

STATE OF LOUISIANA
Department of Transportation and Development

REQUEST FOR PROPOSALS
FOR
RFP Solicitation No. 3000000780

DBE Supportive Services

Statewide

December 9, 2011

Proposal Submission Deadline:
Monday, January 9, 2012 by 3:00 p.m. CST

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1.0 GENERAL INFORMATION

1.1 Purpose

This Request for Proposals (RFP) is issued by the Louisiana Department of Transportation and Development (herein referred to as the DOTD) to Consulting Firms interested in assisting DOTD with the implementation of Contractor Services for Disadvantaged Business Enterprise Supportive Services (DBE/SS).

The Louisiana Department of Transportation and Development has committed to providing a DBE/SS Program that will contribute to the growth and self-sufficiency of individual minority businesses. Our goal for implementing this program is to assist in the educating and mentoring of DBE firms so that they can successfully compete in the highway industry and conduct business outside of the DBE Program. We strive to ensure that small disadvantaged business enterprises can compete fairly for federally funded projects and that only eligible firms will participate in the LaDOTD DBE Program.

One Prime-Contractor (Contractor) shall be selected for this contract. The Contractor may not subcontract the specified services without the prior written agreement of DOTD.

1.2 Background

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified Proposers who are interested in providing Contractor Services for DBE Supportive Services to the State of Louisiana, Department of Transportation and Development.

In January 2008, Louisiana Department of Transportation and Development (LaDOTD) began requiring electronic bid submission for construction projects. LaDOTD's assessment based on inquiries from many of the DBE firms revealed that the DBE firms were not prepared to participate in the electronic bidding process due to a lack of computer technology capabilities. Additionally, beginning on July 1, 2011, DOTD Compliance Programs Section will begin mandatory electronic submission of DBE commitments increasing concerns that many of the DBE firms are not fully equipped for this type change. LaDOTD has offered and conducted training classes to assist by increasing knowledge and capabilities. With the move to these electronic processes, we need to enhance and improve communication between our prime contractors and our DBE subcontractors.

With this concept in mind, the Louisiana Department of Transportation and Development is requesting DBE Supportive Services to assist us in the growth, education and training of participating DBE firms and to actively manage an outreach program to educate small minority businesses on the benefits of the DBE program. The program is designed to provide technical and business related assistance to certified DBE companies in order to strengthen and improve their chances of success in the construction industry. Providing structured training in a classroom setting to address the new electronic processes, as well as business management assistance to all DBE firms will enhance their productivity and efficiency of operations. Additionally, these funds will stabilize performance of emerging DBE businesses that are currently performing or have the potential to perform on Louisiana transportation construction projects.

1.3 Scope of Services

Attachment 1 details the scope of services and deliverables or desired results that the DOTD requires of the selected Contractor.

PERFORMANCE GOALS AND ACTION PLAN

Objective 1: To increase the number of DBE firms participating on LA DOTD contracts.

Activity	Performance Measure
To recruit new DBEs for program participation in the Western Regions of Louisiana.	By August 1, 2012, recruit and assist 10 new DBE firms from the Western Regions of Louisiana who specialize in the areas of deficiency within the transportation industry

Objective 2: Provide business management assistance to DBE firms to enhance productivity and efficiency of firms operations.

Activity	Performance Measure
Provide business management assistance for certified DBE firms.	<ul style="list-style-type: none"> • Identify and provide LaDOTD monthly the names of DBE firms with business management deficiencies • Provide assistance to these firms so they shall have established standard construction procedures and processes by February 28, 2012. <ul style="list-style-type: none"> ○ These procedures are basic bookkeeping skills including scheduling, invoices and accounts receivable/payable. • Provide monthly list of the names of DBE firms provided business management assistance and type assistance provided • Copies of agenda, attendance or sign-in roster and scope of assistance or training to include information on items provided

	shall be maintained and produced upon request
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Objective 3: Provide ongoing technical assistance to DBE firms to increase the likelihood of success on LA DOTD contracts.

Activity	Performance Measure
<p>To provide bidding, estimating and contract negotiation assistance to DBE firms.</p>	<ul style="list-style-type: none"> • Identify and provide LaDOTD by February 1, 2012, the names of the DBE firms having bidding and estimating deficiencies. • They shall be provided technical assistance in preparing and submitting bids/quotes to prime contractors or LA DOTD by April 30, 2012. <ul style="list-style-type: none"> ○ Provide monthly list of the names of DBE firms provided business management assistance and type assistance provided ○ Copies of agenda, attendance or sign-in roster and scope of assistance or training to include information on items provided shall be maintained and produced upon request. • At least 2% firms receiving assistance shall be independently capable of preparing and submitting bids and quotes by July 31, 2012.
<p>Provide necessary assistance to increase the number of subcontractors bidding and receiving prime contracts.</p>	<p>At least three DBE subcontractors shall bid and be awarded prime contracts by August 30, 2012</p>
<p>To develop business development assistance for DBE firms.</p>	<p>All certified DBE firms shall receive targeted bid notifications via email, fax or telephone at least twice monthly and this information shall be provided more often if warranted, by LaDOTD based on number of monthly lettings and federal projects within each letting.</p> <ul style="list-style-type: none"> • LaDOTD shall be furnished a

	copy of all information sent to certified DBE firms
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Objective 4: Develop and conduct specialized training programs to assist DBE firms to increase knowledge and capabilities of new electronic processes.

Activity	Performance Measure
To develop and provide specialized training programs to assist DBE firms to increase participation on LaDOTD projects by increasing knowledge and capabilities of new electronic processes.	<p>Identify the DBE firms needing specialized assistance with LaDOTD new electronic processes and provide these firms with one on one or classroom style training.</p> <ul style="list-style-type: none"> • Provide monthly list of the names of DBE firms provided specialized assistance and type assistance provided. • Copies of agenda, attendance or sign-in roster and scope of assistance or training to include information on items provided shall be maintained and provided with monthly invoice / statement

Objective 5: Provide ongoing support services for a twelve month period.

Activity	Performance Measure
Create and maintain web based summaries detailing DBE firms experience and background.	Individual DBE firm profile summaries for all certified firms will be on-line and accessible to the public by September 30, 2012.
DBE Conference	Assist in the planning, design and production of a one-day DBE Conference to bring DBE firms, contractors, governmental agencies and other entities together to discuss opportunities and challenges of the Program. The conference shall be conducted by September 30, 2012.
Develop and conduct workshops, seminars and training sessions to address DBE firm deficiencies which	DBE firms identified as having training needs shall attend seminars and complete training in their respective

