

Request for Proposals #NECC19-AA001
Competency-based Pathways in Early Education and Healthcare



RELEASED:
12/16/2019

SEALED PROPOSALS DUE BY:
1/10/2020

DELIVER TO:
Northern Essex Community College
Attn: Beth Donovan, Procurement Dept, Rm B216
100 Elliott Street
Haverhill, MA 01830

Requested services will be funded by the Higher Innovation Fund Grant from the Massachusetts Department of Higher Ed.

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SECTION 1: SCOPE OF SERVICES

1.1 Purpose

Northern Essex Community College is issuing a Request for Proposal (RFP) competitive sealed proposals for a service provider to implement a statewide convening showcasing innovations in the education and training of nursing and allied health professionals. The estimated contract start date is January 2020, and the termination date of September 21, 2020.

Bid Documents will be available beginning **December 16, 2019** on www.necc.mass.edu/bids

Sealed proposals will be received until January 10, 2020 until 10:00am at which time the Procurement Office (or his/her designee) will open all proposals in the presence of one or more witnesses.

Proposals should be clearly marked **NECC19-AA001, Competency-based Pathways in Early Education and Healthcare** submitted in a sealed envelope and received at:

**Northern Essex Community College
Procurement Department, B216
100 Elliott St.
Haverhill, MA 01830**

This is a sealed RFP and may NOT be submitted electronically. The College will not be held responsible if any proposal is not so marked and is unintentionally opened as a result. Postmarks will NOT be considered. Unless otherwise specified in this RFP, all communications, responses, and documentation must be in English and all price proposals or figures in U.S. currency. All times listed in this RFP are Eastern Standard Time (EST).

Bidders are prohibited from communicating directly with any employee of the College except as specified in this RFP and no other individual employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFP. Bidders may email Beth Donovan at procurement@necc.mass.edu, for this RFP in the event this RFP is incomplete or the bidder is having trouble obtaining any required attachments electronically through www.necc.mass.edu/bids.

Should the bidder find discrepancies in or omissions from the specifications, or shall be in doubt as to their meaning, he/she shall at once notify the College procurement email. The College will not be responsible for any oral instructions.

NECC reserves the right to accept the proposal deemed best for the Commonwealth of Massachusetts and NECC. The Contract will be awarded to the Vendor who offers the best combination of price, capability and service options as determined by NECC. NECC reserves the right to reject any or all bids, wholly or in part.

1.2 Background

Northern Essex Community College (NECC) is an accredited, public two-year institution serving the Merrimack Valley of Massachusetts with campuses located in Haverhill and Lawrence, Massachusetts. The College consistently provides an affordable education close to home to a diverse student population, serving over 5,000 individuals each year. The College currently offers 60 academic programs leading to an Associate in Arts, Associate in Science and Associate in Applied Science degrees and academic certificates in a variety of program areas.

Since 2017, Northern Essex has received grant funding from the Massachusetts Department of Higher Education to address factors that have the potential to decrease time to degree for early childhood educators. These factors included increasing early childhood faculty knowledge and skills around 1) competency-based education; 2) new models of developmental education; 3) the academic needs of dual language learners and 4) implementing instructional technology in the classroom. Activities have also included 1) delivery of competency-based education (CBE) that aligns with early childhood education (ECE) competencies and standards; 2) use of a collaborative approach for offering CBE ECE credentials to students that maximizes college resources and reduces duplication of efforts; and 3) engage employers in the CBE conversation, including further validation that early childhood curriculum meets the needs of employers in the field and that students are able to perform competencies at the appropriate level of depth and breadth. The FY20 grant project builds upon this previous work in early childhood education to new and emerging innovations in the education and training of nursing and allied health professionals. The inaugural work with the healthcare industry will benefit from these previous efforts in the childcare field.

NECC is looking for a service provider that has the experience and ability to implement a statewide convening of higher education institutions, healthcare institutions and industry on *Innovations in Education and Training for Healthcare Careers*.

