



City of Bothell™

REQUEST FOR PROPOSAL
RFP #EAMS-11615

Enterprise Asset Management Software

Issue Date: January 16, 2015

Due date: February 20, 2015, 4:00 p.m. (Pacific Time)

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Bothell, WA ("City") for:

RFP #EAMS-11615

Enterprise Asset Management Software

City of Bothell Information Services, 18305 101st Avenue N.E., Bothell, WA 98011

Attention: Joe Sherman, Information Services Manager

Date: On or before Friday, February 20, 2015

Time: On or before 4:00 p.m. Pacific Time

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Proposals submitted after the due date and time will not be considered. Proposers accept all risks of late delivery of mailed submittals regardless of fault.

A copy of this Request for Proposal (RFP) may be obtained from City's web site at <http://www.ci.bothell.wa.us/> under "Quick Links" on the homepage.

The City of Bothell reserves the right to:

- Reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal, including but not limited to a respondent doing an on-site scripted product demonstration. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.
- Accept the bid, bids or parts of a bid deemed most advantageous to the City.
- Amend the RFP in any manner prior to contract award.
- Cancel or reissue the RFP.
- Obtain clarification of any point in a vendor's proposal. Such clarifications can be in any form such as but not limited to conference calls, email communications, web demonstrations, on-site demonstrations or vendor headquarters visits.
- Share the RFP, proposals and subsequent vendor provided information with its consultant(s) in order to secure expert opinion.
- If applicable, request from the software vendor a different implementation provider than the one proposed or at its sole discretion, select a different implementation provider on its own.

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Public Disclosure Notice

In order to protect the integrity of the contracting process, proposals will not be disclosed until after award and signing of any and all contracts that may result from this Request for Proposal. All materials provided by the Vendor are subject to State of Washington and applicable County public disclosure laws. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the confidential information.

Non-Discrimination Policy

The City of Bothell is an Equal Opportunity Employer and encourages disadvantaged, minority, and women-owned firms to respond.

The City of Bothell strives to provide accessible information for people with disabilities. Persons with disabilities may request this information be prepared and supplied in alternate forms by calling collect 425.486.3256.

The City of Bothell in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Dated this 16th Day of January, 2015

Joe Sherman

Information Services Manager
City of Bothell, WA

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General Information

RFP Issued: January 16, 2015
Proposals Due: February 20, 2015, no later than 4:00 p.m. Pacific Time

<u>Request for Proposal Information:</u>	<u>Submit Proposals to:</u>
RFP Number: RFP #EAMS-11615	Mailing City of Bothell
RFP Title Enterprise Asset Management Software	Address: Information Services 18305 101 st Avenue NE Bothell, WA 98011
Contact person: Joe Sherman, IS Manager	
Email Address: Joe.Sherman@ci.bothell.wa.us	

1. PURPOSE

The purpose of this RFP is to solicit proposals from software vendors, systems integrators, implementation partners and/or Value Added Resellers (VARs) who can demonstrate that they possess the organizational, functional and technical capabilities to provide an Enterprise Asset Management (EAM) solution that meets the City's needs and is tightly integrated with ESRI ArcGIS.

The City is seeking an integrated "off the shelf" packaged solution that will meet its core requirements out of the box with minimal modifications. The City expects the vendor to perform the related professional services (e.g. best practices guidance, training, project management, implementation, integration and report development) in a timely and professional manner with EAM experts experienced with successfully implementing the proposed solution at comparable municipalities with similar requirements for water, waste water, storm water, streets/transportation, facility maintenance, parks and recreation, and GIS.

The City will consider proposals from single vendors or from multiple vendors working as a team. In the event multiple vendors submit a proposal together, the City expects that there will be one prime contact that will be responsible for the whole project and for coordinating the work of the other vendors.

The City will be taking a phased approach to procurement and implementation of the EAM system. Public Works Utilities will be the first to implement the EAM, utilizing the vendor's suggested best practices for collaboration with other departments (e.g. integration with finance,

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workflow approval processes, etc.). Subsequent implementation of the EAM will happen in Facilities, Fleet, etc.

The ideal vendor(s) shall have experience in successfully implementing the proposed solution at local government agencies of similar size to Bothell. The successful vendor shall be responsible for the final City approved design, installation, implementation and commissioning of the EAM system including development of user acceptance testing, system integration and connectivity to existing resources.

This RFP process seeks to find the best overall solution to the City of Bothell for this investment. Total cost of ownership will not be the only factor in making the determination.

