



REQUEST FOR PROPOSAL FOR SOFTWARE

**INQUIRIES AND PROPOSALS SHOULD BE
DIRECTED TO:**

**Tanya R. Patiño
Executive Director
Guadalupe Economic Services
Corporation
1502 Erskine Street
Lubbock, TX 79403
tanya@gescorp.org**

I. General Information

About Guadalupe Economic Services Corporation

Guadalupe Economic Services Corporation (GESC) is a non-profit community action GESC that serves Lubbock County by working with the low-income population to provide program assistance and develop them to become self-sufficient, free of government assistance.

PURPOSE OF THE RFP

Guadalupe Economic Services Corporation (GESC) seek proposals from experienced and qualified software developers relating to the development and/or implementation of Case Management Software to manage client information processed at all its locations.

The major objectives of the RFP are to:

1. Identify qualified Vendors that will provide an efficient and reliable Case Management Software system for GESC,
2. Ensure that all services meet GESC and TDHCA standards and requirements,
3. Ensure that all services are provided within the time limit established by GESC.

PROJECT OVERVIEW

GESC is seeking case management software that will both centralize and structure all our program data and intake processes into one system. The case management software will track client information, household information, program information, and grant fund expenditures over a fiscal year October 1 to September 30 as well as throughout various fiscal years. The case management will be on a platform that is secure and safeguards all information entered the system.

SCOPE OF WORK

Based on the different services we provide to our customers; GESC requires a case management software solution that is hosted centrally and can be accessed from any location via internet. At a minimum, that system should allow detailed management reporting, and the application must comply with the following specifications and service requirements:

- Have the required ability to migrate and maintain all client data including all demographic and characteristics data. And the ability to track changes over multiple fiscal years.
- Be web-based and most common browsers must be supported, such as Google Chrome, Internet Explorer, Mozilla Firefox, etc.
- Offer automated back-up system and back-ups must be performed daily.
- Support an unlimited number of records for the different programs and services provided.

- Offer the option to determine eligibility for clients, AND send alerts based on client history, available services, and previous ineligibility in real-time.
- Centralized intake design flexibility is required to be adapted, based on GESC needs.
- Ability for certain users to modify, update, or add fields pertaining to data reporting for TDHCA CSBG and other programs (such as programs, services, counties, disability, etc.).
- Ability to monitor outcomes of different GESC programs. The current software must be able to capture Services (SRVs) and Family National Performance Indicators (FNPIs) as required by NASCPS and TDHCA reporting standards for The CSBG program.
- Ability to create and obtain reports based on different criteria, such as the number of clients per specific period, money spent per specific period/per program, etc.
- Ability to assign GESC management Administrator rights that allow them to add/delete programs and services, assign new users, monitor user activity, draft reports, and other functions.
- Needed to properly administer the software without having to rely on The Vendor for all software customizations.
- Ability for Administrators to create any type of report as needed such progress reports, monthly and annual programmatic/expenditure reports, etc.
- Ability to import/export data from/to Microsoft 365 programs.
- Ability for Administrators to create outcome measures, new programs, new services, and modify income guidelines per program/service.
- Offer client data security based on the roles and responsibilities of the users.
- Real-time technical support 7 days a week from 8 am to 5 pm CST.
- Designated point of contact that is available to guide Administrators over the phone for technical support that cannot be resolved by regular troubleshooting.
- Any other capability deemed necessary and relevant for the provision of services.

DELIVERABLES

The following deliverables are required in the Case Management Software:

A. Client Eligibility

1. Can determine economic eligibility for GESC programs/services.
2. Has the ability to search the system for client(s) by key fields.
3. Has a method to alert staff for any reason(s) such as when the client is already in the system or for past ineligibility. If yes, provide a screen shot of the alert message.
4. Has the ability to determine eligibility for various programs/services that may utilize different criteria. Provides the ability to update the status of each client's record and needs. If yes, provide a screen shot illustrating a client that qualifies for one program and not another.

