



# Request for Proposal Student Transportation Services

## SCHEDULE

RFP Announcement: April 1, 2019

Optional Pre-bid Meeting: April 3, 2019

Questions Due: April 5, 2019

Answer to Questions Posted: April 8, 2019

Proposal Submittal Deadline: April 23, 2019

Finalist Notification: April 25, 2019

Finalist Interviews: April 26, 2019

Award Notification: April 29, 2019

**Overview**

KIPP New Orleans Schools (KNOS) is a charter management organization building a high quality, sustainable network of tuition-free, open-enrollment, college-preparatory public charter schools that empower students with the knowledge and skills necessary to succeed in school and life.

Each KNOS school is a partnership among parents, students, and teachers that puts learning first. At KNOS, teachers, students, and families are all united around the same goal: college and a choice-filled life. We believe that an excellent college-preparatory education will set students up for success in whatever life path they choose. KNOS expects all partners to have a similar commitment to excellence and to provide reliable, efficient, and effective service that safely transports our students to and from school each day.

In July 2019, KNOS will operate 12 schools at eight locations in New Orleans, serving approximately 5,200 students. KNOS seeks proposals from qualified respondents interested in providing contracted student transportation services, as described in this request for proposal (RFP), for all twelve schools, including special needs transportation.

KNOS expects the proposer to have the staffing, resources, and expertise necessary to deliver exceptional and reliable special needs student transportation service. Further, KNOS expects the proposer to have a management structure that will ensure high-quality customer service as well as a plan to maintain responsive and effective communication with KNOS leadership. The proposer is expected to offer the requested service at a competitive price, and all necessary factors that contribute to the price must be included in the proposed price. The proposer is to have demonstrated a track record of success in the industry, provide professional references, and display sound business practices that show fiscal responsibility.

The intent of the contract that will emerge from this RFP is for KNOS to hold the proposer accountable for the day-to-day operation of a student transportation system that services our schools efficiently and effectively. It is not the intent of the contract to specify required practices or procedures but to hold the proposer to a high level of performance. The proposer is given the flexibility to develop and perform its own programs, provided required performance standards relating to the reliability and safety of the service are met and the work is completed within the bounds outlined in this RFP.

KNOS recognizes the short timeline associated with this RFP and is committed to making a decision quickly in order to allow the selected proposer to mobilize quickly. We appreciate your interest in partnering with KNOS and look forward to receiving your proposal.

Sincerely,

Katharine Schweighardt  
Managing Director of School Operations

## **Authorities, Restrictions & Clauses**

### **KNOS Authorities**

1. KNOS reserves the right to reject any and all proposals for any reason.
2. KNOS reserves the right to correct or waive irregularities in submitted proposals should it be deemed in the best interest of KNOS to do so.
3. KNOS reserves the right to negotiate any and all proposals for any reason.
4. KNOS reserves the right to award to more than one proposer or to no proposer.
5. KNOS has 30 days to accept a submitted proposal. The proposer cannot withdraw a proposal within that 30 day period without mutual consent with KNOS.
6. KNOS reserves the right to require a performance bond. If such is required, the cost of that bond will be reimbursed to the proposer by KNOS.
7. Final prices will be negotiated between the proposer and KNOS. KNOS reserves the right to cancel the contract award if the proposer cannot commit to a contract that has prices within five percent of the initial quote.

### **Proposer Responsibilities**

1. It is the proposer's duty to inspect all submitted documents to assure completeness, legibility, etc.
2. It is the proposer's duty to understand the proposal. Any misunderstanding is the responsibility of the proposer. KNOS has no obligation to correct, reject, or question any portion of the proposal.
3. The proposer must abide by all proposal requirements. The proposal may be rejected by KNOS regardless of the type or significance of noncompliance.

