

HASTINGS ON HUDSON UFSD

Request for Proposal

Construction Management Services

Publication Date: August 15, 2025

Proposal Due Date & Time: September 2, 2025 @ 12:00PM

Hastings on Hudson UFSD

27 Farragut Avenue

Hastings on Hudson, NY 10706

PAGE INTENTIONALLY LEFT BLANK

Request for Proposals

THE BOARD OF EDUCATION OF THE HASTINGS ON HUDSON UNION FREE
SCHOOL
DISTRICT HEREBY INVITES THE SUBMISSION OF PROPOSALS FOR THE
FOLLOWING PROFESSIONAL SERVICES:

Construction Management Services

FORMS FOR PROPOSAL, CERTIFICATION, CONDITIONS, AND SPECIFICATIONS
MAY BE OBTAINED AT THE HASTINGS ON HUDSON BUSINESS OFFICE 27
FARRAGUT AVENUE HASTINGS ON HUDSON, NY 10706

IN ALL CASES, IT MUST BE UNDERSTOOD THAT CONDITIONS AND
SPECIFICATIONS OF THE HASTINGS ON HUDSON UNION FREE SCHOOL
DISTRICT SHALL
APPLY. EMAILED PROPOSALS MUST BE MARKED AS, "CONSTRUCTION
MANAGEMENT SERVICES", AND WILL BE RECEIVED UNTIL 12:00 P.M. ON
September 2, 2025, AT WHICH TIME AND PLACE ALL PROPOSAL PACKAGES
WILL BE PUBLICLY OPENED AND SUBSEQUENTLY EVALUATED.

THE BOARD OF EDUCATION RESERVES THE RIGHT TO CONSIDER
QUALIFICATIONS, EXPERIENCE, AND REPUTATION IN THE CONSTRUCTION
MANAGEMENT SERVICES INDUSTRY, AS WELL AS THE SPECIFIC
QUALIFICATIONS OF A PROPOSER SET OUT HEREIN, IN CONSIDERING
PROPOSALS AND AWARDING THE CONTRACT. THE BOARD OF EDUCATION
RESERVES ALL RIGHTS AND MAY REJECT ANY OR ALL BIDS/PROPOSALS AS IT
MAY DEEM APPROPRIATE TO DO SO.

DATED: August 15, 2025

Table of Contents

Request for Proposals.....	3
Table of Contents.....	4
1.0 REQUEST FOR PROPOSAL OBJECTIVE:.....	5
2.0 SCOPE OF WORK.....	5
3.0 ADDITIONAL INFORMATION ON DISTRICT FACILITIES AND RELATED INFORMATION.....	7
4.0 INSTRUCTIONS TO RESPONDENTS.....	7
5.0 SCHEDULE OF EVENTS.....	8
6.0 SUBMISSION REQUIREMENTS.....	8
7.0 SUBMISSION FORMAT.....	8
8.0 CRITERIA FOR SELECTION.....	10
9.0 ATTACHMENTS.....	11

1.0 REQUEST FOR PROPOSAL OBJECTIVE:

Board of Education Hastings on Hudson UFSD invites qualified organizations to submit proposals for Construction Management Services to assist the district with the implementation of a capital bond. The Construction Manager is expected to work closely with the District's Architect in order to ensure adherence to the project budget throughout the project.

Please refer to section 2.0 - SCOPE OF WORK for more information on the proposer's project scope and section 3.0 - ADDITIONAL INFORMATION ON DISTRICT FACILITIES AND RELATED INFORMATION.

Please submit all questions and requests for clarification by email to Maureen Caraballo, caraballom@hohschools.org by August 24, 2025, 12:00PM (Noon). All questions will be answered and made available via addendum.

2.0 SCOPE OF WORK

General services shall include:

