Request for Proposals

Student & Athletic Accident Insurance

RFP – SA01-21

Opening July 27, 2021, at 2:00 p.m.

**SCOPE**

Marathon Independent School District (MISD) is requesting proposals for Voluntary Accident Insurance, and Student Athletic Insurance with Catastrophic Insurance option.

MISD will accept proposals by either mail or hand carried until 2:00 p.m., July 27, 2021. Proposals received after the opening date and time will not be accepted. One (1) original and two (2) copies of the proposals are required for evaluation purposes. Proposals may be submitted as follows:

**Physical Address: Mailing Address:**

Dr. Peter H. Price, Superintendent Dr. Peter H. Price, Superintendent

Marathon Independent School District Marathon Independent School District

109 N. 5th Street PO Box 416

Marathon, TX 79842 Marathon, TX 79842

Requests for clarification or additional information may be submitted in writing by fax (432) 386-4395, or email to: [vsanchez@marathonisd.net](mailto:vsanchez@marathonisd.net) , no later than 12:00 p.m. on July 21, 2021.

**CONDITIONS**

1. The Voluntary Accident Insurance and Student Athletic Insurance with Catastrophic Insurance option must be valid and effective for a period commencing August 1, 2021, through July 31, 2022.
2. Requested coverage and rates must be guaranteed for a minimum period of twelve (12) months. Proposals will also be accepted with a longer guaranteed period.
3. MISD is not responsible for any costs incurred in preparing and submitting this proposal or to contract for the services specified.
4. Transfer or assignment of this proposal document and or awarded items is strictly prohibited.
5. The proposer agrees to indemnify, defend, and hold harmless, MISD, its officials, employees and agents from and against all losses, costs, and expenses, including attorney fees, claims, suits and judgements, whatsoever, in connection with injury to or death from any person or persons, or loss of or damage resulting from any and all operations performed by proposer, and liability of any kind or any acts of omissions of proposer, its officials, employees, and agents under any of the terms of any agreement/contract which may result from the acceptance of a proposal or in performance of the contract.
6. The proposer and their agents must provide evidence that they carry Errors and Omissions Coverage.
7. The underwriting company must be rated no less than A.M. Best A-.
8. The underwriting company must be an Admitted Carrier in the State of Texas.
9. Proposer must provide a listing of three (3) current school district clients for reference purposes.
10. The selected proposer must furnish brochures, claim forms and any other items deemed necessary to announce and enroll voluntary insurance. These materials will be provided to MISD in the quantity requested.
11. MISD anticipates notifying the selected agency/insurance company of the Board’s decision on July 29, 2021.
12. MISD reserves the right to reject any and all proposals, to accept any advantages considered beneficial, to waive any informality in proposals received, and to accept any proposals deemed advantageous to the District.
13. It is not the policy of the District to purchase on the basis of low proposals alone. In evaluating proposals submitted and per the Texas Education Code 44.031 (b), the following considerations will be taken into account to determine the best value for the District.
    1. 50%: Purchase Price
    2. 20%: Reputation of the vendor and the vendor’s goods or services
    3. 10%: Extent to which the goods or services meet the district’s needs
    4. 10%: Vendor’s past relationship with the district
    5. 2%: Vendor’s impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses
    6. 8%: total long-term cost to the district to acquire the vendor’s goods or services.
14. All persons/entities submitting a proposal must execute the “Affidavit of Non-Collusion,” “Felony/Conviction Notice,” “Bidders Certificate,” “Vendor Information Packet,” or “Deviation/Compliance Signature Form,” enclosed herewith for the bid to be considered. The name of the company representative on these forms should be the same.
15. Proposal results will be presented to the Marathon ISD Board of Trustees for approval on July 28, 2021, at 5:00 p.m., MHS Library, 109 N. 5th Street, Marathon, TX.
16. MISD is a governmental entity exempt from taxation. Proposers shall not include taxes in the proposal. If it is determined that the tax was included, it will not be included in the tabulation of any awards.
17. ADDENDUM: In the event that any other changes to the Proposal Document occur subsequent to the mailing or other delivery of the original Proposal Document, the changes or corrections to the Proposal Invitation will be made by an addendum. **It is your responsibility to obtain any addenda that pertains to this proposal.**