### **Proposer Prohibitions**

1. KNOS will assess, negotiate, and decide on this proposal without influence from the proposer's employees, representatives, agents, vendors, or any other parties with a business, financial, or familial relationship to the proposer.
2. The proposer is prohibited from exploiting a conflict of interest, gratuities, kickbacks, or any other type of incentive or influence upon KNOS, its board, and its agents. Violators will be prosecuted to the extent of the laws pertinent to KNOS.
3. Proposers must submit a firm bid. A proposer will not stipulate in its proposal any conditions not contained in contract documents. Any qualifying statements or conditions may be declared irregular and non-responsive to the RFP.
4. The proposer is prohibited from submitting a proposal contingent upon winning multiple contracts. KNOS will disqualify any such proposal.

### **Contract Terms and Termination**

1. The initial contract period will be July 1, 2019, through June 30, 2022.
2. Contract will be renewable by mutual agreement with one-year extensions through June 30, 2024.
3. The contract will expire naturally at the end of the contract term.
4. KNOS reserves the right to terminate the contract with 60-days advance, written notice.
5. KNOS reserves the right to terminate the contract because of inferior quality of materials, product, workmanship, service, and/or reductions and/or termination of funding.
6. KNOS reserves the right to terminate the contract immediately in the event of unresolved safety or liability concerns.

### **Definitions**

1. Route – A set of Runs assigned to a particular unit. A route may consist of 2 runs (1 AM and 1 PM), 3 runs (1 AM and 2 PM), 4 runs (2 AM and 2 PM), etc. A route may serve multiple schools each day.
2. Run – a path a bus follows from initial pickup location to a final drop-off location for a set of students.

## RFP Process

### **Schedule**

1. RFP Announcement: April 1, 2019
2. Optional Pre-bid Meeting: 4 p.m. Central April 3, 2019 at KIPP New Orleans School Support Center (1307 Oretha Castle Haley Blvd. Suite 302, New Orleans LA 70113)
3. Questions Due: 5 p.m. Central, April 5, 2019
4. Answer to Questions Posted: 5 p.m. Central April 8, 2019
5. Proposal Submittal Deadline: 2 p.m. Central April 23, 2019
6. Finalist Notification: 5 p.m. Central April 25, 2019
7. Finalist Interviews: 1 p.m. - 5 p.m. Central April 26, 2019
8. Award Notification: 5 p.m. Central April 29, 2019

### **Questions**

1. All questions regarding this RFP must be emailed to KNOS Managing Director of School Operations Katharine Schweighardt (kschweighardt@kipppneworleans.org) by 5 p.m. Central April 5, 2019.
2. Questions received by that time will be compiled and answered by 5 p.m. Central April 8, 2018.
3. Questions received after that time will not be answered unless the answers have already been made public to all potential proposers.
4. Answers to questions and any addenda to this RFP will be available on the KNOS [website](#).

### **Submission**

1. Proposers must submit a complete copy of their proposal electronically via e-mail to Katharine Schweighardt at kschweighardt@kipppneworleans.org by 2 p.m. Central April 23, 2019.
2. Bids received after this deadline will not be considered.
3. Proposers must also submit one hard copy of their proposal to Katharine Schweighardt, Managing Director of School Operations, KIPP New Orleans Schools, 1307 Oretha Castle Haley Boulevard, Suite 302, New Orleans, LA 70113.
4. Hard copies of proposals can be delivered via mail, courier service, or in person but must be postmarked no later than Monday, April 22.

### **Evaluation**

1. While cost is of great importance, proposing the lowest price received through this RFP process will not assure award of the contract.
2. A variety of criteria in addition to pricing will be considered in evaluating proposals, including but not limited to demonstrated understanding of KNOS's expectations, quality of procedural/safety structures, management model, communication system, references, perceived ability to deliver, insurance/risk management portfolio, and willingness to partner with KNOS.
3. This evaluation will be made based on the proposal as well as information from news articles, press releases, client references, industry references, vendors, related sources, and any other source relevant to the proposer or KNOS.