<p>include estimating, bidding, bonding resources, accounting, negotiations skills, and scheduling.</p>	<p>areas of deficiency.</p> <ul style="list-style-type: none"> • Provide LaDOTD monthly list of DBE firms identified as needing training and respective areas of their deficiencies. • Provide LaDOTD monthly list of DBE firms which have been registered to attend any upcoming seminars and/or training <p>At least two training programs, seminars and/or training workshops shall be planned and executed every month for DBE firms. These training venues shall focus on the topics identified in the activity portion of this objective. Locations as a minimum shall include Shreveport, Baton Rouge, Lake Charles, Alexandria, Lafayette, Monroe and New Orleans.</p> <ul style="list-style-type: none"> • Copies of agenda, attendance roster, and scope of training to include information on items presented shall be maintained and provided with monthly invoice / statement.
<p>Develop monthly newsletter as part of routine communication with all DBEs</p>	<p>Develop and issue via mail / email monthly newsletter to all DBEs, contractors and suppliers. The newsletter shall contain the following information every month:</p> <ul style="list-style-type: none"> • Job opportunities from LaDOTD and other state agencies to promote business growth and diversification • Information on upcoming seminars, training and educational opportunities for all DBEs • Information on job-site safety and compliance with OSHA regulations • Contact information for LaDOTD DBE Program Staff • Newly Certified DBE firms shall be identified in monthly newsletter providing certified

	<p>work capabilities and contact information</p> <p>LaDOTD shall be provided a copy of each monthly newsletter when the newsletter is issued to the DBEs</p>
<p>Develop "Welcome/Introduction Packet" to provide to all newly certified DBE Firms with 14 days of certification with LaDOTD</p>	<p>Develop Welcome/Introduction Packet within 14 working days of contract execution and obtain LaDOTD approval before beginning distribution to all newly certified DBEs. Distribution to all newly certified DBEs shall be accomplished within 14 days of certification date.</p> <p>The Welcome/Introduction Packet shall include the following information:</p> <ul style="list-style-type: none"> • Introduction of SS Contractor Firm & Contact Information • LaDOTD DBE Staff Contact Information • Information on how to navigate LaDOTD website • Information on how to participate in LaDOTD letterings • Information on Technical assistance with pre-bid, onsite or post construction activities associated with projects • DBE Monthly Newsletter developed by Contractor • Information to familiarize DBEs with state and federal contract regulations • Information on how to interpret a sub-contract and legal terminology

1.4 Performance Goals and Objectives

Goals and Objectives:

- To increase the number of certified DBE firms recruitment in Western Regions of Louisiana
- Provide business management assistance to DBE firms to enhance productivity and efficiency of firms operations.

- Provide ongoing technical assistance to DBE firms utilizing business relationships with other DBE firms and prime contractors.
- Develop and conduct specialized training programs to assist DBE firms to increase knowledge and capabilities of new electronic processes.
- Provide on-going support services

1.5 *Monitoring Plan*

EVALUATION AND MONITORING PLAN

Performance goals and measures will be used to determine whether each objective has been achieved. They will also act as monitoring and evaluating tools. This will be accomplished by but not limited to weekly meetings, monthly reporting, establishing training seminars/programs. The following documented reports must be submitted to LA DOTD:

- Monthly Performance Reports shall be submitted throughout the contract year and each monthly Performance Report shall include all supporting documentation for monthly accomplishments indicating support staff who performed duties and amount of time staff spent on performance of each task / duty.
- Evaluation of service surveys shall be completed by DBE firms on a quarterly basis.
- An annual program performance report due within 30 days of the contract completion date.
- Participant evaluations offered as a component of a firm’s annual affidavit submission to DOTD.

REPORTING REQUIREMENTS

The Disadvantaged Business Enterprise Supportive Services Contractor must fulfill the specific reporting requirements detailed below for the duration of contract. Performance goals and objectives will be completed and submitted to the LA DOTD on a monthly basis as well as in an annual performance report upon the completion of the contract period. The DBE/SS Statement of Work report will 1) describe the data collection process and analysis methods that will be used to measure each program objective and 2) describe the extent to which progress has been made in achieving the program’s written objectives, as well as, any problems and possible solutions for overcoming these problems.

The reports submitted by the DBE/SS contractor shall include the following:

- Each objective and the progress achieved for each reporting period. Data shall be measurable and shall include numerical data indicating the impact of the program on participants.
- Accomplishments of program to date must be identified.
- Any problems encountered to date, possible solutions or improvements to the program, and value of continued program funding must be identified.
- Any additional information, concerns, or recommendations for program enhancement shall be included.

1.6 Project Manager

A Project Manager has been named and that information will be provided to the Contractor.

2.0 ADMINISTRATIVE INFORMATION

2.1 Term of Contract

The period of any contract resulting from this RFP will be an initial twelve (12) month period tentatively scheduled to begin on **January 25, 2012** and to end on **January 24, 2013**. DOTD has the right to renew **at the same terms and conditions**, the contract for additional two twelve-month periods with the concurrence of the Contractor and all appropriate approvals. In no event shall the contract term exceed 36 months.

2.2 Pre-proposal Conference

NOT APPLICABLE FOR THIS SOLICITATION.

2.3 Proposer Inquiries

Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below by fax to 225-379-1857. Please do not Email inquiries to the RFP Coordinator.

Mr. Alan A. Dale, P.E.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, LA 70802-4438 or
Post Office Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone: (225) 379-1989
Fax: 225-379-1857

This RFP is available in electronic form at
<http://webmail.dotd.state.la.us/AgreStat.nsf/WebView?OpenPage> and
<http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

or in printed form by submitting a written request to the RFP Coordinator.

The DOTD will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers. Written inquiries must be received by **3:00 p.m.** CST on the date specified in the Schedule of Events. The DOTD reserves the right to modify the RFP should a change be identified that is in the best interest of the DOTD.

Any and all questions directed to the RFP Coordinator shall be deemed to require an official response. Official responses to each of the questions presented by the proposer shall be posted on the DOTD Consultant Contract Services

<http://webmail.dotd.state.la.us/agrestat.nsf/WebAddendums?OpenPage>

and LaPAC websites

<http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>

as an Addendum to the RFP by the deadline shown in the Calendar of Events.

Only the RFP Coordinator has the authority to officially respond to proposer’s questions on behalf of the DOTD. Any communications from any other individuals are not binding to the DOTD.

2.4 Definitions

- A. Mandatory Requirements – The terms “shall”, “will”, and “must” denote mandatory requirements.
- B. Permissible Action – The terms “should”, “can” and “may” denote an advisory or allowable action.
- C. Agency – Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this state authorized to participate in any contract resulting from this solicitation.

2.5 Schedule of Events

<u>Event</u>	<u>Date</u>
Advertise RFP and mail public announcements	December 9, 2011
Deadline for receipt of Written inquiries	December 15, 2011
Issue responses to Written inquiries	December 21, 2011
Deadline for receipt of Proposals	Monday, January 9, 2012
Announce Award of Contractor Selection	January 17, 2012 (on or about)
Contract Execution	January 25, 2012 (on or about)

NOTE: DOTD reserves the right to amend and/or change this schedule of RFP activities, as it deems necessary.

3.0 PROPOSAL INFORMATION

3.1 Minimum Qualifications of Proposer

The proposers shall have, prior to the deadline for receipt of proposals, a minimum of: Not less than five years managing a Disadvantaged Business Enterprise Supportive Services Program (DBE SS) for a State Transportation Agency.

3.1.1 Desired Qualifications of Proposer

It is highly desirable that the Proposer should at minimum possess the following qualification at the time of proposal submittal: At least eight years managing the Disadvantaged Business Enterprise Supportive Services Program (DBE SS) for a State Transportation Agency.

