

**Bolivar-
Richburg
Central School
District**

**UNIVERSAL
PREKINDERGARTEN
PROGRAM**

REQUEST FOR PROPOSALS

Due: March 20, 2026

100 School Street
Bolivar, NY 14715
(585) 928-2561

Section I: Introduction

Bolivar-Richburg Central School District (the District) invites proposals from qualified agencies (the Agency) to provide UPK instructional services at their site for a specified number (to be determined) of Bolivar-Richburg Central District eligible students.

- Agencies shall be evaluated on the basis of experience and qualifications as set forth in Section II.
- The District reserves the right to consider the qualifications and experience of application agencies in reviewing the proposals and to reject any and all proposals at its discretion.

Required Services

The Agency will work in collaboration with and under the oversight of the District to provide prekindergarten instructional services and programming for a minimum of 5 hours/day, 5 days/week, for 180 days/year. The Agency will

- ensure programming adheres to all District policies and procedures;
- deliver curriculum and instruction aligned to the NYS Early Learning Guidelines and the District's curriculum;
- implement valid and reliable screening, progress monitoring, and assessment instruments as approved by the District;
- provide specially designed instruction/services to support students with special needs; and
- implement instructional strategies to support advancement of Emergent Multilingual Learners.

The Agency will be expected to comply with all required state, local, and district safety and security regulations, provide data and other information to the District as requested, and facilitate District oversight of the program.

Supplement Not Supplant

UPK funding is governed by a Supplement not Supplant requirement. UPK grant funds cannot replace current sources of Agency funding (e.g., Head Start funding) or support agency mandated activities. UPK funds must be used to expand services and supplement existing programming.

Timeline

- All questions should be sent via email to **Susan Bokman, Director of Special Education**, at sbokman@bolivarrichburg.org by **March 6, 2026 at 3:00PM**.
- Completed RFPs should be emailed to **Jeffrey Margeson, Superintendent**, at jmargeson@bolivarrichburg.org by **March 20, 2026 at 3:00PM**.
- District officials will contact the Agency after all RFPs have been received and reviewed.

Evaluation Criteria

- **Rating of responses:** A rubric with a rating scale of 0 to 3 will be used to determine to what extent the responses indicated by the applicant meets the District's standards and/or expectations. The areas rated on the application include the following: (1) Program Quality; (2) Staffing Qualifications, Patterns, Performance, and Professional Learning; (3) Child Eligibility, Screening, Progress Monitoring, and Outcomes; (4) Nutrition, Health and Well-Being; (5) Learning Environment, Curriculum and Instruction; (6) Family Engagement and Support; (7) Oversight and Fiscal Management; and (8) Collaboration.
- Rubric points will be awarded for each section and totaled. Applicants must receive a minimum of 70 points out of 99 in order to advance in the selection process. See attached Rubric for details.

Section II: RFP Overview

The Bolivar-Richburg Central School District is seeking collaborative partners for their Universal Prekindergarten program, as outlined in the chart below:

	3-Year-Old Program	4-Year-Old Program
Seeking Collaboration – Yes/No	Yes	Yes
Program Length	Full day	Full day
Number of Seats Available for Collaboration	2	2
Per Pupil Reimbursement Rate	\$12,387.22	\$10,849.50

The primary purpose of the District’s UPK program is to provide children access to high-quality programs that prepare them for future school success through the development of strong foundational skills in early learning and social/emotional development. The goal is to encourage and support student learning utilizing a student-centered approach based on strong instructional content that is tied directly to the New York State Common Early Learning Standards.

Evaluation Process

- **Rating of responses:** Submitted RFPs will be reviewed by the district’s UPK committee. The committee will score each submission utilizing the rubric and determine a final score. Applicants receiving a score of at least 70 out of 99 will continue to the next phase.
- **Past and present performance:** The district will assess each prospective applicant’s past history of collaboration to evaluate the credibility of the proposed partnership and the agency’s capacity for meeting and sustaining the requirements of the scope of services.
- **Site visit:** The District UPK liaison will conduct at least one site visit to the applicant. The site will be evaluated using criteria listed on the UPK Quality Assurance Protocol.
<https://www.p12.nysed.gov/funding/2023-24-statewide-universal-full-day-prek-expansion-grant/appendix-c-2023-2024-qap-guidance-document.pdf>
- **Additional review:** As part of the evaluation process, agencies may be asked to make oral presentations to the Board and/or provide additional clarifying information and documentation of insurance, references, fire inspection reports, proof of building ADA accessibility, teaching licenses, and other certification/policies as requested.
- **Final determination:** Successful collaborative partners will be announced at a meeting of the Board of Education.