### **Proposal Expectations**

Although KNOS is not requiring documentation in support of the items below, by submitting a proposal in response to this RFP, each proposer is agreeing to all of the terms and expectations listed here. Failure to comply with any of these expectations may result in rejection of the proposal or the immediate issuance of a termination of contract notice.

**Staffing:** The proposer agrees not to discriminate against any employee or applicant for employment because of race, sex, religion, color, age, disability, national origin, or sexual orientation. The proposer will ensure that all employees involved in their services pass a drug screening test and background check prior to employment and will submit those test and background check results to KNOS upon request. The proposer will, at the request of KNOS, immediately remove from the facility any employee who, in the opinion of KNOS, is incompetent or who has been conducting himself or herself improperly. The proposer will not permit a person so removed to remain on or return to that facility or any other KNOS facility. The proposer will maintain adequate staffing at all times. All of the proposer's employees will be neatly dressed, presentable, helpful, friendly and cooperative at all times. Drivers and all other persons coming in contact with children must uphold the highest professional standards and maintain the highest moral character. KNOS places and the proposer accepts full responsibility of assuring such qualities in all personnel.

**Safety:** The Proposer is responsible for implementing and administering a comprehensive safety program. The program must include continuing on-the-road training and classroom training for all drivers as well as annual, documented emergency exit drills and, if requested by KNOS, annual presentations for all students. The safety of our students is our primary priority. The proposer must include their comprehensive safety training and management plan. Any health and safety issues, including all accidents involving a bus carrying KNOS students, must be reported immediately to KNOS.

**Assignments:** The proposer will not make any assignments or subcontract for the work without obtaining written permission from KNOS.

**Legal and Responsibility:** The proposer must fulfill all obligations in compliance with all applicable local, state, and federal laws and regulations. The proposer must be knowledgeable of and abide by all provisions of legislative enactments, by-laws, and regulations in regard to safety.

### Scope of Work

The winning proposer will provide full-service student transportation. Full-service is defined as including all vehicles, fuel and other consumables, fleet maintenance and repairs, fleet parking and storage, insurance, staffing, supervision, and management necessary to operate school buses as well as running a staffed dispatch operation. The primary obligation of the proposer is to operate its affairs so that KNOS will be assured of continuous, safe, and reliable service such that KNOS is not burdened with day-to-day operations.

Full-service student transportation also includes comprehensive routing services such as creating routes, generating stops, offering ongoing routing support, and maintaining accurate rosters for each bus. The proposer must use a software system when creating routes and generating stops.

Full-service student transportation includes all traditional morning and afternoon routes, field trip routes, and student activity/after-school routes. Please note that KNOS does not generally request bus monitors on such routes, but when requested by KNOS, the proposer must have the capacity to provide monitoring services. Additionally, special education transportation services are included in the scope of services.

KNOS operates approximately 180 school days per academic year. The route projections below reflect the schedule on which KNOS operates Monday, Tuesday, Thursday, and Friday. KNOS schools dismiss at approximately 1 p.m. each Wednesday and on approximately ten additional days throughout the academic year.

KNOS 2019-2020 Morning and Afternoon Route Projections									
School Name	Address	Zip	Grades	# Students	# Regular Routes*	# SpEd Routes*	Day	Arrival (AM)**	Dismissal (PM)**
KIPP Believe College Prep & KIPP Believe Primary	3815 St. Bernard Ave.	70122	K-8	756	14	2	M, T,Th,F W	7:50 7:50	4:15 1:00
KIPP Booker T. Washington High	1201 S. Roman St.	70113	9-12	548	9	1	M, T,Th,F W	7:50 7:50	4:15 1:00
KIPP Central City Academy	2514 Third St.	70113	5-8	454	8	1	M, T,Th,F W	7:50 7:50	4:15 1:00
KIPP Central City Primary	3127 Martin Luther King Jr. Blvd.	70125	PK-4	508	9	1	M, T,Th,F W	7:50 7:50	4:15 1:00
KIPP East Community Primary	6519 Virgilian Street	70126	PK-5	573	9	1	M, T,Th,F W	7:50 7:50	4:15 1:00
KIPP Leadership Academy & KIPP Leadership Primary	2300 St. Claude Avenue	70117	K-8	924	16	2	M, T,Th,F W	7:50 7:50	4:15 1:00
KIPP Morial Middle & KIPP Morial Primary	7701 Grant Street	70116	PK-8	960	16	2	M, T,Th,F W	7:50 7:50	4:15 1:00
KIPP Renaissance High	3820 St. Claude Avenue	70117	9-12	625	10	1	M, T,Th,F W	7:50 7:50	4:15 1:00

