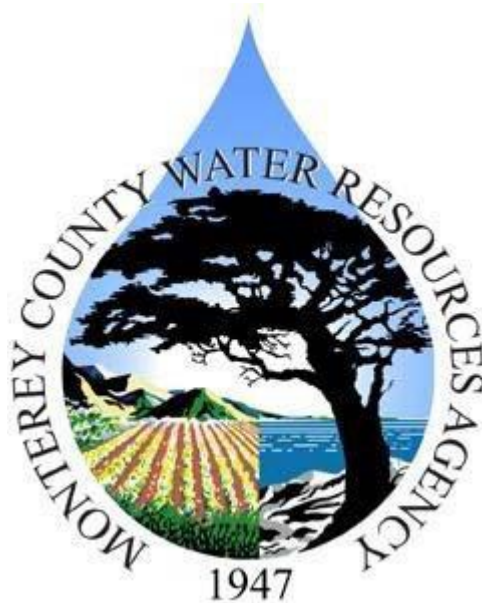


MONTEREY COUNTY WATER RESOURCES AGENCY
893 BLANCO CIRCLE
SALINAS, CA 93901
(831) 755-4860



REQUEST FOR PROPOSALS

RFP# 10554

For

FINANCIAL CONSULTING SERVICES

Draft Approved by Counsel Printed Name _____

Draft Approved by Counsel Signature _____

Draft Approved by C/P Supervisor _____

TABLE OF CONTENTS:

SOLICITATION DETAILS SECTION 3

1.0 INTENT 3

2.0 BACKGROUND 4

3.0 CALENDAR OF EVENTS 5

4.0 COUNTY POINTS OF CONTACT 6

5.0 SCOPE OF WORK..... 6

6.0 CONTRACT TERM..... 7

7.0 PROPOSAL PACKAGE REQUIREMENTS 7

8.0 SUBMITTAL INSTRUCTIONS & CONDITIONS 10

9.0 SELECTION CRITERIA 11

10.0 PRICING..... 12

11.0 PREFERENCE FOR LOCAL CONTRACTORS**Error! Bookmark not defined.**

12.0 CONTRACT AWARDS..... 12

13.0 SEQUENTIAL CONTRACT NEGOTIATION..... 12

14.0 AGREEMENT TO TERMS AND CONDITIONS 13

15.0 COLLUSION..... 13

16.0 RIGHTS TO PERTINENT MATERIALS 13

ATTACHMENTS/EXHIBITS AND SIGNATURE PAGE..... 14

SIGNATURE PAGE 15

SOLICITATION DETAILS SECTION

1.0 INTENT

- 1.1 Monterey County Water Resources Agency (MCWRA) hereinafter referred to as the “AGENCY” is soliciting proposals from qualified firms hereinafter referred to as “CONTRACTOR” to provide the AGENCY with Financial Consulting Services for the development of a sound and structural financial plan to support current and future water projects within the AGENCY’S jurisdiction.
- 1.2 The purpose of this solicitation is to select the best qualified and best ranked CONTRACTOR capable of performing the following tasks:
 - 1.2.1 Cost of service analysis and verification of current assessments and water rate structures. Check whether assessments match the resulting benefits.
 - 1.2.2 Evaluate the adequacy of projected revenues under existing assessments and rates to meet projected revenue requirements.
 - 1.2.3 Compare Agency funding streams to similar agencies in California and recommend best practices.
 - 1.2.4 Develop financing plans that produce revenues adequate to meet financial needs while recognizing grant opportunities, customer costs of service and local and state policy considerations such as Proposition 218.
 - 1.2.5 Recommend a sound financial plan covering a five-year period for both ongoing operations and planned capital improvements and benefits of those projects.
 - 1.2.6 CONTRACTOR shall propose, along with all of the above, additional tasks to the scope of work deemsdeem necessary or beneficial to the AGENCY.
- 1.3 This solicitation is intended to create a single, exclusive service AGREEMENT between a selected CONTRACTOR and AGENCY. CONTRACTORs with relevant experience and qualifications as defined herein are encouraged to submit proposals as requested in this Request for Proposals (RFP).
- 1.4 The County of Monterey (COUNTY) is facilitating the request for proposals process on behalf of the AGENCY.

