Request for Proposal

GRANT EVALUATOR
RFP #20-103

Proposal Deadline: January 6, 2020

CAPITOL REGION EDUCATION COUNCIL (CREC)
111 CHARTER OAK AVENUE
HARTFORD, CT 06106
The Capitol Region Education Council (CREC) of Hartford, Connecticut requests proposals from qualified organizations to evaluate the Project Prevent grant. Proposals will be received in the Purchasing office until 11:00 a.m. on January 6, 2020 at which time no further proposals will be considered. Please see CREC web site at www.crec.org/rfp or the DAS web site www.das.ct.gov for packets and all information regarding this RFP. Proposals must be clearly marked on the envelope and delivered or sent to:

Capitol Region Education Council
Attn: Kate Rotella, Purchasing Manger
111 Charter Oak Ave
Hartford Ct 06106
GRANT EVALUATOR SERVICES RFP #20-103

Questions concerning the proposal shall be directed to Kate Rotella krotella@crec.org

CREC reserves the right to reject any or all proposals, and in particular, to reject a proposal incomplete or irregular. CREC reserves the right to waive any informality or irregularity in any proposal received, to negotiate changes to offered terms and to accept the proposal that, in its judgment, will be in the best interest of CREC.

CREC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CREC and the firm selected.

Proposals will be reviewed by a committee of grant stakeholders. During the evaluation process, the committee may request additional information or clarifications from proposers, or allow corrections of errors or omissions. At the discretion of the committee, vendors submitting proposals may be requested to participate in an interview as part of the evaluation process.

CREC will not reimburse proposers for any expenses incurred in preparing responses to this request.

The Capitol Region Education Council is an Equal Opportunity Employer.
INTRODUCTION

A. General Information
CREC is requesting proposals from organizations with program evaluation expertise to provide program evaluation services for the Project Prevent grant. Project Prevent is a five-year grant awarded by the US Department of Education to CREC Magnet Schools, “to help schools with pervasive violence in their communities to better address the needs of affected students and to break the cycle of violence.” Activities will be implemented in five schools: CREC Greater Hartford Academy of the Arts Middle School (Hartford, CT), CREC Greater Hartford Academy of the Arts High School (Hartford, CT), Two Rivers Magnet Middle School (East Hartford, CT), Impact Academy (Hartford, CT), and CREC Academy of Aerospace and Engineering (Windsor, CT).

With grant funds and in collaboration with community partners, CREC Magnet Schools will implement a multi-tiered system of support for students who have experienced trauma, as follows:

Tier 1
- Whole-school professional development on trauma-informed schools
- Nonviolence for Secondary Schools and Kingian Nonviolence Conflict Resolution
- Restorative practices
- Collaborative Problem Solving
- Equitable family engagement

Tier 2
- Cognitive Behavioral Intervention for Trauma in Schools (CBITS)
- Positive youth development programming with target students

Tier 3
- Appropriate research-based trauma treatment for students in need of individual counseling

The first year of the grant, October 1, 2019 – September 30, 2020, is a planning year.

The proposer should have a minimum of 5 years relevant experience and be able to comply with the state of CT laws and federal laws with respect to student privacy. The proposer should be an expert in the field of mixed methods approaches to program evaluation and demonstrate knowledge of both quantitative and qualitative measures of program implementation and outcomes. See “Criteria to be Considered” below for more information.

B. Scope of Service for Project Prevent Evaluation
The evaluation will serve multiple purposes, including confirming program fidelity and training success, providing data for improving the program, and documenting program effectiveness through an analysis of data on program outcomes. The evaluation for this program will be formative in that feedback for program improvement based on process analysis will be provided, as well as summative in that data will be collected and analyzed regarding program impacts and outcomes. The evaluation will also produce information needed by the US Department of Education (ED) to properly evaluate project effectiveness, determine if all project activities are implemented as designed and on time, and to ensure that adequate progress is made toward the attainment of project outcomes.

**Summative Evaluation and Reporting:** The evaluator will determine the extent to which performance measures are attained. The evaluator will collect and analyze the data, prepare reports...
summarizing findings, and discuss the results with district and magnet school staff on an on-going basis. The data and findings in the summative reports will be used to inform Annual Performance Reports and any other reports required by the U.S. Department of Education.

Monitoring the performance measures required under this grant program will be central to the evaluation plan. Specific targets for the measures below will be established in consultation with the evaluator during the planning year:

- Annual decrease in violent, aggressive, and disruptive behavior in schools served by the grant.
- Annual increase in the number of students in schools served by the grant receiving school-based and community-based mental health services to address student needs resulting from exposure to violence.
- Annual increase in the percent of engaged students in each school served by the grant.
- Quality of family engagement and grantee engagement with community-based organization(s).