-**Regular Routes:** AM and PM run with a regular school bus

-**SpEd Routes:** AM and PM run with an air conditioned bus and a monitor. Currently wheelchair accessible buses are required at three campuses.

\*Route estimates are based on enrollment projections and historic ridership rates. These estimates are subject to change.

\*\*Route times are based on current scheduling; these times may change. Proposers may also indicate times that would facilitate tiering.

## Proposal Requirements

The proposer must answer all questions and include all requested documentation in order for the proposer's bid to be considered. A complete list of required elements is available on page 11.

For each of the eight following items the proposer must provide the requested **company information**. The proposer can provide this information in any form desired provided that all items are addressed to the extent that KNOS is assured that the proposer has a history of high performance and a strong systems in place to ensure continuity of performance at a satisfactory level.

1. Brief cover letter on official company letterhead explaining that the proposer understands the requirements of this RFP, signed by an individual who is authorized to make proposals of this nature in the name of the proposer.
2. Company operating information, to include headquarters location, website, year founded, years operating with PK-12 school clients, years operating in New Orleans, and current cities of operation.
3. Current fleet information (number of buses, age range, etc.).
4. Company financial information for each of the last three fiscal years.
5. Current insurance certificates demonstrating existing coverage for worker's compensation/employer's liability insurance, comprehensive general liability insurance, and automobile liability and physical damage insurance
6. Organization chart, showing management/supervisory structure from senior leadership to KNOS.
7. Employee policies, including sourcing, hiring, driver compensation rates, benefits, and training programs.
8. Driver retention data for each of the last three academic years.
9. Résumés of three key contributors who will work with this contract if it is awarded, one of which must be for the proposed account manager or a current account manager with similar responsibilities to this contract.
10. Basic information for at least two current accounts of similar size, including the date of the relationship's inception and contact information with those clients.
11. Two additional references, one of which must be a former client.

For each of the following **assurances** the proposer must provide sufficient documentation to prove their ability to meet these expectations and deliverables.

1. **Management and Support Personnel:** The proposer is responsible for hiring and training necessary staff to ensure consistent, reliable, and high-quality service. While specific employees are at the discretion of the proposer, KNOS expects experienced and qualified dispatch, maintenance, training, and supervisor-level employees. The proposer must have a strong system in place to manage employee timeliness and performance that includes the following procedures:
  - a. Contingency/coverage plan for expected and unexpected absences or staff turnover
  - b. Plan for regular monitoring and measurement of performance that includes a feedback system to drive improvement or replacement of under-performing employees.
2. **Drivers:** The proposer is responsible for the hiring, assigning, training, and managing all bus drivers. Both regular and substitute drivers will be assigned as consistently as possible to the same bus run for the purpose of route familiarization and pupil control. It is the express desire of KNOS that the rate of driver turnover be minimal. KNOS delegates to the proposer's drivers the necessary authority to maintain orderly behavior on buses in accordance with KNOS cultural norms, and the proposer must ensure drivers receive the training and experience necessary to manage student conduct. The proposer must provide their driver screening, assignment and management plans as well as plans describing how the proposer manages unplanned driver absences.
3. **Fleet:** The proposer will ensure all buses have first aid kits, fire extinguishers, operational and lighted stop arms, back-up alarms, functional exit doors, a functional front arm extension, working two-way radios, and

an up-to-date inspection sticker. KNOS reserves the right to request its name and/or logo appear on all buses and, if exercising this right, will work with the proposer in good faith to ensure the placement of the name and/or logo meets the needs of both KNOS and the proposer. The route name and number must be posted on the side of the bus, the rear of the bus, and the front of the bus, easily visible to potential passengers at all posted locations.

