEDULE OF EVENTS

The following schedule is tentative. City of Central reserves the right to extend any deadline set forth below. Any extended deadline will be posted on www.centralgov.com and www.centralbidding.com.

Activity	Description	Date(s)	Day(s)
Submit Notice to Official Journal	Deadline for submission of Notice to The Advocate for 1st publication on Tuesday, October 26, 2021	Thursday, October 21, 2021 (before 2:00 p.m.)	
Publication of Notice RFQ&P	Notice published in The Advocate; posted on www.centralbidding.com and www.centralgov.com ; posted at City Services; and sent to interested parties	Tuesday, October 26, 2021	Day 1
Publication of Notice in Official Journal	RFQ&P Notice published in The Advocate	Tuesday, October 26, 2021 Thursday, October 28, 2021	Days 1 & 3
Inquiries regarding RFQ&P	Deadline for potential respondents to submit inquiries to CentralRFP@central-la.gov	4:00 p.m. CST Thursday, November 4, 2021	Day 10
Response to Inquiries	Deadline for City of Central to post all inquiries and responses on www.centralgov.com	Monday, November 8, 2021	Day 14
Proposals Due	Deadline to submit Proposals	10:00 a.m. CST Monday, November 22, 2021	Day 28
Ranking of Respondents and Interviews	Central designees rank Respondents and set interview schedule	Monday, November 22, 2021	Day 28
Interviews and Selection of Contractor	Central Interviews of highest ranked Respondents, if necessary, and Contractor selection	Tuesday, November 23, 2021	Day 29
Contract Period Begins	Contractor begins work	Monday, November 29, 2021	Day 35

2.0 DEFINITIONS

- A. Shall, Must, or Will – Denotes mandatory language; a requirement that must be met without alteration
- B. Should, Can, or May – Denotes desirable, non-mandatory language.
- C. Contractor – A firm or individual who is awarded a contract

- D. Proposal – A response to an RFQ&P
- E. Proposer – A firm, consortium or individual who responds to an RFQ&P
- F. RFQ&P – Request for Proposals

3.0 SCOPE OF SERVICES FOR TECHNICAL ASSISTANCE

3.1 OVERVIEW. The selected contractor(s) will assist Central in strategically managing the City’s applications and administration under Federal and State Grant Programs during the term of the contract. Such Federal Programs may include but are not limited to American Rescue Plan Act (“ARP”), and Coronavirus Aid, Relief, and Economic Development Security Act (“CARES ACT”).

3.1.1 PUBLIC ASSISTANCE ADVISORY SERVICES

- A. Develop a process/system to efficiently submit Federal grant applications, identify eligible projects, capture costs, prepare cost reports, reconcile invoices, and close-out projects.
- B. Attend meetings with relevant local, state, and federal officials to address eligibility and process issues, at the request of the client.
- C. Provide extensive knowledge, experience and technical competence in dealing with federal regulations, specifically including but not limited to the ARP and CARES ACT.
- D. Proactively identify and resolve issues that may arise related to the funding of work completed or to be completed.
- E. Help assess damage to public infrastructure components, transportation systems, and facilities as needed.
- F. Obtain, analyze and gather field documentation, including gathering relevant records in order to extract pertinent information necessary for submittal including timekeeping and staff assignment records.
- G. Review for all data and supporting documentation to determine whether costs appear eligible and are adequately supported.
- H. Evaluate and assist in the formation of Work Project Worksheets for Cost Estimates and Scope of Work.
- I. Evaluate alternative and/or improvements for proposed projects.
- J. Review Project Worksheets to determine final eligible costs and third-party refunds and reimbursements.
- K. Reconcile eligible costs and prepare Project Worksheet versions, as necessary.

- L. Prepare first and second appeals, as requested.
- M. Monitor reconstruction efforts, actual versus Project Worksheet scope of repair, and progress payments.
- N. Perform Project Worksheet closeouts.
- O. Prepare appeals and arbitration, as required.
- P. Respond to audit findings as required.

