



**Northwest Montana**  
Community Land Trust, Inc.

March 29, 2021

Request for Qualifications

Licensed Real Estate Agents/Brokers

QUESTIONS AND ELECTRONIC PROPOSALS SHOULD BE DIRECTED TO:

Name: Kim Morisaki

Title: Executive Director

Email: [kmorisaki@nwmt.org](mailto:kmorisaki@nwmt.org)

Address: Northwest Montana Community Land Trust  
PO Box 9316  
Kalispell, MT 59904

Phone: 406-261-8831

**Deadline: April 25, 2021 at 5:00PM**

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## **I. GENERAL INFORMATION**

### a. Agency Overview

Northwest Montana Community Land Trust (NWMTCCLT) is a private, 501 (c)(3) nonprofit with the mission "to provide permanently affordable homeownership opportunities for low- and moderate-income families in the Flathead Valley." NWMTCCLT has a 9-member volunteer Board of Directors representing the private sector, public sector and community land trust homeowners. Administrative offices and all records are located in Kalispell (1329 Bald Eagle Loop).

### b. Program Overview

NWMTCCLT has an agreement with the City of Kalispell to act as the administrative arm for the 52 properties currently making up the inventory of the NWMTCCLT. Additionally, NWMTCCLT has an agreement with the City of Columbia Falls to utilize HOME funds to begin adding properties to the Land Trust inventory within the city limits of Columbia Falls. The program has the possibility of expanding into other communities in Flathead and Lincoln Counties.

The properties owned by NWMTCCLT were purchased with Neighborhood Stabilization Program (NSP) that was designed to stabilize communities across America hardest hit by foreclosures. NSP I & III original grant funding and Program Income was the financing mechanism utilized to acquire and rehabilitate vacant, abandoned and foreclosed homes.

The City of Kalispell in a partnership with NWMTCCLT continues to revolve program income from the original NSP I & III grant funds to assure that the homes in the program are sold to qualified buyers at affordable prices. This City of Kalispell will meet its goal of providing long term housing affordability for its work force and service base through this effort.

The property under the 52 homes is placed in trust by the NWMTCCLT and leased for \$25/month to the people who purchase the homes. The homes can be bought by people who meet the NWMTCCLT eligibility requirements which can be found at <https://www.nwmtclt.org/buy>. Potential homeowners who have met the eligibility requirements are put on NWMTCCLT's waiting list.

Homeowners are able to sell their home back to NWMTCCLT and then NWMTCCLT sells the home to another qualified buyer typically on the qualified buyer's waiting list. In the situation where there is no buyer on the waiting list interested in purchasing the home, it can be listed on the MLS, but the purchaser must meet all of the NWMTCCLT requirements. NWMTCCLT is seeking professional assistance to facilitate the sales process and insure that all laws and procedures are implemented.

For transactions involving the re-sale of a home already part of the NWMTCCLT inventory being sold to a qualified buyer from NWMTCCLT's waiting list the agent/broker will act as a Statutory Broker assuring that the process is conducted correctly. When NWMTCCLT purchases new property to add to their portfolio, the agent/broker will act as NWMTCCLT's agent in those transactions.

### c. Scope of Work

The NWMTCCLT requires licensed and insured Real Estate Agents or Brokers to assist NWMTCCLT staff with the resale of single family homes located on trust property. NWMTCCLT may add additional homes to their inventory and Real Estate Agent or Broker would be requested to assist in this process as

needed. Respondents to this initial pool will be "active" for three calendar years – 2021-2024. There are currently 52 properties in the NWMTCLT portfolio.

Proposer responsibilities include the ability to learn, understand and adhere to NWMTCLT's and NSP procedures and practices; the ability to represent NWMTCLT and maintain a professional working relationship with staff, Board of Directors, homeowners and the general public; and the ability to understand all program and community land trust requirements.