4. **Fleet Maintenance:** The proposer is responsible for maintenance and repairs on all vehicles utilized under the contract at its own cost. The proposer is to provide sufficient spare vehicles as backup units during breakdowns and whenever vehicles may be out of service for maintenance or repairs. The proposer will also perform daily pre-trip inspections and promptly correct any deficiencies discovered on any vehicles or equipment to be utilized under the contract. Under no condition may an unsafe bus be used to transport students. The proposer will keep on file the completed inspection sheets and submit copies of the sheets to KNOS when requested. The proposer will provide daily interior cleaning of all vehicles. Exterior cleaning will be done at least twice a month from August through June. Vehicle windows must be clean and clear, and vehicle numbering must be visible at all times. All vandalism or damage to the proposer's equipment will be the responsibility of the proposer unless such damages result from the negligence of KNOS; however, KNOS will assist the proposer in attempting to collect from the responsible party for damage to the proposer's property.
5. **Fleet Storage:** The proposer is responsible for providing sufficient storage space for all buses and vehicles. The proposer will allow adequate transportation time, including traffic and delays, from the storage facility to school locations.
6. **Camera System:** The proposer is responsible for providing a working camera system on all buses. The proposer will ensure a working system by planning for equipment failure or malfunction. If a camera or recording system is not functioning properly, the proposer will repair or replace the system within 48 hours. The proposer will collaborate with KNOS to set policies for viewing a recording .
7. **Routing Services:** The proposer is responsible for providing routing services to KNOS as described in the scope of work. KNOS expects routes and stops to be as convenient as possible for students and parents and for routes to maximize efficiency to reduce costs.
8. **Data Management:** The proposer must work with KNOS to effectively and regularly communicate student demographic information, bus rosters, and routes across all pertinent systems, including the KNOS student information system, the proposer's routing system, and the proposer's dispatch system. The proposal must include software information, communication methods, import/export specs, etc.
9. **Roster/Route Maintenance:** Rosters are to be updated weekly to ensure that drivers have access to the most up-to-date ridership information and contact information. The proposer can reassign students to existing stops on that schedule. Routes will be updated monthly in order to best meet the needs of parents and students and to continuously improve operations.
10. **Transition Plan:** The proposer must have all staff, equipment, and procedures in place prior to August 1, 2019. Any proposer already providing transportation service in the greater New Orleans area must assure their ability to increase their operational capacity. Proposers not currently providing services in the New Orleans area must outline their plans to set up operations in New Orleans and must address land, vehicles, staffing, and insurance.
11. **Insurance:** The proposer must provide insurance coverage that minimizes KNOS's risk exposure. At a minimum, proposer must carry worker's compensation/employer's liability insurance, comprehensive



general liability insurance, and automobile liability and physical damage insurance. The proposer must also agree to include a waiver of subrogation and name KNOS as an additional insured party on relevant policies.

For each of the following **short-answer questions** the proposer must provide detailed answers that sufficiently describe both the procedures and the theory of action in support of the answer. KNOS expects that the details given below are not simply for the purpose of submitting a strong proposal but will form the basis of the standard operating procedures the proposer will follow if awarded this contract.