B. Intake

1. It has the ability for online applications for client self-service including document upload and e-signature.
2. Ability for clients to sign an electronic signature pad. If yes include price per device in the Cost breakdown.
3. Has the ability to maintain data for both individuals and households; at any point in time; during and after family composition changes, and for multiple fiscal years.
4. Can manage duplicates and avoid duplicate records of individuals/households. If yes, explain how software tracks client information to avoid duplicate records AND provide a screen shot of the alert.
5. Ability to link individuals to households.
6. The system captures employment and education, demographics, especially the demographics required for reporting purposes (i.e., for CSBG reporting).
7. Has the ability to add additional client data through the intake tool which may include data from GESC Client Satisfaction Survey, the Community Needs Assessment Survey, and other survey tools created by GESC. If yes, show how survey data is incorporated in the client record or software module made for survey data. Include price for module in the Cost breakdown.
8. Software allows clients to participate in various programs and services with no duplication of records.
9. Central intake form is designed to ask sufficient questions to determine eligibility for programs and services.
10. Ability to do online applications and waitlist.

C. GESC Services

1. If needed, allows for data and information migration from previous case management software to current vendor software. Data migration costs should be included in the Cost breakdown. If yes, explain how data is migrated from other case management software and approximate timeline to complete the process. (Not required for this current RFP).
2. Software allows unlimited program administrators and users. If there is a limit, price per user must be listed in the Cost breakdown.
3. Software allows for custom program/service creation at no additional cost except for major changes to programs, services, and/or reports. Exceptions require justification by the vendor with reasonable notice and the final Cost may be negotiated between GESC and The Vendor. If yes, explain what criteria are used to determine whether customization requires additional costs to GESC.
4. Has the ability to track client participation in programs and services.
5. Has the ability to enter narratives of client progress, developments, concerns, etc. for both the overall case record and individual visit records. If yes, provide a screenshot of the notes section for a client.
6. Has the ability to track client and household participation throughout current and previous fiscal years. Previous fiscal year information should easily migrate to the client/household intake for the current year.
7. Has the ability to design multiple programs for households.
8. Has the ability to transition a household from emergency assistance to case management without creating a duplicate file or reporting.

D. Case Management

1. Has the ability to include additional Case Management screening questions, alerts, and documents. If yes, describe the software's Case Management component. Provide screenshots if necessary.
2. Case Management screening questions, alerts, and documents include but are not limited to the following:
 - a. Case Management Agreement and Consent Forms
 - b. Integrated Assessment
 - c. Closure letter
 - d. 30/60/90-day Transition Out of Poverty follow up
 - e. Self-Sufficiency Matrix
 - f. Outcome Scale
 - g. Goal Tracker
 - h. Employability Development Plan
 - i. Established Goals and Follow-up Letter
3. Has the ability to track several types of client interactions (i.e., phone calls, meetings, file updates, text messages, etc.).
4. Has the ability to schedule client meetings.
5. Has the ability to notify case workers when client follow-up is due.
6. Has the ability to track client goals, progress, and outcomes.
7. Has the ability to manually create and track outcomes.
8. Has the ability to enter extensive notes for each interaction.
9. Has the ability to maintain the history of employment and education during service period and upon exit.
10. Has the ability to monitor program outcomes as distinct from client outcomes.
11. Tracks clients' multiple services from multiple programs.
12. Software has the ability and capacity to upload documents, files, and images so that files may be audited online.
13. Software can track grant expenditure per client and provide a report by source of funding or multiple sources of funding.

E. Reporting

1. Ability to create lists and reports using ALL database fields.
2. Allows users to create custom reports. If yes, provide a screenshot of custom reports module and how custom reports are created.
3. Users can export a user-created report to a Microsoft Word document (doc, .docx), Microsoft 365 programs (.xls, .xlsx), or to Adobe Acrobat PDF.
4. Includes Self-Sufficiency Matrix per NASCPS and TDHCA guidelines. If yes, provide a screenshot.
5. of Self-Sufficiency Matrix module.
6. Ability to set reporting periods for both standard and custom reports.
7. Ability to include user-defined fields in reports.
8. Ability to produce unduplicated counts for clients by all demographic, characteristics, services, family national performance indicators and program criteria and data.
9. The ability to produce service counts by date range.
10. Software has the capacity to calculate and report the number of months and funds expended by category per client.
11. Software can track staff time of service with clients and provide total and break out of category of service by client.
12. An ability to track the total staff time of service spent per program/per client and can generate a report of total hours per program/per client.