Each agent/broker will propose a flat fee for managing the selling process of each NWMTCLT home to a buyer from the qualified waiting list. In this situation the agent will assist with managing the process of selling a home on a ground lease to a qualified buyer who has been identified by NWMTCLT from our wait list as the buyer for the home and lessee for the ground lease for a predetermined purchase price and a \$25/month ground lease fee. The Proposer will also identify the listing fee and selling agent's fee in the unusual circumstance when a buyer cannot be secured from the NWMTCLT waiting list and the property must be listed and a qualified buyer located from the general public.

Proposers must provide:

1) General Liability Insurance:

i. The Contractor must maintain for the duration of the contract, at its cost, primary standard general liability insurance coverage. The coverage must include tort and other claims of harm or loss arising from: injuries to persons, damages to property, contractual performance, rights to intellectual property, or other liabilities that may be claimed in relation to the provision of services under this Contract. The insurance must cover claims as may be caused by any act, omission or negligence, of the Contractor or the Contractor's officers, employees or agents. Coverage shall include premises operation, products/completed operations hazard, contractual liability and broad form property damage including completed operations.

ii. The Contractor must maintain general liability insurance coverage inclusive of bodily injury, personal injury and property damage. The general liability insurance coverage must be obtained with combined single limits for bodily injury, personal injury, and property damage of \$1,000,000 per claim; \$2,000,000 per occurrence and \$2,000,000 per aggregate per year.

2) Automobile Liability Insurance as required by the State of Montana:

i. The Contractor must maintain automobile liability insurance coverage. The insurance must cover claims as may be cause by any act, omission, or negligence of the Contractor or the Contractors officers, employees or agents. Coverage shall be for owned, hired and/or non-owned vehicles.

ii. The Contractor must maintain automobile liability insurance coverage, inclusive of bodily injury, personal injury and property damage, with split limits of \$750,000 per claim, \$1,500,000.00 per occurrence (personal injury) and \$100,000.00 per accident occurrence (property damage) or combined single limits of \$1,000,000.00 per occurrence.

- 3) Workers Compensation as required by the State of Montana. The Contractor must maintain Workers Compensation insurance coverage with limits of no less than \$100,000 bodily injury each accident, \$100,000 bodily injury by disease each employee and \$500,000 bodily injury by disease policy limit.
- 4) Business Owner Policy (that includes professional liability or errors and omissions insurance). This policy shall be for no less than \$1 million in professional liability, if applicable.
- 5) Valid Montana State Licenses, Certificates, Registrations for the profession as well as being a subscriber to the NMAR MLS.
- 6) TIN/EIN on W9 form.

#### d. Purpose

NWMTCLT staff is seeking to identify and select outside independent Proposer's to assist in the sale of homes located on trust land and leased to the home purchaser. The remainder of this document provides additional information that will allow a prospective Proposer to understand the scope of the effort and develop a proposal in the format desired.

Respondents to this initial pool will be "active" for three years through March 1, 2024. Though this solicitation is only for calendar year 2021, NWMTCLT may, at its discretion, extend an awarded contract with the same contractor up to an additional two years.

This RFQ is to contract with qualified vendors for 1 year. The proposal includes options for two (2) additional years, one year at a time. NWMTCLT has immediate need for these services.

#### e. Who May Respond

Real estate agents and/or brokers licensed to practice in the State of Montana. Proposers must certify they are not on any state or federal debarment, suspension or proposed for suspension lists.

#### f. Timelines on Proposal Submissions

- 1) Closing submission date is Sunday, April 25, 2021, 5:00pm. Any late or incomplete submissions/proposals will not be evaluated for acceptance or award.
- 2) Inquires. All questions must be submitted by 5:00PM on April 5, 2021. All submitted questions and their answers will be posted at [www.nwmtclt.org](http://www.nwmtclt.org) by 5:00PM on April 7, 2021.