1. KNOS values clear, consistent and timely communication to all stakeholders (schools, parents, bus drivers, dispatch, management, etc.). KNOS expects the proposer to plan for and execute an exemplary communication strategy that answers the following questions:
  - a. The proposer is expected to provide a direct phone number by which KNOS can reach dispatch as well as a direct phone number for KNOS parents and students in order to ensure consistent, courteous, professional assistance to our families. In the event of a bus breakdown or an accident involving a bus, the proposer will work proactively with KNOS to communicate the necessary information to affected families. How will the proposer run dispatch?
  - b. As families enroll at our schools or move throughout the year, KNOS will rely on the proposer to assign bus stops (both existing and creating new) in a timely fashion and communicate changes to impacted stakeholders. How will the proposer manage ongoing bus changes?
2. A critical role in ensuring the safety of our students while riding the bus is the bus driver's ability to manage student behavior.
  - a. Please describe the training a new bus driver receives prior to driving a route solo, including guidance on proper communication with schools, students, and parents.
  - b. Please describe the ongoing training all drivers receive throughout the year.
  - c. Once a driver has been deemed ready to drive his/her route solo, what measures will the proposer take to monitor safety and management on a driver's bus in ongoing manner?
  - d. How will the proposer's management team deliver feedback to bus drivers and how frequently?
3. The proposer is responsible for collaborating with KNOS to ensure field trip and activity/after-school bus procedures clearly delineate the request process, required forms, confirmation/reminder expectations, and associated timelines. The proposer must also properly assign buses and drivers who do not have other obligations during a field trip's scheduled time. Drivers are expected to stay with the bus at all times when on a field trip. The proposer will consolidate and bill field trip and activity/after-school routes by school by month. Please describe an ideal process for managing field trip and activity/after-school routes.
4. Briefly describe the technology KNOS will enjoy in a relationship with the proposer. Examples include routing software, GPS tracking, and bus cameras. Please describe how the proposer will use technology to provide timely, accurate reporting of its performance to KNOS.
5. Please describe the transition process the proposer envisions undertaking should it win the RFP award. Elements should include those referenced in item 10 on page eight as well as a clear description of the management team the proposer will have in place for the KNOS account and the central support team the proposer intends to use to ensure smooth daily operations. Potential examples include an operations lead, a communication liaison, and/or a behavior liaison.

For the **pricing proposal**, rates must include all operating cost necessary to provide the transportation services described in the scope of work. Each proposer must submit a pricing proposal that reflects the route projections on page six. Each proposal may also submit additional pricing proposals when the proposer believes such proposals will provide efficient, cost-effective, and high-quality services to KNOS. When submitting such proposals, the proposer must provide significant details (sufficient enough for any reader to comprehend all elements of the proposal comprehensively). For example, if a proposal includes a two-tier route (2 AM runs and 2 PM runs), the proposer should include timing expectations for the two-tier route to succeed.

Each proposer must completely fill out the following pricing table to reflect a proposal designed to meet the route projections on page six as well as any field trip, activity/after-school, and monitoring services KNOS may request. Any proposer declining to offer a service must indicate so by completing the relevant entry with "N/A". The proposer must include any conditions or limits in each service's notes column. Proposers shall submit a proposal for all required services, but may include a total vehicle limit (i.e. proposer capacity is 25 vehicles for four runs/day for regular routes and 12 air conditioned vehicles to run SpEd routes).

Description	Per Unit Cost			Bus Capacity	Monitor Cost	Notes Include any capacity restraints here.
	19-20	20-21	21-22			
<i>Morning / Afternoon Regular Routes</i>						
One Run / Day: 1 AM run or 1 PM run (activity / after school routes)						
Two Runs / Day: 1 AM run and 1 PM run or 2 PM runs						
Three Runs / Day: 1 AM run and 2 PM runs or 2 AM runs and 1 PM run						
Four Runs / Day: 2 AM runs and 2 PM runs or 1 AM run and 3 PM runs						
<i>Field Trip Routes</i>						
Within Orleans/Jefferson Parish per Roundtrip						
Outside Orleans/Jefferson Parish per roundtrip						
<i>Special Education Routes</i>						
One Run / Day: 1 AM run or 1 PM run (activity / after school routes)						
Two Runs / Day: 1 AM run and 1 PM run or 2 PM runs						
Three Runs / Day: 1 AM run and 2 PM runs or 2 AM runs and 1 PM run						
Four Runs / Day: 2 AM runs and 2 PM runs or 1 AM run and 3 PM runs						

The proposer must include a signed copy of each of the following **certifications** with its printed bid. Any necessary supporting documentation must be attached with these certifications.