**STANDARD TERMS AND CONDITIONS TO BE INCLUDED IN CONRACT**

1. CERTIFICATIONS: By signature on the proposal document the vendor certified that:
   1. The vendor has not paid, agreed to pay, any person, other that the bona fide employees, a fee, or brokerage resulting from the award of any contract resultant from this proposal.
   2. The prices in this proposal have been arrived at in independently without consultation, communication, or agreement, for the purpose or restricting competition as to any matter relating to such prices, with any other vendor or potential vendor.
2. CONTRACT MODIFICATION: No modification of this contract shall bind buyer unless a formal written amendment is executed between MISD and vendor.
3. CONTRACT AND PURCHASE ORDERS: A response to this proposal is an offer to contract with MISD and its members based upon the Item Specifications and the Standard Terms and Conditions contained in the proposal. Proposals do not become contracts unless and until they are both accepted by MISD through and Award Letter to the Proposer and put into effect by the issuance of a Purchase Order. The contract shall be interpreted and governed under the law of the State of Texas in Brewster County.
4. GRATUITIES: MISD may, by written notice to the vendor, cancel this contract if it is found by buyer, that gratuities, in the form of entertainment, gifts or otherwise were offered or given by the vendor or any agent or representative of the vendor, to any employee of the Marathon Independent School District with a view toward securing an order or securing favorable treatment with respect to the awarding or amending, or the making of any determinations with respect to the performing of such order. In the event this contract is canceled by MISD pursuant to this provision, MISD shall be entitled, in addition to any other rights and remedies, to recover or withhold from the vendor the amount of the gratuity.
5. ASSIGNMENT-DELEGATION: No right or interest in this contract shall be assigned by vendor without the written permission of MISD. Any attempted assignment of delegation shall be wholly void and totally ineffective for purposes unless made in conformity with this paragraph.
6. ASSIGNMENT-CLAIMS: Vendor and the Marathon Independent School District recognize that in actual economic practice overcharges resulting from anti-trust violations are in fact borne by the District. Therefore, vendor hereby assigns the District any and all claims for such overcharges.
7. CONFLICT OF INTEREST: This contract is subject to cancellation by buyer if any person significantly involved initiating, negotiation, securing, drafting, creating the contract on behalf of Marathon Independent School District, is at any time while contract is in effect, an employee of any other party to the contract in any capacity or a consultant to any other party of the contract to the subject matter of the contract.
8. ADMINISTRATIVE REMEDIES: The vendor agrees to fully exhaust administrative remedies under District Board Policy GF (Local) before seeking judicial relief of any type in connection with any matter related to the awarded contract.
9. CHOICE OF LAW: This contract shall be governed by and enforced under the laws of the State of Texas, without giving effect to its conflicts of laws principles. Both parties agree that the exclusive venue for any litigation arising from this contract will lie in the state courts of Brewster County, Texas.
10. ATTORNEYS FEES: Both parties hereby waive any right to attorney’s fees in an action for breach of contract under Texas Local Government Code Chapter 271.
11. INFRINGEMENT: Vendor agrees to protect Marathon Independent School District from claims involving infringement.
12. CONFIDENTIAL INFORMATION: If a vendor believes that a proposal, offer, or specification contains information that shall be withheld from disclosure, a statement advising the district must be attached and noted on page one of the document. Nothing shall prevent MISD from complying with the provision of the Texas Public Information Act.
13. EXTENSION/NON-APPROPRIATIONS CLAUSE: This contract may be renewed for four additional one-year terms if the vendor and the District agree. Negotiations for additional years and price restructuring must be completed forty-five (45) days before date of renewal.
14. TERMINATION: This contact may be cancelled by MISD for nonperformance of the vendor. Additionally, MISD may cancel this contract for any reason without penalty upon sixty (60) days prior written notice.

DISTRICT INFORMATION

Marathon Independent School District is located in Marathon, Texas 79842, Brewster County. A summary of anticipated enrollment, academic and athletic activities, and claims history is provided below.

EE- PK Projected Enrollment: 09

K-12th Grade Projected Enrollment: 51

Athletic Events/Participants:



The district participates in all Non-Sport UIL activities in all eligible grade levels.

Claims History:



SPECIFICATIONS

Athletic UIL/Catastrophic/Voluntary Accident Insurance

The UIL Proposed policy must provide coverage for all UIL sponsored events. In addition to UIL events, the proposed policy must provide coverage for any cheer teams, and students participating in vocational programs such as agriculture, etc. The policy must provide a minimum coverage amount of $25,000 per occurrence. Include a listing of benefits paid per injury.

The Catastrophic Coverage must provide for:

1. All enrolled students of the School District including all sports and activities (includes student coaches, student trainers and student managers).
2. Accident Medical Expense Benefit Amount – Excess Coverage of $10,000,000
3. Accidental Death & Disbursement (AD&D) ($10,000 Death, $20,000 Dismemberment)
4. Catastrophic Cash Benefit (Maximum Benefit Amount $500,000)

The Voluntary proposed policy must provide a minimum coverage amount of $25,000 per occurrence. Coverage options shall include:

1. School Time Coverage (Grades PK-12)
2. Full-Time Coverage (Grades PK-12)
3. Extended Dental (Grades PK-12)

PROPOSAL RESPONSE FORM

Please provide the cost per requested coverage for the various plans requested.

Student Athletic/UIL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Blanket Cost)

Catastrophic: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Blanket Cost)

Proposed Policy uses a PPO or other Network \_\_\_\_\_ Yes \_\_\_\_\_ No

Network physicians, facilities and ancillary services will accept the negotiated PPO price as the full payment and will not balance bill patient. \_\_\_\_\_ Yes \_\_\_\_\_ No

Proposed policy pays a percentage of U&C \_\_\_\_\_ Yes \_\_\_\_\_ No

Voluntary Student Accident: Options (per participant)

School Time: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

24 Hour: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dental: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are there a minimum number of participants required to establish coverage effective August 1, 2021?