Any questions concerning the RFQ requirements should be addressed as follows and emailed electronically to:

Kim Morisaki, Executive Director

[kmorisaki@nwmt.org](mailto:kmorisaki@nwmt.org)

Memo Line: Questions for RFQ for CLT Realtor/Broker Services

- 3) Due Dates. All RFQ's are due by 5:00 PM on Sunday, April 25, 2021 to [kmorisaki@nwmt.org](mailto:kmorisaki@nwmt.org). Any RFQ received after the required time and date specified for receipt shall be considered late and non-responsive. Any late proposals will not be evaluated for award.

#### 4) Schedule of Events

RFQ Distribution to Contractors	March 29, 2021
Deadline for Questions to NWMTCLT	April 5, 2021 by 5:00PM
Response to Questions posted to <a href="http://www.nwmtclt.org">www.nwmtclt.org</a>	April 7, 2021 by 5:00PM
<b>Proposal Due Date</b>	<b>April 25, 2021 by 5:00PM</b>
Review of Proposals and Decision	April 27, 2021
Anticipated commencement of date of work	May 1, 2021

#### g. Conditions of Qualifications

All cost incurred in the preparation of a proposal responding to this RFQ will be the responsibility of the Proposer and will not be reimbursed by NWMTCLT.

#### h. Right to Reject

NWMTCLT reserves the right to reject any and all proposals received in the response to this RFQ. A negotiated contract for the accepted proposal will be based upon the factors described in this RFQ.

#### i. Instructions for Submission Preparation

Your electronic proposal should be addressed as follows and emailed electronically to:

Kim Morisaki, Executive Director

[kmorisaki@nwmt.org](mailto:kmorisaki@nwmt.org)

Memo Line: RFQ for CLT Realtor/Broker Services

Award of any contracts resulting from this RFQ will be based upon the most responsive Proposer whose qualifications will be the most advantageous to NWMTCLT in terms of functionality, and other factors as specified within this RFQ.

NWMTCLT reserves the right to:

- 1) Reject any or all offers and discontinue this RFQ process without obligation or liability to any potential Realtor/Broker;
- 2) Accept other than the lowest price quoted;
- 3) Award a contract on the basis of initial offers received, without discussions or requests for the best and final offers; and
- 4) Award more than one contract.

Proposer's submission shall be submitted in several parts as set forth below. The Proposer will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for NWMTCLT's evaluation of the Realtor/Broker's offer.

Proposer's submission in response to this RFQ will be incorporated into the final agreement between NWMTCLT and successful Contractors. Complete submissions will include the following components (page 11):

- 1) Executive Summary
- 2) Scope and Approach

- 3) Project Deliverables
- 4) Project Management Approach

The detailed requirements for each of the above-mentioned sections are outlined below. In addition, a complete submission will also contain the following Attachments:

- i. Attachment A: Proposer Qualifications Submission Form (pages 12-13)
- ii. Attachment B: Proposer Information Form (pages 14-16)
- iii. Attachment C: Submission Price Proposal (page 17)
- iv. Attachment D: Conflict of Interest Certification (pages 18-19)
- v. Attachment E: Debarment Certification (page 20)

Detailed Response Requirements:

**EXECUTIVE SUMMARY.** This section will present a high-level synopsis of the Proposer's responses to the RFQ. The Executive Summary should be a brief overview of the engagement and should identify the main features and benefits of the Proposer's proposed work.

**SCOPE and APPROACH.** This section should include a description of the major type of work being requested of the proposer. All information that is provided will be held in strict confidence. The proposal should reflect each of the sections identified herein including Attachments.

**PROJECT DELIVERABLES/SAMPLE AGREEMENT.** Include a sample agreement that identifies the proposed fees when the buyer is a qualified member on the NWMTCCLT waiting list and in the situation where the home must be listed and sold to a qualified buyer identified from the general public.

#### j. Scoring/Evaluation

All submissions will be reviewed and scored against a standardized rating point system. See Appendix A (page 9).