3.1.2 FINANCIAL AND GRANT MANAGEMENT SUPPORT

- A. Advise on Federal and State rules, practices and procedures and how to track costs, including direct administrative costs to facilitate reimbursement for all eligible client costs, including contractor costs.
 - B. Provide general grant management advice.
 - C. Perform internal controls assessment.
 - D. Conduct pre-audit activities and prepare documentation for audit.
 - E. Meet as necessary with Local, State, and Federal representatives in connection with the program, financial, contracting, and accounting services related to Federal and State regulations.
 - F. Prepare reports for the Local, State and Federal agencies, as needed.
 - G. Provide oversight of contractors' billing to ensure that they invoice in accordance with their contract, and that all costs eligible for the grant funding are documented and claimed.
 - H. Categorize, record, track, and file costs in support of the financial reimbursement process. Track Project Worksheet status and the status of payments from the State.
 - I. Assist in providing interagency (Federal, State, and Local) coordination and technical support, as well as identifying funding resources that may be available to assist in the long-term recovery process.
- 3.2** Provide management and oversight of all contractor staff and subcontractors to assure a high degree of individual performance and compliance with all applicable state and federal laws and regulations and provide daily coordination with Central on issues of contract personnel assignments and performance.
- 3.3** Analyze data and identify existing problems areas and recommend solutions.

- 3.4 Gather information, review, and recommend for approval the technical components of project worksheets in areas to include without limitation: engineering, environmental, historical preservation, construction cost analysis, insurance, construction contract compliance, clearances and permits, payments on permanent work and on alternate/improved projects.
- 3.5 Provide program guidance to Central and on aspects of grants.
- 3.6 Review grant applications for compliance.
- 3.7 Provide oversight on the review and process of all necessary documentation to support the expenditure of funds under grant programs.
- 3.8 Provide technical assistance to Central on any appeals.
- 3.9 Serve as a member of Central’s preliminary damage assessment team, if required.
- 3.10 Provide any additional services required for the administration of the all state and federal grant programs including but not limited to ARP and CARES ACT.
- 3.11 The Contractor shall employ, maintain, and assign enough competent and qualified professionals and other personnel to perform the scope of services.
- 3.12 All technical assistance activities are to be in compliance with current guidance and local, State, and Federal regulations.
- 3.13 Contractor shall remove and replace employees immediately upon notice from Central for conduct or actions not consistent with the contract.

4.0 ADDENDA TO THE RFQ&P

Central reserves the right to change the schedule of events or revise any part of the RFQ&P by issuing an addendum to the RFQ&P at any time. Addenda, if any, will be posted at www.centralgov.com and www.centralbidding.com. It is the responsibility of the Proposer to check the websites for addenda to the RFQ&P, if any.

5.0 WAIVER OF ADMINISTRATIVE INFORMALITIES

Central reserves the right, at its sole discretion, to waive minor administrative informalities in any proposal.

6.0 PROPOSAL REJECTION/RFQ&P CANCELLATION

Issuance of this RFQ&P in no way constitutes a commitment by Central to award a contract. Central reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in the best interest of Central.

7.0 WITHDRAWAL OF PROPOSAL

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due.

8.0 SUBCONTRACTING INFORMATION

Central shall select a single contractor through this RFQ&P process. The selected Contractor shall be responsible for all deliverables specified in the RFQ&P and proposal. This requirement notwithstanding, Contractor may enter into subcontractor arrangements. Contractual arrangements between Contractor and subcontractors do not release Contractor from its responsibility for the entire contract.

If the Proposer intends to subcontract for portions of the work, the Proposer should identify the subcontractor in its response to this RFQ&P and include specific designations of the tasks to be performed by the subcontractor(s). Proposer should provide detailed information on the experience, qualifications, and key personnel of the subcontractor. Contractor shall be the single point of contact for all subcontract work.

Unless stated otherwise in the contract, Contractor shall not contract with any subcontractors not listed in its proposal without the prior written approval of Central.

9.0 OWNERSHIP OF PROPOSAL

All materials submitted in response to this request become the property of Central. Selection or rejection of a proposal does not affect this right.