2.0 BACKGROUND

- 2.1 The Monterey County Flood Control and Water Conservation District (MCFCWCD) became the Monterey County Water Resources Agency (MCWRA) in 1991, with an updated mandate to provide for the control of flood and storm waters, conservation of such waters through storage and percolation, control of groundwater extraction, protection of water quality, reclamation of water, exchange of water, and the construction and operation of hydroelectric power facilities. MCWRA area covers all of Monterey County, including the Salinas Valley Groundwater Basin. The MCWRA consists of 26 funds.

- 2.2 The MCWRA has a nine-member Board of Directors. The board is made up of members appointed by the Monterey County Farm Bureau, Monterey Grower-Shipper Association, the County Agricultural Advisory Committee, five members appointed by the County Board of Supervisors (one from each district), and a member appointed by the Mayor Select Committee. The Agency is governed by the Monterey County Water Resources Board of Supervisors.

- 2.3 MCWRA maintains 26 funds. It's major funds are: Administration (Fund 111); Pajaro River Levee (Fund 112); Countywide (Fund 113); Nacimiento and San Antonio Non O&M (Funds 114/115); Zone 2C Dam Operations and Administration (Fund 116); Castroville Seawater Intrusion (CSIP) Zone 2B (Fund 119); Reclamation Ditch Operations and Maintenance (Fund 122); Nacimiento Hydroelectric Plant Operations and Maintenance (Fund 130); Castroville Seawater Intrusion (CSIP) Operations and Maintenance (Fund 131); Salinas Valley Reclamation Project (SVRP) (Fund 132); Salinas Valley Water Project (SVWP) Bond Revenue (Fund 133); Salinas River Diversion Facility Operations and Maintenance (Fund 134); Castroville Seawater Intrusion (CSIP) Debt Service (Fund 303); and the Monterey Financing Authority Debt Service (Fund 313).

- 2.4 The FY 2015-16 Recommended Budget for the Monterey County Water Resources Agency (MCWRA) programs is \$22,524,555. Anticipated Revenues are \$20,841,919 and the use of \$1,682,637 in fund balance will provide a statutorily balanced budget. Budgeted unassigned fund balances at 6/30/16 are anticipated to be \$11,190,195. Salaries and Benefits increased by \$212,100 from the FY 2014-15 necessary for the recruitment of two Deputy General Managers, including 3% salary increases, and increased termination costs. Service and Supplies increased by \$136,731, a 6.4% increase over the FY 2014 -15 Adopted Budget. This is primarily due to increases in County General Liability charge of \$102,580 and Internal Data Processing of \$255,000. Capital Assets remain unchanged from FY 2014-15 Adopted Budget. Other Financing Uses increased by \$400,000 from the FY2014-15 Adopted Budget due to a transfer of funds from the Rate Stabilization Reserve Fund 303 to Funds 113, 114, and 115 due to the drought which reduced hydroelectric sales. Revenue increased by less than 1% over the FY 2014-15 Adopted Budget, the Agency predicts that hydroelectric revenues will remain low due to

continued drought conditions which reduce hydroelectric sales. This will be offset by a \$400,000 transfer from the Rate Stabilization Reserve. The Agency will transfer \$600,000 from Fund 119 CSIP to Funds 131 CSIP O&M and Fund 132 SVRP O&M.

- 2.5 Though MCWRA budget is statutorily balanced, the budget fails to meet the County of Monterey financial guideline of a balanced budget. A structurally balanced budget matches ongoing expenditures to the annual ongoing revenues by individual fund, rendering an ongoing sustainable budget. MCWRA recognizes that a transition period will be required to achieve a structurally balanced budget. The Agency is working on interim and long-term strategic plans to meet County Fiscal Guidelines where fund balances are not used to sustain ongoing operations. The strategic plan will consider organizational restructuring with a focus on service level and financial sustainability, as well as fund balance growth and positive cash balances. Staff positions for the FY 2015-16 Recommended Budget are 50 positions.