The award shall be made to the qualified vendor whose proposal is most advantageous to the City of Bothell with price and other factors considered. Other factors that may contribute to the selection process include but are not limited to:

- Project approach and understanding of the City's objectives and requirements
- Vendor's implementation methodology and success
- Feedback from customer references
- Compliance with the City's terms and conditions
- Ability to meet the City's requirements (software functionality, usability, performance, flexibility, integration, and technology)
- Vendor's installed base and experience with municipalities similar to the City
- Integration with ESRI ArcGIS
- Cost and support quality for ongoing maintenance and support

2. BACKGROUND

This RFP is located on the City of Bothell website, <http://www.ci.bothell.wa.us> and on SharedProcurementPortal.com, Bid/RFP Opportunities tab.

3. SCOPE OF WORK

The City is seeking an integrated “off-the-shelf” solution that will meet its core requirements out of the box with minimal modifications. The goal of this strategy is to optimize system utilization for all users, improve response times, reduce errors, reduce manual efforts, improve analytical capabilities, and improve customer service. The City intends to minimize its total cost of ownership without any degradation in performance and level of service, and to implement a system in which it can remain on the system’s upgrade path with minimal cost and business impact.

4. KEY MODULES/FUNCTIONALITY

The integrated modules and/or main functional areas for this project include:

Modules/Functionality	
Asset Record Tracking	Work Order Management
Asset Lifecycle Management	Timekeeping
Parts/Supplies Inventory	Report Writer
Preventive Maintenance (PM)/Scheduling	GIS Integration
Fleet Management	

4.1 FUNCTIONAL REQUIREMENTS FOR EAM

Proposing parties must complete the form in Attachment A – Functional Requirements and submit it in the appropriate section of the proposal as described in Section 6 (Functional Requirements) of this proposal.

4.2 REQUIREMENTS FOR PRICE PROPOSAL

Proposing parties must complete the form in Attachment B – Price Proposal and submit it in the appropriate section of the proposal as described in #5 (Submittal Requirements) of this proposal.

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The following indicates the number of named users:

City of Bothell	50 USERS
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5. SUBMITTAL REQUIREMENTS

Responses to this RFP must adhere to the submittal format described below with the information as identified in the following table. Where required, all referenced forms are to be signed by an authorized representative of your organization.

To prepare your proposal, follow these instructions:

- Open the electronic version of the forms of this RFP. Please use these forms and do not put them in another format.
- If applicable, use copy and paste commands, copy sections and forms as necessary and paste them into a new file. Save the new file.
- Complete all of the forms in their native format (MS Word, Excel, etc.).
- Do not use hyperlinks to provide information (e.g. revenue data) and do not refer to other sections with similar information. It is important that each form is filled out individually, in its entirety.
- Your RFP response (your proposal) must adhere to the format described below with Sections (numbered as shown) and the content to be included in each Section.
- Please create a table of contents with page numbers.
- Your RFP response should be clearly tabbed, indexed and organized. All sections, pages, figures and tables must be numbered and clearly labeled. E.g. Section 1 is to be located behind the first tab; Section 2 is to be located behind the second tab, etc.
- Delete instructions (i.e. verbiage contained in brackets) from each form.
- When your proposal is complete, refer to the proposal submission instructions in this document.

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SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
Section 1	Cover Letter	<p>Signed Cover Letter.</p> <p>A Cover Letter should be:</p> <ul style="list-style-type: none"> ✓ On your letterhead ✓ Signed by an official in your organization authorized to bind his or her firm to all statements, including services, terms and conditions, and prices, contained in the proposal. ✓ State the length of time the proposal terms remain firm, which must be for a minimum of 120 days from the proposal due date. <p>An unsigned cover letter may be cause for rejection of the proposal.</p>
Section 2	Company Information and Qualifications	<ul style="list-style-type: none"> ✓ Complete the Company Information and Qualifications form in Attachment C – Company Information and Qualifications, and put it in this Section 2. ✓ If a 3rd party implementation partner or a Value Added Reseller (VAR) is part of this proposal, complete the Implementation Partner/VAR Company Information and Qualifications form in Attachment C. <p>In the space provided in the Company Information and Qualifications form, vendors must identify the primary engagement contact for the software vendor –including a valid e-mail address. We reserve the right to require a vendor to provide additional information and/or request clarification of information provided.</p>