10.0 PROPRIETARY INFORMATION

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1, *et seq.* and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

11.0 COST OF PREPARING PROPOSALS

Costs associated with developing the proposal, preparing for oral presentations, if any, and any other expenses incurred by the Proposer in responding to this RFQ&P are entirely the responsibility of the Proposer, and shall not be reimbursed by Central.

12.0 ERRORS AND OMISSIONS IN PROPOSAL

Central will not be liable for any errors in proposals. Central reserves the right to make corrections or amendments due to errors identified in proposals by Central or Proposer. Central, at its option, has the right to request clarification or additional information from the proposers.

13.0 CONTRACT AWARD AND EXECUTION

Central reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offer received. Central reserves the right to contract for all or a partial list of services offered in the proposal.

The RFQ&P and proposal of the selected Proposer will become part of any contract initiated by Central. If the selected Proposer fails to sign the final contract within three business days of delivery, Central may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

14.0 CODE OF ETHICS

The Louisiana Code of Governmental Ethics, La. R.S. 42:1101, *et seq.* (“Ethics Code”) applies to Central. Information regarding the Ethics Code is located at <http://ethics.la.gov>. La. R.S. 42:1113 prohibits elected officials, public employees, members of the immediate family of public servants and legal entities in which the public servant has a controlling interest from bidding on or entering any contract, subcontract or other transaction that is under the supervision or jurisdiction of the public servant’s agency. La. R.S. 42:1102(13) defines “immediate family” as the children, spouses of the children, the siblings, the spouses of the siblings, the parents, the spouse and the parents of the spouse of a public servant. La. R.S. 42:1102(2) defines “agency” to be a department, division, agency, commission, board, committee, or other organizational unit of a governmental entity. La. R.S. 42:1102(8) defines “controlling interest” as any ownership interest in any legal entity or beneficial interest in a trust, held by or on behalf of an individual or a member of his immediate family either individually or collectively, which exceeds 25% of that legal entity.

Proposers are responsible for determining that there will be no conflict of interest or other violation of the Ethics Code, if selected. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues. Proposers should direct all inquiries regarding the applicability of the Ethics Code to the Louisiana Board of Ethics at P.O. Box 4368, Baton Rouge, LA 70821, or by phone to: (225) 219-5600 or 1-800-842-6630.

15.0 BOARD RESOLUTION

Proposer should submit a certified copy of a board resolution or other authorization granting authority to those company officials or agents duly authorized to sign proposals or contracts on behalf of the entity. See Attachment C.

16.0 CERTIFICATION STATEMENT

Proposer must execute and submit the Certification Statement shown in Attachment D.

17.0 TERMS

The work shall begin on notice to proceed and continue for one year. The parties may extend the contract by up to two additional one-year terms upon mutual agreement of both parties.

18.0 DEPLOYMENT

Proposer must be prepared to deploy personnel to complete the services identified in the Contract within twenty-four (24) hours from the receipt of a notice to proceed.

19.0 EVALUATION AND SELECTION

The response to the RFQ&P should address the following:

1. Executive Summary
2. Corporate Background and Experience
3. Approach and Methodology
4. Resumes, Proposed Staff Qualifications
5. Cost

Any material received that is not requested may be discarded. Proposals shall be graded on the information contained therein.

19.1 EXECUTIVE SUMMARY

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, proposer contact name and phone number, and the stipulation that the proposal is valid for a time period of at least 90 days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the Central's overall requirements.

19.2 CORPORATE BACKGROUND AND EXPERIENCE

Proposer should give a description of its organization to include a brief history, structure and organization, number of years in business, and copies of its latest financial statements, preferably audited. Proposer should provide a description of its resources available to support this project, such as facilities, equipment, software, or staff who have the required qualifications and experience. Proposers must complete Attachment F, if applicable.

This section should also provide a detailed discussion of Proposer's prior experience in working on projects similar in size, scope, client type and function to the proposed contract. References from previous clients to include contact information should be provided.

If subcontractors will be employed, Proposer should provide the same information regarding the subcontractor(s) as is requested for Proposer.