#### **CRITERIA**

Any award to be made pursuant to this RFQ will be based upon the proposal with appropriate consideration given to operational and technical requirements. Evaluation of offers will be based upon the Proposer's responsiveness to the RFQ.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of Agent/Broker:

1. Completion of all required responses in the correct format.
2. The extent to which Proposer's proposed solution fulfills the NWMTCCLT's stated requirements as set out in this RFQ.
3. An assessment of the Proposer's ability to deliver the indicated service in accordance with the specifications set out in this RFQ.
4. The price competitiveness of the proposal.
5. The Proposer's stability, experiences, and record of past performance in delivering similar services.
6. Evidence the Proposer possesses the required skills, commitment and experience for the specific approach proposed.

NWMTCLT may, at their discretion and without explanation to the prospective Agent/Broker, at any time choose to discontinue this RFQ without obligation to such prospective Agent/Broker.

k. Notification of Acceptance

It is expected that a decision selecting the successfully "qualified" proposer(s) will be made by May 1, 2021.



APPENDIX A: SCORING SHEET

NWMTCLT SELECTION PROCESS – EVALUATION SCORING SHEET

PROPOSER'S NAME: \_\_\_\_\_ REVIEWER: \_\_\_\_\_

Evaluation

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>	<u>Awarded</u>
1. Detailed Response Requirements		
a. Executive Summary	0-5	_____
b. Scope and Approach	0-10	_____
c. Sample Agreement	0-10	_____
2. Prior experience buying/selling single-family homes in distressed neighborhoods.		
a. Prior experience assisting nonprofit organizations	0-5	_____
b. Prior experience assisting similar programs funded privately	0-5	_____
c. Prior experience advising programs financed by the Federal Government	0-5	_____
d. Prior experience assisting similar county or local government activities	0-5	_____
3. Organization, size, and structure of Proposer's firm.		
a. Adequate size of the firm	0-5	_____
b. Montana state firm	0-5	_____
c. No debarment or suspension	0-5	_____
4. Qualifications of staff. This will be determined from resumes submitted. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed, etc. will be considered.		
a. Realty team makeup	0-10	_____
b. Prior experience of the individual team members	0-10	_____
5. Offeror's understanding of work to be performed.		
a. Broad diversity of real estate experience	0-5	_____
b. Depth of publicly funded real estate experience with disadvantaged clients	0-5	_____
<b>MAXIMUM POINTS</b>	<b>90</b>	_____

**DISCUSSION/COMMENTS:**



March 29, 2021 PROPOSER SUBMISSION PACKET  
Licensed Real Estate Agents/Brokers

ELECTRONIC PROPOSALS SHOULD BE DIRECTED TO:

Name: Kim Morisaki  
Title: Executive Director  
Email: [kmorisaki@nwmt.org](mailto:kmorisaki@nwmt.org)  
Address: Northwest Montana Community Land Trust  
PO Box 9316  
Kalispell, MT 59904  
Phone: 406-261-8831

**Deadline:** **April 25, 2021 at 5:00PM**

**A complete and acceptable RFQ submission packet includes signed copies of:**

Detailed Response Requirements	Page 11
Attachment A: Proposer Qualifications Submission Form	Page 12-13
Attachment B: Proposer Information Form	Page 14-16
Attachment C: Proposer Price Proposal	Page 17
Attachment D: Conflict of Interest Certification	Page 18-19
Attachment E: Debarment Certification	Page 20

**DETAILED RESPONSE REQUIREMENTS (use more than one sheet if necessary)**

**1. Executive Summary**

**2. Scope and Approach**

**3. Deliverable (attach a sample agreement with NWMTCLT)**

**ATTACHMENT A**

**REAL ESTATE AGENT/BROKER PROPOSER QUALIFICATIONS SUBMISSION SHEET**

A. Please briefly describe 3 to 5 client's you've served in the past three years with similar single-family buy/sell services with public monies that meets our needs (print/type legibly):

