

REQUEST FOR QUALIFICATIONS

The Irving Independent School District, Dallas County, Texas is seeking responses to our Request for Qualifications (RFQ) for purposes of selecting a vendor to provide HVAC system (air and water) testing and balancing, system investigations and reports. The Irving Independent School District, Dallas County, Texas will receive Proposals of Qualifications for the following: Request for Qualifications # 09-32 HVAC Test and Balancing until 10:30 AM April 30, 2009 in the purchasing office at 2621 W. Airport Frwy, Irving, TX 75062, at which time they will be opened. Services required include HVAC system (air and water) testing and balancing, system investigations and reports. RFQ information and specifications may be obtained on the Irving ISD website at: www.irvingisd.net/purchasing/bids.htm or in the purchasing office from 8:00 a.m. and 5:00 p.m. Monday through Friday, or by calling (972) 215-5440. Vendors are responsible for checking website for any addenda through the end of the timeline for the proposals. The district reserves the right to reject any or all proposals and to waive any informality.

END OF NOTICE

Daily Commercial Record

Purchase Order No.:

Days to Run Ad:	Monday	April 17, <u>2009</u>
	Sunday	April 20, <u>2009</u>

Irving Independent School District

Request for Qualifications

RFQ # HVAC Test and Balance

(must appear on Bidder's Submittal Envelope)

RFQ Opening Time/Date:

Opening Date: **April 30th, 2009**

Opening Time: **10:30 AM**

Pre-Proposal Meeting: **April 20, 2009 @10:30 AM**
Administrative Conference Room
IISD Administration Building
2621 West Airport Freeway
Irving, TX 75062

Contact:

Rick Powell, Director of Purchasing Services
Phone: 972-215-5440
Fax: 972-215-5442
E-mail – rpowell@irvingisd.net

Please Note the Following Information:

No late submittals will be accepted

No faxed or electronic submittals will be accepted

Please submit original and five copies to:
Irving ISD Purchasing Dept., P.O. Box 152637, Irving, TX 75015-2637

Vendor's Certification

The undersigned, by his/her signature, represents that he/she is authorized to bind the vendor to fully comply with the terms and conditions of this Request for Qualifications, including all forms and attachments included and/or referenced herein, for the amount(s) shown on the accompanying form(s).

NOTE: Vendor is strongly encouraged to read the entire Request for Qualifications prior to submitting. Failure to provide the above information in its entirety may be grounds for disqualification of response.

Please check here if you're submitting a NO Proposal for this project. However, to ensure that you remain in our database, please complete the information below.

Firm/Company Name: _____

Telephone #: _____

Address: _____

Fax #: _____

City: _____

Web Address: _____

State: _____ Zip: _____

E-mail address: _____

(Signature of person authorized to sign RFQ)

Today's Date: _____

Printed Name: _____

(Please print or type)

Title: _____

REQUEST FOR QUALIFICATIONS
2007 Bond Program
Professional Services Consultants

INTRODUCTION

At its regular meeting on August 27, 2007, the Irving ISD Board of Trustees voted to call a bond election to be held on November 6, 2007 to provide funds for facility and technology improvements for Irving ISD.

Included in the referendum is money dedicated to new facilities and to renovations and additions at existing facilities. The work is to be initiated in phases over approximately seven years. Planning for a portion of the projects funded by this bond issue will begin as soon as funds are available. Design on selected projects will begin immediately with bidding/negotiation for construction of the projects scheduled to begin in 2008. Initiation of work on most all of the projects should occur by 2013.

The Irving ISD will proceed to establish a roster of firms in the various required disciplines from which to select and assign specific projects. The roster will be formed through a short-list and interview process. Contracting with these firms is conditional upon subsequent sale of bonds for project funding.

Selection of a firm for each individual project will be made from the established roster upon the advancement of the project. Firms may be assigned none, one, or more projects, at the discretion of Irving ISD. Although a firm may be listed on the roster, Irving ISD does not assert, assure, or guarantee that the firm will be awarded work, and if so, how much, what type, or dollar value. Compensation will be negotiated upon matching of the project to the firm and award of the assignment.

The categories of Consultant firms to qualify and the description of services to be provided include:

Test and Balance

HVAC system (air and water) testing and balancing, system investigations and reports.

SELECTION PROCEDURE

Responses to this Request for Statement of Qualifications will be received at the time and location designated for each discipline, and shall include the information requested hereafter. Responses received after this time will not be considered.