19.3 APPROACH AND METHODOLOGY

Proposer should outline his understanding of the nature of the project and the statement of work. Proposer should also provide its Project Management Plan that reflects its approach and methodology to the contract objectives, suggested tasks and services to be performed, deliverables, milestones, quality control, risk management and staffing.

19.4 RESUMES, PROPOSED STAFF QUALIFICATIONS

Proposer should submit resumes for the individuals to be assigned to project and identify the staff positions that the individual will be assigned. The individual should be further identified as either a company employee or a subcontractor. Proposer should provide detailed information addressing the experience and qualifications of assigned personnel. The information should include all education, training, and experience specific to the contract statement of work and the position held by the individual under the contract.

A minimum of two customer references (name, title, company name, address and telephone number) should be provided for each resume. The references should be linked to projects discussed in the individual resume(s).

19.5 COST

The proposal should include an hourly rate for each position description listed in Attachment B. All costs proposed are to be inclusive of labor, materials, equipment, incidentals, and costs necessary to provide the Scope of Services outlined in this RFQ&P. Rates proposed are also to include all expenses, including general overhead, equipment, field overhead, and profit and travel and per diem, all necessary food, water, restroom and lodging facilities needed to provide these services. If Proposer proposes to staff a position that is not identified on Attachment B, Proposer should identify that position, describe the duties associated with that position, and provide the hourly rate for such position. If Proposer proposes to not staff a position identified on Attachment B, Proposer should identify that position, state why the position is not necessary, and where applicable, identify how the duties associated with that position will be fulfilled.

19.6 EVALUATION TEAM

The evaluation of proposals will be performed by an evaluation team designated by the Mayor of Central, which will determine the proposal most advantageous to Central, taking into consideration price and the evaluation factors set forth herein.

19.7 ADMINISTRATIVE AND MANDATORY SCREENING

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in this RFQ&P. Proposals found not to be compliant with mandatory requirements (responsive) or proposals deemed to be not responsible will be rejected for further consideration.

Central reserves the right to seek clarification of any proposal to identify or eliminate minor irregularities or informalities.

19.8 EVALUATION AND REVIEW

Responsive proposals will be evaluated based on information provided in the proposal. Central reserves the right to validate the claims made in the proposals through outside third parties. The evaluation will be conducted according to the following:

Criteria	Maximum Score
Project Understanding and Approach Background and Experience of Proposer	15
Project Experience	20
Firm Qualifications and Resources	20
Firm References	20
Proposed price	25
Total Possible Points	100

19.9 ANNOUNCEMENT OF CONTRACTOR

Central will notify the successful proposer. Unsuccessful proposers will be notified in writing accordingly. The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44:1, *et seq.*) are public records.

20.0 POSITION DESCRIPTIONS

20.1 SENIOR ADVISOR

Provides technical assistance to the Mayor of the City of Central or his designees. This individual should demonstrate an extensive knowledge of the operational and regulatory aspects of federal and state grant programs and have a minimum of 5 years' experience as a senior member of a state or federal recovery operation, or equivalent experience commensurate with the ability to perform the necessary duties.

20.2 TECHNICAL ASSISTANCE LIAISON

Reviews and determines the technical requirements and cost analysis of projects. Reviews and approves project worksheets, gathers and evaluates technical data, reviews construction contracts for compliance with state, federal and local laws, regulations and policies, provides expert assistance on payment issues regarding permanent work and alternate/improved projects. Individual should have training and education in one or more of the technical fields of construction and engineering, architecture, environmental assessments, historic preservation, insurance and knowledge of federal regulations pertaining to the FEMA Public Assistance Program. The individual should possess the appropriate professional license.

20.3 APPEALS SPECIALIST

Provides information and technical assistance to Central prior to and throughout the appeals process. Assists Central in the preparation of any appeals. Individual should be a graduate of an accredited law school and admitted to the bar of any state or the District of Columbia for the past five years, have knowledge of state and federal laws, regulations and policies applicable to federal grants including but not limited to ARP and CARES Act, possess analytical skills and experience preparing legal briefs and courtroom presentations.