3.2 Determination of Responsibility

Determination of the Proposer’s responsibility relating to this RFP shall be made according to the standards set forth in LAC 34: 136. DOTD must find that the Selected Proposer:

- Has adequate financial resources for performance, or has the ability to obtain such resources as required during performance;
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them;
- Is able to comply with the proposed or required time of delivery or performance schedule;
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.

Proposers should ensure that their proposals contain sufficient information for the DOTD to make its determination by presenting acceptable evidence of the above to perform the contracted services.

3.2.1 Right to Prohibit Award

In accordance with the provisions of R.S. 39:2192, in awarding contracts after August 15, 2010, any public entity is authorized to reject a proposal or bid from, or not award the contract to, a business in which any individual with an ownership interest of five percent or more, has been convicted of, or has entered a plea of guilty or nolo contendere to any state felony or equivalent federal felony crime committed in the solicitation or execution of a contract or bid awarded under the laws governing public contracts under the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950, professional, personal, consulting, and social services procurement under the provisions of Chapter 16 of Title 39, or the Louisiana Procurement Code under the provisions of Chapter 17 of Title 39.

3.3 RFP Addenda

DOTD reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

Addenda, if any, will be posted on the DOTD Consultant Contract Services and LaPac websites: <http://webmail.dotd.louisiana.gov/agrestat.nsf/WebAddendums?OpenPage> <http://wwwprd.doa.louisiana.gov/osp/lapac/pubmain.asp>. It is the responsibility of the proposer to check the website for addenda to the RFP, if any.

3.4 Waiver of Administrative Informalities

DOTD reserves the right, at its sole discretion, to waive minor administrative informalities contained in any proposal.

3.5 Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by DOTD to award a contract. DOTD reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in DOTD's best interest.

3.6 Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

3.7 Subcontracting Information

The DOTD shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements, however, should acknowledge in their proposals total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work.

Unless provided for in the contract with the DOTD, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of the State.

3.8 Ownership of Proposal

All materials submitted in response to this request become the property of DOTD. Selection or rejection of a proposal does not affect this right.

3.9 Proprietary Information

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and shall be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

3.10 Cost of Preparing Proposals

DOTD shall not be liable for any costs incurred by Proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by DOTD.

3.11 Errors and Omissions in Proposal

DOTD shall not be liable for any errors in proposals. DOTD reserves the right to make corrections or amendments due to patently obvious errors in proposals by DOTD or the proposer. DOTD, at its option, has the right to request clarification or additional information from the proposers.

3.12 Contract Award and Execution

DOTD reserves the right to enter into a Contract without further discussion of the proposal submitted based on the initial offer received.

DOTD reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer shall become part of any contract initiated by DOTD.

The selected Proposer shall be expected to enter into a contract that is basically the same as the sample contract included in Attachment III. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer.

If the contract negotiation period exceeds ten working days or if the selected proposer fails to sign the final contract within ten working days of delivery of it, DOTD may elect to cancel the award and award the contract to the next-highest-ranked proposer.

3.13 Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

4.0 RESPONSE INSTRUCTIONS

4.1 Proposal Submission

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before 3:00p.m. Central Daylight Time on the date specified in the Schedule of Events. FAX or e-mail submissions are not acceptable. Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Mr. Alan A. Dale, P.E.
Consultant Contract Services Administrator
1201 Capitol Access Road, **Room 405-T**
Baton Rouge, Louisiana 70802-4338
Telephone: (225) 379-1989
Fax: (225) 379-1857

It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

The proposal should be identified with **RFP Solicitation No. 3000000780 and Project Name: DBE Supportive Services** and shall be submitted **prior to 3:00 p.m. CST on Monday, January 9, 2012.**

The DOTD requests that **six** of copies of the proposal be submitted to the RFP Coordinator at the address specified. At least **one** copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP. Any proposer failing to submit any of the mandatory information requested in this RFP shall be considered non-responsive.

Name(s) of the Proposer listed must precisely match the name(s) filed with the Louisiana Secretary of State, Commercial Division, Corporations Section, if proposer is a corporation.

4.2 Proposal Format

Proposers should respond to this RFP with a Technical Proposal (as specified in Section 5, Proposal Content) and Cost Proposal (as specified in Section 5.5, Cost Information). No pricing information should be included in the Technical Proposal.

4.3 Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

4.4 Technical and Cost Proposal

Proposals should be submitted as specified in Section 5, and should include enough information to satisfy evaluators that the Proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposers should respond to all requested areas.

4.5 Certification Statement

The proposer shall sign and submit the Certification Statement shown in Attachment II.

5.0 PROPOSAL CONTENT

5.1 Executive Summary

This section should serve to introduce the purpose and scope of the proposal. It should include administrative information including, at a minimum, response date, Proposer contact name, phone number, email address and the stipulation that the proposal is valid for a time period of *one year* from the date of submission. This section should include a summary of the Proposer's qualifications and ability to meet the DOTD's overall requirements.

It should include a positive statement of compliance with the contract terms. If the Proposer cannot comply with any of the contract terms, an explanation of each exception should be supplied. The Proposer should address the specific language in Attachment III Sample Contract and submit whatever exceptions or exact contract modifications that their firm may seek. While final wording shall be resolved during contract negotiations, the intent of the provisions shall not be substantially altered.

5.2 Corporate Background and Experience

The Proposer should give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited.

This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers.

5.3 Proposed Project Staff

The Proposer should provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project.

This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address and telephone number) should be provided for the cited projects in the individual resumes.

- Interested candidates should submit cover letter, resume, and list three professional references (with contact information for each) for key personnel.

If a sub-Contractor will be used, the proposer should clearly identify any sub-Contractor arrangements, and provide similar information as requested for the Contractor's staff.

Proposed staff shall not be changed without prior written approval from the LADOTD Project Manager.

5.4 Approach and Methodology

Proposer should provide:

- Proposer's understanding of the nature of the project and how its proposal will best meet the needs of the DOTD.
- Its functional approach in providing the services.
- Its functional approach in identifying the tasks necessary to meet requirements.
- A description of the approach to Project Management and Quality Assurance.
- A proposed Project Work Plan that reflects the approach and methodology, tasks and services to be performed, deliverables, timetables, and staffing.

5.5 Cost Information

The proposer shall provide the total cost for objectives 1 through 5 and a billable rate by classification for the Proposer's project staff, as well as the billing rate, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable) which includes all payroll additives.

Proposers should use the following as format for providing cost information.

I/We propose to furnish all labor and materials necessary to provide the scope of services outlined in this RFP for the sum of:

\$ _____ (Total Cost)

	Project Leader	Business Manager	Trainer / Recruiter	Clerical	
Proposed Hourly Rate	\$ _____	\$ _____	\$ _____	\$ _____	
	Hours	Hours	Hours	Hours	Price
OBJECTIVE 1					\$
OBJECTIVE 2					\$
OBJECTIVE 3					\$
OBJECTIVE 4					\$
OBJECTIVE 5					\$
Total Price (Objectives 1-5)	\$ _____				

PLEASE NOTE: No office space, facilities, equipment, supplies, or other services will be provided by LA DOTD to the Contractor.