After evaluation of Statements of Qualifications, the Review Committee will select a short list of firms upon which to give further consideration. All firms selected for second phase consideration, if determined by the District to be necessary, will be notified on the specifics of

any second-stage submission requirements and due dates. If it is deemed appropriate by the District, certain disciplines may also include an interview/presentation for the short-list firms. If however, the District is satisfied with the initial information provided there may be no further requests made prior to the final selections.

SUBMITTAL

Provide your response to this Request for Statement of Qualifications in the quantity and format designated. All submittals are to be received by the time and date indicated in the attached RFQ for the specific discipline. Submittals received after the designated time will not be accepted. Direct your response and any questions to:

Irving Independent School District
Purchasing Department
P.O. Box 152637
Irving, Tx. 75015-2637

Attention: Rick Powell

e-mail: rpowell@irvingisd.net

Phone: 972-215-5440

Fax: 972-215-5442

DISCLOSURE

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss it's proposal with the media in any form, electronic or printed, or with any elected or appointed official or officer of the District, or any employee, agent or other representative of the District unless specifically authorized to do so by the Purchasing Department.

REQUEST FOR QUALIFICATIONS
2007 Bond Program
Test and Balance Services

REQUEST FOR STATEMENT OF QUALIFICATIONS

This is an invitation and request for Statement of Qualifications from qualified firms for complete test and balance services at facility construction projects for new and remodel areas, and other similar related services appropriate for the engineering firm, typical for the Irving Independent School District. A contract will be executed between Irving ISD and the engineer as necessary.

Responses to this Request for Statement of Qualifications will be received at the time and location designated, and shall include the information requested hereafter. Responses received after this time will not be considered.

After evaluation of Statements of Qualifications, the Review Committee will select a short list of firms upon which to give further consideration before making the final selection. Firms selected for additional consideration will be notified of any additional submission requirements that may be necessary.

DESCRIPTION OF ANTICIPATED SERVICES AND QUALIFICATIONS

The work to be performed shall include the furnishing of all labor, instruments, tools and services required in connection with the complete test and balance services at facility construction projects, new and remodel areas. The work may also include other investigations and reports appropriate for a test and balance firm. The individual projects will be described by a written scope, technical specifications and/or shown on the Drawings indicating the extent of services to be provided.

The Firm shall consult with the design Architects and Engineers to ensure an understanding of the reports and recommendations, and review applicable Drawings and specifications relating to the services on each specific project for compliance with the recommendations.

The Firm shall be one which is organized to provide independent professional test and balance services, and whose operations are limited only to the field of professional test and balance work.

The Firm shall have at least one (1) Professional Engineer licensed in the State of Texas, with current registration, as a full time staff member. The Firm shall have operated a minimum of ten (10) years, under its current firm name, having performed all of the services requested to be performed under this RFQ for that full time period.

All personnel performing Services on the job site shall be either engineers or technicians, who shall have been permanent, full-time employees of the Firm for a minimum of five (5) years

prior to working on this specific project. Assistants are required to have a minimum of one (1) year of similar experience.

INSTRUCTIONS FOR SUBMISSION – PHASE I – MINIMUM REQUIREMENTS

Submittals for Minimum Requirements shall be prepared simply and economically, and shall provide concise answers to the requested information in the order and format prescribed. Failure to do so may be cause for disqualification from further consideration. Emphasis will be placed upon clarity and completeness of the submitted response. A total of six (6) copies of each submittal shall be neatly packaged and sealed, with the address of the recipient affixed to the exterior face.

1. Engineer's Introductory Letter of Interest

This document should be prepared and signed jointly by the Partner-in-Charge and the proposed Project Engineer/Manager assigned to Irving ISD projects—a statement in essay form that allows personal expression as to:

- a. Why you believe your firm and the individuals assigned are aptly suited to perform these services for the District.
- b. What special qualities/attributes you and your firm possess that would render superior performance on your assignment.
- c. Specific instances where other school districts or clients have benefited as a result of your association with their construction program and similar projects.

Please limit your essay to two letter-size pages.

2. Engineer's Qualifications:

Respondent is requested to define the overall structure of the Firm to include the following:

- a. A descriptive background of your company's history.
- b. Principal business location and any other service locations.
- c. Provide a list of facility types and sizes similar in expected project type, size, and complexity on which you have performed Test and Balance Services.
- d. Provide resumes of Key Personnel.
- e. Provide a list of all current Registered Engineers and certified personnel on staff with their areas of expertise. Describe the training and certifications of the technicians, both laboratory and field.
- f. Describe the capacity and facilities of your in-house laboratory, if applicable. If the laboratory work is contracted, describe that relationship and the contract laboratory's capacity and facilities.
- g. Describe your experience in the areas and locations served by IISD.