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SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
Section 3	Audited Financial Statement & Annual Report	<ul style="list-style-type: none"> ✓ Copy of the Software Vendor’s most recent audited financial statement. ✓ Copy of the Software Vendor’s most recent annual report. ✓ If applicable, copy of the Implementation Partner’s or VAR’s most recent audited financial statement. ✓ If applicable, copy of the Implementation Partner’s or VAR’s most recent annual report. <p>If you are privately held and do not disclose this information in your proposal, please include a signed statement in this Section that states how you will provide us with financial information that will assure us of your viability.</p>
Section 4	RFP Exceptions	<ul style="list-style-type: none"> ✓ Complete and sign the RFP Exceptions form in Attachment D – RFP Exceptions, and include in Section 4. ✓ Identify ALL Exceptions to this RFP, including contract terms and conditions, and proposed payment schedule. If you provide a sample of your contract you are still required to identify in this Section 4 all exceptions you have to the minimum contract terms and conditions we identified in Attachment E – Sample Professional Services Agreement. <p>The City will not recognize any exceptions to this RFP unless they are clearly identified IN THIS SECTION of the RFP Response.</p>
Section 5	Scope of Services	Include the following in this Section 5:

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SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
		<ul style="list-style-type: none"> ✓ Brief summary of your understanding of our project and the scope of work, and how you propose to meet our requirements and help us achieve our goals and objectives. ✓ Brief high level summary of the major components/features of your proposed software product ✓ Summary of any other modules or services that you offer that you feel that we should be aware of
Section 6	Functional Requirements	<p>Please include the completed Functional Requirements form (Attachment A – Functional Requirements) in this section. Please do not change the format of the document. Do not provide hyperlinks to external information or refer to other materials provided in the RFP. It is important that each form and each line item within those forms be filled out independently.</p> <p>Provide a response for each requirement. Leaving a requirement blank may deem a vendor unresponsive. A response of 3P, C, or F requires an explanation:</p> <p>3P: Name the 3rd party provider(s) that you use</p> <p>C: 1 – 3 sentence explanation of what the customization is.</p> <p>F: 1 – 3 sentence explanation of this future functionality and when general availability is (e.g. 4Q2012)</p>

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SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
Section 7	Technical Information and Requirements	Please include the completed Technical Information form (see Attachment F – Technical Information and Requirements) in this section.
Section 8	Customer References	<p>Please include the completed Customer References form (see Attachment G – Customer References) in this section.</p> <p>Provide at least five city references that are similar in size and requirements to the City of Bothell, and that have implemented your software in the past three years. Reference sites should be fully implemented and live on the current version of the software.</p> <p>References will be contacted (this may be an on-site visit) as part of the proposal evaluation process. We are particularly interested in organizations with similar requirements, and size (population, parcels, users, etc.).</p>
Section 9	Price Proposal	Complete the Price Proposal form (see Attachment B – Price Proposal), and include it in this Section 9.
Section 10	Implementation Methodology	<p>Provide a brief overview of your implementation methodology and expected timeframe for this project including resources that we are required to provide.</p> <p>Limit this to no more than three (3) pages.</p>

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SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
Section 11	Contracts, Terms and Conditions	<p>The contract for implementation and other professional services must be similar to the one shown in Attachment E – Sample Professional Services Agreement. Any license, hosting or subscription contracts should also contain terms and conditions similar to those shown in Attachment E – Contract, Terms and Conditions.</p> <p>Include in this Section 11 a copy of your proposed license, maintenance and implementation services agreements.</p> <p>NOTE: Although you are providing a copy of your proposed agreements, any exceptions to the to our sample professional services agreement in Attachment E must be noted on the RFP Exceptions form (see Attachment D – RFP Exceptions) in Section 4 of your proposal. All exceptions (payment schedule, terms and conditions, project scope or anything else in this RFP) must be noted on the RFP Exception form in Section 4 of your proposal. Specific terms and conditions, as well as contract documents used will need to be approved by the applicable City Attorney, and may vary from the samples provided in Attachment E.</p>
Section 12	Other Requirements	<p>Please provide the following as attachments found in Attachment H – Other Requirements of this RFP in this Section 12 - Other Requirements of your proposal:</p> <ul style="list-style-type: none"> ✓ Non-Collusion Certificate. This certificate must be notarized and signed by a person authorized to bind the Vendor to the assertions of compliance in that Certificate sufficiently to enable a cause of action to lie

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SECTION	TITLE	INFORMATION TO BE INCLUDED IN THIS SECTION
		<p>against Consultant in the event those assertions were breached.</p> <p>✓ Insurance Requirements. Please provide evidence of insurance in the required amounts.</p>

Submittals to be delivered in a sealed envelope or sealed box clearly marked with: **RFP #EAMS-11615 City of Bothell Enterprise Asset Management System** on or before 4:00 p.m., Friday, February 20, 2015.