Travel shall be reimbursed in accordance with the Division of Administration State General Travel Regulations, within the limits established for State Employees as defined in Division of Administration Policy and Procedure Memorandum No. 49. All out of state travel will be subject to prior approval by the Secretary of the agency or his/her designee.

6.0 EVALUATION AND SELECTION

6.1 Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by the DOTD, which will determine the proposal most advantageous to the state, taking into consideration price and the other evaluation factors set forth in the RFP.

6.2 Administrative and Mandatory Screening

All proposals shall be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance shall be rejected from further consideration.

6.3 Clarification of Proposals

DOTD reserves the right to seek clarification of any proposal for the purpose of identifying and eliminating minor irregularities or informalities.

6.4 Oral Presentations/Discussions May be required

NOT APPLICABLE TO THIS SOLICITATION.

6.5 Evaluation and Review

Proposals that pass the preliminary screening and mandatory requirements review will be evaluated based on information provided in the proposal. The evaluation will be conducted according to the following.

Each proposal shall be rated for categories one through three, with 0 being the lowest score and the highest possible score as shown for each category.

Category 4, Cost shall be rated as follows: The proposer with the lowest total price shall receive 25 points. Other proposers will receive points for price based upon the following formula:

$$\text{Price Score} = \frac{\text{Lowest Proposed Total Price} \times 25}{\text{Contractor's Proposed Total Price}}$$

The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

CRITERIA	MAXIMUM SCORE
Approach and Methodology	35
Firm's Work History or Experience	20
Individual Staff Qualifications	20
Cost	25
TOTAL SCORE	100

All proposals shall be evaluated as indicated. The proposer's ratings in each category shall be added to arrive at the proposer's total score. The Project Evaluation Team shall compile the scores and make a recommendation to the DOTD Secretary based on highest score. The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

6.6 Announcement of Successful Proposer

The DOTD will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

The proposals received (except for that information appropriately designated as confidential in accordance with R.S. 44.1 et seq), selection memorandum along with list of criteria used along with the weight assigned each criteria; scores of each proposal considered along with overall scores of each proposal considered, and a narrative justifying selection shall be made available, upon request, to all interested parties after the Award has been posted to DOTD Consultant Contract Services website:

<http://webmail.dotd.louisiana.gov/agrestat.nsf/WebAwards?OpenPage>

Any proposer aggrieved by the proposed award has the right to submit a protest in writing to the head of the agency issuing the proposal within 14 days after the award has been announced by the agency.

The award of a contract is subject to the approval of the Division of Administration, Office of Contractual Review.

7.0 SUCCESSFUL CONTRACTOR REQUIREMENTS

7.1 Corporation Requirements

Upon the award of the contract, if the Contractor is a corporation not incorporated under the laws of the State of Louisiana, the Contractor shall have obtained a certificate of authority pursuant to R. S. 12:301-302 from the Secretary of State of Louisiana prior to the execution of the contract.

Upon the award of the contract, if the Contractor is a for-profit corporation whose stock is not publicly traded, the Contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

7.2 Billing and Payment

Payments to the Contractor for services rendered for this Project shall be made monthly based on a certified and itemized invoice showing line item costs incurred. Any labor charges for approved services shall include the names of the employees, their classification, and the time worked. These shall be reimbursed at the approved billable rate for that classification established from the Contractor's Proposal. These rates shall be used for the duration of the Contract. Travel shall be reimbursed according with the State Travel Regulations. DOTD will allow adjustments for travel and other detailed costs between Tasks, up to the maximum established from the Contractor's proposed costs.

It is understood that the contractor must provide supportive documents (e.g., training agendas, attendance rosters, scope of training, speaker/trainer resumes, etc) in each Monthly Reports.

Any charges for approved services other than labor shall be detailed to include vendor name, cost, and description. Final payment for these costs will be adjusted after project completion, or at the request of the Project Manager, to reflect the actual costs experienced by the Contractor during the course of this contract as determined by DOTD's Audit Section following the post audit of this contract. However, in no event shall such an adjustment allow the contract cost to exceed the maximum limitation imposed thereon. The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 31 of the (FARS) as appropriate.

The original and two copies of the invoice shall be submitted to the Project Manager. The invoice must be signed and dated by the Contractor.

Upon receipt and approval of each invoice, DOTD shall pay the amount due within 30 calendar days.

7.3 Contract Terms & Conditions

The proposer shall be required to enter into a Contract with DOTD that is **basically the same** as Attachment III. Any changes to those terms shall be negotiated if state law allows such negotiation.

7.4 Indemnification

The Contractor shall indemnify, save harmless and defend DOTD against any and all claims, losses, liabilities, demands, suits, causes of action, damages, and judgments of sums of money growing out of, resulting from, or by reason of any act or omission of the Contractor, its agents, servants, independent contractors, or employees while engaged in, about, or in connection with the discharge or performance of the terms of this Agreement. Such indemnification shall include attorney's fees and court costs. Contractor shall provide and bear the expense of all personal and professional insurance related to its duties arising under this Agreement.

Contractor shall indemnify, defend and hold DOTD and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against DOTD in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that DOTD shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, DOTD or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment. In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for DOTD the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to DOTD up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as

part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings. DOTD and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

7.5 Confidentiality

All financial, statistical, personal, technical and other data and information relating to DOTD's operation which are designated confidential by DOTD and made available to the Contractor in order to carry out this contract, or which become available to the Contractor in carrying out this contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to DOTD. The identification of all such confidential data and information as well as DOTD's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by DOTD in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by DOTD to be adequate for the protection of DOTD's confidential information, such methods and procedures may be used, with the written consent of DOTD, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information, which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the contract, or is rightfully obtained from third parties. Under no circumstance is the Contractor to discuss and/or release information to the media concerning this project without prior express written approval of the DOTD.

ATTACHMENT I: SCOPE OF SERVICES

1. Overview

DBE Supportive Services PROGRAM COMPONENTS

The Contractor shall provide the following services:

Recruitment of Potential DBEs - Actively recruit and assist potential DBE firms for program participation in Western Regions of Louisiana. The recruited firms shall be primarily involved in deficient areas within the transportation industry. Some of the areas that have been previously identified as deficient include, but are not limited to, reinforcing steel, striping, drainage, concrete paving, asphaltic pavement, base course, and pavement patching.

Business Management – Many of the DBE firms have expressed an interest in learning more business techniques, processes and methodologies in areas such as scheduling, invoicing and accounts receivable/payable. This area is the core component to success. The Contractor will provide our firms with the necessary web based programs and tools to support and enhance their business management operations in an effective and efficient manner.

Technical Assistance - In an effort to strengthen and enhance the firms' ability to bid and estimate projects, specialized technical assistance shall be provided. This shall include extensive one-on-one assistance in plan reading, quantity take-offs, unit prices, overhead costs, bidding and estimating skills.

In January 2008, LA DOTD began requiring on-line bid submission for construction projects. Since implementation, it has been revealed that several of the DBE firms are not prepared to participate in on-line bidding process due to a lack of computer technology capabilities. LaDOTD has provided training classes to assist the DBE firms; but feel strongly that we must offer additional one-on-one training and tutorials to increase DBE capabilities and their successful use of the on-line bidding process, therefore, the Contractor shall also provide these services.