In addition to the required performance measures, CREC will set outcomes measures related to school disciplinary practices, mental health outcomes, and student experiences at school. These additional measures will ensure that CREC’s activities are producing the intended results described in the logic model.

- Exclusionary disciplinary practices: By the end of the project, CREC’s goal is to reduce the rate of suspension/expulsion to 5%, which is below the state average.
- PTSD Symptoms: Students participating in Cognitive Behavior Intervention for Trauma in Schools (CBITS) will experience a reduction in PTSD symptoms. PTSD symptoms will be measured using pre-and post-administration of the Ohio Youth Problems, Functioning, and Satisfaction Scales (Ohio Scales).
- Chronic Absenteeism: The number of chronically absent students will decrease in each school, to demonstrate increased student engagement.
- Schools will demonstrate an increase in the number of positive student responses for multiple dimensions of the The National School Climate Center’s (NSCC) Comprehensive School Climate Inventory (CSCI). Because the survey is a validated measure of school climate, an increase in positive responses on key dimensions reflects changes in attitudes about and experiences at and with the school. Key dimensions that will be measured through this evaluation are listed below.
  - Safety: Sense of Physical Security
  - Safety: Sense of Social-Emotional Security
  - Teaching and Learning: Social and Civic Learning
  - Institutional Environment: School Connectedness/Engagement
  - Social Media

**Formative Evaluation:** The evaluation contractor will also aid in the continual improvement of the project through formative evaluation, an examination of implementation that returns information to project, school, community partners, and district staff to help them improve program performance. Formative evaluation includes the study of program fidelity (the degree to which a program is implemented as designed) and reach (the proportion of the target group that participates). Components of fidelity include the degree to which the program adheres to its goals, plans, activities, timeline; dosage, or the amount of program delivered; the quality of program activities and services; and responsiveness of participants to program activities.

Process indicators will be established in consultation with the evaluator and will be used to assess the fidelity of project implementation. Consultation with school staff and community partners as well as an audit of current documentation practices and data sources will inform the decision around which data to collect and monitor. Data may include hours of professional learning related to project initiatives; feedback on training; classroom and program observations; review of program content; attendance; and satisfaction surveys or other measures of project quality. Measures will include a mix of qualitative and quantitative feedback to ensure sufficient detail to inform the improvement process.
Evaluation report(s) will be submitted to the project director, on date(s) to be determined by the project director in alignment with required federal reporting and the needs of the program. Regular discussions of progress toward meeting goals and objectives will be included as part of the summative evaluation. In combination, these measures will be used to gauge the overall project efficiency and efficacy.

Proposer should expect to communicate on a regular basis with the Project Director or Project Manager.

C. Criteria to be considered:
CREC and the partners seek an evaluator with the following expertise, skills and experience to evaluate Project Prevent:

- evaluating federal grants, including providing timely results to inform required grant reports;
- evaluating initiatives carried out by school-community partnerships;
- evaluating the impact of mental health interventions and/or violence prevention strategies on youth outcomes, including but not limited to school performance and indicators of post-secondary readiness such as acquisition of 21st century skills;
- qualitative and quantitative data collection and analysis to measure program implementation and outcomes;
- formative and summative evaluation;
- ability to act as a member of the project team; and
- culturally competent program evaluation.

D. Submission of Proposals:
To be considered, a complete proposal must be submitted by 11:00 AM on January 6, 2020. In addition to submitting by the deadline, the proposer must:

- Describe the organization’s approach to carrying out the Services described above in Section B.
- Describe with detail expertise and past experience that demonstrate that the proposer meets each criterion described in Section C, including dates of past experience.
- Propose a five-year basic work plan for services.
- Provide a proposed rate/fee structure and expected total cost for the project evaluation (subject to negotiation).
- Detail your organization’s capacity to provide the proposed services, if selected, including a description of the personnel who would be assigned to work with the CREC schools (include qualifications, duties, and FTEs).
- Include two letters of reference.
- Print and sign CREC’s Insurance Requirements. (Appendix A)
- Copy to your organization’s letterhead, print and sign the transmittal letter provided in Appendix B.
• Print and sign CREC’s Non-Collusion Statement (Appendix C)

The proposer may also include **up to two** additional appendices that illustrate their qualifications.

**E. Selection**

Proposals will be reviewed by a committee of grant stakeholders. Vendors will be considered based on relevant experience and expertise as described above, and cost effectiveness of the proposal.

