REQUEST FOR QUALIFICATIONS #25

Blinn College invites qualified firms/individuals to submit qualification statements for:

AUDIT SERVICES – OUTSOURCE SOLUTIONS

Qualification statements are due on:

March 3, 2020 @ 2:00 PM CST

Qualification statements must be submitted to the following location with the RFQ # in the lower left corner of the envelope. Faxed and/or e-mailed packets will not be accepted.

Mail Proposals to:  Deliver Proposals to:
Blinn College District Purchasing  Blinn College District Purchasing
902 College Avenue  806 College Avenue – Old Main Room 207
Brenham, Texas 77833  Brenham, Texas 77833

RFQ# 025 -

Proposals that arrive after the closing date and time will be rejected. Proposals will be read aloud at the above referenced closing. All vendors are invited to attend the closing. Time/date stamp clock in the Purchasing Department shall be the official time of receipt. Responses received in the Purchasing Department after submission deadline shall be returned unopened and will be considered void and unacceptable. Mailing of a Proposal does not ensure that the Proposal will be delivered on time or delivered at all. The proposer (not the college mail system) is solely responsible for ensuring the proposal is received prior to the bid opening. Delivery at any other campus location or any other department is unacceptable.

Blinn reserves the right to reject any and/or all Proposals, to award contracts as may appear advantageous to Blinn, and to waive all formalities in offering.

Ross Schroeder – Director of Purchasing
PURPOSE
Blinn College District, the Junior College District of Washington County, is receiving qualification statements for an audit services outsource solution. Blinn College District is looking to partner with a professional services firm for audit activities of high-risk areas.

OPEN RECORDS
It is understood by submitting a proposal to Blinn College District, the document becomes part of an open record. Any request for your proposal through the open records act will be honored. Copies of your proposal will be supplied to the requesting party.

PROPOSED SCHEDULE OF RFQ PROCESS
The schedule below is to the best of the known events and hereby-considered preliminary:

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTION</th>
</tr>
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<tbody>
<tr>
<td>01/28/2020</td>
<td>Advertisement #1</td>
</tr>
<tr>
<td>02/04/2020</td>
<td>Advertisement #2</td>
</tr>
<tr>
<td>02/13/2020</td>
<td>Deadline for submission of questions regarding RFQ. Questions must be in writing and received by 5:00 p.m. CST in order to be considered.</td>
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<tr>
<td>03/03/2020</td>
<td>Qualification packets due by 2:00 p.m. CST</td>
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<tr>
<td>03/26/2020</td>
<td>Vendor Finalists Interviews</td>
</tr>
<tr>
<td>04/21/2020</td>
<td>Recommendation of selected firm to District Board of Trustees</td>
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<td></td>
<td>Participating firms may be notified of the selected firm via email.</td>
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SUBMITTAL
Firms shall submit one (1) original and two (2) copies and one (1) digital copy of their qualifications to the address shown below by the date and time specified in this solicitation. The "original" set shall be identified as "ORIGINAL" on the face of the packet.

Blinn College is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, sex, religion, national origin, age, disability, veteran’s status or any other legally protected status in employment.
Blinn College District is considering an outside professional audit firm to provide audit services to address high-risk areas identified in the College’s Risk Assessment. A 3-Year Audit Plan was developed and consists of planned new audits, planned audit consulting, and annual reporting. The audit areas identified are:

- Information Technology Services
- Facilities and Maintenance
- Student Accounting
- Business Continuity Planning (Consulting)
- Environmental Health and Safety (Consulting)
- Safety and Security
- Admissions/Registrar
- Campus Operations
- Information Security
- Financial Aid
- Revenue
- Prior year’s Follow-Up

Blinn College District executive management team will select the level and prioritize audits to be performed each year.

We expect your proposal to include your approach to developing a risk-based audit and associated budget based on your firm’s experience with similar higher education institution.

An allocation of time for special projects and involvement with the Blinn College District ethics/fraud hotline is also considered within the scope of requested audit activities.

In summary, Blinn College District is seeking services from a firm that can provide professional services through CPA and CIA certified auditors who will provide status reporting to the Budget, Audit, Investment, and Finance Committee and District Chancellor encompassing the above inclusive of the following key factors:

- Implement a 3-Year Audit Plan
- Submit and report data to the college Chancellor and Board of Trustees
- Provides a process and mechanism to support ethics/fraud reporting with confidential

The audit firm will provide an annual presentation of all audit activities to the District Board of Trustees.
All proposals shall include the following:

**Firm History**

Please provide your firm qualifications in general. Include your firm history, areas of focus, size and other pertinent general firm information.