- Design Phase: Provide independent cost estimates at each design (Schematic Design, Design Development, Contract Documents) and as requested by owner, value engineering, constructability analysis, alternate scope development and analysis; review bid documents and plans prior to bidding to ensure coordination of drawings, identify potential issues and work with District and Architect to address issues to ensure project is within budget parameters.
- Bidding Phase: Work with District and Architect to divide project into independent scopes of work for bidding (bid packages); establish project schedule including mandatory milestones for contractors; participate in pre-bid contractor meetings; review and analyze bid submissions with Architect; conduct post-bid/pre-award meetings with the Architect; perform contractor vetting and recommend bid awards.
- Construction Phase: Manage all contractors; schedule and maintain project files on site and electronically; maintain daily contractor manpower log; provide onsite supervision while contractors are on district property; coordinate all communications between contractors and the District and Architect; review all claims, field order allowance requests, change orders, contractor payment applications and accident reports to ensure accuracy and validity; issue directives to contractors; verify all out of scope work necessary to keep the project on schedule; and participate in punch list review with the District and Architect.
- Post-construction Phase: Prepare project close-out paperwork; oversee all final punch list work; review contractor retainage release requests; collection of all as-built

documents from contractors; participate with Architect in warranty review of project; and coordinate the provision of all warranty work by contractors for the warranty period.

The Construction Manager selected will be responsible for complying with and enforcing the Regulations of the Commissioner of Education, set forth in Part 155.5 of such Regulations, Uniform Safety Standards for School Construction and Maintenance Projects, Project SAVE (Safe Schools Against Violence Act), as well as any existing or future laws and regulations applicable to the project.

The Construction Manager shall provide a specific plan, in writing, to provide competent and effective site supervision for all significant trades for the project, the adequacy of which plan is subject to the School District's determination.

The overall scope of services shall be as described in the Standard Form of Agreement between Owner and Construction Manager AIA Document A132-2019 as modified through mutual agreement. The following are specific requirements which may be supplemental to the Standard Agreement. The following list of services to be provided by the Construction Manager is not intended to be all inclusive. Services and tasks that are necessary to achieve the Owner's goals are also included and will be required to the extent that generally accepted standards of good construction management are recognized.

The following services are general in nature and are required during all phases of the project:

- Consult with the Owner, upon request, for the purpose of reviewing the status of the project and/or projects, and for the purpose of developing strategies necessary to achieve the goals of the school district.
- Provide general administrative management of the project tasks and the contractors performing them.
- Provide bookkeeping services that include detailed accounting of all cash flow needs, appropriations and commitments from all funding sources, and the expenditure of funds in accordance with the policies of the Board of Education, the requirements of the District's Business office, and the regulations of the N.Y.S. Education Department.
- Prepare and update monthly projections of cash flow required to sustain the project and keep it on schedule and to submit those reports to the Business Official.
- Prepare and make presentations to the District administration and Board of Education as deemed necessary by the District.
- Provide cost estimating services.
- Develop and maintain, in cooperation with the Owner/Architect, a monthly reporting document that indicates the status of each project or projects in terms of budget, funding, expenditures, pending and approved change orders, work progress as compared to schedule, etc.

3.0 ADDITIONAL INFORMATION ON DISTRICT FACILITIES AND RELATED INFORMATION

The information contained in this section is provided for information purposes to assist potential firms in developing a proposal to complete the scope of work.

Information on the District's recently approved bond can be found on the hohschools.org website

Upon selection, the successful proposer will be provided full access to district facilities, as-built drawings and reports to better familiarize themselves with the district existing conditions.

4.0 INSTRUCTIONS TO RESPONDENTS

Minimum Qualifications

Respondents must meet the following minimum qualifications:

Respondents should demonstrate at least ten years of experience in providing construction management services including projects of similar size and scope.

Respondents must demonstrate knowledge and successful experience in projects that include involvement with applicable regulatory agencies including or similar to those agencies that would require involvement in the proposed project (ie. NYSED, NYS DEC, NYS DEP, Village/Town/County Governments, etc.).

Respondents must demonstrate the ability to develop/manage complex construction projects including project phasing, bid package development, construction site logistics planning and project schedule and budget management.

Respondents firms must possess appropriate expertise in-house or provide anticipated subconsultant information. All subconsultants must meet the Minimum Qualifications of this section.

Any case studies or client references must include project details applicable to the scope of work of this proposed project.

Proposed key personnel shall have verifiable credentials.

5.0 SCHEDULE OF EVENTS

RFP Release	August 15, 2025
Last Day to Submit Written Questions	August 24, 2025
Due date of proposal	September 2, 2025 @ 12:00PM (NOON) EST
Initial Presentations/Interviews of Semi-Finalists	September 4, 2025
RFP Award	September 9, 2025
Start contract	September 16, 2025

6.0 SUBMISSION REQUIREMENTS

Submissions must be sent electronically to caraballom@hohschools.org by the date above in the Deadline for Receipt of Responses.