Training Series – Based on the needs identified in the assessment, workshops and training sessions will be conducted to address specific areas that have been noted. Through on-line and classroom training, together with individual access to LA DOTD consultants and respected professionals, the DBE/SS program Contractor will focus on educating participants by developing and delivering a training program to provide practical information and insight on various topics ranging from general business development to technical management, including, at a minimum, the following:

- General Business Development – Understanding of general business principles and training in the latest techniques will allow DBE firms to be more competitive in pursuing contract opportunities and more efficient in performing construction related projects.
- Finance – Maintaining complete and accurate financial/accounting records is a necessity for DBE firms pursuing project financing and/or bonding.

- Technical Management – Staying abreast of emerging technology and advances in computer technology will help DBE firms to manage their operations more effectively and to complete projects more timely and efficiently.
- Business Law – Basic knowledge of the legal rights and remedies available to DBE firms is important when doing business in the complex field of construction.

Topics to be included in the training series shall include, but are not limited to the following:

- Marketing Development
- Estimating and Bidding
- Negotiation
- Planning and Project Safety
- Procurement
- Business Plans
- Bonding and Finance
- Cost Management, Project Cash Flow Analysis
- Accounting and Cash Flow Management
- Emerging Technology
- Software Packages and Tools
- Plan Reading
- Business Law
- Contracts and Documentation
- Claims
- Electronic Bidding
- Electronic Submittal of CS-6AAA

The training provided will be individually structured and may include training in a classroom approach setting.

On-going Support Services – Individual DBE firm profiles and capability summaries will be on-line and accessible to the public. This information must routinely be provided, maintained and updated for all those Contractors who access this information. All programs and software will be the property of LA DOTD and shall be transferred to LA DOTD at contract completion.

Assist in the planning, design and production of a one-day DBE Business Conference to bring DBE firms, contractors, governmental agencies and other entities together to discuss opportunities and improvements to the DBE Program. This conference shall be conducted by September 30, 2012. An assessment of the conference will be generated using information gathered from the participants.

The Consultant will conduct workshops, seminars and training sessions to address DBE firm deficiencies to assist DBE firms in developing their businesses to become more marketable and competitive in the construction industry.

The Consultant will develop, prepare and distribute a monthly newsletter to DBEs, contractors and suppliers. The newsletter will include the services offered by the DBE Supportive Services consultant, Current Letting information, upcoming events, Training Seminars and Workshops available, Consultant and LaDOTD Contracts Listing, bid opportunities, Information on Job-site

Safety and Compliance with OSHA and List of newly certified DBE Firms including work capabilities and contact information.

The Consultant will work with LaDOTD officials in the development and production of a Welcome / Introduction Packet that will be given to all newly certified DBEs, which will include a detailed summary of the services available and how to navigate the LaDOTD website and participate in LaDOTD lettings and other important information.

PERFORMANCE GOALS AND ACTION PLAN

Objective 1: To increase the number of DBE firms participating on LA DOTD contracts.

Activity	Performance Measure
To recruit new DBEs for program participation in the Western Regions of Louisiana.	By August 1, 2012, recruit and assist 10 new DBE firms from the Western Regions of Louisiana who specialize in the areas of deficiency within the transportation industry

Objective 2: Provide business management assistance to DBE firms to enhance productivity and efficiency of firms operations.

Activity	Performance Measure
Provide business management assistance for certified DBE firms.	<ul style="list-style-type: none"> • Identify and provide LaDOTD monthly the names of DBE firms with business management deficiencies • Provide assistance to these firms so they shall have established standard construction procedures and processes by February 28, 2012. <ul style="list-style-type: none"> ○ These procedures are basic bookkeeping skills including scheduling, invoices and accounts receivable/payable. • Provide monthly list of the names of DBE firms provided business management assistance and type assistance provided • Copies of agenda, attendance or sign-in roster and scope of

	assistance or training to include information on items provided shall be maintained and produced upon request
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Objective 3: Provide ongoing technical assistance to DBE firms to increase the likelihood of success on LA DOTD contracts.

Activity	Performance Measure
<p>To provide bidding, estimating and contract negotiation assistance to DBE firms.</p>	<ul style="list-style-type: none"> • Identify and provide LaDOTD by February 1, 2012, the names of the DBE firms having bidding and estimating deficiencies. • They shall be provided technical assistance in preparing and submitting bids/quotes to prime contractors or LA DOTD by April 30, 2012. <ul style="list-style-type: none"> ○ Provide monthly list of the names of DBE firms provided business management assistance and type assistance provided ○ Copies of agenda, attendance or sign-in roster and scope of assistance or training to include information on items provided shall be maintained and produced upon request. • At least 2% firms receiving assistance shall be independently capable of preparing and submitting bids and quotes by July 31, 2012.
<p>Provide necessary assistance to increase the number of subcontractors bidding and receiving prime contracts.</p>	<p>At least three DBE subcontractors shall bid and be awarded prime contracts by August 30, 2012</p>
<p>To develop business development assistance for DBE firms.</p>	<p>All certified DBE firms shall receive targeted bid notifications via email, fax or telephone at least twice monthly and this information shall be provided more often if warranted, by LaDOTD based on number of monthly lettings and</p>

	<p>federal projects within each letting.</p> <ul style="list-style-type: none"> • LaDOTD shall be furnished a copy of all information sent to certified DBE firms
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Objective 4: Develop and conduct specialized training programs to assist DBE firms to increase knowledge and capabilities of new electronic processes.

Activity	Performance Measure
<p>To develop and provide specialized training programs to assist DBE firms to increase participation on LaDOTD projects by increasing knowledge and capabilities of new electronic processes.</p>	<p>Identify the DBE firms needing specialized assistance with LaDOTD new electronic processes and provide these firms with one on one or classroom style training.</p> <ul style="list-style-type: none"> • Provide monthly list of the names of DBE firms provided specialized assistance and type assistance provided. • Copies of agenda, attendance or sign-in roster and scope of assistance or training to include information on items provided shall be maintained and provided with monthly invoice / statement

Objective 5: Provide ongoing support services for a twelve month period.