1. Appendix A: Non-collusion Statement
2. Appendix B: Responsibility Disclosure

## **Proposal Requirements**

1. Company Information
  - a. Cover Letter
  - b. Operating Information
  - c. Fleet Information
  - d. Financial Information
  - e. Insurance Certificates
  - f. Organizational Chart
  - g. Employee Policies
  - h. Driver Retention Data
  - i. Résumés
  - j. Current Accounts
  - k. Additional References
2. Assurances
  - a. Management and Support Personnel
  - b. Drivers
  - c. Fleet
  - d. Fleet Maintenance
  - e. Fleet Storage
  - f. Camera System
  - g. Routing Services
  - h. Data Management
  - i. Roster/Route Maintenance
  - j. Transition Plan
  - k. Insurance
3. Short-answer Questions
  - a. Communication Plan
  - b. Bus Driver Training and Feedback
  - c. Field Trip and Activity/After-school Buses
  - d. Technology and Performance Reporting
  - e. Transition Plan
4. Pricing
  - a. Proposal Reflecting KNOS 2019-2020 Route Projections (Must Use Chart from Page 10)
  - b. Additional Proposals (Optional)
5. Certifications
  - a. Non-collusion Statement (Appendix A)
  - b. Responsibility Disclosure (Appendix B)

**Appendix A. Non-Collusion Statement**

State of Louisiana  
Parish of Orleans

The Proposer:

(Name of Authorized Representative) \_\_\_\_\_

(Title of Authorized Representative) \_\_\_\_\_

A Representative of:

(Organization Name) \_\_\_\_\_

(Organization Address) \_\_\_\_\_

Hereby states that he/she is (a partner of the firm, officer of the corporation, or individual making the foregoing Proposal or bid); that said bid is genuine and not collusive or sham; that said Proposer has not colluded, conspired, connived or agreed, directly or indirectly, with any Proposer or person to put in a sham bid or to refrain from bidding, collusion, or communication or conference, with any person, to fix the bid price or affiant or any other Proposer, or to fix any overhead, profit or cost element, or that of any other Proposer, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said bid or Proposal are true.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix B. Responsibility Disclosure

Responses to the following questions must accompany the contractor's bid. A bid may be deemed nonresponsive if the contractor fails to provide complete answers or provides false statements to any of the questions provided herein. If any change(s) occur(s) during the bidding process, updated responses must be provided within thirty (30) calendar days of such change(s).

1. Please indicate whether, within the past five (5) years, your firm has been the defendant in any type of court action(s) for (an) alleged violation(s) of labor or employment laws in connection with a contract for [insert type] services.  Yes  No

If YES, please attached a explanation of the circumstances, including the specific allegation(s) filed against your firm; the name of the plaintiffs; the case number; and the disposition/current status of each case.

2. Please indicate whether, within the past five (5) years, your firm or any of its owners, partners, or officers, has/have ever been investigated, cited, assessed any penalties, or found to have violated any labor or employment laws.  Yes  No

If YES, please attached a explanation of the circumstances, including the specific charge(s) filed against your firm, its owners, partners, and/or officers; the agency that was involved; and the disposition/current status of each case.

3. If a license is required for any of the services performed by your firm, please indicate whether, within the past five (5) years, your firm, or any individual employed by your firm, has been investigated, cited, assessed any penalties, subject to any disciplinary action by a licensing agency, or deemed to have violated any licensing laws.  Yes  No

If YES, please attached a explanation of the circumstances, including the specific charge(s) filed against your firm; the licensing agency that was involved; and the disposition/current status of each case.

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Signature of Legally Responsible Party

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Printed Name of Legally Responsible Party

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Date