1.3 Statement of Work

There are six (6) areas below that will need to be addressed by the bidder. **All services listed below are to be delivered by September 21, 2020.**

Specifically, the response should address how the proposed solution will meet and/or exceed the details associated with each of the requirement areas and answer any questions posed in the table below.

A. Ability to facilitate a cross-sector advisory group of public higher education faculty and administrators who will provide input into the design and delivery of the convening
B. Ability to identify new and emerging innovations in education and training for healthcare careers, including competency-based education
C. Ability to plan, organize, and facilitate a convening on <i>Innovations In Education and Training for Healthcare Careers</i> ; including, providing a detailed program plan, reaching out to stakeholders and inviting participants
D. Ability to provide oversight of pre-convening communication and marketing
E. Prepare pre-convening readings and other resources
F. Ability to prepare a final report that documents the highlights of the convening and recommended next steps

1.4 Vendor Qualifications and Experience

The respondent must specify relevant information about their company’s knowledge and experience with providing services related to innovations in education and training for healthcare careers in Massachusetts.

This experience should highlight:

- Similar work conducted within institutions of higher education, including community colleges.
- Extensive knowledge of and experience with implementing competency-based education programs in higher education.
- Knowledge and experience with national competency-based education networks.
- Experience managing educational partnerships between higher education, healthcare institutions and other employers.
- Experience coordinating large meetings of multiple stakeholders.
- Familiarity with New England Commission of Higher Education (NECHE) accreditation standards and the Council of Regional Accrediting Commissions (C-RAC) accreditation standards for competency-based education.
- Familiarity with DHE funded Competency-based Pathways in Early Education and Care activities preferred.

1.5 Project Timeline

Each proposal must include a project timeline that will be evaluated based upon its ability to meet NECC’s project timeline requirements detailed below.

Milestone Event	Target Date(s)
Contract in place; Discussions to set milestone project dates	January 2020
Services begin	January 2020
Services under this contract need to be delivered by	September 21, 2020

All services in this RFP need to be delivered by September 21, 2020.

1.6 Price Proposal with Narrative

The respondent must submit the required Proposal Pricing Form (Attachment G) along with a budget narrative that describes the fees associated with services and requirements of the project. As noted in Section 2.3 Proposal Submission Requirements, proposals should be clearly marked **NECC19-AA001-Competency-based Pathways in Early Education and Healthcare**, submitted on the forms provided by the College and in a sealed envelope.

The Budget Narrative should not exceed 3 double-spaced pages, with at least one-inch margins using a font of size 11 or larger. The budget narrative can be used to further describe the price information requested on the Price Proposal Form.

Bidders must bear all costs associated with their proposals, including preparation, copying, postage and delivery fees. No costs or expenses incurred by Bidders will be the responsibility of NECC.

Section 2: Submission Requirements

This bid documents are available for download at www.necc.mass.edu/bids. The bid advertisement is posted on COMMBUYS, the electronic marketplace for the Commonwealth of Massachusetts, strictly for the purpose of advertising to the widest possible audience.

All questions must be forwarded via email to Beth Donovan at procurement@necc.mass.edu. Questions may not be submitted by mail, fax or telephone.

All addenda and responses to questions will be posted on www.necc.mass.edu/bids. Bidders are solely responsible for obtaining any addenda or modifications that are subsequently made to this RFP. They will not be mailed, faxed or emailed.

Any and all data, materials and documentation submitted to NECC in response to this RFP shall become Northern Essex Community College's property and shall be subject to public disclosure under the Massachusetts public records act. In this regard, respondents are required to sign the authorized respondent's signature and acceptance form.

Respondents please note: by executing the authorized respondent's signature and acceptance form and submitting a response to this RFP, respondent certifies that it (1) acknowledges and understands the procedures for handling materials submitted to Northern Essex Community College, as set forth in attachment F hereto, (2) agrees to be bound by those procedures, and (3) agrees that Northern Essex Community College shall not be liable under any circumstances for the disclosure of any materials submitted to it pursuant to this RFP or upon respondent's selection.