Activity	Performance Measure
<p>Create and maintain web based summaries detailing DBE firms experience and background.</p>	<p>Individual DBE firm profile summaries for all certified firms will be on-line and accessible to the public by September 30, 2012.</p>
<p>DBE Conference</p>	<p>Assist in the planning, design and production of a one-day DBE Conference to bring DBE firms, contractors, governmental agencies and other entities together to discuss opportunities and challenges of the Program. The conference shall be conducted by September 30, 2012.</p>
<p>Develop and conduct workshops, seminars and training sessions to</p>	<p>DBE firms identified as having training needs shall attend seminars and</p>

<p>address DBE firm deficiencies which include estimating, bidding, bonding resources, accounting, negotiations skills, and scheduling.</p>	<p>complete training in their respective areas of deficiency.</p> <ul style="list-style-type: none"> • Provide LaDOTD monthly list of DBE firms identified as needing training and respective areas of their deficiencies. • Provide LaDOTD monthly list of DBE firms which have been registered to attend any upcoming seminars and/or training <p>At least two training programs, seminars and/or training workshops shall be planned and executed every month for DBE firms. These training venues shall focus on the topics identified in the activity portion of this objective. Locations as a minimum shall include Shreveport, Baton Rouge, Lake Charles, Alexandria, Lafayette, Monroe and New Orleans.</p> <ul style="list-style-type: none"> • Copies of agenda, attendance roster, and scope of training to include information on items presented shall be maintained and provided with monthly invoice / statement.
<p>Develop monthly newsletter as part of routine communication with all DBEs</p>	<p>Develop and issue via mail / email monthly newsletter to all DBEs, contractors and suppliers. The newsletter shall contain the following information every month:</p> <ul style="list-style-type: none"> • Job opportunities from LaDOTD and other state agencies to promote business growth and diversification • Information on upcoming seminars, training and educational opportunities for all DBEs • Information on job-site safety and compliance with OSHA regulations • Contact information for LaDOTD DBE Program Staff • Newly Certified DBE firms shall be identified in monthly

	<p>newsletter providing certified work capabilities and contact information</p> <p>LaDOTD shall be provided a copy of each monthly newsletter when the newsletter is issued to the DBEs</p>
<p>Develop "Welcome/Introduction Packet" to provide to all newly certified DBE Firms with 14 days of certification with LaDOTD</p>	<p>Develop Welcome/Introduction Packet within 14 working days of contract execution and obtain LaDOTD approval before beginning distribution to all newly certified DBEs. Distribution to all newly certified DBEs shall be accomplished within 14 days of certification date.</p> <p>The Welcome/Introduction Packet shall include the following information:</p> <ul style="list-style-type: none"> • Introduction of SS Contractor Firm & Contact Information • LaDOTD DBE Staff Contact Information • Information on how to navigate LaDOTD website • Information on how to participate in LaDOTD letterings • Information on Technical assistance with pre-bid, onsite or post construction activities associated with projects • DBE Monthly Newsletter developed by Contractor • Information to familiarize DBEs with state and federal contract regulations • Information on how to interpret a sub-contract and legal terminology

2. *Tasks and Services*

The Contractor shall provide the following:

- Recruitment of Potential DBEs
- Business Management Assistance
- Provide on-going Technical Assistance to DBE firms
- Develop and conduct Training

- Provide on-going support services.

3. Deliverables

The Contractor shall provide all deliverables in Objectives 1 through 5

4. Functional Requirements

The Louisiana Department of Transportation and Development has committed to providing a DBE/SS Program that will contribute to the growth and self-sufficiency of individual minority businesses. Our goal for implementing this program is to assist in the educating and mentoring of DBE firms so that they can successfully compete in the highway industry and conduct business outside of the DBE Program. We strive to ensure that small disadvantaged business enterprises can compete fairly for federally funded projects and that only eligible firms will participate in the LaDOTD DBE Program.

5. Technical Requirements

Contractor will be required to provide specialized technical (IT) assistance regarding bidding and estimating construction and letter-bid projects. Additionally, Contractor will be required to provide one-on-one training and tutorials to enable DBE firms to successful use the on-line bidding process. Contractor shall have a good working knowledge of the LADOTD website.

6. Project Requirements

Performance goals and measures will be used to determine whether each objective has been achieved. They will also act as monitoring and evaluating tools. This will be accomplished by but not limited to weekly meetings, monthly reporting, establishing training seminars/programs. The following documented reports must be submitted to LA DOTD:

- Monthly Performance Reports shall be submitted throughout the contract year and each monthly Performance Report shall include all supporting documentation for monthly accomplishments indicating support staff who performed duties and amount of time staff spent on performance of each task / duty.
- Evaluation of service surveys shall be completed by DBE firms on a quarterly basis.
- An annual program performance report shall be due within 30 days of the contract completion date.
- Participant evaluations shall be offered as a component of a firm's annual affidavit submission to DOTD

The Disadvantaged Business Enterprise Supportive Services Contractor must fulfill the specific reporting requirements detailed below for the duration of contract. Performance goals and objectives will be completed and submitted to the LA DOTD on a monthly basis as well as in an annual performance report upon the completion of the contract period. The DBE/SS Statement of Work report will 1) describe the data collection process and analysis methods that will be used to measure each program objective and 2) describe the extent to which progress has been made in achieving the program's written objectives, as well as, any problems and possible solutions for overcoming these problems.

The reports submitted by the DBE/SS contractor shall include the following:

- Each objective and the progress achieved for each reporting period. Data shall be measurable and include numerical data indicating the impact of the program on participants.
- Accomplishments of program to date must be identified.
- Any problems encountered to date, possible solutions or improvements to the program, and value of continued program funding must be identified.
- Any additional information, concerns, or recommendations for program enhancement shall be included.

ATTACHMENT II
CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. DOTD requests that the proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below:

(Print Clearly):

Date: _____ Official Contact Name: _____

A. E-mail Address: (required) _____

B. Facsimile Number with area code: (_____) _____

C. US Mail Address: _____

D. Telephone Number: _____

Proposer certifies that the above information is true and grants permission to DOTD or Agencies to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least *One Year* from the date of proposal's signature below;
5. Proposer understands that if selected as the successful Proposer, he/she will have 10 business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)
7. If subcontractors are proposed to be used, the proposer acknowledges total responsibility for the entire contract.

Authorized Signature: _____

Typed or Printed Name: _____

Title: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

SIGNATURE of Proposer's Authorized Representative

/ _____
DATE

ATTACHMENT III: SAMPLE CONTRACT

CONSULTING SERVICES CONTRACT

**STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT**

**PURCHASE ORDER NO. xxxxxxxxxxxx
PROJECT NAME
STATEWIDE**

PLEASE NOTE: Prior to execution of any contract resulting from RFP, Contractor must be registered as a vendor at:

LaGov Vendor Registration

Registration Link:

<http://wwwprd.doa.louisiana.gov/osp/lapac/Vendor/VndPubMain.asp>

Registration Help Links:

<http://www.doa.louisiana.gov/osp/vendorcenter/regnhelp/index.htm>

Registration Help Desk: (225) 342-6349

On this _____ day of _____, 20xx, the State of Louisiana through the Louisiana Department of Transportation & Development, hereinafter sometimes referred to as "DOTD", and [Contractor's name and legal address], hereinafter sometimes referred to as "Contractor", do hereby enter into a Contract under the following terms and conditions.

1 SCOPE OF SERVICES

1.1 CONCISE DESCRIPTION OF SERVICES

[COMPLETE A DESCRIPTION OF SERVICES TO BE PROVIDED OR ATTACH SOW]

1.2 STATEMENT OF WORK {Define work/services/deliverables to be provided by contractor composed from RfP & proposers response. May be included in an attachment if detail is lengthy.}

1.2.1 GOALS AND OBJECTIVES

[LIST GOALS AND OBJECTIVES OF THIS CONTRACT]

1.2.2 PERFORMANCE MEASURES

The performance of the contract will be measured by the State Project Manager, authorized on behalf of the DOTD, to evaluate the contractor's performance against the criteria in the Statement of Work and are identified as:

] LIST PERFORMANCE MEASURES WHICH SHOULD BE MEASURABLE AND TIME BOUND]

1.2.3. MONITORING PLAN

[Name and Title or Position] will monitor the services provided by the **contractor** and the expenditure of funds under this contract. [Name and Title or Position] will be primarily responsible for the day-to-day contact with the **contractor** and day-to-day monitoring of the **contractor's** performance. The monitoring plan is the following:

(PROVIDE MONITORING PLAN)

1.2.4. DELIVERABLES

The Contract will be considered complete when Contractor has delivered and DOTD has accepted all deliverables specified in the Statement of Work.