7.0 SUBMISSION FORMAT

Responses shall be concise. At a minimum, the proposal includes a Table of Contents and the following Sections in the order listed below.

Cover Letter: One (1) page Cover Letter introducing the Respondent and Response, signed by an Officer of the Respondent firm. The cover letter shall include a statement

confirming Respondent meets the Minimum Criteria outlined in this

RFP. Section 1: Company Background

Company Overview

Respondent shall describe the entity that would enter an agreement with Board of Education Hastings on Hudson UFSD. At a minimum, the description should include the following:

- Company History
- Legal Name
- Federal Tax ID
- Year Founded
- Markets
- Primary Contact Person Name, Address, Phone, E-mail

Section 2: Experience

Experience Overview

Respondent shall indicate its experience, professional certifications, and relevant expertise.

References

Respondents shall list at least five client references with projects similar to the proposed project. Include the following information, at a minimum:

- Organization Name
- Address
- Organization Contact
- Title
- Phone
- E-mail
- Name(s) of respondent's staff assigned to project
- Program Start and Completion Dates
- Regulatory Agencies involved

Section 3: Key Personnel

Key Personnel Overview

Respondents shall provide an overview of company leadership and key personnel experience and qualifications. The proposed key personnel shall have demonstrated experience in projects similar to the proposed scope of work.

Project Organization Chart

Respondents shall provide a detailed project role organizational chart. **Section 4: Proposed Approach**

Respondents must articulate the firm's approach to project development, cost estimating, project administration and construction management. The proposal should include the firm's anticipated role in stakeholder engagement and project development prior to voter referendum. Respondents are encouraged to include in the proposal examples of previous work where appropriate.

Section 5: Fees

Respondent shall provide a fee schedule as follows:

- Post-Referendum Fee Structure: Proposed fee structure for voter approved projects.
- Hourly Rate Schedule: Proposer shall maintain hourly fees schedule for a minimum 18 months from Proposal Award.

Section 6: Appendix

Include in this section any additional documents and relevant materials pertinent to the proposal that further illustrate respondents capabilities to achieve the scope of work outlined in this RFP.

8.0 CRITERIA FOR SELECTION

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will then have their proposals evaluated for both Technical Qualifications and Proposed Approach & Design Philosophy. The following represents the principal selection criteria which will be considered during the evaluation process.

- 1. Mandatory Elements (20%)**
 - a. The respondent adheres to the instructions in the Request for Proposal on preparing and submitting the proposal.
 - b. The respondent has submitted all documents and materials included in the proposal checklist.
 - c. The respondent has no conflict of interest with regard to any other work performed for the Scarsdale Union Free School District.
- 2. Technical Qualifications (30%)**

RFP Construction Management Services - 2025

- a. The respondent has prior New York State Public School experience, both in terms of new buildings and major and minor renovations.
 - b. The respondent has demonstrated satisfactory performance on school district engagements of comparable complexity to that of Scarsdale Union Free School District in terms of size, age, and community significance.
 - c. The respondent presents a portfolio that demonstrates the successful implementation of projects of similar size and scope.
 - d. The respondent must demonstrate the ability to develop/manage complex construction projects including project phasing, bid package development, construction site logistics planning and project schedule and budget management.
 - e. The qualifications and experience of the respondent's professional personnel to be assigned to the engagements.
3. Proposed Approach (50%)
 - a. The respondent has demonstrated an understanding of the scope of work required in this RFP for post-referendum work.
 - b. The respondent has identified staff and/or subconsultants with the necessary skills, experience and time available to engage deeply and work collaboratively on this engagement.
 - c. The respondent has clearly articulated an approach to work collaboratively with District staff and A&E firms to develop a comprehensive plan that identifies and prioritizes the most appropriate capital project(s).
 - d. The respondent has a clearly articulated project/construction management philosophy for projects of this scope and scale.
 - e. The respondent has demonstrated experience in effective collaboration processes with District and community stakeholders and A&E firms.
 - f. The respondent has demonstrated ability to provide accurate budget estimates and to complete projects within voter approved budget authorizations.
4. Price

COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF A CONSTRUCTION MANAGEMENT FIRM. THE DISTRICT HAS THE RIGHT TO REJECT ANY AND ALL PROPOSALS IF IT DEEMS THAT SUCH ACTION SERVES THE BEST INTERESTS OF THE DISTRICT.