This RFP does not commit NECC to approve a Statement of Work, pay any costs incurred in the preparation of a vendor's response to this RFP, or to procure or contract for services. NECC reserves the right to accept or reject any and all proposals received as a result of this RFP, to negotiate with the qualified vendor and to cancel, in part or in its entirety, this RFP if it is in the best interest of NECC or the Commonwealth to do so. The College may, at its option, request further information from a bidder and conduct independent research into the qualifications of a bidder.

2.1 Proposal Timeline

Listed below are the key dates for the RFP process.

RFP Action:	Due Date / Time (EST)
NECC issues RFP	12/16/2019
Bidder Questions Due by	1/6/2020 by 10:00AM
NECC will Respond to Questions	1/7/2020 by 4:00PM
Sealed RFP Responses Due	1/10/2020 by 10:00AM
Notification of Award on or before	1/17/2020 (Estimate)
Fully Executed Agreement on or before	1/24/2020 (Estimate)

If, at the time of the scheduled proposal deadline, the college is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the proposal deadline will be postponed until 10:00am on the next normal business day. Proposals will be accepted until that date and time.

The date listed for Contract Award is an estimate and supplied only as a courtesy to Bidders.

2.2 Questions

Questions must be submitted via email to Beth Donovan at procurement@necc.mass.edu by January 6, 2020, 10:00AM. Bidders shall not, under any circumstances, contact (directly or indirectly) any other person within the College in regards to this RFP. All material communications between NECC Procurement Office and potential respondents shall be in writing, as provided in this RFP. The College will not be responsible for any oral instructions. Answers to all questions will be posted on www.necc.mass.edu/bids January 7, 2020, 4:00 PM. NECC reserves the right to determine, at its sole discretion, the appropriate and adequate responses to comments, questions, and requests for clarification.

2.3 Proposal Submission

Proposals must include one (1) original and one (1) copy and be submitted in a sealed envelope and received at:

**Northern Essex Community College
Procurement Department, B216
100 Elliott St.
Haverhill, MA 01830**

Sealed proposals will be received until January 10, 2020 until 10:00am at which time the Procurement Office (or his/her designee) will open all proposals in the presence of one or more witnesses. Proposals should be clearly marked **NECC19-AA001- Competency-based Pathways in Early Education and Healthcare, submitted on the forms provided by the College and in a sealed envelope.**

Proposals received after this date and time will not be considered. It is the Bidder's responsibility to ensure this condition is met. Proposals delivered to the College mailroom or receiving dock is NOT acceptable. No fax or email responses will be accepted. Responses not in compliance with bid requirements will be deemed non-responsive.

Proposals should be as thorough and as detailed as possible so that NECC may properly evaluate the bidders' capabilities to provide the required services. Prices quoted must be available for acceptance for at least sixty (60) days after the bid closing date.

2.4 Required Forms

All necessary forms are attached to this RFP. Respondents who do not include all completed forms in their proposals will be considered non-responsive. The required forms are as follows:

- 1) Attachment A: Bidder Information Form
- 2) Attachment B: Tax Compliance Certificate
- 3) Attachment C: Certificate of Non-Collusion
- 4) Attachment D: References

Respondents must submit a list of two (2) references with similar services delivered. References will be checked. NOTE: Poor references may be a basis for a determination that the vendor is not a responsible bidder.

- 5) Attachment E: Debarment and Suspension Certification
- 6) Attachment F: Authorized respondent's signature and acceptance form
- 7) Attachment G: Price Proposal Form (described in Section 1, Scope of Services) accompanied by the budget narrative, submitted in a sealed envelope.

Section 3: Selection Methodology

3.1 Evaluation Criteria

Only those proposals that meet the RFP submission requirements described in Section 2 shall be eligible for evaluation. All eligible proposals will be reviewed based on the following criteria:

1. Ability to facilitate a cross-sector advisory group of public higher education faculty and administrators who will provide input into the design and delivery of the convening
2. Ability to identify new and emerging innovations in education and training for healthcare careers, including competency-based education
3. Ability to plan, organize, and facilitate a convening on *Innovations In Education and Training for Healthcare Careers*; including, providing a detailed program plan, reaching out to stakeholders and inviting participants
4. Ability to provide oversight of pre-convening communication and marketing
5. Ability to prepare pre-convening readings and other resources
6. Ability to prepare a final report that documents the highlights of the convening and recommended next steps
7. Vendor qualifications and experience
8. Project timeline

3.2 Contract Award

Evaluations of offers will be based upon the vendor's responsiveness to the RFP and the total price presented for the items covered by the RFP. The award of this Contract is contingent upon receipt of the Higher Innovation Fund Grant from the Massachusetts Department of Higher Ed.