1.2.5 SUBSTITUTION OF KEY PERSONNEL

The Contractor's key personnel assigned to this Contract may not be removed, replaced, or substituted without the written consent of the DOTD. Consent shall not be unreasonably withheld or delayed provided an equally qualified replacement is offered. In the event that any Contractor personnel become unavailable due to resignation, illness, or other factors outside of the Contractor's control, excluding assignment to a project outside of the Contract, the Contractor shall be responsible for providing an equally qualified replacement to avoid delays in completing tasks. Any such replacement of key personnel must be approved by DOTD.

2 ADMINISTRATIVE REQUIREMENTS

2.1 TERM OF CONTRACT

This Contract shall begin on [Date] and shall terminate on [Date], unless modified by a fully executed supplemental agreement. Notwithstanding the foregoing, in no event shall this Contract be valid until it has been approved, in writing, by the Director of the Office of Contractual review of the Division of Administration. Such approval authorizes a Contract term for not more than 36 months.

2.2 DOTD FURNISHED RESOURCES

Mr. /Ms. _____ will serve as DOTD Project Manager for this Contract. The DOTD Project Manager shall provide oversight of the activities conducted hereunder. Notwithstanding the Contractor's responsibility for management during the performance of this Contract, the assigned Project Manager shall be the principal point of contact on behalf of the DOTD and will be the principal point of contact for Contractor concerning Contractor's performance under this Contract.

2.3 TAXES

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract and/or legislative appropriation shall be Contractor's obligation and identified under Federal tax identification number _____.

3.0 COMPENSATION AND MAXIMUM AMOUNT OF CONTRACT

3.1 PAYMENT TERMS

Payments to the Contractor for services rendered for this Project shall be made monthly based on a certified and itemized invoice showing line item costs incurred. Any labor charges for approved services shall include the names of the employees, their classification, and the time worked. These shall be reimbursed at the approved billable rate for that classification established from the Contractor's Proposal. These rates shall be used for the duration of the Contract. Travel shall be reimbursed according with the State Travel Regulations. DOTD will allow adjustments for travel and other detailed costs between Tasks, up to the maximum established from the Contractor's proposed costs.

It is understood that the contractor must provide supportive documents (e.g., training agendas, attendance rosters, scope of training, speaker/trainer resumes, etc) in each Monthly Reports.

Any charges for approved services other than labor shall be detailed to include vendor name, cost, and description. Final payment for these costs will be adjusted after project completion, or at the request of the Project Manager, to reflect the actual costs experienced by the Contractor during the course of this contract as determined by DOTD's Audit Section following the post audit of this contract. However, in no event shall such an adjustment allow the contract cost to exceed the maximum limitation imposed thereon. The allowable costs shall be in accordance with the cost principles and procedures set forth in 48 CFR 31 of the (FARS) as appropriate.

The original and two copies of the invoice shall be submitted to the Project Manager. The invoice must be signed and dated by the Contractor.

Upon receipt and approval of each invoice, DOTD shall pay the amount due within 30 calendar days.

NOTE: All travel related expenses will be compensated under direct expenses and will be in accordance with Louisiana Office of State Travel regulations (PPM No. 49) found at: <http://www.state.la.us/osp/travel/travelOffice.htm>

4.0 TERMINATION

4.1 TERMINATION FOR CAUSE

DOTD may terminate this Contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Contract; provided that the DOTD shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have either corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the DOTD may, at its option, place the Contractor in default and the Contract shall terminate on the date specified in such notice. Failure to perform within the time specified in the solicitation shall constitute a default and may cause cancellation of the Contract. Where the DOTD has determined the Contractor to be in default, the DOTD reserves the right to obtain any or all products or services covered by the Contract on the open market and to charge the Contractor with cost in excess of

the Contract price. Until such assessed charges have been paid, no subsequent proposal from the defaulting Contractor shall be considered.

Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the DOTD to comply with the terms and conditions of this Contract provided that the Contractor shall give the DOTD written notice specifying the DOTD's failure and a reasonable opportunity for the DOTD to cure the defect.

4.2 TERMINATION FOR CONVENIENCE

DOTD may terminate the Contract at any time without penalty by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. Contractor shall be entitled to payment for deliverables in progress; to the extent work has been performed satisfactorily.

4.3 TERMINATION FOR NON-APPROPRIATION OF FUNDS

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act of Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

5.0 INDEMNIFICATION & LIMITATION OF LIABILITY

Contractor shall be fully liable for the actions of its agents, employees, partners or Sub-Contractors and shall fully indemnify and hold harmless DOTD and its Authorized Users from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or Sub-Contractors, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of DOTD.

Contractor shall indemnify, defend and hold DOTD and its Authorized Users harmless, without limitation, from and against any and all damages, expenses (including reasonable attorneys' fees), claims, judgments, liabilities and costs which may be finally assessed against DOTD in any action for infringement of a United States Letter Patent with respect to the Products furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that DOTD shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, DOTD or its Authorized Users may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

The Contractor shall not be obligated to indemnify that portion of a claim or dispute based upon: i) Authorized User's unauthorized modification or alteration of a Product; ii) Authorized User's use of the Product in combination with other products not furnished by Contractor; iii) Authorized User's use in other than the specified operating conditions and environment. In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as the Authorized User's exclusive remedy to take action in the following order of precedence: (i) to procure for DOTD the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non-infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to DOTD up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Contract as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability for direct damages, shall be the greater of \$100,000, the dollar amount of the Contract, or two (2) times the charges rendered by the Contractor under the Contract. Unless otherwise specifically enumerated herein or in the work order mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings. DOTD and Authorized User may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

6 CONTRACT CONTROVERSIES

Any claim or controversy arising out of the contract shall be resolved by the provisions of Louisiana Revised Statutes 39:1524-26.

7 FUND USE

Contractor agrees not to use Contract proceeds to urge any elector to vote for or against any candidate or proposition on an election ballot nor shall such funds be used to lobby for or against any proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority. This provision shall not prevent the normal dissemination of factual information relative to a proposition on any election ballot or a proposition or matter having the effect of law being considered by the Louisiana Legislature or any local governing authority.

8 OWNERSHIP

All records, reports, documents and other material delivered or transmitted to Contractor by DOTD shall remain the property of DOTD, and shall be returned by Contractor to DOTD, at Contractor's expense, at termination or expiration of this contract. All records, reports, documents, or other material related to this contract and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property

of DOTD, and shall, upon request, be returned by Contractor to DOTD, at Contractor's expense, at termination or expiration of this contract.

9 ASSIGNMENT

No Contractor shall assign any interest in this Contract by assignment, transfer, or novation, without prior written consent of the DOTD. This provision shall not be construed to prohibit the Contractor from assigning to a bank, trust company, or other financial institution any money due or to become due from approved Contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the DOTD.