13. Ability to track volunteer data and time spent by each volunteer per project over multiple days. If yes, describe how volunteer data is entered into and tracked. Provide a copy of a report showing volunteer data tracked by individuals and time donated for a one-month period.
14. Software has pre-made report forms for standard queries such as:
 - a. Number of clients by program.
 - b. Number of services provided to clients and by program.
 - c. List of clients by program.
 - d. Mailing lists of clients by program and by geographic area.
 - e. TDHCA monthly and annual reports for CSBG grants. CSBG reporting prepares a National Performance Indicator statement based on GESC choice of service/outcome. If yes, provide a copy of reports for a one-month period for CSBG grants. The report should show client counts, demographics, characteristics, and outcomes.
15. Has the ability to print all forms and reports to a pdf file, Microsoft Excel, and local or network printer. If yes, provide a copy of a report for a one-month period that has been downloaded to a Microsoft 365 program.

F. Data Management

1. Description and Cost of data storage for at least 25,000 annual individual clients and 15,000 households.
 - a. Storage must include the ability for eligibility documents, and updates to be linked to individual client files and allow data management to be paperless.
2. Has the ability to export AND import data from Microsoft 365 programs. If yes, explain how data is imported from Microsoft 365 programs to the software.
3. Has the ability to export data to standard and customized reports.
4. Has the ability to maintain/edit standard drop down lists.
5. Has the ability to create/define fields for intake information.
6. Has the ability to create/define fields for programs information.
7. Has the ability to create/define fields for case management information.
8. Maps CSBG data. If yes, provide screenshots or a report to illustrate this.
9. Has the ability to customize with relative ease.
10. Has the ability to create mailing lists of clients by program, date of service, or any key field.
11. Has the ability to notify clients of appointments and/or program updates through all the following: email, text messages, and pre-recorded phone messages. If yes, provide screen shots of how notifications are created. If notifications require additional charges, these charges must be listed in the Cost breakdown.

G. Security

1. Software has advanced security measures that protect client and household information from intentional and unintentional malware and/or computer hackers. If yes, describe your security measures in detail.
2. The Vendor has policies in place to protect client information from vendor employees. If yes, include a copy of these policies in your proposal.
3. The Vendor has Cyber Liability Insurance coverage with a minimum coverage of \$1,000,000.00. If yes, include a copy of your Cyber Liability Insurance Policies.

H. SERVICE PERIOD

If a contract is awarded pursuant to this solicitation, the initial contract period will be for one (1) year and is anticipated to begin May 2025 through April 2026. At GESC, the contract period may be extended for an up to an additional four (4) one-year consecutive contract renewals; contingent upon satisfactory performance, need, and availability of funds.

AUTHORIZED CONTACT

GESC contact person for this RFP is:

Tanya R. Patino

Executive Director

1502 Erskine Street, Lubbock, Tx 79403

P: (806) 642-0769

tanya@gescorp.org

SUMMARY OF KEY DATES

RFP Packets will be distributed by set deadlines listed below:

March 12,2025 8:00 AM (CT) Request for Competitive Proposals is made available.

March 19,2025, by 3:00 PM (CT) Deadline to submit written questions.

March 26,2025 by 3:00 PM (CT) Proposals must be submitted no later than 3:00 PM

A software demonstration, as needed, will be requested.

March 27,2025, Evaluation of proposals by GESC

April 4,2025 Notification of award

April 11,2025, RFP Released

TYPE OF AGREEMENT AND PAYMENT SCHEDULE

Payments will be made after completion of work and/or delivery of services, submittal of an invoice, W-9, inspection, and acceptance by GESC.

CONTENTS OF PROPOSAL

Proposals that fail to provide all the following will be excluded from the evaluation process and be considered **“Disqualified.”** The Proposal packet must be submitted with all information following the format, with number and letter identifiers and as described in this section.

Proposals that are not

submitted in the following format or that are missing information may be deemed as “Disqualified” and will not be offered a score.