NECC reserves the right to accept the proposal deemed best for the Commonwealth of Massachusetts and NECC. The Contract will be awarded to the Vendor who offers the best combination of price, capability and service options as determined by NECC. NECC reserves the right to reject any or all bids, wholly or in part.

The prospective bidder must be able to handle all contract requirements and assure the performance of all contractual obligations. The RFP should be submitted initially on the most favorable terms that the responding firm can propose. The College reserves the right, at its sole discretion, to request respondent clarification of an RFP response or to conduct clarification discussions with any or all respondents. Any such clarification or discussion shall be limited to specific sections of the quote submission identified by NECC. The subject respondent shall put any resulting clarification in writing as may be required by NECC. NECC reserves the right to negotiate best and final offer with respect to the contract award.

Upon notification of the award, the respondent with the apparent best-value proposal. The successful Contractor will be required to sign and submit the Commonwealth of Massachusetts Standard Contract Form and Commonwealth Terms and Conditions form within 5 business days of the date of award. <https://www.macomptroller.org/forms-for-vendors>. If the respondent fails to provide the aforementioned requested documents by the deadline, NECC may determine that the respondent is non-responsive to the terms of this RFP and reject the proposal. If NECC determines that the apparent best-value proposal is non-responsive and rejects the proposal, the remaining responsive proposals will be reviewed to determine the new apparent best-value proposal.

Section 4: Additional Terms and Conditions

- 4.1 Appendix – Supplemental Information:** An optional appendix may include materials that illustrate or expand on the respondent’s experience, including examples of reports for similar projects, product brochures, or other related materials useful for evaluation of the response.
- 4.2 Commonwealth Terms and Conditions:** The department is not obligated and should not complete, sign or execute any Contractors contract or other terms and conditions. It must be clearly understood that the Commonwealth Terms and Conditions supersede any vendor contract, invoice or other terms and conditions. If, by chance, any said Contractors contracts, invoices or other terms and conditions are signed, it is immediately considered void.
- 4.3 Public Records:** All responses and information submitted in response to this RFP are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, and Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.
- 4.4 Costs:** Costs that are not specifically identified in the bidder’s response, and accepted by a department as part of a Contract, will not be compensated under any Contract awarded pursuant to this RFP. NECC and the Commonwealth of Massachusetts will not be responsible for any costs or expenses incurred by bidder responding to this RFP.
- 4.5 COMMBUYS:** This RFP has been electronically advertised using the COMMBUYS system (www.commbuys.com).
- 4.6 Indemnification:** Unless otherwise exempted by law, the contractor shall indemnify and hold harmless the State, its agents, officers and employees against any and all claims, liabilities and costs for any personal injury or property damages, patent or copyright infringement or other damages that the State may sustain which arise out of or in connection with the Contractor’s performance of a Contract, including but not limited to the negligence, reckless or intentional conduct of the contractor, its agents, officers, employees or subcontractors. The Contractor shall at no time be considered an agency or representative of the Department of the Commonwealth. After prompt notification of a claim by the State, the Contractor shall have an opportunity to participate in the defense of such claim and any negotiated settlement agreement or judgment. The State shall not be liable for any costs incurred by the Contractor arising under this paragraph. Any indemnification of the Contractor shall be subject to appropriate and applicable law.
- 4.7 Non-Discrimination in Employment:** The Contractor shall not discriminate against any qualified employee or applicant for employment because of race, color, national origin, age, sex, sexual orientation, gender identity, religion, genetic information maternity leave, military service, marital status or disability. The Contractor agrees to comply with applicable federal and state statutes, rules and regulations prohibiting discrimination in employment, including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, Massachusetts General Laws, Chapter 151B and all administrative and executive orders, where applicable.