Please provide a sample copy of the Master policy describing the requested benefits and exclusions for each plan quoted.

QUESTIONNAIRE AND ACCEPTANCE

Questionnaire

1. Proposing company’s A.M. Best rating: \_\_\_\_\_\_\_\_\_\_\_
2. Is proposing company an Admitted Carrier in the State of Texas? \_\_\_\_\_\_\_\_\_
3. Are the rates guaranteed for one (1) year, two (2) years or three (3 years)? \_\_\_\_\_\_\_\_
4. What reports are provided to MISD? Please submit samples with proposal
5. How long does it take to process a medical claim? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Who will be servicing agent or agent handling MISD? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Please provide the name, address and phone number of presenting agent or agency.

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1. What services can MISD expect from the agent or agency presenting proposal?

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1. Provide three (3) references of schools which use the proposed underwriting company. The listing should include the name of the school, address, contact person, and phone number.

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Acceptance

I have read each of the proposal documents and agree to abide by the terms and conditions thereof.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Proposer Title of Proposer

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Typed/Printed Name of Proposer Date Signed

STATEMENT OF NON-COLLUSION AND NON-DISCRIMINATION

My signature certifies that the accompanying proposal:

1. Is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce, or any act of fraud punishable under current local, state and/or federal ordinances, statutes, regulations, and/or policies. Furthermore, I understand that fraud and unlawful collusion are crimes under Federal Law, and can result in fines, prison sentences, and civil damage awards.
2. During the performance of any contract awarded, the Vendor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, or handicaps, except where religion, sex, or national origin is a bona fide occupational qualification reasonably necessary to the normal operations of the vendor. The vendor agrees to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of non-discrimination clause.
3. The vendor, in all solicitations and advertisements for employees placed by or on behalf of, the vendor, will state that such vendor is an equal opportunity employer.
4. Notices, advertisements, and solicitations placed in accordance with Federal Law, rule or regulation, shall be deemed sufficient for the purpose of meeting requirements of this section.
5. The vendor shall include provision of the foregoing paragraphs 2, 3, and 4 in every subcontract or purchase order over $10,000.00 so that provisions will be binding upon each subcontractor or vendor.

I hereby certify that I am authorized to sigh as a Representative for the Vendor.

Name of Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

# FELONY CONVICTION NOTIFICATION

The Texas Education Code, Section 44.034(a) states that 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 notice must include a general description of the conduct resulting in the conviction of the felony.

Furthermore, Section 44.034(b) states that 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.

Lastly, Section 44.034 (c) states that this section does not apply to a publicly held corporation.

( ) My firm is a publicly held corporation, therefore this requirement is not applicable.

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

( ) My firm is owned or operated by the following individual(s) who has/have been

convicted of a felony:

Description of conduct resulting in a felony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Description of conduct resulting in a felony: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony conviction has been received by me and that the information furnished above is true to the best of my knowledge.

Vendor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Company Official’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Company Official’s Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signature

BIDDER’S CERTIFICATION

The 1985 Texas Legislature passed HB620 relating to bids by nonresident contractors. The pertinent portion of the Act has been extracted and is as follows:

Section 1.(a)

1. “Nonresident bidder” means a bidder whose principal place of business is not in this state but excludes a contractor whose ultimate parent company or majority owner has its principal place of business in this state.
2. “Texas resident bidder” means a bidder whose principal place of business is in this state, and includes a contractor whose ultimate aren’t company or majority owner has its principal place of business in this state.

Section 1. (b) The state or governmental agency of the state may not award a contract for general construction, improvements, services, or public works projects or purchase of supplies, materials, or equipment to a nonresident bidder unless the nonresident’s bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident’s principal place of business is located.

**Resident Bidder of Texas Certification**

I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a ***Resident bidder of Texas*** as defined by HB620.

(Company Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Printed Name

**NonResident Bidder of Texas Certification**

I certify that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a ***Non-Resident bidder of Texas*** as defined by HB620.

(Company Name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date Printed Name

DEVIATION/COMPLIANCE SIGNATURE FORM

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address/City/State: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Fax Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the undersigned proposer intends to deviate from the General Conditions Standard Terms and Conditions or Item Specifications listed in this proposal invitation, all such deviations must be listed on this page, with complete detailed conditions and information included or attached. The District will consider any deviations in its proposal award decisions, and the District reserves the right to accept or reject any proposal based upon any deviations indicated below or in any attachments of inclusions.

In the absence of any deviation entry on this form, the proposer assures the District of their full compliance with the Standard Terms and Conditions, Item Specifications, and all other information contained in this proposal invitation.

\_\_\_\_\_ No Deviation

\_\_\_\_\_ Yes Deviation

If yes is checked, please list below.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

FORMS CHECKLIST

\_\_\_\_\_ Completed Affidavit of Non-Collusion and Non-Discrimination

\_\_\_\_\_ Completed Felony Conviction Notice

\_\_\_\_\_ Completed Proposers Certificate

\_\_\_\_\_ Completed Deviation/Compliance Signature Form

\_\_\_\_\_ Vendor Information Packet