1. Vendor name, business address, email, telephone, and primary contact person responsible for RFP submission
2. Description of vendor/company
 - a. Organization description, size, and structure (three hundred words or less)
 - b. Indicate whether the company is a small and/or minority-owned business. Provide any documents that illustrate this status.
3. Summary of the Proposal
 - a. Provide a summary of the proposal (three hundred words or less)
 - b. Provide an explanation that illustrates understanding of the work to be performed, and other pertinent information (six hundred words or less)
4. Work Plan & Timeline
 - a. Provide information about proposed activities including a timeline for completion of data migration, staff training, and other deliverables related to the successful implementation and use of the case management software.
5. Staffing Qualifications
 - a. Please identify each person who will work on the project and identify his or her role.
 - b. Specify the project manager.
 - c. Resumes of staff to be assigned to the project
 - d. Education, position in firm, years, and type of experience, continuing professional education, etc., will be considered.
6. References
 - a. Please provide the names and contact information of three references from two (2) different organizations that use the case management software. The contact must be willing to answer questions by email and be available during the evaluation period specified in the Summary of Key Dates. If a contract refuses to provide a reference, points will be deducted in the score for the appropriate section.
7. Cost
 - A. Included in a separate pricing document:
 1. All costs associated with the requested services must be reasonable, necessary, and clearly stated. Itemization and detailed explanation of all costs are required.
 2. The pricing document should also include any potential work not defined within

the proposed scope of services, or which has not been mentioned in this RFP.

3. All costs listed in Attachment D.

8. Appendices

a. Each copy of the submitted proposal packet must contain all the following documents in the order indicated:

1. ATTACHMENT A – DELIVERABLES CHECKLIST:

The Deliverables Checklist must be completed and submitted with all the information and documentation required by this RFP. See attachment A for complete instructions. Proposals will be evaluated to identify the respondent's competency and level of responsibility.

2. ATTACHMENT B - RESPONDENT INFORMATION FORM

The Respondent Information Form must be submitted with all the information and documentation required by this RFP.

3. ATTACHMENT C - EXPERIENCE AND PAST PERFORMANCE

Proposals will be evaluated to identify the respondent's experience and past demonstrated performance.

4. ATTACHMENT D – PROPOSED COST

Proposals will be evaluated for cost effectiveness. All costs associated with the services requested for a one-year period must be reasonable, necessary, and clearly stated. Itemization and detailed explanation of all costs is required. Provide a summary of all costs for Year 1, Year 2, Year 3, Year 4, and Year 5.

5. ATTACHMENT E – ASSURANCES CERTIFICATION

The individual having Contract Signature Authority must sign the Assurances Certification document. Do not retype this document; use the copy provided with this RFP.

6. ATTACHMENT F – DEBARMENT AND SUSPENSION CERTIFICATION

The Debarment and Suspension Certification must be signed by the individual having contract signature authority and **MUST BE NOTARIZED**. Lack of notarization will be cause for proposal disqualification.

7. HISTORICALLY UNDERUTILIZED BUSINESS (HUB) CERTIFICATE

If the respondent's organization is HUB-certified, provide a copy of the HUB Certificate. Proposals will be determined to be Qualified if all the information listed in the "Contents of Proposal" is properly submitted, documented, and verified by GESC. Proposals will be scored per the "Factors" listed in statement "5" under "Submission of Proposal".

SUBMISSION OF PROPOSAL

The procurement process is defined from the date the Request for Competitive Proposals is made available (March 12, 2025) to the day of the notification of award (March 26, 2025).

During the procurement process, prospective vendors should contact only GESC Authorized Contact listed above via e-mail. Respondents are prohibited from contacting the GESC Board of Directors, staff, vendors, or clients during the procurement process. Contact with any unauthorized contact may result in the disqualification of the submitted proposal. In no case should oral communications take precedence over written communications. After the RFP has been made the available request for competitive proposals is made available only written communications shall be binding on the RFP. It is recommended that all communication should be conducted through email and that the Respondent use "read receipts" to ensure GESC

receives all email messages. GESC assumes no responsibility for representations concerning conditions made by its Officers or Staff prior to the execution of an agreement unless such representations are specifically incorporated into the RFP by subsequent official written amendment(s). Oral conversations pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing by official written amendment(s).

GESC assumes no responsibility for representations concerning conditions made by its Officers or Staff prior to the execution of an agreement unless such representations are specifically incorporated into the RFP by subsequent official written amendment(s). Oral conversations pertaining to modifications or clarifications of the RFP shall not be considered part of the RFP unless confirmed in writing by official written amendment(s).