**Selection Criteria:**

a) clear and well-articulated approach to carrying out the project evaluation (up to 15 points)

b) demonstrated experience, skills, and expertise described above in Section C (up to 15 points)

c) basic five year work plan that demonstrates an understanding of the progression of a typical grant project (up to 5 points)

d) demonstrated capacity and expertise to provide services (up to 10 points)

e) sufficient detail to demonstrate expected cost to CREC, and reasonableness of costs (up to 10 points)

f) complete response to the RFP (required for review)

Some vendors will be asked to participate in an interview.

**Final Selection**

The Deputy Executive Director will approve final recommendation of firm. Following notification of the firm selected, it is expected a contract will be executed between both parties within thirty (30) days of approval.

**Right to Reject Proposals**

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CREC and the firm selected. CREC reserves the right without prejudice to reject any or all proposals or parts thereof for any reason, to negotiate changes to proposal terms and to waive minor inconsistencies with the request for proposal.

**F. Terms of Engagement**

A five (5) year contract with one (1) one-year optional renewal is contemplated, subject to the annual review and recommendation of the Deputy Executive Director, pending the continuation of federal funding and upon the satisfactory negotiation of terms (including a price acceptable to CREC and the selected firm). Following the notification of the selected firm, an engagement letter will be executed between both parties within 30 days of approval.

CREC will require prior approval of all staff working on the project.

**Federal Grant Compliance:**
Because this contract will be paid with federal funds, all records related to a project for which the vendor is hired must be retained at the expense of the vendor for a minimum of five years, unless the
vendor is notified in writing by CREC of the need to extend the retention period. The vendor will be required to make records available upon request by CREC. Awarded Vendors are required to fully comply with all requirements outlined in 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This contract is subject to change based on guidance from the Federal funding source.
SECTION I – INFORMATION and GENERAL REQUIREMENTS to BIDDERS

There is no expressed or implied obligation for CREC to reimburse firms for any expenses incurred in preparing proposals in response to this request.

To be considered, one original and five copies of a proposal must be received by 11:00 a.m. on January 6, 2020. CREC reserves the right to reject any or all proposals submitted. During the evaluation process, the Deputy Executive Director and CREC reserve the right, where it may serve CREC's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of CREC, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

CREC reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CREC and the firm selected.

Sealed proposals. One original and five copies will be received at the Office of the Purchasing Manager. Please address all packages Capitol Region Education Council, Attn: Purchasing Manager, 111 Charter Oak Ave. Hartford, CT 06106. At the designated time of opening, proposals will be recorded and placed on file. Bids may be mailed or hand-delivered by the specified time, please address as stated to ensure delivery to the correct office. Packets received after designated time will not be accepted. Each envelope should be clearly marked on its front with the RFP number, bidder name, and date.

1. Packets received after designated time will not be accepted. Please allow ample time for receipt of responses. Responses received after this time will not be accepted or recognized. Postmarks do not determine actual receipt.

2. Whenever it is deemed to be in the best interest of the agency, the Capitol Region Education Council reserves the right to reject any or all bids, completely or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the agency. Their decision is final.

3. The Bid Documents contain the provisions required for the requested item(s) or service. Information obtained from an officer, agent, or employee of CREC, any other person shall not affect the risks, or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
4. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold CREC’s commitment to following Connecticut State and Federal law ensuring full compliance with Title VI of the Civil Rights Act of 1964 which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut.

5. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.

6. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless CREC for all damages assessed against CREC as a result of Bidder's failure to comply with said standards and/or regulations.

7. CREC is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices.

8. By submitting a proposal, vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening. Non-Collusion Statement must be filled out.

9. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless CREC, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
10. Bidders are responsible for checking the Capitol Region Education Council website at http://www.crec.org/rfp/ or DAS website for any addendums and updates to the Bid.

Additional Information:
Any questions or requests for additional information should be addressed, in writing, to Kate Rotella via email at krotella@crec.org. Requests for additional information or interpretations must be received by the RFP Due Date, as described in the timetable. Interpretations, corrections and changes to this RFP will be made by Addenda issued by CREC. Interpretations, corrections and changes of the RFP made in any manner other than by such an Addendum will not be binding, and Respondents shall not rely upon them. Addenda will be issued no later than the Addenda Close Date, as described in the timetable. Addenda will be provided to all prospective Respondents that inform CREC in writing of its desire to receive Addenda.

Rights Reserved CREC
CREC reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior CREC contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. CREC also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of CREC will be served.

CREC reserves the right to accept modifications and clarifications of the responses when CREC determines such action would be in the best interest of CREC. CREC further reserves the right to waive any non-conformity in a response.