20.4 PROJECT MANAGER

Required to perform the following tasks:

1. Serve as day-to-day principal point of contact for the Contractor and to assure Contractor's personnel are performing within the Contract Scope of Services;
2. Execute all task orders of Central's designated representative;
3. Ensure all deliverables are produced, including the following:
 - a. Monthly time sheets for all personnel evidencing the assigned task(s) worked, the time worked on the task(s), and the names of all individuals performing the work (due on the 15th day of the following month);
 - b. Weekly report evidencing the task(s) worked, percentage of completion of the task(s), and a report showing the progress and accomplishments since the prior week (due on the Monday following the week for which the report is prepared);
 - c. Monthly reports summarizing the activities of the Contractor staff and providing appropriate advice and courses of action in accordance with the Contract and Scope of Services; and
 - d. Quarterly reports summarizing its activities measured against the goals and objectives of the Contract demonstrating the use of strategies and tactics outlined in its proposals to Central. Such quarterly reports shall be due to Central not later than June 30, September 30, December 31, and March 31, of each calendar year during the term or extended term of this agreement. Thirty (30) days prior to the end of the Contract, the Final Report shall be due.

21.0 CLAIMS OR CONTROVERSIES

Any proposer who believes they were adversely affected by the procurement process or award may file a protest in writing with the Mayor and specifically state the particular facts which form the basis of the protest and the relief requested. The written protest must be received within seven (7) days from the date the basis of the protest was, or should have been known. Central may, at its sole discretion, suspend, postpone or defer the proposal process and/or award in whole or in part upon receipt of a protest. Central will take action on protests within fifteen (15) days of the receipt thereof. The written protest shall be a condition precedent to any other proceedings in connection with a protest and shall be considered the administrative remedy available to the protesting bidder.

22.0 CERTIFICATE OF AUTHORITY REQUIREMENT

If Contractor is an entity formed under the laws of a state other than Louisiana, Contractor shall obtain a certificate of authority from the Louisiana Secretary of State prior to the execution of the Contract, pursuant to La. R.S. 12:301 - 302. If Contractor is a for-profit corporation whose stock is not publicly traded, Contractor shall ensure that a disclosure of ownership form has been filed with the Louisiana Secretary of State.

**ATTACHMENT A
INSURANCE REQUIREMENTS**

**CITY OF CENTRAL
Request for Qualifications and Proposals for Technical Services
and Program Management Related To Grants**

Solicitation No: 2021-003

CONTRACTOR’S AND SUB-CONTRACTOR’S INSURANCE: Prime Contractor and any sub-Contractors shall carry and maintain at least the minimum insurance as specified below until completion and acceptance of the work covered by this contract. Prime Contractor shall not commence work under this contract until certificates of insurance have been approved by the City. Insurance companies listed on certificates must have industry rating of A-, Class VI or higher, according to Best's Key Rating Guide. Prime Contractor is responsible for assuring that its sub-Contractors meet these insurance requirements.

- A. Commercial General Liability on an occurrence basis:

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000

- B. Business Auto Policy
Any Auto; or Owned, Non-Owned & Hired:

Combined Single Limit	\$1,000,000
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- C. Standard Workers Compensation – Full statutory liability for State of Louisiana with Employer's Liability Coverage.

- D. The City of Central must be named as additional insured on all general liability policies described above.

- E. Professional Liability coverage for errors and omissions is not required, but the City shall have the benefit of any such insurance carried by Contractor.

- F. Certificates must provide for thirty (30) days written notice to Certificate Holder prior to cancellation or change.

- G. The Certificate Holder should be shown as: City of Central, 13421 Hooper Road, Suite 8, Central, LA 70818.

NOTE TO PROPOSERS:

Submit evidence of compliance with the Insurance Requirements.

**ATTACHMENT B
COST PROPOSAL FORM**

**CITY OF CENTRAL
Request for Qualifications and Proposals for Technical Services
and Program Management Related To Grants**

Note to Proposers: All costs proposed are to be inclusive of labor, materials, equipment, incidentals necessary to provide the outlined in this RFQ&P for the below listed hourly rates. Rates proposed are also to include all expenses, including general overhead, equipment, field overhead, and profit and travel expenses and per diem needed to provide these services.