Project Name:	Project Description:

B. Please briefly describe three Nonprofit, Governmental or Federally funded client's you've served in the past three years with similar single-family buy/sell services (print/type legibly):

Project Name:	Client Name, Date and Contract Information:

C. Please briefly identify the diversity of your firm's real estate knowledge and experience (print/type legibly):

Project Name:	Project Description:


D. Please list 3 to 5 professional work references, other than NWMTCCLT (print/type legibly):

Contact Name:	Phone/Email:	Nature of Relationship

E. Please briefly identify and describe your project team and their training and experience (print/type legibly):

Member Name:	Title/Position:	Training:	Experience:

**ATTACHMENT B**

**REAL ESTATE AGENT/BROKER PROPOSER INFORMATION FORM**

NAME OF AGENT \_\_\_\_\_

SS# \_\_\_\_\_ FED TAX ID# \_\_\_\_\_

COMPANY NAME (legal) \_\_\_\_\_

ADDRESS \_\_\_\_\_  
STREET CITY STATE ZIP

MAILING ADDRESS \_\_\_\_\_  
PO BOX CITY STATE ZIP

DAY PHONE \_\_\_\_\_ EVENING PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

EMAIL: \_\_\_\_\_

State of Montana Realtor License/Registration # \_\_\_\_\_ Expiration \_\_\_\_\_

***NON-COLLUSION CERTIFICATION***

The prices and/or cost data proposed have been arrived at independently, without consultation, communication, or agreement with any other proposer or competitor for the purpose of restricting competition.

Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the proposer directly or indirectly to any other proposer or to any competitor prior to the award of the contract.

No attempt will be made by the proposer to induce any other person or firm to submit a proposal for the purpose of restricting competition.

(PROPOSER) Signed \_\_\_\_\_ Date \_\_\_\_\_

DESCRIPTION OF CURRENT ORGANIZATIONAL CUSTOMERS (worked with in past 12 months):

Name of Customer	Address	Telephone
a.	_____	_____
b.	_____	_____
c.	_____	_____

LIST OF REFERENCES (3 current references for which you have performed similar real estate work):

Name and Company Name	Address	Telephone
a.	_____	_____
b.	_____	_____
c.	_____	_____

DESCRIPTION OF EXPERIENCE AND TRAINING (along with documentation of specific training received by each employee as it relates to the proposal tasks).

Employee Name	Certifications	Trainings
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

MINORITY STATUS CLAIMED AS:

Racial background: Latino \_\_\_ Non-Latino \_\_\_

Ethnic background:

Caucasian \_\_\_ African American \_\_\_ Hispanic \_\_\_ Alaskan Native \_\_\_ Native American \_\_\_ Asian \_\_\_

Minority Enterprise: Yes No

Woman Owned Enterprise Yes No

Small Business (grosses under \$2,000,000/year) Yes No

INCLUDE COPIES OF THE FOLLOWING (all that apply):

Comprehensive Liability Insurance \_\_\_\_\_ (\$1,000,000 per claim; \$2,000,000.00 per occurrence)

Automobile Liability Insurance \_\_\_\_\_ (\$750,000 per claim, \$1,500,000.00 per occurrence (personal injury) and \$100,000.00 per accident occurrence (property damage), or combined single limits of \$1,000,000.00 per occurrence)

Proof of Workers' Compensation Insurance \_\_\_\_\_ (or exemption form)

Proof of Business Owner Insurance \_\_\_\_\_ (\$1 million in professional liability)

Professional License as needed (i.e.: Electrician, Plumber, etc.) \_\_\_\_\_

State of Montana Realtors Registration \_\_\_\_\_ and MLS Number \_\_\_\_\_  
TIN/EIN or W9 \_\_\_\_\_

---

Signature of Owner/Principal

Position/Title

Date



**ATTACHMENT C**

**REAL ESTATE AGENT/BROKER PROPOSAL**

Please detail a per transaction fee and other details for working with NWMTCCLT to facilitate home sales on leased land to qualified buyers.