- Conditions of Proposal: All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the vendor and will not be reimbursed by the Vendor.
- Proposals must be sent via email in PDF format to the following email and must contain the following subject line:
Email: tanya@gescorp.org
ATTN: Tanya R. Patino– RFP Case Management Software
- Proposals sent via email must be time-stamped by GESC email software on or before the deadline of March 26, 2025, 3:00 PM (CT). All emails time-stamped after 3:00 PM on March 26, 2025, will not be accepted.
- Copies of the above attachments A-F must be included in the proposal along with any supporting documentation.
- Complete pricing information

Evaluation Factors:

- The responses to the RFP will be internally reviewed by GESC staff. GESC reserves the right to identify and interview potential applicants to establish a final award determination and to negotiate with the successful respondent in the addition or deletion of any or all tasks included within the RFP.
- Demonstration as needed if there is not an online demonstration.

FACTOR POINTS

Completeness of information requested in the RFP 0-10

Software Functionality Per Information Provided in Entire Proposal 0-40

Cost 0-25

Results of references – Integrity and resources 0-5

Cybersecurity and Protection of Client and GESC Information 0-10

Minority/Woman/Small business 0 - 5

Prior Experience collaborating with Community Action 0 - 5

Maximum points 100

1. **Right to Reject:** GESC reserves the right to reject any or all proposals received in response to this RFP. A contract for the accepted proposal will be based upon the factors described in this RFP.

2. **Small/Minority-Owned Businesses:** Efforts will be made by GESC to utilize small businesses, owned, and minority-owned businesses. An Offeror qualifies as a small business firm, if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201). Documentation must be provided if the Vendor's business qualifies with this designation.

3. **Notification of Award:**

- It is expected that a decision selecting the Vendor will be made by the Board of Directors during the evaluation period, and the selected Vendor will be notified of the award decision on April 16, 2025.
- Upon conclusion of final negotiations with the successful Vendor, all other Vendors submitting proposals in response to this Request for Proposal will be informed of the results in writing.
- It is expected that the contract shall be a one-year fixed cost contract with options to negotiate for up to four additional one-year periods.

This Request for Proposal does not commit GESC to award a contract or to pay any costs incurred in the preparation of a proposal in response to this request. Please note that a complete response to the information requested is required to move forward in the selection process. Issuance of the RFP and receipt of proposals does commit GESC to award a contract.

ATTACHMENT A

Deliverables Checklist

Description	Checkbox
1. Does the Case Management Software Meet all of Client Eligibility criteria listed on Deliverables Section A.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Does the Case Management Software Meet all of Intake criteria listed on Deliverables Section B.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Does the Case Management Software Meet all GESC Services criteria listed on Deliverables Section C.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Does the Case Management Software Meet all of Case Management criteria listed on Deliverables Section D.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Does the Case Management Software Meet all of Reporting criteria listed on Deliverables Section E.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Does the Case Management Software Meet all of Data Management criteria listed on Deliverables Section F.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7. Does the Case Management Software Meet all of Security criteria listed on Deliverables Section G.?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8. Does the Case Management Software Meet all of Demonstration criteria listed on Deliverables Section H.?	<input type="checkbox"/> Yes <input type="checkbox"/> No

This form must be signed by the appropriate official authorized to submit proposal.

Vendor: _____

Signature: _____

Printed Name: _____

Title: _____

Date: _____

ATTACHMENT B

Respondent Information Form

RFP Name or Number: RFP Case Management Software

Full Legal Vendor Name: _____

Physical Address: _____

Postal Address: _____

Office Telephone: _____ Fax: _____

Contact Name: _____ Title: _____

Contact Email: _____

Business website: _____

ATTACHMENT C.

Experience & Performance

- I. List of three work references for whom you have provided case management software in Texas within the last 36 months.

Reference 1

GESC: _____

Contact Name	Address	Office Phone
--------------	---------	--------------

Reference 2

GESC: _____

Contact Name	Address	Office Phone
--------------	---------	--------------

Reference 3

GESC: _____

Contact Name	Address	Office Phone
--------------	---------	--------------

Vendor (Bidder): _____

Print Name: _____ Date: _____

Authorized Signature: _____ Title: _____

ATTACHMENT D

Proposed Cost

All costs associated with the requested services must be reasonable, necessary, and clearly stated. Itemization and detailed explanation of all costs are required.