3.0 CALENDAR OF EVENTS

- | | | |
|-----|-------------------------------------|-----------------------------------|
| 3.1 | Issue RFP | October 16, 2015 |
| 3.2 | Deadline for Written Questions | 3:00 p.m., PST, October 30, 2015 |
| 3.3 | Proposal Submittal Deadline | 3:00 p.m., PST, November 12, 2015 |
| 3.4 | Estimated Notification of Selection | November 2015 |
| 3.5 | Estimated AGREEMENT Date | January 2016 |

This schedule is subject to change as necessary.

- 3.6 **FUTURE ADDENDA:** CONTRACTORS, who received notification of this solicitation by means other than through a County of Monterey mailing, shall contact the person designated in the COUNTY POINTS OF CONTACT herein to request to be added to the mailing list. Inclusion on the mailing list is the only way to ensure timely notification of any addenda and/or information that may be issued prior to the solicitation submittal date. **IT IS THE CONTRACTORS' SOLE RESPONSIBILITY TO ENSURE THAT THEY RECEIVE ANY AND ALL ADDENDA FOR THIS RFP** by either informing the County of their mailing information or by regularly checking the County's Solicitation Center web page at www.co.monterey.ca.us/admin/solicitcenter.htm. Addenda will be posted on the website the day they are released.

4.0 COUNTY POINTS OF CONTACT

- 4.1 Questions and correspondence regarding this solicitation shall be directed to:

Primary Contact for the County: **Gina Encallado**
Deputy Purchasing Agent/Management Analyst
 1488 Schilling Place
 Salinas, CA 93901
 PHONE: (831) 796-1336
 FAX: (831) 755-4969
 Email: EncalladoGL@co.monterey.ca.us

- 4.2 All questions regarding this solicitation shall be submitted in writing (E-mail or FAX is acceptable). The questions will be researched and the answers will be communicated to all known interested CONTRACTOR after the deadline for receipt of questions.
- 4.3 The deadline for submitting written questions regarding this solicitation is indicated in the **CALENDAR OF EVENTS herein**. Questions submitted after the deadline will not be answered.
- 4.4 Only answers to questions communicated by formal written addenda will be binding.
- 4.5 Prospective CONTRACTOR shall not contact County or Agency officers or employees with questions or suggestions regarding this solicitation except through the primary contact person listed above. **Any unauthorized contact may be considered undue pressure and cause for disqualification of the CONTRACTOR.**

5.0 SCOPE OF WORK

- 5.1 Contractor Minimum Work Performance Percentage: CONTRACTOR shall perform with his own organization contract work amounting to not less than 50 percent of the original total contract price, except that any designated 'Specialty Items' may be performed by subcontract and the amount of any such 'Specialty Items' so performed may be deducted from the original total AGREEMENT price before computing the amount of work required to be performed by CONTRACTOR with its organization.
- 5.2 The Agency's Board of Directors recommends tasks to be broken down into Phases as seen below.

Phase 1 - Review of Agency Benefit Assessments including Flood Zones:

- Cost of service analysis and verification of current assessments and water rate structures. Check whether assessments match the resulting benefits.
- Evaluate the adequacy of projected revenues under existing assessments and rates to meet projected revenue requirements.

- Compare Agency Funding streams to similar agencies in California and recommend best practice
- Conduct 5 meetings with a Stakeholder group to review assessments and resulting benefits.

Phase 2 - Consider Capital Costs & Develop Financing Options.

- Review of proposed capital projects and estimated construction and associated future operating costs and benefits of those projects
- Develop financing plans that produce revenues adequate to meet financial needs while recognizing grant opportunities, customer costs of service and local and state policy considerations such as Proposition 218.
- Conduct 5 meetings with a Stakeholder group to review assessments and resulting benefits.