Terms of Contract

The contract shall be in effect for the period of one year from **July 1, 2026, to June 30, 2027.**

Interested agencies must complete Sections III through XII.

Section III: Required Services	
Organization's Name:	
Address:	
Telephone:	Fax:
E-mail Address:	
Contact Person & Title:	
Type of Organization: <input type="checkbox"/> Public Institution <input type="checkbox"/> Private Non-Profit <input type="checkbox"/> Private Profit <i>Please attach proof of organizational status (e.g. 501(c)(3) IRS letter)</i>	
Statement of the Organization's Mission:	
Chief Executive Officer:	
Signature of Chief Executive Officer:	
Date of Application Submission:	

Please check the boxes to indicate your agreement with the following terms:

- The CBO agrees to operate at least 2.5 hours/day for half-day programming or 5 hours/day for full-day programming, for 180 days/year.
- The CBO agrees to adhere to all district policies and procedures
- The CBO agrees to deliver developmentally appropriate curriculum and instruction aligned to the NYS Prekindergarten Learning Standards.
- The CBO agrees to provide specially designed instruction/services to support students with disabilities.
- The CBO agrees to implement instructional strategies to support advancement of Emergent Multilingual Learners.
- The CBO will comply with all required state, local and district safety and security regulations, provide data and other information to the district as requested and facilitate district oversight of the program

Section IV: Program Quality

- Indicate the maximum number of students to whom the CBO could potentially deliver prekindergarten instruction.
- **Describe** the Agency's history of providing innovative, creative, developmentally appropriate, culturally responsive prekindergarten program aligned to NYS Early Learning Standards. Include information that demonstrates the Agency's **experience, capacity, and effectiveness** in the following areas:
 - Providing **developmentally appropriate** programs.
 - Serving **children with disabilities**.
 - Serving **Emergent Multilingual Learners and their families**.
- **Provide evidence to support the effectiveness** of the eligible Agency's program. Include children's progress on **assessments**.
- Describe how the program is **accessible** to families.

Section V: Staffing Qualifications, Patterns, Performance, and Professional Learning

Teaching Staff Qualifications/Performance

- PreK teachers must meet one of the following criteria: NYS Early Childhood Teacher (birth to grade 2) certification, NYS Students with Disabilities (birth to grade 2) certification, or Bachelor of Arts in Early Childhood Education or related field and a 5-year plan to become certified.
 - *Teachers without the indicated credentials must meet the qualifications of their licensing agency and must also be supervised by an on-site education director who has NYS certification or who has, at minimum, a B.A. in Early Childhood Education and a 5-year plan for certification (submitted annually to the district).*

List the credentials of the teachers that will be delivering the PreK program, and explain the procedure that will be in place for supervising uncertified teachers.

- **Discuss** the Agency's stability of staff, rate of turnover, and ability to fill vacancies in a timely manner.
- **Explain** the Agency's policy that is in place for recruiting and retaining a prekindergarten workforce that considers the diversity and needs of the district's students and families.

Teacher Performance and Evaluation

- **Identify** the valid and reliable instrument that is used to measure and assess the student-teacher interactions. *(If chosen to be a collaborative partner, this instrument will be required to be aligned to or the same as that used by the district.)*
- **Describe** the current methods of evaluating instructional methods and quality of program implementation (who is responsible, number of classroom observations per year, instrument used, coaching/support provided as follow up, how evaluation data is used)
- **Explain** how observations/site visits from district staff will be accommodated.

Maximum Class Sizes and Minimum Staffing Levels

The maximum size for a prekindergarten class and the required staff to student ratio varies according to the type of provider.

Prekindergarten Provider Type	Maximum Class Size	Minimum Staffing Levels
Family Day Care	6	Refer to OCFS Child Care Regulations and Policies for minimum staffing levels*
Group Family Day Care	12	Refer to OCFS Child Care Regulations and Policies for minimum staffing levels*
Community Based Organization	18	1 Teacher and 1 Paraprofessional
	19-20	1 Teacher and 2 Paraprofessionals

- **Explain** the average number of students that the Provider typically serves.
- **Identify** the classroom configuration. (For example, are there different age groups in the same classroom? What is the current staffing ratio?)
- **If applicable - explain** how the 3-year old curriculum is different from the 4-year old curriculum

Professional Learning

- **Describe** the on-going professional learning opportunities for the Agency’s UPK staff that are or will be provided based on the instructional needs of the students.
- **Explain** how professional learning includes approaches that are grounded in research and the application of practice in real situations emphasizing a strengths-based approach.
- **Identify** who will participate in professional learning experiences provided by the district.