10 RIGHT TO AUDIT

The DOTD Auditor, State Legislative auditor, federal auditors and internal auditors of the Division of Administration, or others so designated by the DOA, shall have the option to audit all accounts directly pertaining to the Contract for a period of five (5) years from the date of the last payment made under this Contract. Records shall be made available during normal working hours for this purpose.

11 CONTRACT MODIFICATION

No amendment or variation of the terms of this Contract shall be valid unless made in writing, signed by the parties and approved as required by law. No oral understanding or agreement not incorporated in the Contract is binding on any of the parties.

12 CONFIDENTIALITY OF DATA

All financial, statistical, personal, technical and other data and information relating to the DOTD's operation which are designated confidential by the DOTD and made available to the Contractor in order to carry out this Contract, or which become available to the Contractor in carrying out this Contract, shall be protected by the Contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements as are applicable to the DOTD. The identification of all such confidential data and information as well as the DOTD's procedural requirements for protection of such data and information from unauthorized use and disclosure shall be provided by the DOTD in writing to the Contractor. If the methods and procedures employed by the Contractor for the protection of the Contractor's data and information are deemed by the DOTD to be adequate for the protection of the DOTD's confidential information, such methods and procedures may be used, with the written consent of the DOTD, to carry out the intent of this paragraph. The Contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the Contractor's possession, is independently developed by the Contractor outside the scope of the Contract, or is rightfully obtained from third parties.

13 COST RECORDS

The Contractor and its sub-Contractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to cost incurred relative to this project. Costs shall be accordance with 48 CFR 31 of the (FARS), as modified by DOTD audit guidelines, and which are incorporated herein by reference as if copied in extensor. The FARS is available for inspection through www.transportation.org. Records shall be retained until such as an audit is made by DOTD or the Contractor is released in writing by the DOTD Audit Director, at which time the Contractor may dispose of such records. The Contractor shall, however, retain such records for a minimum of five years from the date of payment of the last estimate under this Contract or the release of all retainage for this Contract, whichever occurs later, for inspection by DOTD and/or Legislative Auditor and the FHWA or General Accounting (GAO) under State and Federal Regulations effective as of the date of this Contract.

14 FISCAL FUNDING

The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

15 SUBCONTRACTORS

The Contractor may, with prior written permission from the DOTD, enter into subcontracts with third parties for the performance of any part of the Contractors duties and obligations. In no event shall the existence of a subcontract operate to release or reduce the liability of the Contractor to the DOTD for any breach in the performance of the Contractor's duties

16 DISCRIMINATION CLAUSE

The Contractor agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

Contractor agrees not to discriminate in its employment practices, and shall render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities.

Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this contract.

17 INSURANCE

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-VI. This rating requirement shall be waived for Worker's Compensation coverage only.

Contractor's Insurance: The Contractor shall not commence work under this Contract until he has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company written or countersigned by an authorized Louisiana state agency, shall be filed with the State of Louisiana for approval. The Contractor shall not allow any Sub-Contractor to commence work on his subcontract until all similar insurance required for the Sub-Contractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of the State of Louisiana before work is commenced. Said policies shall not hereafter be canceled, permitted to expire, or be changed without thirty (30) days notice in advance to the State of Louisiana and consented to by the State of Louisiana in writing and the policies shall so provide.

Compensation Insurance: Before any work is commenced, the Contractor shall maintain during the life of the Contract, Workers' Compensation Insurance for all of the Contractor's employees employed at the site of the project. In case any work is sublet, the Contractor shall require the Sub-Contractor similarly to provide Workers' Compensation Insurance for all the latter's employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the Contract at the site of the project is not protected under the Workers' Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all Sub-Contractors to provide Employer's Liability Insurance for the protection of such employees not protected by the Workers' Compensation Statute.

Commercial General Liability Insurance: The Contractor shall maintain during the life of the Contract such Commercial General Liability Insurance which shall protect him, the DOTD, and any Sub-Contractor during the performance of work covered by the Contract from claims or damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the Contract, whether such operations be by himself or by a Sub-Contractor, or by anyone directly or indirectly employed by either or them, or in such a manner as to impose liability to the DOTD. Such insurance shall name the DOTD as additional insured for claims arising from or as the result of the operations of the Contractor or his Sub-Contractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of \$1,000,000.

Insurance Covering Special Hazards: Special hazards as determined by the DOTD shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the Contract included therewith.

Licensed and Non-Licensed Motor Vehicles: The Contractor shall maintain during the life of the Contract, Automobile Liability Insurance in an amount not less than combined single limits of \$1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use

of any non-licensed motor vehicles engaged in operations within the terms of the Contract on the site of the work to be performed there under, unless such coverage is included in insurance elsewhere specified.

Sub-Contractor's Insurance: The Contractor shall require that any and all Sub-Contractors, which are not protected under the Contractor's own insurance policies, take and maintain insurance of the same nature and in the same amounts as required of the Contractor.

18 APPLICABLE LAW

This Contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana. Venue of any action brought with regard to this Contract shall be in the Nineteenth Judicial District Court, parish of East Baton Rouge, State of Louisiana.

19 CODE OF ETHICS

The Contractor acknowledges that Chapter 15 of Title 42 of the Louisiana Revised Statutes (R.S. 42:1101 et. seq., Code of Governmental Ethics) applies to the Contracting Party in the performance of services called for in this Contract. The Contractor agrees to immediately notify the DOTD if potential violations of the Code of Governmental Ethics arise at any time during the term of this Contract.

20 SEVERABILITY

If any term or condition of this Contract or the application thereof is held invalid, such invalidity shall not affect other terms, conditions, or applications which can be given effect without the invalid term, condition, or application; to this end the terms and conditions of this Contract are declared severable.

21 COMPLETE CONTRACT

This is the complete Contract between the parties with respect to the subject matter and all prior discussions and negotiations are merged into this contract. This Contract is entered into with neither party relying on any statement or representation made by the other party not embodied in this Contract and there are no other agreements or understanding changing or modifying the terms. This Contract shall become effective upon final statutory approval.

22 ENTIRE AGREEMENT & ORDER OF PRECEDENCE

This contract together with the RFP and Contractor's proposal which are incorporated herein; shall, to the extent possible, be construed to give effect to all of its provisions; however, where provisions are in conflict, first priority shall be given to the provisions of the contract, excluding the Request for Proposals, its amendments and the Proposal; second priority shall be given to the provisions of the Request for Proposals and its amendments; and third priority shall be given to the provisions of the Contractor's Proposal.

IN WITNESS THEREOF, the parties have caused these presents to be executed by their respective officers thereunto duly authorized as of the day and year first above written.

WITNESSES:

CONTRACTOR

Witness for First Party

BY: _____

Witness for First Party

Typed or Printed Name

Federal Identification Number

STATE OF LOUISIANA
DEPARTMENT OF TRANSPORTATION
AND DEVELOPMENT

Witness for Second Party

BY: _____
Secretary

Witness for Second Party

RECOMMENDED FOR APPROVAL:

BY: _____
Division Head