**Audit Experience Pertaining to Scope of Work Activities**

Please describe your overall approach to audit services outsourcing. Include experience with developing audit plans, planning and executing individual audits and reporting results. Discuss your experience of individual audit engagements concerning the requested audit areas. Include your experience with ethics/fraud hotlines and handling special projects.

Discuss your team leadership experience with board presentations and involvement in the profession of audit services. Discuss your team’s exposure to audit best practices.

Discuss how your firm’s audit professionals remain current with audit best practices.

**Industry Experience**

Describe your experience with providing professional services in the higher education industry sector. Specifically, describe your experience in providing risk and control services to entities similar to the Blinn College District. Discuss your knowledge and resources relevant to our industry.

**Specific Approach for Blinn College District**

Describe the specific approach that will be used to execute individual audits, and communication of individual audit results on the Blinn College District’s audit services outsource engagement. Discuss what makes your approach aligned to the mission, vision, values and strategic goals of the Blinn College District. Discuss your approach for conflict resolution and communication of sensitive audit findings and recommendations.

**Specific Member or Team**

Please provide the background and experience of the firm resources identified to provide the requested audit services to the Blinn College District. Describe the roles of each team member assigned to the Blinn College District’s engagement team. Reconcile how these team members will address the activities outlined in your specific approach.

**Hours**

Please provide estimated hours for providing an outsource solution to the Blinn College District. Based on your experience with Colleges our size please present a range you expect necessary to provide coverage acceptable to our board. Include time for Board reporting, normal allotment for hotline follow-up and special projects. We would like your proposal to align with what you believe is necessary to provide adequate audit for our college.

If possible, identify the names and roles aligned with the services requested herein.

Include any expenses other than fees that you anticipate on this engagement such as travel.

**References**

Please provide three references for the team identified for providing audit services to the Blinn College District. We
are interested in references of the actual team that will provide services to us. One of the three references can be
general to the firm services.

Terms & Conditions

Please provide your firm’s typical terms and conditions for requested audit outsource engagements that will be
negotiated in an engagement letter with us. Clearly state any exceptions in a separate section called “Terms &
Conditions – Exceptions”.

Evaluation & Selection

Each proposal will be reviewed according to the criteria stated herein. The evaluations will be based on all available information, including qualification statements, subsequent interviews, if necessary, reports, discussions, reference checks, and other appropriate checks. Some or all respondents may be invited to make an oral presentation to a committee. Submissions will be evaluated, but not limited to the following criteria:

A. Technical experience:
   1. Auditing expertise and services provided to similar Texas community colleges (15)
   2. Auditing expertise and services provided to government entities (10)
   3. Auditing expertise and services provided to OMB Circular A-133 and A-87/2 CFR Part 225 (5)

B. Firm staffing and consulting characteristics assigned to the audit function as it relates to:
   1. Size and structure (breadth) of the firm (10)
   2. Qualifications if supervisory personnel, consultants and field audit teams or individuals (15)
   3. General direction and supervision to be exercised of the consultant or audit team by firm’s management to ensure quality of services (10)

C. Clear and concise understanding of the work to be performed:
   1. Comprehensiveness of the audit work plan (10)
   2. Realistic team estimates of major segments related to the work plan, including number of hours by staffing levels for consultant(s) assigned to the account (5)
   3. Oral Interviews (If applicable) (20)

Please include a brief written response addressing your ability to respond to the requirements in each of the above areas.
TERMS, CONDITIONS AND AGREEMENTS

1.000 ANNULMENTS AND RESERVATIONS:

1.001 Blinn College District reserves the right to reject any and all proposals and waive any and all formalities and conditions. The College reserves the right to retain all proposals received for 30 days prior to taking any action and vendors shall not withdraw their proposal at any time thereafter. Blinn College shall accept the proposal determined by the College to be in its best interest. It is not the intent of any condition or specification in the RFP to prohibit any responsible vendor from submitting a proposal.

1.002 This Request for Proposal is not construed as a CONTRACT or a COMMITMENT of any kind. The request for proposal does not commit Blinn College to pay for any costs incurred in the preparation and submission of specifications or for any costs incurred prior to the execution of a final offer.

1.003 Blinn is not obligated to purchase any item or service, if funds are not allocated by the Grant, legislative session or the Board of Trustees.

2.000 VENDOR'S OBLIGATIONS:

2.001 Substitutions will not be allowed after a proposal has been submitted for review, and will not be delivered instead of the item proposal, unless the item is of a higher quality than the item specified and approved by the Director of Purchasing.

2.002 Any item that does not perform or meet the specifications or warranty, or as claimed by the vendor, will be replaced at no cost to the College.