Respondents are invited to submit demonstrated competence and qualifications of their firm for providing these services and are encouraged to demonstrate where they have experience with projects of similar scope.

List of similar facility types, with current references (Owners, Architects and Design Engineers), for projects where Services have been performed in the last five (5) years only.

A description of the methodology to be used to complete the project to include, but not limited to, how recommendations will be formulated and commitment of adequate and appropriate resources to complete prospective projects in a timely fashion. Describe your firm's methodology in reporting on the progress of installations and deficiencies discovered in those installations during the construction process.

3. Additional Information required

Comment on your firm's ability and commitment to provide insurance, which must be compliant with Irving ISD purchasing policy and in limits of not less than as stated in the Agreement.

4. Supplemental Information

If the respondent so chooses, additional information may be provided in the form of promotional brochures or similar material.

5. Submission Materials

The physical size of all submission materials shall be limited to an 8 ½ by 11 format, bound securely. Please avoid redundant and repetitious materials, limit the overall submittal packet to approximately 50 pages.

6. Responses will be evaluated based upon the following criteria:

- a. qualifications, specialized experience and competence of the Engineering firm and the assigned personnel
- b. the proposed services and methodologies meeting the district's needs and requirements
- c. jobs completed within the past five (5) years of comparable size and scope
- d. record of performance and reference comments
- e. timeliness in meeting project schedules
- f. engineer's past performance, if any, on district contracts

SUBMITTAL DEADLINE

Provide six (6) copies of your submittal, packaged and marked as:

Statement of Qualifications – Test and Balance Services
and deliver to:
Irving Independent School District
Purchasing Department
P.O. Box 152637
Irving, Texas 75015-2637

To be received no later than:
10:30 AM Thursday April 30, 2009

EVALUATION SCHEDULE

The schedule for selection of the Engineering firm is as follows:

Advertise for RFQ:	4/17/2009 & 4/20/2009
Receive Qualifications:	4/30/2009
Expected Board Approval:	5/18/09

DISCLOSURE

Until a contract resulting from this process is executed, no employee, agent or representative of any professional services provider shall make available or discuss it's proposal with the media in any form, electronic or printed, or with any elected or appointed official or officer of the District, or any employee, agent or other representative of the District unless specifically authorized to do so by the Purchasing Department.

The expiration date of the contract may also be extended for a period agreed to by both parties, not to exceed six months.
All contracts, agreements or any other business affairs with the Irving Independent School District, Irving Texas shall be construed according to the laws of the State of Texas and have venue in a court of competent jurisdiction in Dallas County, Texas.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid or proposal, the Bidder certifies that:

- a) This bid or proposal has been independently arrived at without collusion with any other Bidder or with any Competitor;
 - b) This bid or proposal has not been knowingly disclosed and will not be knowingly disclosed, prior to the opening of bids, or proposals for this project, to any other Bidder, Competitor or potential competitor;
 - c) No attempt has been or will be made to induce any other person, partnership or corporation to submit or not to submit a bid or proposal;
 - d) The person signing this bid or proposal certifies that he has fully informed himself regarding the accuracy of the statements contained in this certification, and under the penalties being applicable to the Bidder as well as to the person signing in its behalf.
-

Texas Education Code Section 44.034.
Notification of Criminal History of Contractor

a) 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 a felony.

Vendor response (MUST initial): negative _____ or see attached information _____

b) 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.

c) **This section does not apply to a publicly held corporation.** Initial if (c) applies _____

If awarded under this document, vendor agrees to comply, in all relevant respects, with all Federal, State, and Local laws and regulations related to the performance of services or supply of goods to Irving ISD. yes _____ no _____

Signature below certifies accuracy of answers to all sections on this page.

Authorized Signature _____ Printed Name _____

Company Name _____

Telephone Number () _____ Date _____

PAYMENT TERMS

Irving ISD pays net 30 or at point of sale and complies with the State of Texas payment law, Texas Government Code, Chapter 2251.

VISITOR REGISTRY SYSTEM

Pursuant to Section 38.022 of the Texas Education code, vendors must present a valid state or government-issued photo ID before access into the school is granted. This ID will be scanned into a registered sex offender database; any vendor found to be an offender will be denied access into the school. Local law enforcement will be contacted should this occur.