The College reserve the right to disqualify any contractor, person or entity seeking to provide services to NECC that fails to adhere to the prohibitions against discrimination in employment that are contained in this section.

4.8 Purchase Order Numbers: Contractors will be responsible for obtaining an approved purchase order number from the procuring fiscal department for all services and/or outright purchases. This purchase order number should appear on all correspondence such as the invoice, packing slip or work order.

4.9 Payment: Invoices should be sent to the Accounts Payable Department after the delivery or service performance. Invoices should be emailed to accountspayable@necc.mass.edu at 100 Elliott St, Haverhill, MA 01830. Reimbursements will be made solely based on actual expenditures, and itemized lists of reimbursement charges must accompany all invoices. Invoices shall be date stamped when received by the AP department.

4.10 Non-collusion: Respondents certify that submitted cost proposals are arrived at independently and without consultation, communication, or agreement with any other contractor, vendor, or potential vendor. Respondents further certify that cost proposals are made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action. Respondents agree that no member of the firm's ownership, management or staff has a vested interest in any aspect or department of NECC. Any or all proposals will be rejected if there is reason to believe that collusion exists between bidders, and respondents understand that any misstatement in this affidavit is and shall be treated as fraudulent concealment of the true facts relating to submission of cost proposals under this RFP.

4.11 Debarment: Respondents certify, to the best of their knowledge and belief, that the firm and its principals:

- a. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal or state department or agency;
- b. have not within a three (3) year period preceding this Contract been convicted of, or
- c. had a civil judgment rendered against them from commission of fraud, or a criminal offense in connection with obtaining or attempting to obtain, or performing a public (Federal, State or Local) transaction or grant under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property; are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses listed in section b. above; and
- d. Have not within a three (3) year period preceding this Contract had one or more public transactions (Federal, State, or Local) terminated for cause or default.

4.12 Contract Termination: The College reserves the right to amend or terminate the contract in whole, or with any number of contractors, with or without cause, at any time, without prior notice and upon any time felt necessary by the department. Contract may be canceled at any time based on funding availability and responder performance.

Bidder Information Sheet

Company Name: _____

Size of Company: _____

Incorporation Status: _____

Years of Operation: _____

Contact Individual: _____

Address: _____

Telephone Number: _____

Fax: _____

E-mail: _____

_____: I have received and reviewed all of the proposal information and attachments to RFP #NECC19-AA001, Competency-based Pathways in Early Education and Healthcare.

Authorized Signature:

Date:

(Sign in Ink)

**CERTIFICATE OF COMPLIANCE
WITH STATE TAX LAW AND UNEMPLOYMENT COMPENSATION
CONTRIBUTION REQUIREMENTS**

Pursuant to M.G.L. Chapter 62C, S 49A, and MGL Ch.151A, Section 19A,

I _____, authorized signatory for
Name & Title

_____, whose principal place of business is located at

_____ do hereby certify under penalties of perjury that the above business has filed all state tax returns and paid all taxes as required by law and has complied with all state laws pertaining to contributions to the unemployment compensation fund and to payments in lieu of contributions.

The Business Organization Social Security Number or Federal Identification Number is

Signed under the penalties of perjury this _____ day of _____,

*Authorized Signature**

Title

***must be signed in ink**

Certification of Non Collusion

The undersigned certifies under penalties of perjury that this Bid or Proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

*Authorized Signature**

Date

Printed Name of person signing bid or proposal)*

(Name of business)

***must be signed in ink**

Business References

Please submit a list of two (2) customer references from institutions requesting similar services to those requested in RFP #19-10. References will be checked.

Reference: _____ Contact: _____

Address: _____

Phone: _____ Email: _____

Description and date(s) of supplies or services provided:

Please submit a list of two (2) customer references from institutions requesting similar services to those requested in RFP #19-10. References will be checked.

Reference: _____ Contact: _____

Address: _____

Phone: _____ Email: _____

Description and date(s) of supplies or services provided:

Please submit a list of two (2) customer references from institutions requesting similar services to those requested in RFP #19-10. References will be checked.