Section VI: Oversight and Fiscal Management

- **Explain** the Agency's records management and documentation procedures.
- **Explain** the Agency's fiscal system and procedures that are in place to track the use of UPK funds and generate fiscal reports for review by the district.
- **Demonstrate** the Agency's fiscal solvency by explaining the ability to continue future operations. Also, in **Section XII** complete the proposed expenditure section of the budget.
- **Include** documentation of the Provider's organizational chart, program licensure requirements, annual report, and recent health and safety inspection.

Section VII: Child Eligibility, Screening, Progress Monitoring, and Outcomes

Student Eligibility

- **Describe** the Agency's procedures for verifying each student's age and school district residency.

Child Screening & Assessment

- **Explain** the Agency's current practices for screening entering students to determine those that may need additional diagnostic assessments and to identify the needs of diverse learners, including those students with disabilities, those that may be gifted, and those that are language diverse.
- **Explain** the Agency's assessment process for establishing a developmental baseline and monitoring student progress. **Describe** the plans for sharing students' progress with the District.
- **Identify** the valid and reliable developmental screening tool that is used. *(If chosen to be a collaborative partner, this instrument will be required to be aligned to or the same as that used by the district.)*
- **Identify** the valid and reliable child development assessment tool that is used to track the developmental progress of each child two to three times yearly. *(If chosen to be a collaborative partner, this instrument will be required to be aligned to or the same as that used by the district.)*
- **Explain** how assessment information is used to inform classroom instruction, address the needs of individual children, and inform program practice.

Section VIII: Nutrition, Health and, Well-Being

- **Identify** how the Agency provides students with appropriate and sufficient meals and snacks.

- **Describe** opportunities that students have during the day to engage in developmentally appropriate activities, both indoors and outdoors, that are moderately to vigorously physically active and include both structured and unstructured activities.

Section IX: Learning Environment, Curriculum, and Instruction

Learning Environment

- **Describe** the location of the classrooms where PreK programming is or would be provided.
- **Explain** how the daily schedule allows for a balance of intentionally-planned active and quiet play; indoor and outdoor gross motor activities; and individual and small group activities. (Approximately one-third of the daily schedule should be designated for children to engage in self-initiated activities.)
- **Describe** how instructional materials and equipment are or will be arranged in clearly-defined learning centers that promote a balance of individual and small group activities and reflect diverse cultures and abilities. Learning centers include but are not limited to blocks and construction, creative arts, dramatic play, literacy, mathematics and manipulatives, media/technology, music/movement, sensory, and science and nature.
- **Identify** the valid and reliable instrument that is used to measure the program's environmental quality. *(If chosen to be a collaborative partner, this instrument will be required to be aligned to the classroom environment tool used by the district.)*

Curriculum Planning & Implementation

- **Identify** the written curriculum or framework currently implemented and how it is evidenced-based, developmentally appropriate, aligned with the NYS Prekindergarten Early Learning Standards, and incorporates the key domains of child development.
- **Explain** how the curriculum emphasizes language, emergent literacy, early mathematics skills, social and emotional development, physical abilities, and structured and unstructured play.
- **Identify** the evidence-based literacy and reading instruction practices used by the Agency that develop background knowledge, phonological awareness, receptive and expressive language, vocabulary development, and phonemic awareness.
- **Explain** how the curriculum will ensure transition/continuity with the district's Prekindergarten to Grade 3 curriculum.

Section X: Family Engagement and Support

- **Describe** how support services to children and families, such as social, nutritional, and health related services, necessary to support the child's participation in the prekindergarten program, are provided and coordinated.
- **Discuss** the methods by which parent/guardian utilization of the program and accessibility to services are facilitated for maximum ease.
- **Give examples** of opportunities for parents/families to engage with the UPK program
- **Identify** other agencies with whom you partner or collaborate to provide full support to children and their families.
- **Explain** how the Agency will collaborate with the District to administer an annual survey for parents and families.

Section XI: Collaboration

- **Explain** the reasons that your agency wishes to collaborate with the District for the provision of PreK services and programming.
- **Explain** your agency's capacity for long-term collaboration (beyond the 2026-2027 school year) with the District.
- **Describe** how long-term collaboration with the District for the provision of PreK services relates to your agency's strategic plan.
- **Explain** how your agency will sustain delivery of high-quality PreK programming throughout the year in the event of low enrollment, staffing changes, and/or fiscal challenges.