The pricing document should also include any potential work not defined within the proposed scope of services, or which has not been mentioned in this RFP.

RFP Name or Number: RFP Case Management Software

Annual Software License \$ _____

Includes CSBG uploads, maintenance, and tech support, toll free support and free updates and all other items listed in this RFP.

Completed by: _____ Date: _____

Title: _____

Signature: _____

ATTACHMENT E.

ASSURANCES

I have read the request for sealed Bids materials and understand the intent, limitations, and requirements of services purchased under the Community Services Block Grant (CSBG), and the contractual requirements of Guadalupe Economic Services Corporation (GESC).

I hereby certify that all information in the RFP Bid is true & correct and accurately reflects the services of my company. I understand and certify that I will comply with the programmatic and contractual requirements placed upon me as a contractor for GESC.

I hereby certify that I have read the applicable Section(s) of the Purpose of RFP, Project Overview and Scope of Work and Standards and agree to comply.

I certify that no collusion has occurred with those who submitted bids regarding requested sealed Bid. I understand and certify that I will comply with the financial contractual requirements placed upon me by GESC.

I understand and agree that this Bid is not a contract and does not obligate the Guadalupe Economic Services Corporation to pay for costs incurred in the preparation of this Bid or costs incurred prior to the execution of a written contract or prior to the receipt of funds designated for this program from the funding GESC.

I understand and agree that the contract provisions may vary from the provisions set forth in this request, when deemed necessary by the Guadalupe Economic Services Corporation, however, we agree to abide by the contract provisions contained in the proposed contract.

I understand and agree that the Guadalupe Economic Services Corporation may utilize information provided outside of this request in evaluating this Bid.

I understand and agree that we may be subject to an on-site review and must be able and willing to provide documentation of information in the Bid at the request of the Guadalupe Economic Services Corporation prior to execution of a contract.

I understand and agree that the Guadalupe Economic Services Corporation has the right to reject all Bids and negotiate outside of the terms of this Bid.

I understand and agree that the Guadalupe Economic Services Corporation is not required to select the lowest cost Bid and GESC reserves the right to award contract(s) to multiple vendors to achieve best value and performance.

I understand and agree that any material misrepresentation or deliberate omission of a fact in this Bid may be justification for rejection of the Bid.

I understand and agree to abide by all federal, State, and local laws, policies and regulations governing these and those additional rules which may be promulgated, or as amended, after the execution of a contract.

I understand and agree that we may be subject to a monitoring review or audit by the U.S. Department of Labor, Texas Workforce Commission, Texas Department of Housing and Community Affairs, Office of Inspector General, and/or Guadalupe Economic Services Corporation. We also understand that we may be required to provide a copy of the most recent audit as part of the contracting process.

I understand and agree to submit this Bid in a good faith effort to provide services to the benefit of poor individuals eligible for services under this Bid.

I have carefully examined the terms, conditions, and specifications within this RFP Bid document, the undersigned contractors Agent hereby proposes and agrees to furnish the proposed product(s) in strict compliance with the specifications as quoted.

Vendor: _____

Authorized Signature: _____

Date: _____

Printed Name: _____

Title: _____

ATTACHMENT F.

DEBARMENT AND SUSPENSION CERTIFICATION

Federal Law (A-102 Common Rule and OMB Circular A-110) prohibits non-Federal entities 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 contracts for goods or services equal to or in excess of \$25,000 and all non-procurement transactions (e.g., sub-awards to sub-recipients).

Contractors who receive individual awards of \$25,000 or more and all sub-recipients must certify that their organization and its principals are not suspended or debarred by a Federal GESC.

Before an award of \$25,000 or more can be made to your firm, you must certify that your organization and its principals are not suspended or debarred by a Federal GESC.

I, the undersigned agent for the firm named below, certify that neither this firm nor its principals are suspended or debarred by a Federal GESC.

Company Legal Name: _____

Print Name of Company Official/Owner: _____

Authorized Signature: Date _____

By: _____, Title _____

ACKNOWLEDGMENT THE STATE OF _____ §

§

COUNTY OF _____ §

This instrument was acknowledged before me on _____, 2025, by
(Name) _____, in his/her capacity as _____ of (Organization
Name) _____, a (State) _____ corporation.

Notary Public, State of _____

Expiration: _____