9.0 ATTACHMENTS

Please return the following documents with your proposal

- Current W-9 and Vendor Information Form
- Completed Proposal Certification and Non-collusive Statement form

RFP Construction Management Services -2025

- Completed Compliance with Iran Divestment Act Certification form
- Sexual Harassment Clause form
- Acknowledgement of Insurance Requirements form

RFP Construction Management Services -

2025 VENDOR INFORMATION FORM

(Please type or print)

FIRM NAME: _____

VENDOR TAX ID # _____

CONTACT NAME: _____

TITLE: _____

SIGNATURE: _____ DATE: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ FAX #: _____

EMAIL ADDRESS: _____

REMITTANCE:

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

****PLEASE INCLUDE MOST RECENT W-9 FORM FOR YOUR ENTITY**

RFP Construction Management Services - 2025

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 9.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number		OR		Employer identification number

PROPOSAL CERTIFICATIONS & NON-COLLUSIVE FORM

Firm Name _____

Business Address _____

Telephone Number _____ Date of Bid _____

1. General Bid Certification

The proposer certifies that he/she will furnish services as described on this proposal.

The proposer certifies that he/she is licensed to practice architecture in the State of New York.

The Architect will execute either AIA Document B141 or B141 CMA, as appropriate and as negotiated by the District's attorney and agreed to by the Board of Education.

2. Non-Collusive Bidding Certification

(As required by Section 103d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate, this corporation bidder shall be liable under the penalties of perjury).

As of September 1, 1966, this Section will read as follows-

103-d Statement of non-collusion in bids and proposals to political subdivision of the state. Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency, or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidders and affirmed by such bidder as true under the penalties of perjury,

a. By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of any joint bid each party thereto certified as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

- 1 The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with another bidder or with any competitor,
- 2 Unless otherwise required by law, the prices which have been quoted in this bid have _____ not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- 3 No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

b. Any bid shall not be considered for award nor shall any award be made where (a) (1) (2) and (3) above have not been complied with; provided however, that if in any case the bidder shall so state and furnish with the bid a signed statement which sets forth in detail the reason therefor. Where (a) (1) (2) and (3) above have not been complied with, the bid shall

not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

The fact that the bidder (a) has published price lists, rates, or tariffs covering items being procured, (b) has informed prospective customers of proposed or pending publication of new or revised price lists for such items, or (c) has sold the same items to other customers at the same prices being bid, does not constitute, without more, a disclosure within the meaning of subparagraph one (a).

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to include the signing and submission of the bid and the inclusion as the act and deed of the corporation.

Signed _____ Title

CORPORATE RESOLUTION (For Corporate Bidders only)

Resolved that _____ be authorized to sign and submit the
(Individual's name)
bid or proposal of this corporation for the following project:

(Describe Project)

And to include in such bid proposal the certificate as to non-collusive required by section 103-d of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or mis-statements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by
_____ at a meeting of its board of directors held on the ____ day of
_____, 20__ and is still in full force and effect on this ____ day of
_____, 20__.

AFFIX SEAL OF CORPORATION:

Secretary

COMPLIANCE WITH IRAN DIVESTMENT ACT FORM

PURSUANT TO STATE FINANCE LAW 165-a, The Commissioner of General Services is required to develop a list of persons that it determines engage in investment activities in Iran, which is defined as provision of goods, services or credit of \$20,000,000 or more, relating to the energy sector.

General Municipal Law GML §103-g(4) states as follows:

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule, regulation or local law, for work or services performed or to be performed or good sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under penalties of perjury:

A. “By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the state finance law.”

CORPORATE OR COMPANY NAME

BY:

SIGNATURE

PRINT NAME

TITLE:

INSURANCE REQUIREMENTS

PROFESSIONAL CONSULTANTS: Architects & Engineers

1. Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the professional respondent hereby agrees to effectuate the naming of the District as an Additional Insured on the professional consultant's insurance policies, except for worker's compensation and N.Y. State Disability insurance.

2. The policy naming the District as an Additional Insured shall:

1. Be an insurance policy from an A.M. Best A-rate or better insurer, licensed to conduct business in New York State. A New York licensed and admitted insurer is strongly preferred. The decision to accept non-licensed and non-admitted carriers lies exclusively with the District.
2. The organization's coverage shall be primary and noncontributory coverage for Hastings on Hudson Union Free School District, its Board, employees and volunteers with a waiver of subrogation in favor of the Scarsdale Union Free School District.
3. Additional insured status shall be provided by standard or other endorsements that extend coverage to the Hastings on Hudson Union Free School District (CG 20 26) or equivalent. The decision to accept an endorsement rests solely with the Hastings on Hudson Union Free School District. A completed copy of the endorsements must be attached to the Certificate of Insurance.