Information and data provided in this RFP have been compiled with the greatest care and attention to accuracy. However, the data has not been audited or verified and CREC cannot, and does not, warrant the accuracy of all the information provided in this RFP.

Non-Discrimination:
No person shall be denied or subjected to discrimination on account of any services, or activities made possible by or resulting from this agreement on the grounds of sex, race, color, creed, national origin, age (except minimum age and retirement provision), marital status or the presence of any sensory, mental or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by CREC and may result in ineligibility for further CREC contracts. The proposer shall at all times in the proposal and contract process comply with all applicable local, state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

Implied Requirements
All services not specifically mentioned in this request for proposals that are necessary to provide the functional capabilities described shall be included in the Scope of Services.
I. PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries

Inquiries concerning the request for proposals and the subject of the request for proposals must be made to:

Kate Rotella, Purchasing Manager
111 Charter Oak Avenue
Hartford, CT 06106
krotella@crec.org

2. Submission of Proposals

The following material is required by January 6, 2020 by 11:00 am for a proposing firm to be considered:

a. The original proposal and five (5) copies are to include the following:

   Title Page

   Title page showing the request for proposal's subject; the firm's name; the name, address and telephone number of a contact person; and the date of the proposal.

Appendix A – C signed and included

Proposers should send the completed proposal to the following address:

Kate Rotella, Purchasing Manager
Capitol Region Education Council
111 Charter Oak Avenue
Hartford, CT 06106
APPENDIX A
INSURANCE
Instructions: CREC Insurance Requirements

All contractors and vendors are required to provide proof of the required insurance coverage before entering the premises or commencing any work at any CREC facility. Contractors and vendors must obtain, at their own expense, all the insurance required here from an insurance company A.M. Best rated as “A-VII” or better, and acceptable evidence of such insurance must be properly furnished to, and approved by, CREC.

All subcontractors are subject to the same requirements. It the responsibility of the primary contractor or vendor to obtain acceptable evidence of insurance from subcontractors.

CREC also requires that they be named as an additional insured on your general liability policy(ies). Your general liability policy must be specifically endorsed with ISO Endorsement CG 20 10 (or equivalent) or ISO Endorsement CG 20 26 (or equivalent), and ISO Endorsement CG 20 37 (or equivalent). Where these forms require a description of locations or projects, enter "All CREC locations or projects." These form numbers must be specifically referenced on the certificate of insurance, and copies of these endorsements naming CREC as additional insured must be furnished with the required certificate of insurance. If your insurance company uses a different form to provide CREC with additional insured status on your policies, copies of those forms must be provided in advance with the insurance certificate for review and approval by CREC.

The amounts of insurance available to CREC as additional insured must be equal to the full policy limits carried by the contractor or vendor, including primary and excess (umbrella) liability policies. Coverage provided under excess or umbrella policies must be at least as broad as that found in required underlying policies. All coverage must be primary and noncontributory as to CREC.

The proper name for the entity to be named as additional insured is: “Capitol Region Education Council, and/or related or affiliated entities.”

Evidence of compliance with these requirements is with the ACCORD form 25, “Certificate of Liability Insurance”, plus copies of any required additional insured endorsements. Certificates should be sent to: Capitol Region Education Council, Jeffrey E. Ivory, Comptroller, Business Services, 111 Charter Oak Ave., Hartford, CT 06106-1912. Tel.: (860) 524-4068, Fax: (860) 247-1949, Email: jivory@crec.org.

Current insurance certificates must be furnished to CREC at all times. Replacement certificates must be furnished ten (10) days prior to the expiration or replacement of referenced policies.

CREC reserves the right to make commercially reasonable changes in these requirements during the term of any work or project.
# Insurance Requirements for Contractors or Vendors

<table>
<thead>
<tr>
<th>Required</th>
<th>Description</th>
</tr>
</thead>
</table>
| ✓ | **Commercial General Liability** Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below). Policy form must be ISO CG 00 01, or equivalent acceptable to CREC.  
The CGL policy must include coverage for:  
• liability from premises and operations.  
• liability from products or completed operations.  
• liability from actions of independent contractors.  
• liability assumed by contract.  
All coverage provided to CREC under this section must be primary and non-contributory with any other insurance available to CREC. CREC must be specifically named as “additional insured” on your CGL policy with ISO form CG 20 10 or CG 20 26 and form CG 20 37, or equivalent acceptable to CREC.  
Any Aggregate limit must apply per job/project.  
Products/completed operations must be carried for 2 years after completion of job and acceptance by CREC. |
| ✓ | **Automobile Liability** Covering owned, hired & non-owned vehicles. Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below), |
| ✓ | **Workers’ Comp. Employers Lia.** Statutory  
Limits carried must be sufficient to satisfy required underlying limits for the umbrella policy (see below), |
| ✓ | **Umbrella or Excess Liability** Coverage must be excess over underlying policies described above. All coverage provided to CREC under this section must be at least as broad as that found in the underlying policies, and must be primary and non-contributory with any other insurance available to CREC. |
|          | **Professional Liability** $1,000,000 per occurrence/ $1,000,000 aggregate |
|          | **Contractors Pollution Liability** $1,000,000 per occurrence/ $1,000,000 aggregate |
Insurance Requirements for Contractors or Vendors