Phase 3 - Results of Phase 1 & 2 above which includes:

- Recommend a sound financial plan covering a five-year period for both ongoing operations and planned capital improvements.
- Conduct 5 meetings with a Stakeholder group to review assessments and resulting benefits.

- 5.3 CONTRACTOR shall propose, along with all of the above, additional tasks to the scope of work they deem necessary or beneficial to the AGENCY.

6.0 CONTRACT TERM

- 6.1 The term of the AGREEMENT(s) will be for a period of one (1) year with the option to extend the AGREEMENT for one additional one (1) year period, for a maximum of a two (2) year AGREEMENT.
- 6.1.1 AGENCY is not required to state a reason if it elects not to renew.
- 6.2 If the AGREEMENT includes options for renewal or extension, CONTRACTOR must commence negotiations for any desired rate changes a minimum of ninety days (90) prior to the expiration of the AGREEMENT.
- 6.2.1 Both parties shall agree upon rate extension(s) or changes in writing.
- 6.3 The AGREEMENT shall contain a clause that provides that AGENCY reserves the right to cancel the AGREEMENT, or any extension of the AGREEMENT, without cause, with a thirty day (30) written notice, or immediately with cause.

7.0 PROPOSAL PACKAGE REQUIREMENTS

7.1 CONTENT AND LAYOUT:

- 7.1.1 CONTRACTOR should provide the information as requested and as applicable to the proposed services. The proposal package shall be organized as per the table below; headings and section numbering utilized in the proposal package shall be the same as those identified in the table. Proposal packages shall include at a minimum, but not limited to, the following information in the format indicated:

<u>Proposal Package Layout;</u> Organize and Number Sections as Follows:	
Section 1	COVER LETTER (INCLUDING CONTACT INFO)
	SIGNATURE PAGE
	RECEIPT OF SIGNED ADDENDA (IF ANY)
	TABLE OF CONTENTS
Section 2	PROPOSED SCOPE-OF-WORK
Section 3	PROJECT EXPERIENCE AND REFERENCES
Section 4	PRICING (ATTACHMENT A)
Section 5	EXCEPTIONS
Section 6	APPENDIX

Section 1, Requirements:

Cover Letter: All proposals must be accompanied by a cover letter not exceeding two pages and should provide firm information and Contact information as follows:

Contact Info: The name, address, telephone number, and fax number of CONTRACTOR's primary contact person during the solicitation process through to potential contract award.

Firm Info: Description of the type of organization (e.g. corporation, partnership, including joint venture teams and subcontractors) and how many years it's been in existence.

Signed Signature Page and Signed Addenda: (if any addenda were released for this solicitation). Proposal packages submitted without this page will be deemed non-responsive. All signatures must be manual and in BLUE ink. All prices and notations must be typed or written in BLUE ink. Errors may be crossed out and corrections printed in ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.

Table of Contents

Section 2, Proposed Scope-Of-Work:

Submit proposed Scope of Work as found in Section 5.0 of this Proposal.

Section 3, Project Experience & References:

Key Staff Persons: CONTRACTOR shall identify key staff and their qualifications and experience proposed for the service identified herein.

Experience & References: CONTRACTOR shall describe at least two (2) similar projects for which it provided services similar to the scope of work described herein. Please include phone number and email address if possible as the AGENCY will conduct reference checks using this information.

Section 4, Pricing:

CONTRACTOR shall complete and submit pricing as per ATTACHMENT A – PRICING SHEET attached hereto.

Section 5, Exceptions:

Submit any and all exceptions to this solicitation on separate pages, and clearly identify the top of each page with “EXCEPTION TO MONTEREY COUNTY SOLICITATION #” (indicate the applicable solicitation number). Each Exception shall reference the page number and section number, as appropriate. CONTRACTOR should note that the submittal of an Exception does not obligate the AGENCY to revise the terms of the RFP or AGREEMENT.

Section 8, Appendix:

Appendices: CONTRACTOR may provide any additional information that it believes to be applicable to this proposal package and include such information in an Appendix section.