Required Number of Proposals

Two (2) completed and bound proposals as well as two (2) electronic copies, one in PDF format and one in the native file format of the form (e.g. Microsoft Word, Excel) must be received by the date and time listed. The City, at its discretion, may make additional copies of the proposal for the purpose of evaluation only. The original proposal will include original signatures, in ink, by authorized personnel, on all documents that require an authorized signature.

File Format of Proposals

The electronic document must be submitted in native file format and in PDF format as noted throughout this document.

Vendor’s Cost to Develop Proposals

Costs for developing proposals in response to the RFP are entirely the obligation of the vendor and shall not be chargeable in any manner to the City.

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6. RFP SCHEDULE

RFP Preliminary Schedule

These dates are estimates and are subject to change by the City.

Event	Date
Release RFP	January 16, 2015
Questions (if any) Due	January 30, 2015
Proposal Responses Due no later than	4:00 p.m. Pacific Time, February 20, 2015
Proposal Evaluation Complete	March 31, 2015
Vendor Demonstrations	May 2015
Site Visits (if any occur)	June/July 2015
Contract Negotiations	August/September 2015

7. RFP COORDINATOR/COMMUNICATIONS

Upon release of this RFP, all vendor communications should be directed in writing to the RFP Coordinator listed below. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. The RFP Coordinator is:

Joe Sherman, Information Systems Manager
18305 101st Avenue NE
Bothell, WA 98011
425-489-3377
Joe.sherman@ci.bothell.wa.us

8. EVALUATION PROCEDURES

The RFP coordinator and other staff will evaluate the submitted proposals.

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It is important that the responses be clear, concise and complete so that the evaluators can adequately understand all aspects of the proposal. NOTE: The City is not interested in unnecessary sales verbiage.

The evaluators will consider the completeness of the proposal, how well the vendor complied with the response requirements, responsiveness of vendor to requests, the number and nature of exceptions (if any) the vendor takes to the terms and conditions, the total cost of ownership and how well the vendor's proposed solution meets the needs of the City as described in the response to each requirement and form.

As part of the evaluation, the City reserves the right to request additional information, ask for a Web demo, and conduct conference calls to go over the response, or take any other action it deems necessary in order to do a thorough and objective evaluation of each response. This evaluation includes but is not limited to doing customer reference checks (including on-site), visiting vendor headquarters, and reviewing any other information about the vendor and its solution (e.g. performance, viability, technology, mergers and acquisitions, organizational changes, litigation, industry analyses, etc.)

The evaluation process is intended to help the City select the vendor with the best combination of attributes (including but not limited to total cost of ownership, ease-of-use, performance, reliability, vision, flexibility, stability, sustainability, Vendor viability and vendor capacity to successfully implement this project) that meets its needs.

The City also reserves the right to require that a subset of finalist vendor make a presentation and/or do a scripted product demo to its selection team at a location and time chosen by the City.

9. QUESTIONS

Questions regarding this project may be directed to RFP coordinator via e-mail at joe.sherman@ci.bothell.wa.us. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Any questions will be answered in writing and posted on the City's website at www.ci.bothell.wa.us and on the Sharedprocurementportal.com.

*It is the responsibility of individual firms to check the websites for any amendments or Q & A's to this RFP.

10. REJECTION OF PROPOSALS

The City reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of their Proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

11. PROPOSING PARTY'S EXCEPTIONS

Submittals must clearly identify on the RFP Exceptions form (see Attachment D) any and all exceptions that the proposing party takes to this RFP including but not limited to any terms and conditions listed in the RFP document, the Professional Services Agreement in Attachment E, and the City's Standard Insurance Requirements and other requirements in Attachment I.

12. CONTRACT NEGOTIATION

The City reserves the right to negotiate with the selected vendor that, in the opinion of the City, has submitted a proposal that is the "best value". In no event will the City be required to offer any modified terms to any other vendor prior to entering into an agreement with a proposer and the City shall incur no liability to any proposer as a result of such negotiation or modifications. It is the intent of the City to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but not be limited to, matters such as: Minor changes to scope of work, Contract details, Contract payment details and Service requirements.