Position Description	Hourly Rate ¹
Project Manager	
Senior Advisor	
Technical Assistance Liaison	
Appeals Specialist	
Other:	

¹ Hourly rates listed in response are maximum rates, which may be decreased through negotiation based on a specific project.

**ATTACHMENT C
SAMPLE RESOLUTION**

A meeting of the Board of Directors/Members of _____, a _____ organized under the laws of the State of _____, and domiciled at _____, was held this _____ day of _____, 2021, and was attended by a quorum.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements with the City of Central, State of Louisiana.

BE IT FURTHER RESOLVED that said authorization and appointment shall remain in full force and effect, unless revoked and that said revocation will not take effect until the Mayor, City of Central, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, created under the laws of the State of _____, domiciled at _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum at a meeting legally called and held on the _____ day of _____, 20____, as said resolution appears of record in the Official Minutes in my possession.

This _____ day of _____, 2021.

SECRETARY

**ATTACHMENT D
CERTIFICATION STATEMENT**

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualification and Proposals (RFQ&P), including attachments.

OFFICIAL CONTACT: Central requests Proposer to designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: _____ Official Contact Name: _____

- A. E-mail: _____
- B. Phone Number with area code: _____
- C. Fax Number with area code: _____
- D. U.S. Mail Address: _____

Proposer certifies that the above information is true and grants permission to the City to contact the above named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFQ&P is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFQ&P and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFQ&P.
4. Proposer's proposal is valid for at least 90 days from the date of proposal's signature below;
5. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.sam.gov.)

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

SIGNATURE of Proposer's Authorized Representative

DATE

**ATTACHMENT E
AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared

who, being duly sworn did depose and say:

That he is a duly, authorized representative of _____,
receiving value for services rendered in connection with:

TECHNICAL SERVICES AND PROGRAM MANAGEMENT RELATED TO GRANTS

a public project of the City of Central, Louisiana:that he has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by him whose services were in the regular course of their duties for him; and that no part of the contract price received by him was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by him whose services in connection with the construction of the public building or project were in the regular course of their duties for him.

Affiant's Signature

SWORN TO AND SUBSCRIBED before me, on this ___ day of _____,

202___, in _____ (city), _____ (state).

NOTARY PUBLIC
Notary/Bar Roll No. _____
My Commission Expires: _____

THE ATTACHED PROPOSER'S ORGANIZATION SHEET MUST BE COMPLETED.

ANY PROPOSER WHICH IS A LEGAL ENTITY MUST SUBMIT A RESOLUTION OF AUTHORITY WITH PROPOSAL.

ANY PROPOSAL BY A JOINT VENTURE MUST COMPLETE THIS FORM AND SUBMIT A RESOLUTION OF AUTHORITY OF EACH ENTITY IN THE VENTURE

**ATTACHMENT F
PROPOSER'S ORGANIZATION**

INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Phone No: _____ Fax No.: _____ Email: _____

PARTNERSHIP

Partnership Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Phone No: _____ Fax No.: _____ Email: _____

LIMITED LIABILITY COMPANY

Company Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Phone No: _____ Fax No.: _____ Email: _____

**ATTACHMENT F
PROPOSER'S ORGANIZATION**

ANY PROPOSER WHICH IS A LEGAL ENTITY MUST SUBMIT A RESOLUTION OF AUTHORITY WITH PROPOSAL.

ANY PROPOSAL BY A JOINT VENTURE MUST COMPLETE THIS FORM AND SUBMIT A RESOLUTION OF AUTHORITY OF EACH ENTITY IN THE VENTURE

CORPORATION

Corporation Name: _____

Address: _____

State of Incorporation: _____

Name of person authorized to sign: _____

Title: _____

Phone No: _____ Fax No.: _____ Email: _____

OTHER

Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Phone No: _____ Fax No.: _____ Email: _____