2.003 Any specification a vendor may not agree with must be submitted in writing to the Purchasing Office four (4) days in advance of the proposal closing date.

2.004 Prompt payment discounts shall be listed on the proposal form.

2.005 In proposing, give complete information in spaces provided; otherwise your proposal offer may not be given consideration. All proposal offers must be signed to be considered.

3.000 AWARD DETERMINATION / OBLIGATIONS BY THE COLLEGE:

3.001 Blinn College District will award this service to the vendor providing the best value as it deems to be in the best interest of the college.

3.002 In determining to whom to award a contract, the district shall consider:
   A. the price(s) proposal.
   B. the quality of the vendor’s goods or services.
   C. delivery of services in a timely manner.
   D. the reputation of the vendor and of the vendor’s goods or warranty services.
   E. the extent to which the goods or services meet the district’s needs.
   F. the vendor’s past relationship with the district.
   G. the total long-term cost to the district to acquire the vendor’s goods or services; and
   H. any other relevant factor that a private business entity would consider in selecting a vendor.

3.003 The College may make such investigations, as it deems necessary, to determine the ability of the vendor to provide satisfactory performance in accordance with the specifications. The vendor shall furnish to the College all such information and data for this purpose as the College may request.
4.000 **INTERPRETATIONS OF THE SPECIFICATIONS:**
4.001 Only the interpretation or correction so given by the College, in writing, shall be binding and prospective vendors are advised that no other source, outside of the college, is authorized to give information concerning, explain or interpret, the proposal document.

4.002 Every request for such interpretation or correction must be in writing to the Director or Purchasing. All such interpretation and supplemental instructions will be in the form of written addenda to the proposal documents prior to the proposal opening. Your questions concerning the proposal specifications must be submitted in writing. We will return a written answer to your company.

5.000 **DELIVERY:**
5.001 Delivery of equipment and services must be made by the successful vendor to:

Blinn College District  
902 College Avenue  
Brenham, Texas 77833

5.002 No allowance for loss, breakage, damage or difficulties shall be made.

6.000 **BILLING AND PAYMENT/DISCOUNTING:**
6.001 All invoices are to be submitted and mailed to:

Blinn College District  
P.O. Box 6030  
Bryan, TX 77805

6.002 Unless otherwise stated on the purchase order, payment will be net thirty (30) days after receipt of a correct invoice. If a cash discount is allowed for prompt payment, please indicate on the invoice. Partial payments may be paid if partial shipments have been made. Any penalty for delayed payment must be stated on the invoice.

7.000 **TAX EXEMPTIONS:**
7.001 Prices Proposed SHALL NOT INCLUDE FEDERAL EXCISE OR STATE SALES AND USE TAXES as the COLLEGE is exempt from the payment of these taxes. Exemption Certificates for the Federal Excise Tax and State of Texas Sales Tax will be furnished upon request.

8.000 **PRICE QUOTATIONS:**
8.001 Lump sum price. The unit price shall include all costs of labor, profit, insurance, FOB freight, etc to make operational and cover all work outlined in the specifications of this project.

8.002 Proposals must be submitted on the forms provided to insure complete uniformity of wording of all Proposals. Proposals may be rejected if they show any omissions, alterations in wording, conditional clauses, or irregularities of any kind.

9.000 **RIGHT OF VENDOR SELECTION:**
9.001 You are notified that although the College is required to submit purchases of all contracts of $25,000 to competitive bidding, it is not required to accept the lowest proposal. In such purchasing the lowest proposal may be rejected if the College, in the exercise of its best judgment, feels that the proposal of one other than the low proposer will best serve the interest of the College.
Blinn College District reserves the right to accept or reject any or all proposals in its entirety and/or waive all formalities. This inquiry implies no obligation on the part of the buyer, nor does the buyer’s silence imply any acceptance or rejection of any quotation offer.

REFERENCES:
1. Please provide educational references in addition to non-educational references.

CONFLICT OF INTEREST:
1. No public official shall have interest in this contract, in accordance with Vernon’s Texas Codes Annotated, Local Government Code Title 5, Subtitled C, Chapter 171 and Chapter 176.

ETHICS:
1. The vendor shall not accept or propose gifts or anything of value nor enter into any business arrangement with any employee, official or agent of Blinn.

2. House Bill 1295
   Effective January 1, 2016, Blinn College District shall comply with the “Disclosure of Interested Parties” requirements mandated by HB 1295, as implemented by the Texas Ethics Commission. Briefly stated, contracts for goods or services which require an action vote by Blinn’s governing body may not be executed by the college until the awarded vendor presents a signed and notarized form disclosing the interested parties to the contract. The awarded vendor will be required to complete the form prior to execution of the contract. If the awarded vendor does not comply, the award may be revoked. The filing application and information can be accessed at:

   https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

STATE LAW REQUIREMENTS:
1. This agreement will be governed and construed according to the laws of the State of Texas.

