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# APPENDIX B - PROPOSAL FORM

**WSIPC RFP 25-03 Alternative Learning Experience (ALE) Information Management System**

TO: WSIPC

Cynthia Gefeller, Contract Administrator

2121 W. Casino Road

Everett, Washington 98204-1472

RE: RFP No. 25-03

In response to your RFP, the undersigned offers to furnish all of the Goods and Services described in the Technical Specifications in accordance with the Contract Documents and any Addenda thereto and for the prices and in accordance with the delivery schedule set forth in the attached Schedule of Prices.

By submitting a Proposal Form and the attached Suspension and Debarment Certification Form, the undersigned certifies and agrees that:

* 1. The undersigned has examined to its satisfaction and is fully familiar with and understands all provisions of the Contract Documents and any Addenda.

* 1. All of the words and figures shown in the attached response are accurate.
  2. All statements in this Proposal are true and accurate.
  3. By careful examination of the Contract and proposal documents, all Addenda thereto and all other pertinent conditions and matters, the undersigned has satisfied itself as to the nature, location, character, quality and quantity of the Goods and Services required by the Contract Documents and the conditions and other matters that may affect performance.
  4. If awarded the Contract, the undersigned will duly execute and deliver to WSIPC the Contract, together with all documents required by the proposal documents, within ten (10) business days after it is presented to the undersigned by WSIPC.
  5. WSIPC has no obligation to accept any proposal submitted in response to the RFP and may reject any or all such Proposals (including, without limitation, the undersigned’s Proposal) or waive any informalities or irregularities in any proposal or the proposal process.

|  |  |  |
| --- | --- | --- |
| **Legal Name of Proposer:** |  |  |
| **Business Address:** |  |  |
|  |  |  |
| **Phone:** |  |  |
| **Street Address:** |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| **Signature of Corporation** | | |
| **Company/Corporate Legal Name:** |  |  |
| **State of Incorporation:** |  |  |
| **By:** |  |  |
|  |  | *(Signature)* |
| **Name:** |  |  |
|  |  | *(Printed)* |
| **Title:** |  |  |
| **Date Signed:** |  |  |
|  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Representative Acknowledgement** | | | | | | |
| **I,** |  | | **, stated on oath that I am authorized** | | | |
| **to sign the document presented and I am the** | | | |  | |
|  | | | | *(Type of Authority)* | |
| **of** |  | | | |  |
|  | *(Name of Party on Behalf of Whom Document is Executed)* | | | | | |
| **Additional Information:** | | |  | | | |
|  | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signature of Individuals, Partnership, or Joint Venture**  **Name of Partnership or Joint Venture, if applicable:** | | | |
|  | | | |
| **By** (all partners or joint ventures): | | | |
|  |  | **Date Signed:** |  |
|  |  | **Date Signed:** |  |
|  |  | **Date Signed:** |  |
|  |  | **Date Signed:** |  |

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**Suspension and Debarment Certification**

**for Vendors not present on LIST of Parties Excluded from Federal and Washington State   
Procurement and Nonprocurement Programs**

The undersigned certifies, to the best of their knowledge and belief, that the vendor and/or any of its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with 2 CFR Part 180 and 2 CFR Part 200.
2. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Washington State department or agency in accordance with RCW 39.26.200.
3. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; or 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.
4. 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 enumerated in paragraph (3) of this certification.
5. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

This certification is a material representation of fact upon which reliance was placed when the prospective vendor provided attestation. If it is later determined that the prospective vendor knowingly rendered an erroneous certification, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The prospective lower tier participant agrees by submitting this certification that, should any proposed covered transaction be entered into, it shall not knowingly be with a person who is proposed for debarment under Title 2 CFR Part 180, 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.

The prospective lower tier participant further agrees by submitting this certification that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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.

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| --- | --- | --- | --- |
| **Signature:** |  | **Date:** |  |
| **Name:** | [PRINTED] | **Title:** |  |
| **Phone:** |  | **Email:** |  |