EPCNT

Irving ISD encourages vendors to check yes to the EPCNT clause because other schools can buy with our bid under the same terms. This streamlines the public purchasing process and cuts costs to the public. It also keeps vendors from having to answer multiple bids for many school districts for the same product(s) or services, thereby saving the vendors resources. Do not check yes if doing so would be detrimental to Irving ISD pricing, terms or conditions in your response.

Approximately 53 school districts in the area have formed, through an inter-local agreement, the Educational Purchasing Cooperative of North Texas (EPCNT). You may learn about EPCNT at <http://www.epcnt.com/>. Should any of these entities decide to participate in this bid, would you (the vendor) agree to extend your offer to all member school districts? Terms and conditions and pricing must be the same as for Irving ISD.

_____ NO, _____ YES

If vendor checks yes, the following will apply:

Terms and conditions and pricing will be the same as Irving ISD. Members and participants of the EPCNT will be eligible, but not obligated, to purchase materials/services under the contract awarded as a result of this solicitation. All purchases by members and participants other than the Irving ISD will be billed directly to that entity and paid by that entity. Irving ISD will not be responsible for another entity's debts. Each governmental entity will order its own materials/services as needed.

Signature below certifies authorizes EPCNT participation for this offer by the responding vendor.

Signature _____

Printed Name _____

Company Name _____ Date _____

TO BE SIGNED AND RETURNED

CERTIFICATE OF RESIDENCY

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Education Code under Chapter 2252, Subchapter A. This law makes it necessary for the Irving ISD to determine the residency of its offerors. In part, this law reads as follows:

Section: 2252.001

(3) 'Non-resident bidder' refers to a person who is not a resident.

(4) 'Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest bid submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located."

I certify that _____
(Name of Company Bidding)

is, under Section: 2252.001 (3) and (4), a

_____ Resident Bidder _____ Non-resident Bidder

My principal place of business under Section: 2252.001 (3) and (4), is in the city
of _____ in the state of _____

Signature of Authorized Company Representative

Print Name

Title

Date

Model SB 9 Contractor Certification
Contractor Employees

Introduction: Texas Education Code Chapter 22 requires entities that contract with school districts to provide services to obtain criminal history record information regarding covered employees. Contractors must certify to the district that they have complied. Covered employees with disqualifying criminal histories are prohibited from serving at a school district.

Definitions:

Covered employees: Employees of a contractor or subcontractor who have or will have continuing duties related to the service to be performed at the District and have or will have direct contact with students. The District will be the final arbiter of what constitutes direct contact with students.

Disqualifying criminal history: Any conviction or other criminal history information designated by the District, or one of the following offenses, if at the time of the offense, the victim was under 18 or enrolled in a public school: (a) a felony offense under Title 5, Texas Penal Code; (b) an offense for which a defendant is required to register as a sex offender under Chapter 62, Texas Code of Criminal Procedure; or (c) an equivalent offense under federal law or the laws of another state.

On behalf of _____ ("Contractor"), I certify that

[check one]:

None of the employees of Contractor and any subcontractors are *covered employees*, as defined above. If this box is checked, I further certify that Contractor has taken precautions or imposed conditions to ensure that the employees of Contractor and any subcontractor will not become *covered employees*. Contractor will maintain these precautions or conditions throughout the time the contracted services are provided.

Or

Some or all of the employees of Contractor and any subcontractor are *covered employees*. If this box is checked, I further certify that:

(1) Contractor has obtained all required criminal history record information regarding its covered employees. None of the covered employees has a disqualifying criminal history.

(2) If Contractor receives information that a covered employee subsequently has a reported criminal history, Contractor will immediately remove the covered employee from contract duties and notify the District in writing within 3 business days.

November 21, 2008

(3) Upon request, Contractor will provide the District with the name and any other requested information of covered employees so that the District may obtain criminal history record information on the covered employees.

(4) If the District objects to the assignment of a covered employee on the basis of the covered employee's criminal history record information, Contractor agrees to discontinue using that covered employee to provide services at the District.

Noncompliance or misrepresentation regarding this certification may be grounds for contract termination.

Company name _____

Printed name of Company Representative: _____

Signature _____ Date _____

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TASB Legal Services

VENUE AND CHOICE OF LAW

All contracts, agreements or any other business affairs with the Irving Independent School District, Irving Texas shall be construed according to the laws of the State of Texas and have venue in a court of competent jurisdiction in Dallas County, Texas.