   VENUE The parties agree that regarding any dispute or litigation that may arise in the execution and performance of this contract, that venue for all proceedings, judicial or otherwise shall be in “Washington County”, Texas

2. All equipment and services furnished under this contract shall comply with applicable laws, ordinances and regulations. The proposer shall give all notices and comply with all laws, ordinances, rules and regulations, and without such notice to the authorized Owner’s representative, the proposer shall bear all costs arising there from.

3. On May 30, 1995, Governor, George Bush, signed Senate Bill 1. It became effective on the day he signed it. The following is a requirement included in this law. It is mandatory that the College must include this in all Proposals. Each vendor must respond to this section of the law.

   Section 44.034 TEC. Notification of Criminal History of Contractor. (This section does not apply to a publicly held corporation).
   (a) A person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The school district must have advance notice that a person, owner, or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.
   (b) A school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract.
13.004 **State of Texas Government Code Chapter 176** –
Vendors submitting a response to a Blinn College RFB/RFP are responsible for complying with all applicable laws, ordinances and regulations including the provisions of the State of Texas Government Code Chapter 176. As applicable, the person submitting a response to a RFB/RFP must complete and submit a Conflict of Interest Questionnaire form CIQ, in a format approved by the Texas Ethics Commission. This form is to be included with your proposal. A copy of the CIQ form can be found at the Texas Ethics Commission Web site.

14.000 **UNIFORM & COMMERCIAL CODE:**
14.001 This writing and subsequent interview information given and forward to the College shall be a sole and final expression of the agreement between the College and the vendor, and is intended also as a complete and exclusive statement of the terms of their agreement. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the Code is controlling.

14.002 This agreement shall be governed by the laws of the State of Texas. By submitting a signed proposal, the vendor certifies that the company does not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, and certifies that the company complies with equal employment opportunity regulations.

15.000 **ENTIRE AGREEMENT**
15.001 This proposal document, the authorized purchase order, and/or a signed contract constitute the entire agreement. No other document will prevail.

16.000 **CANCELLATION**
16.001 Blinn College District shall have the right to cancel for default all or any part of the undelivered portion of this contract if the Awarded Vendor breaches any of the terms hereof including warranties as proposal or if the Awarded Vendor becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to and not in lieu of any remedies which Blinn College District may have in law or equity.

**WHERE TO ADDRESS QUESTIONS**

Proposal questions should be referred to:

**Ross Schroeder, Director of Purchasing**
Blinn College District
902 College Ave
Brenham, TX 77833
(979) 830 4118
e-mail: ross.schroeder@blinn.edu
VENDOR STATEMENT
MUST BE SIGNED & RETURNED WITH THE PROPOSAL

Date _______________________

Blinn College District
902 College Avenue
Brenham, Texas 77833

Having carefully examined the specifications and conditions prepared by the Purchasing Office, Blinn College and agreeing to conform to conditions set out in the contract, we, the undersigned, propose to furnish collection services.

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this proposal in collusion with any other vendor, and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned or by any employee or agent to any College employee, board member, or other person engaged in this type of business prior to the official acceptance of this proposal.

1. In the event the undersigned vendor intends to deviate from the proposal, condition, or specifications contrary to those listed in the “specifications”, “Standard Terms and Conditions”, “Instructions” and other information attached hereto, all such deviations must be attached along with complete and detailed conditions and information.

2. All proposer must complete this page, sign, and return the sealed proposal. If the page is not signed the proposal may be considered Non-Responsive.

3. Our proposal is submitted with (check appropriately): ______ No Deviations ______ Yes Deviations

_________________________________________  __________________________________________
Name of Firm                                    Agent/Title/Official Position

_________________________________________  __________________________________________
Signature of Company Official Authorizing the Proposal    Company Official Printed Name
Felony Conviction Notification

State of Texas Legislative Senate Bill No. 1, Section 44,034, Notification of Criminal History, Subsection (a), states a person or business entity that enters into a contract with a College must give advance notice to the College if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony.

(I) (We), the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

COMPANY NAME: ________________________________

AUTHORIZED PRINTED NAME: ________________________________

Title: ________________________________

Check the appropriate box and sign the form.

☐ My firm is a publicly-held corporation, therefore, this reporting requirement is not applicable.

AUTHORIZED SIGNATURE: _______________________________________

☐ My firm is not owned nor operated by anyone who has been convicted of a felony.