7.2 **ADDITIONAL REQUIREMENTS:** To be considered “responsive,” submitted proposal packages shall adhere to the following:

- 7.2.1 Four (4) sets of the proposal package (one original proposal marked “Original” plus three copies) shall be submitted in response to this solicitation. Each copy shall include a cover indicating the company name submitting, and reference to “RFP #10554”. In addition, submit one (1) electronic version of the entire proposal package on a CD, DVD, or USB memory stick. Additional copies may be requested by the COUNTY at its discretion.
- 7.2.2 Proposal packages shall be prepared on 8-1/2” x 11” paper, preferably duplex printed, bound with front and back covers. Fold out charts, tables, spreadsheets,

brochures, pamphlets, and other pertinent information or work product examples may be included as Appendices.

- 7.2.3 Reproductions of the AGENCY Seal shall not be used in any documents submitted in response to this solicitation.
 - 7.2.4 CONTRACTOR shall not use white-out or a similar correction product to make late changes to their proposal package but may instead line out and initial in BLUE ink any item which no longer is applicable or accurate.
 - 7.2.5 To validate your proposal package, **submit the SIGNATURE PAGE** (contained herein) **with your proposal**. Proposal packages submitted without that page will be deemed non-responsive. Proposal signature must be manual, in BLUE ink, and included with the original copy of the proposal. Photocopies of the Signature Page may be inserted into the remaining proposal copies. All prices and notations must be typed or written in BLUE ink in the original proposal copy as well. Errors may be crossed out and corrections printed in BLUE ink or typed adjacent, and must be initialed in BLUE ink by the person signing the proposal.
- 7.3 **CONFIDENTIAL OR PROPRIETARY CONTENT:** Any page of the proposal package that is deemed by CONTRACTOR to be a trade secret by the CONTRACTOR shall be clearly marked “CONFIDENTIAL INFORMATION” or “PROPRIETARY INFORMATION” at the top of the page.

8.0 SUBMITTAL INSTRUCTIONS & CONDITIONS

- 8.1 **Submittal Identification Requirements:** ALL SUBMITTALS MAILED OR DELIVERED CONTAINING PROPOSAL PACKAGES MUST BE SEALED AND BEAR ON THE OUTSIDE, PROMINENTLY DISPLAYED IN THE LOWER LEFT CORNER: **THE SOLICITATION NUMBER RFP #10554 and CONTRACTORS COMPANY NAME.**
- 8.2 **Mailing Address:** Proposal packages shall be mailed to AGENCY at the mailing address indicated on the **Signature Page** of this solicitation.
- 8.3 **Due Date:** Proposal packages must be received by AGENCY ON OR BEFORE the time and date specified, at the location and to the person specified on the **Signature Page** of this solicitation. It is the sole responsibility of the CONTRACTOR to ensure that the proposal package is received at or before the specified time. Postmarks and facsimiles are not acceptable. Proposals received after the deadline shall be rejected and returned unopened.
- 8.4 **Shipping Costs:** Unless stated otherwise, the F.O.B. for receivables shall be destination. Charges for transportation, containers, packaging and other related shipping costs shall be borne by the shipper.
- 8.5 **Acceptance:** Proposals are subject to acceptance at any time within 90 days after opening. AGENCY reserves the right to reject any and all proposal packages, or part of any proposal package, to postpone the scheduled deadline date(s), to make an award in its

own best interest, and to waive any informalities or technicalities that do not significantly affect or alter the substance of an otherwise responsible proposal package and that would not affect a CONTRACTOR'S ability to perform the work adequately as specified.

- 8.6 Ownership: All submittals in response to this solicitation become the property of the AGENCY. If a CONTRACTOR does not wish to submit a Proposal package but wishes to acknowledge the receipt of the request, the reply envelope shall be marked "No Bid".
- 8.7 Compliance: Proposal packages that do not follow the format, content and submittal requirements as described herein, or fail to provide the required documentation, may receive lower evaluation scores or be deemed non-responsive.
- 8.8 CAL-OSHA: The items proposed shall conform to all applicable requirements of the California Occupational Safety and Health Administration Act of 1973 (CAL-OSHA).