**Irving Independent School District Purchasing Department
2621 West Airport Freeway - Irving, Texas 75062 972-215-5440**

SUSPENSION OR DEBARMENT CERTIFICATE

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, this bidder:

Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, common rules

Vendor Name: _____

Vendor Address: _____

Vendor E-mail Address: _____

Vendor Telephone: _____

Fax Number: _____

Authorized Company Official's Name: _____
(Printed)

Signature of Company Official: _____

Date: _____

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See next page for public burden disclosure)

Approved by OMB

0348-0046

<p>1. Type of Federal Action:</p> <ul style="list-style-type: none"> a. Contract b. Grant c. Cooperative agreement d. Loan e. Loan guarantee f. Loan insurance 	<p>2. Status of Federal Action:</p> <ul style="list-style-type: none"> a. Bid/offer/application b. Initial award c. Post-award 	<p>3. Report Type:</p> <ul style="list-style-type: none"> a. Initial filing b. Material change For Material Change Only: Year _____ quarter _____ Date of last report _____
<p>4. Name and Address of Reporting Entity:</p> <p><input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:</p> <p>Congressional District, if known?</p>		<p>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</p> <p>Congressional District, if known:</p>
<p>6. Federal Department / Agency:</p>	<p>7. Federal Program Name / Description:</p> <p>CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known:</p>	<p>9. Award Amount, if known:</p> <p>\$ _____</p>	
<p>10. a. Name and Address of Lobbying Entity (if individual, last name, first name, MI):</p> <p>(attach Continuation Sheet(s))</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI)</p> <p>SF-LLL-A, if necessary)</p>	
<p>11. Amount of Payment (check all that apply): \$ _____ actual ___ planned ___</p>	<p>13. Type of Payment (check all that apply):</p> <ul style="list-style-type: none"> ___ a. retainer ___ b. one-time fee ___ c. commission ___ d. contingent fee ___ e. deferred ___ f. other; specify: _____ 	
<p>12. Form of Payment (check all that apply):</p> <ul style="list-style-type: none"> ___ a. cash ___ b. in-kind; specify: nature _____ value _____ 	<p>14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment Indicated in Item 11.</p> <p>(attach Continuation Sheet(s) SF-LLL-A, if necessary)</p>	
<p>15. Continuation Sheet(s) SF-LLL-A attached: ___ Yes ___ No</p>		
<p>16. Information requested through this form is authorized by article 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the congress semiannually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</p>	<p>Signature: _____</p> <p>Print Name: _____</p> <p>Title: _____</p> <p>Telephone No: _____</p> <p>Date: _____</p>	

PROCUREMENT

Instructions for Completion of SF-LLL, Disclosure of lobbying Activities

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an offer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Use the SF-LLL-A Continuation Sheet for additional information if the space on the form is inadequate. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and / or has been secured to influence the outcome of a covered Federal Action.
2. Identify the status of the covered Federal Action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal Action.
4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub award recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Sub awards include but are not limited to subcontracts, sub grants, and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal Agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number, the application proposal control number assigned by the Federal agency). Include prefixes, e.g. "RFP-DE-90-001.
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount to the award / loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, state and zip code of the lobbying entity engaged by the reporting entity identified in item 4 to influence the covered Federal Action. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. Enter the amount of compensation paid or reasonably expected to be paid by the reporting entity (item 4) to the lobbying entity (item 10). Indicate whether the payment has been made (actual) or will be made (planned). Check all boxes that apply. If this is a material change report, enter the cumulative amount of payment made or planned to be made.
12. Check the appropriate box (es). Check all boxes that apply. If payment is made through an in-kind contribution, specify the nature and value of the in-kind payment.
13. Check the appropriate box (es). Check all boxes that apply. If other, specify nature.
14. Provide a specific and detailed description of the services that the lobbyist has performed, or will be expected to perform, and the date(s) of any services rendered. Include all preparatory and related activity, not just time spent in actual contact with Federal officials. Identify the Federal official(s) or employee(s) contacted or the officer(s), employee(s), or Member(s) of Congress that were contacted.
15. Check whether or not a SF-LLL-A Continuation Sheet(s) is attached.
16. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

Public reporting burden for this collection of information is estimated to average 30 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestion for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0342-0046), Washington, D.C. 20503.

COMPLETE AND RETURN WITH BID

Certification Regarding Lobbying

**Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding
\$100,000 in Federal Funds**

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "disclosure Form to Report Lobbing," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all covered subawards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Name of Organization

Address of Organization

Name / Title of Submitting Official

Signature of Submitting Official

Signature Date