13. CONTRACT AWARD

The City reserves the right to make an award without further discussion of the proposals. The selected vendor will be expected to enter into a contract with the City. A sample Professional Services Agreement is provided in Attachment E. Please review this agreement and the terms and conditions prior to submitting a proposal. If the selected vendor fails to sign the contract within 5 (five) business days of delivery of the final contract, the City may elect to negotiate a contract with the next-highest ranked vendor. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract.

14. EQUAL OPPORTUNITY EMPLOYMENT

The successful vendor or vendors must comply with the City's equal opportunity requirements. The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability or sexual orientation.

15. TITLE VI

It is the City's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

16. INSURANCE REQUIREMENTS

The selected vendor or vendors shall maintain insurance that is sufficient to protect the vendor's business against all applicable risks, as set forth in the City's Standard Insurance Requirements in Attachment H. Please review insurance requirements prior to submitting a proposal. If the selected vendor is unable to meet these standard requirements, please note current or proposed insurance coverages as an exception to the RFP. Standard requirements may be negotiated if it is in the best interest of the City.

17. NON-COLLUSION

The proposal submitted for this RFP shall include the Non-Collusion Certificate See Attachment H).

18. COMPLIANCE WITH LAWS AND REGULATIONS

In addition to nondiscrimination compliance requirements previously listed, the vendor or vendors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects. The vendor or vendors ultimately awarded a contract must be organized and validly exist as a corporation or partnership in good standing, and licensed to do business in the City of Bothell, Washington.

19. PUBLIC DISCLOSURE NOTICE

In order to protect the integrity of the contracting process, proposals will not be disclosed until after award and signing of any and all contracts that may result from this Request for Proposal. All materials provided by the Vendor are subject to State of Washington, and applicable King County, Washington public disclosure laws.

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this request for proposals (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law.

If the City receives a request for inspection or copying of any such documents provided by a Vendor in response to this RFP, it will promptly notify the Vendor at the address given in response to this RFP that it has received such a request. Such notice will inform the Vendor of the date the City intends to disclose the documents requested and affording the Vendor a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.

Any information contained in the proposal that the Vendor desires to claim as proprietary or confidential, and exempt from disclosure must be clearly designated, including identifying the page and particular exception(s) from disclosure. The City will try to respect all material identified by the Vendor as being Proprietary or Confidential, but requests that Vendors be highly selective of what they mark as Confidential. The City will make a decision predicated upon applicable laws and can choose to disclose information despite its being marked as confidential or proprietary.

Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City.

Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's possession, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the Confidential information.

20. OWNERSHIP OF DOCUMENTS

Any reports, studies, conclusions and summaries prepared by the vendor shall become the property of the City.

Attachment A – Functional Requirements

Complete the Functional Requirements form embedded in this Attachment A and submit in the appropriate section of the proposal.

To open the document, click on the icon below.

Functional
Requirements

Attachment B – Price Proposal

Complete the Price Proposal form for the City and submit it in the appropriate section of the proposal.

To open the document, click on the icon below.

Price Proposal

Attachment C – Company Information and Qualifications

Complete the Company Information and Qualifications form embedded in this Attachment C for the Vendor and for any Implementation Partner or Value Added Reseller (VAR) participating in the proposal, and submit in the appropriate section of the proposal.

To open the document, click on the icon below.

Information and
Qualifications

Attachment D – RFP Exceptions

Complete the Functional Requirements form embedded in this Attachment D and submit in the appropriate section of the proposal.

To open the document, click on the icon below.

RFP Exceptions

Attachment E – Sample Professional Services Agreement

Please review the sample Professional Services Agreement which is embedded in Attachment E.

To open the document, click on the icon below.

Prof Services
Agreement.DOC

Attachment F – Technical Information and Requirements

Complete the Technical Information and Requirements form embedded in this Attachment F and submit in the appropriate section of the proposal.

To open the document, click on the icon below.

Technical
Information & Require

Attachment G – Customer References

Complete the Customer References form embedded in this Attachment G and submit in the appropriate section of the proposal.

To open the document, click on the icon below.

Customer
References

Attachment H – Other Requirements

Review and complete the applicable documents regarding Non Collusion and Insurance Requirements embedded in this Attachment H as requested in this RFP, and submit them in the appropriate section of the proposal.

To open the document, click on the icon below.

Non-Collusion
Certificate