## **ATTACHEMENT D**

### **CERTIFICATION OF NO CONFLICT OF INTEREST WITH NWMTCCLT STAFF OR BOARD**

#### **Article I – Purpose**

1. The purpose of this conflict of interest policy is to protect NWMTCCLT's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an employee or director or the relative of a NWMTCCLT employee or director.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

#### **Article II – Definitions**

1. **Interested person** -- Any employee, director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. **Financial interest** -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. An ownership or investment interest in any entity with which NWMTCCLT has a transaction or arrangement;
  - b. A compensation arrangement with NWMTCCLT or with any entity or individual with which NWMTCCLT has a transaction or arrangement; or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which NWMTCCLT is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the NWMTCCLT Executive Director or Board of Directors decides that a conflict of interest exists, in accordance with this policy.

#### **Article III – Procedures**

1. **Duty to Disclose** -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Executive Director or Board of Directors.
2. **Recusal of Self** -- Any interested party may recuse himself or herself at any time from involvement in any decision or discussion in which the person believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. **Determining Whether a Conflict of Interest Exists** -- The Executive Staff or Board of Directors shall decide if a conflict of interest exists.

If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Executive Staff or Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in NWMTCCLT's best

interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

**Violations of the Conflict of Interest Policy**

a. If the Executive Staff or Board of Directors has reasonable cause to believe an interested party has failed to disclose actual or possible conflicts of interest, it shall inform the person of the basis for such belief and afford the person an opportunity to explain the alleged failure to disclose.

b. If, after hearing the person's response and after making further investigation as warranted by the circumstances, the Executive Staff or Board of Directors determines the person has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Affirmation**

I affirm the following:

I have read and understand this copy of the CAP NM Conflict of Interest Policy. \_\_\_\_ (initial)

I agree to comply with the policy. \_\_\_\_ (initial)

**Disclosures**

Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with any NWMTCCLT employee or director? Yes No

If yes, please describe it: \_\_\_\_\_  
\_\_\_\_\_

In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with any NWMTCCLT employee or director? Yes No

If yes, please describe it, including when \_\_\_\_\_  
\_\_\_\_\_

Signature of Subcontractor \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_

**ATTACHMENT E**

**DEBARMENT, SUSPENSION, AND INELIGIBILITY – CERTIFICATION OF COMPLIANCE**

Any and all contractors will be screened for on the Excluded Parties List provided by the federal government. If a contractor is found on the list, they will not be allowed to bid nor will they be contracted with under any circumstances until their name has been removed from the EPLS.

It shall be the responsibility of all proposers to immediately inform NWMTCCLT staff of any situation or circumstance in which the firm, the owners and/or employees of the firm are placed on any debarment list from governmental contracting during the duration of a contractual relationship with NWMTCCLT.

Subcontractors shall at least quarterly review their eligibility and that of all of their employees at the federal SAM website: <https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf>.

**SUBCONTRACTOR CERTIFICATION**

Affirmation:

I affirm the following:

I have read and understand this Debarment and Suspension policy.

\_\_\_\_\_ (initial)

I agree to comply with this policy. \_\_\_\_\_ (initial)

I understand that NWMTCCLT is a charitable, nonprofit organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. \_\_\_\_\_ (initial)

Disclosures:

Is your firm, any owner and/or any employee currently on any debarment listing? Yes No

If yes, please describe: \_\_\_\_\_

\_\_\_\_\_

In the past, has the firm, any owner and/or any employee been on a debarment or suspension list? Yes No

If yes, please describe it including when and why: \_\_\_\_\_

\_\_\_\_\_

Confirmation:

I am attaching hereto a date imprinted copy of a clear debarment declaration for myself and my firm from the SAM directory as part of my qualifications.

Signature of Proposer: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Name of Business: \_\_\_\_\_