Section XII: Proposed Budget for 4-year-old Program (if applicable)

Per UPK regulations, the district is required to set aside a portion of UPK grant funds for the provision of the instructional program through collaborative efforts with eligible agencies who meet the requirements of Subpart 151-1.1 as well as the UPK quality standards.

Please use the chart below to list the expenditures associated with your proposed UPK program (column 1); funding from your organization that will support the expenditures associated with your proposed UPK program (column 2); and the amount of UPK funding that will be used to enhance and supplement what you are currently able to provide.

Generally, ten percent of the UPK allocation funds would be expected to serve approximately ten percent of the students. As an estimate for this budgeting exercise, use \$23,869 (10% of the total allocation) as the UPK funding amount. Please note, this is an estimate only using our minimum 10% set-aside per the UPK grant requirement. Actual total allotment payable to the selected CBO will be discussed prior to selection.

Item Description	CBO Funding	Potential UPK Funding
<i>Professional Salaries</i>		
<i>Support Salaries</i>		
<i>Purchased Services</i>		
<i>Supplies and Materials</i>		
<i>Travel Expenses</i>		
<i>Employee Benefits</i>		
<i>Indirect Costs</i>		
<i>Equipment</i>		
TOTAL		\$23,869

Section XII: Proposed Budget for 3-year-old Program (if applicable)

Per UPK regulations, the district is required to set aside a portion of UPK grant funds for the provision of the instructional program through collaborative efforts with eligible agencies who meet the requirements of Subpart 151-1.1 as well as the UPK quality standards.

Please use the chart below to list the expenditures associated with your proposed UPK program (column 1); funding from your organization that will support the expenditures associated with your proposed UPK program (column 2); and the amount of UPK funding that will be used to enhance and supplement what you are currently able to provide.

Generally, ten percent of the UPK allocation funds would be expected to serve approximately ten percent of the students. As an estimate for this budgeting exercise, use \$22,297 (10% of the total allocation) as the UPK funding amount. Please note, this is an estimate only using our minimum 10% set-aside per the UPK grant requirement. Actual total allotment payable to the selected CBO will be discussed prior to selection.

Item Description	CBO Funding	Potential UPK Funding
<i>Professional Salaries</i>		
<i>Support Salaries</i>		
<i>Purchased Services</i>		
<i>Supplies and Materials</i>		
<i>Travel Expenses</i>		
<i>Employee Benefits</i>		
<i>Indirect Costs</i>		
<i>Equipment</i>		
TOTAL		\$22,297

RFP NOTICE

"Universal Prekindergarten Program"

Bids will be accepted until 3:00 P.M., March 20, 2026, at the Bolivar-Richburg CSD, 100 School Street, Bolivar, NY 14715. ATTENTION JEFF MARGESON. Specifications and RFP forms may be obtained from the district website www.bolivarrichburg.org Or you may request the information by calling Susan Bokman 585-928-2914, Director of Data and Accountability.

The Board reserves the right to waive any informalities in or to reject any or all bids, or to accept a bid which, in the Board of Education's judgement, is in the best interest of the school district. The Board reserves the right to award in whole or in part.

Board of Education
Bolivar-Richburg CSD
100 School Street
Bolivar, NY 14715

VENDOR IDENTIFICATION FORM

Bolivar-Richburg CSD Universal Prekindergarten Program
Accepted Until: March 2,2026, 3:00 P.M.

Vendor Name: _____

Vendor Address: _____

Phone: _____ Fax: _____

E-Mail Address
For Purchase Orders: _____ (If e-mail submission preferred)

M/WBE Designation: Minority Owned _____ Women Owned _____

Name & Title of Person Who Completed Bid: _____
Please Print

E-Mail Address
For Bid Questions. _____

Vendor Bid Number: _____ (if one is required by vendor)

By signing and submitting this bid for consideration the vendor acknowledges that they have read, understand and agree to all aspects of the specifications as presented without reservation or alteration. At the time of the opening of bids, it is presumed that the bidder has read and is thoroughly familiar with the contract documents. The failure or omission of any bidder to receive or examine any form, instrument, or document shall in no way relieve bidder from any obligation in respect to the submitted bid. By submitting a bid, the vendor understands and agrees to all terms, conditions, and stipulations contained herein.

I understand that if I do not adhere to these guidelines, or if the level of service provided by my company falls below that of a satisfactory level, my company's future status will be affected with all Districts involved.