AUTHORIZED SIGNATURE: _______________________________________

☐ My firm is owned or operated by the following individual(s) who has/have been convicted of a felony.

Name of Felony: ________________________________

Details of Conviction(s) _______________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

AUTHORIZED SIGNATURE: _______________________________________
Proposal Document

Any brand reference is for quality standard only. Proposals for other brands will be accepted as long as the item offered is of equal or greater quality. Determination of the quality offered will be the sole determination of the Blinn College District personnel purchasing the service.

BY SIGNING THIS PROPOSAL DOCUMENT, VENDOR AFFIRMS THEY HAVE READ THE TERMS AND CONDITION, SPECIAL TERMS AND CONDITIONS AND THAT THEY UNDERSTAND AND AGREE WITH THE TERMS AND CONDITIONS.

__________________________________________________________
Company Name

__________________________________________________________
Company Address

__________________________________________________________
City, State, Zip

__________________________________________________________
Phone Number / Fax Number

__________________________________________________________
Authorized Representative Printed Name

__________________________________________________________
Authorized Representative Signature
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

1. Name of vendor who has a business relationship with local governmental entity.

2. [ ] Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.

   ________________________________
   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

      [ ] Yes  [ ] No

   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

      [ ] Yes  [ ] No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6. [ ] Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7. ________________________________
   Signature of vendor doing business with the governmental entity

   ________________________________
   Date

Form provided by Texas Ethics Commission  www.ethics.state.tx.us  Revised 11/30/2015
CERTIFICATE OF INTERESTED PARTIES FORM (HB 1295)

The Texas Government Code §2252.908, and the rules issued by the Texas Ethics Commission found in Title 1, Sections 46.1, 46.3 and 46.5 of the Texas Administrative Code, require a business entity to submit a completed Form 1295 to the City before the City may enter into a contract with that business entity.

Form 1295 must be completed online. In Box 3 of the form, provide the solicitation number, contract number or contract name. The form is available from the Texas Ethics Commission by accessing the following web address:

https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm

Print your completed Form 1295 showing the Certification Number and Date Filed in the Certification of Filing box at the upper right corner. Sign Form 1295 in front of a notary and submit it with your response to this solicitation.

The following definitions found in the statute and Texas Ethics Commission rules may be helpful in completing Form 1295.

“Business entity” includes an entity through which business is conducted with a governmental entity or state agency, regardless of whether the entity is a for-profit or nonprofit entity. The term does not include a governmental entity or state agency.

“Controlling interest” means: (1) an ownership interest or participating interest in a business entity by virtue of units, percentage, shares, stock, or otherwise that exceeds 10 percent; (2) membership on the board of directors or other governing body of a business entity of which the board or other governing body is composed of not more than 10 members; or (3) service as an officer of a business entity that has four or fewer officers, or service as one of the four officers most highly compensated by a business entity that has more than four officers.

“Interested party” means: (1) a person who has a controlling interest in a business entity with whom a governmental entity or state agency contracts; or (2) a person who actively participates in facilitating a contract or negotiating the terms of a contract with a governmental entity or state agency, including a broker, intermediary, adviser, or attorney for the business entity.

“Intermediary”, for purposes of this rule, means a person who actively participates in the facilitation of the contract or negotiating the contract, including a broker, adviser, attorney, or representative of or agent for the business entity who:

(1) receives compensation from the business entity for the person’s participation;
(2) communicates directly with the governmental entity or state agency on behalf of the business entity regarding the contract; and
(3) is not an employee of the business entity.
CERTIFICATE OF INTERESTED PARTIES

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

**OFFICE USE ONLY**

1. Name of business entity filing form, and the city, state and country of the business entity’s place of business.

2. Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3. Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

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<tr>
<th>Name of Interested Party</th>
<th>City, State, Country (place of business)</th>
<th>Nature of Interest (check applicable)</th>
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5. Check only if there is NO Interested Party.

**UNSWORN DECLARATION**

My name is ________________________, and my date of birth is ________________.

My address is ________________________, (street) ________________________, (city) ________________________, (state) ________________________, (zip code) ________________________, (country) ________________________, (country).

I declare under penalty of perjury that the foregoing is true and correct.

Executed in ____________, County, State of ____________, on the ________ day of ____________, 20____.

______ (month) ________ (year)

__________________________________________
Signature of authorized agent of contracting business entity (Declarat)
**REFERENCE SHEET**

**PLEASE TYPE OR ATTACH YOUR REFERENCE LIST HERE:** (Remember to include any educational entities you have done business with)

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<thead>
<tr>
<th>Company Name</th>
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