Reference: _____ Contact: _____

Address: _____

Phone: _____ Email: _____

Description and date(s) of supplies or services provided:

Attach additional sheets if necessary.

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions
(Executive Orders 12549 and 12689)**

As required by 2 CFR 200 Section 200.326 : For all contracts the non-Federal entity (CCCC) shall obtain from the contractor a certification that neither the contractor nor any of its principal employees are listed on the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled .Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

COMPANY NAME	AWARD/BID NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

Vendor Authorized Signature Verification Form

Individuals: Individuals have **two options** to verify signature authorization:

1. **Official Sample of Signature.** Signature verification may be accomplished by submitting a copy of a driver's license, passport, social security card, business ID or other official form or identification containing the authorized signatory's signature, **OR**
2. **Notarization.** In the alternative, the Bidder can have their signature notarized in the space below.

Corporations: Corporations have **two options** to verify signature authorization.

1. **Authorization and Clerk Certification:** The Corporate Clerk may certify in the space below that they have witnessed the authorized signatory's signature (made in the Clerk's presence) **AND** that the signatory is authorized to execute contracts and other documents and legally bind the corporation. (**NOTE:** Clerks may not self-certify if they act as Clerk and as an authorized signatory. Alternative documentation should be submitted); **OR**
2. **Authorization and Official Sample of Signature or Notarization** (Complete both "a." and "b." below)
 - a. **Authorization:** The Bidder may attach a copy of a board of directors vote stating that each signatory is authorized to execute contracts and other documents and legally bind the corporation **AND:**
 - b. **Official Sample of Signature or Notarization (Select one option)**
 - **Official Sample of Signature.** Attach a copy of a driver's license, passport, social security card, business ID or other official form or identification containing an example of the authorized signatory's signature **OR**
 - **Notarization.** Have each of the signatory's signature notarized (made in a notary's presence) below.

Partnership or Other Entities

1. **Authorization.** Attach documentation for each signatory of authorization to execute contracts and other documents and legally bind the partnership or other entity **AND**
2. **Official Sample of Signature or Notarization:** (Select one option)
 - a. **Official Sample of Signature** Attach a copy of a driver's license, passport, social security card, business ID or other official form or identification containing the authorized signatory's signature; **OR**
 - b. **Notarization** Have their signature notarized in the space below.

THIS SECTION IS FOR NOTARIZATION OR CORPORATE CLERK CERTIFICATION

PRINT SIGNATORY'S FULL LEGAL NAME: _____

SIGNATURE: (as it will appear on documents) _____

(NOTARY) I, _____ as a notary public certify under the pains and penalties of perjury that I witnessed the signature of the aforementioned signatory on behalf of the Bidder and the individual's identity was verified, on this date: _____, 20 _____. My commission expires on:

OR

(CORPORATE CLERK) I, _____ as corporate clerk of the Bidder/Vendor certify under the pains and penalties of perjury that I witnessed the signature of the aforementioned signatory and the signatory is authorized to execute contracts and other instruments and legally bind the Bidder/Vendor. This date: _____, 20 _____.

AFFIX CORPORATE SEAL OR NOTARY SEAL HERE:

Price Proposal Form

The Price Proposal Form, along with the Budget Narrative, should be placed in **a sealed envelope** marked **RFP # NECC19-AA001- Competency-based Pathways in Early Education and Healthcare**.

This RFP does not commit NECC to pay any cost incurred in the preparation and submission of any response to the RFP.

The Contract may be canceled at any time based on funding availability and/or Contractor performance solely at the discretion of the College.

Pricing

Item/Service	Cost
Cost (Pricing is all inclusive. Includes consulting fees, travel and other associated costs.)	\$

Proposer understands that this proposal shall be good and may not be withdrawn for a period of at least sixty (60) calendar days after the actual date of the opening.

Budget Narrative Document

As described in Section 1.6, please also include a Budget Narrative that describes the specific nature of the content or parameters associated with each component item or service. For example, how many hours each training will take and how many people may participate in activities.