Signed: _____ Date: _____

THIS FORM MUST BE SIGNED AND RETURNED WITH ALL THE BELOW FORMS TO PARTICAPATE:

- Affidavit of Compliance (notarized)
- Non-Collusive Bidding Certificate (notarized)
- The Iran Divestment Act Certification (notarized)
- Indemnification Agreement
- State Finance Law § 139-1 Certification (notarized)
- RFB packet
- COPY OF CURRENT W-9

AFFIDAVIT OF COMPLIANCE

STATE OF _____
COUNTY OF _____

_____, being duly sworn, deposes and says:

1. That (s)he is an officer or representative of _____ and that (s)he has the authority to sign this affidavit.
2. This affidavit is offered as an inducement to Bolivar-Richburg CSD to award to _____ purchase contracts for goods or services as directed by the Board of Education, in accordance with New York State law and with Bolivar-Richburg CSD policy.
3. That no Officer, Employee or Stockholder of the above referenced vendor is an employee, in any position, administrator or Board Member at Bolivar-Richburg CSD.

BY: _____
Signature of Representative of Firm or Corporation

NAME: _____ TITLE: _____
Please Print Please Print

DATED: _____

SWORN to before me this.

_____ day of _____ 20__

Notary Public: _____

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, Universal Prekindergarten Program, each bidder, and each person signing on behalf of any bidders, 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 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 any other bidder or with any competitor:
- 2) Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been 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.

NAME OF COMPANY: _____
Individual or Legal Name of Firm or Corporation

BY: _____
Signature of Representative of Firm or Corporation

NAME: _____ TITLE: _____
Please Print Please Print

DATED: _____

SWORN to before me this.

_____ day of _____ 20____

Notary Public: _____

IRAN DIVESTMENT ACT CERTIFICATION

The Iran Divestment Act of 2012 (“Act”), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services (“OGS”) developed a list (“Prohibited Entities List”) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). In accordance with SFL §165-a(3), the Prohibited Entities List may be found on the OGS website at: <http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

Pursuant to General Municipal Law §103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal 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.

A proposal shall not be considered for award, nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The Bolivar-Richburg CSD (“District”) may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

- 1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or
- 2) The District makes a determination that the goods and services are necessary for the District to perform its functions and that, absent such exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the District receive information that a person is in violation of the above referenced certifications, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

NAME OF COMPANY: _____

SIGNATURE OF REPRESENTATIVE: _____

PRINT NAME: _____ TITLE: _____ DATED: _____

SWORN to before me this.

_____ day of _____ 20____

Notary Public: _____

INDEMNIFICATION AGREEMENT

The Contractor agrees:

(a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the Universal Prekindergarten Program, the Contractor agrees to indemnify and hold harmless the Bolivar-Richburg CSD, its officers, employees and agents from and against any and all liability, damage, claims, demands, costs, judgments, fees, attorney's fees or loss arising directly or indirectly out of the performance or failure to perform hereunder by the Contractor or third parties under the direction or control of the Contractor; and

(b) to provide defense for and defend, at its sole expense, all claims, demands or causes of action directly or indirectly arising out of the Agreement and to bear all other costs and expenses related thereto.

NAME OF COMPANY: _____
Individual or Legal Name of Firm or Corporation

BY: _____
Signature of Representative of Firm or Corporation

NAME: _____
Please Print

TITLE: _____
Please Print

DATED: _____

State Finance Law § 139-L Certification

Pursuant to N.Y. State Finance Law § 139-L, every bid made on or after January 1, 2019 to the State or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, and where otherwise required by such public department or agency, shall contain a certification 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 N.Y. State Labor Law § 201-g.

N.Y. State Labor Law § 201-g provides requirements for such policy and training and directs the Department of Labor, in consultation with the Division of Human Rights, to create and publish a model sexual harassment prevention guidance document, sexual harassment prevention policy and sexual harassment prevention training program that employers may utilize to meet the requirements of N.Y. State Labor Law § 201-g. The model sexual harassment prevention policy, model sexual harassment training materials, and further guidance for employers, can be found online at the following URL: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>.

By submission of this bid, Bolivar-Richburg CSD Universal Prekindergarten Program, 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 that sets forth in detail the reasons that the bidder cannot make the certification.

By signing, you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Certification document and that all information provided is complete, true and accurate.

Authorized Signature

Date

Print Name

Title

Company Name

D/B/A – Doing Business As (if applicable)

Address

City

State

Zip

SWORN to before me this.

_____ day of _____ 20____

Notary Public: _____