3. The Certificate of Insurance must describe the services provided by the professional consultant that are covered by the liability policies.

1. The professional consultant shall provide a copy of the declarations page of the liability and umbrella/excess policies with a list of endorsements and forms.
2. The professional consultant agrees to indemnify the District for applicable deductibles and self-insured retention.

4. Minimum Required Insurance:

1. Commercial General Liability Insurance

\$2,000,000 per occurrence/ \$4,000,000 aggregates.
\$2,000,000 Products and Completed Operations
\$1,000,000 Personal and Advertising Injury
\$1,000,000 Sexual Misconduct and Assault
\$100,000 Fire Damage
\$10,000 Medical Expense

Coverage for sexual misconduct must be affirmed. Sub-limits below the policy limits for sexual misconduct coverage are acceptable solely at the discretion of the District.

2. Automobile Liability

\$1,000,000 combined single limit for owned, hired and borrowed and non-owned motor vehicles.

3. Workers' Compensation and NYS Disability Insurance

Statutory Workers' Compensation (C-105.2 or U-26.3); and NYS Disability Insurance (DB- 120.1) for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable. A person seeking an exemption must file a CE-200 Form with the state. The form can be completed and submitted directly to the WC Board online.

4. Professional Errors and Omissions Insurance

\$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of the consultant performed under the contract for the District. If written on a "claims-made" basis, the effective date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for three years following the completion of work.

5. Umbrella / Excess Insurance

\$3,000,000 each occurrence and aggregate. Umbrella/Excess coverage shall be on a follow-form basis over the required Auto Liability, General Liability and Professional Liability coverages.

5. The Professional Consultant acknowledges that failure to obtain such insurance on behalf of the Hastings on Hudson Union Free School District constitutes a material breach of contract. The professional consultant is to provide the District with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work.

If the Professional Consultant utilizes independent contractors, then they must provide verification that coverages extend to the independent contractors. If Independent Contractors are required to provide Professional Errors and Omissions coverage of their own, then proof of this coverage must be provided.

6. The District is a member/owner of the NY Schools Insurance Reciprocal (NYSIR). The contractor further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the District but also NYSIR, as the District's insurer.

RFP Construction Management Services - 2025

I have read and acknowledge the district's insurance requirements and agree to abide by its terms and requirements.

CORPORATE OR COMPANY NAME: _____
BY:

SIGNATURE

PRINT NAME

TITLE:

SEXUAL HARASSMENT CLAUSE

State Finance Law §139-I requires bidders on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training (that meets the Department of Labor's model policy and training standards) to all its employees.

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section two hundred one-g of the labor law.

If the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons why it cannot make this certification..

* * *

The below signed bidder affirms the following as true under the penalties of perjury

I hereby affirm that _____ (Offeror's Name) has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy, at a minimum, meets the requirements of section two hundred one-g of the labor law. Unless I provide notice otherwise, my execution of this affirmation shall be an ongoing representation that I have complied with, and continue to be in compliance with State Finance Law §139-I.

I understand and agree that: 1) Scarsdale UFSD shall have the right to terminate the contract, purchase order or purchase authorization resulting from this solicitation in the event that this affirmation is found to be intentionally false or intentionally incomplete; and 2) upon such finding, Scarsdale UFSD may exercise its termination right by providing written notification.

Date

20

Signature of Offeror's Authorized Representative
Printed Name and Title _____

Company Name _____

RFP Construction Management Services -

2025 PROPOSAL CHECKLIST

All proposals must be submitted via email to caraballom@hohschools.org with the Subject "PROPOSAL CONSTRUCTION MANAGEMENT SERVICES".

All proposals will be accepted until the stated time and date.

All submissions should include:

- t Bid Proposal Package, including Contractor Qualifications & References
- t Completed Vendor Information Form including W-9 form
- t Completed Corporate Resolution (if applicable)
- t Completed Certifications and Non-collusive Agreement form
- t Completed & Signed Iran Divestment Act Certification
- t Completed & Signed Service Provider Agreement (Insurance)
- t Completed & Signed Sexual Harassment Policy Statement