9.0 SELECTION CRITERIA

- 9.1 The selection of CONTRACTOR and subsequent contract award(s) will be based on the criteria contained in this Solicitation, as demonstrated in the submitted proposal. CONTRACTOR should submit information sufficient for the AGENCY to easily evaluate proposals with respect to the selection criteria. The absence of required information may cause the Proposal to be deemed non-responsive and may be cause for rejection.
- 9.2 The selection criteria include, but are not limited to, the following:
 - 9.2.1 Ability of the CONTRACTOR to demonstrate direct experience providing Financial Consulting Services in accordance to the identified Scope-of-Work within this RFP.
 - 9.2.2 Competitive pricing most favorable to the AGENCY as per AttachmentA- Pricing Schedule.
 - 9.2.3 Client References.
 - 9.2.4 Responsiveness to the specific service requirements listed in RFP #10554.
 - 9.2.5 Proven ability for timeliness
- 9.3 AGREEMENT award(s) will not be based on cost alone.
- 9.4 To the extent of personnel and equipment to be provided under this agreement, CONTRACTOR, if so requested, shall afford the AGENCY an opportunity to inspect CONTRACTOR'S equipment prior to award of the agreement.
- 9.5 The award(s) resulting from this RFP will be made to the CONTRACTOR(s) that submit a response that, in the sole opinion of the AGENCY, best serves the overall interest of the AGENCY.
- 9.6 The award made from this RFP may be subject to approval by the Monterey County Water Resources Agency Board of Supervisors.

10.0 PRICING

- 10.1 CONTRACTOR(s) will complete ATTACHMENT A - PRICING SCHEDULE for the provision of services as outlined within this RFP.
- 10.2 CONTRACTOR prices stated in ATTACHMENT A - PRICING SCHEDULE shall be effective from the date the proposal is submitted to the day the AGREEMENT is awarded and through the initial term of the AGREEMENT.
- 10.3 Invoicing by CONTRACTOR(s) will clearly itemize but is not limited to the following:
 - 10.3.1 Purchase order number under which the invoice is to be charged
 - 10.3.2 Services provided
 - 10.3.3 Dates of services.
- 10.4 Proposals should include any early discounts and/or incentives offered.

12.0 CONTRACT AWARDS

- 12.1 No Guaranteed Value: AGENCY does not guarantee a minimum or maximum dollar value for any AGREEMENT or AGREEMENTS resulting from this solicitation
- 12.2 Board of Supervisors: The award(s) made from this solicitation may be subject to approval by the Monterey County Water Resources Agency Board of Supervisors.
- 12.3 Interview: AGENCY reserves the right to interview selected CONTRACTOR(s) before a contract or tentative award is made or announced. The costs of attending any interview session are the CONTRACTOR'S responsibility.
- 12.4 Incurred Costs: AGENCY is not liable for any cost incurred by CONTRACTOR in response to this solicitation.
- 12.5 Notification: All CONTRACTORS who have submitted a Proposal Package will be notified of the final decision as soon as it has been determined.
- 12.6 In County's Best Interest: The award(s) resulting from this solicitation will be made to the CONTRACTOR that submit(s) a response that, in the sole opinion of AGENCY, best serves the overall interest of the AGENCY.

13.0 SEQUENTIAL CONTRACT NEGOTIATION

- 13.1 AGENCY will pursue contract negotiations with the CONTRACTOR who submit(s) the best Proposal or is deemed the most qualified in the sole opinion of the AGENCY, and

which is in accordance with the criteria as described within this solicitation. If the contract negotiations are unsuccessful, in the opinion of either AGENCY or CONTRACTOR, AGENCY may pursue contract negotiations with the entity that submitted a Proposal which AGENCY deems to be the next best qualified to provide the services, or AGENCY may issue a new solicitation or take any other action which it deems to be in its best interest.