Insurance Requirements

Contractors or vendors working for and/or doing business with the Capital Region Education Council (CREC), or using CREC facilities, agree as a condition of acceptance to furnish and perpetually maintain, at their own expense, for the duration of any project, work, contract or use of CREC facilities the required policies of insurance. Insurance must be primary and endorsed to be noncontributory by CREC, must be written in an insurance company A.M. Best rated as “A-VII” or better, and CREC must be endorsed to the policy as an additional insured (except Worker’s Compensation and Professional Liability) unless this requirement is specifically waived in writing by CREC. Contractors further agrees that any subcontractor they intend to use on CREC assigned work will be required to submit to the same indemnity and insurance requirements described here, and Contractor shall obtain insurance certificates evidencing such coverage.

Indemnification

The contractor/vendor shall save harmless, indemnify, and in the event of claim, notification or suit will immediately defend CREC and any related or subsidiary entities, their officers, employees and volunteers, from and against all loss, costs, damage, expense, claims or demands arising out of or caused or alleged to have been caused in any manner by the performance of work or use of facilities herein provided, including all suits, claims or actions of every kind or description brought against the CREC either individually or jointly with the entity or organization for or on the account of any damage or injury to any person or persons or property, including the entity or organization’s employees or their property, caused or occasioned, or alleged to have been caused or occasioned in whole or in part by the entity or organization, including any subcontractor, their employees or agents.

Certificates of Insurance

Before starting any work, or commencing any use or occupancy of CREC premises, the contractor or vendor shall furnish to CREC a certificate of insurance indicating, specifically, the existence of those coverage’s and limits required. CREC must be named on the insurance certificate as “additional insured” for the coverage’s afforded, and a copy of the actual policy endorsement that adds CREC as an additional insured must be attached to the certificate (Blanket additional insured endorsements are deemed acceptable). It is also the duty of contractor or vendor to provide renewal or replacement certificates and endorsements to CREC ten (10) days prior to renewal or new placement of any insurance policy which may expire or renew during the term of any project or engagement, and to give CREC thirty (30) days notice of any cancellation or change in the terms of such policy or policies during the periods of coverage. Upon request of CREC, the contractor or vendor shall furnish to CREC for its examination and approval such policies of insurance with all endorsements, or copies thereof, certified by the authorized producer of the insurance company.

The contractor or vendor agrees to forward a signed original of this Insurance Requirement signed by an authorized Officer or Agent for the contractor or vendor, to the care of: Capitol Region Education Council, Jeffrey E. Ivory, Comptroller, Business Services, 111 Charter Oak Ave., Hartford, CT 06106-1912. Tel.: (860) 524-4068, Fax: (860) 247-1949, Email: jivory@crec.org as an acknowledgement and acceptance to the terms and conditions stated herein and prior to the commencement of any work being performed.

__________________________________________  ____________________________________________
Signed by (contractor or vendor)  (type/print name of contractor or vendor)

__________________________________________
Date
APPENDIX B

(To be submitted on your firm's letterhead)

Kate Rotella
Purchasing Manager, CREC
111 Charter Oak Avenue
Hartford, CT 06106

Dear Ms. Rotella:

We have read the Request for Proposal and fully understand its intent and contents. We certify that we have adequate personnel, insurance, equipment, and facilities to fulfill the specified requirements. We understand that our ability to meet the criteria and provide the required services shall be a requirement of this bid submission.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to CREC.

Submitted by:

__________________________________________
(Firm)

Date: _________________________________

__________________________________________
(Authorized Signature)

Title: _________________________________

Telephone: _____________________________

Fax: _________________________________
APPENDIX C

Capitol Region Education Council

NON-COLLUSION STATEMENT

“The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder, and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.”

We understand that this proposal must be signed by an authorized agent of our company to constitute a valid proposal.

Date: ______________________________

Name of Company: ______________________________

Name and Title of Agent: ______________________________

By (SIGNATURE): ______________________________

Address: ______________________________

Telephone Number: ______________________________