14.0 AGREEMENT TO TERMS AND CONDITIONS

- 14.1 CONTRACTOR selected through the solicitation process will be expected to execute a formal AGREEMENT with AGENCY for the provision of the requested service. The AGREEMENT shall be written by AGENCY in a standard format approved by Agency Counsel, similar to the “**SAMPLE AGREEMENT SECTION**”. Submission of a signed bid/proposal and the **SIGNATURE PAGE** will be interpreted to mean CONTRACTOR HAS AGREED TO ALL THE TERMS AND CONDITIONS set forth in the pages of this solicitation and the standard provisions included in the **SAMPLE AGREEMENT** Section herein. AGENCY may but is not required to consider including language from the CONTRACTOR’S proposed AGREEMENT, and any such submission shall be included in the EXCEPTIONS section of CONTRACTOR’S proposal.

15.0 COLLUSION

- 15.1 CONTRACTOR shall not conspire, attempt to conspire, or commit any other act of collusion with any other interested party for the purpose of secretly, or otherwise, establishing an understanding regarding rates or conditions to the solicitation that would bring about any unfair conditions.

16.0 RIGHTS TO PERTINENT MATERIALS

- 16.1 All responses, inquiries, and correspondence related to this solicitation and all reports, charts, displays, schedules, exhibits, and other documentation produced by the CONTRACTOR that are submitted as part of the submittal will become the property of the AGENCY when received by the AGENCY and may be considered public information under applicable law. Any proprietary information in the submittal must be identified as such and marked “**CONFIDENTIAL INFORMATION**” or “**PROPRIETARY INFORMATION**”. The AGENCY will not disclose proprietary information to the public, unless required by law; however, the AGENCY cannot guarantee that such information will be held confidential.

SIGNATURE PAGE AND ATTACHMENTS

SIGNATURE PAGE

COUNTY OF MONTEREY
CONTRACTS/PURCHASING DIVISION

RFP # **10554**
ISSUE DATE: OCTOBER 16 , 2015



RFP TITLE: FINANCIAL CONSULTING SERVICES- WATER RESOURCE AGENCY

PROPOSALS ARE DUE IN THE OFFICE OF THE CONTRACTS/PURCHASING
OFFICER BY
3:00 P.M., LOCAL TIME, ON NOVEMBER 12, 2015

MAILING ADDRESS:
COUNTY OF MONTEREY
CONTRACTS/PURCHASING OFFICE
1488 SCHILLING PLACE
SALINAS, CA 93901

QUESTIONS ABOUT THIS RFP SHOULD BE DIRECTED TO
Gina L. Encallado, EncalladoGL@CO.MONTEREY.CA.US, (831) 796-1336

CONTRACTOR MUST INCLUDE THE FOLLOWING IN EACH PROPOSAL (1 original plus 3 copies):

☐ ALL REQUIRED CONTENT AS DEFINED PER SECTION 7.0 HEREIN

This Signature Page must be included with your submittal in order to validate your proposal.
Proposals submitted without this page will be deemed non-responsive.

☐ **CHECK HERE IF YOU HAVE ANY EXCEPTIONS TO THIS SOLICITATION.**

CONTRACTOR MUST COMPLETE THE FOLLOWING TO VALIDATE PROPOSAL

I hereby agree to furnish the articles and/or services stipulated in my proposal at the price quoted, subject to the instructions and conditions in the Request for Proposal package. I further attest that I am an official officer representing my firm and authorized with signatory authority to present this proposal package.

Company Name: _____ Date _____

Signature: _____ Printed Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: () _____ Fax: () _____ Email: _____

License No. (If applicable): _____

License Classification (If applicable): _____

ATTACHMENT A - PRICING

Phase I – Review of Agency Benefit Assessments \$_____

Phase II – Consider Capital Costs & Develop Financing Options \$_____

Phase III – Results of Phase I and II \$_____

Additional recommendations \$_____

CONTRACTOR may submit additional pages and further breakdown for pricing.