

**REQUIRED VENDOR INFORMATION and CERTIFICATIONS**

**Purpose:** The Ohio Department of Job and Family Services (ODJFS) requires the following information on vendors who submit proposals or bids in response to any ODJFS Requests for Proposals (RFPs) or Requests for Letterhead Bids (RLBs) in order to facilitate the development of the contract (finalization of a purchase) with the selected vendor. ODJFS reserves the right to reject your proposal if you fail to provide this information fully and accurately, and by the deadline set by ODJFS. Further, some of this information (as identified below) **must** be provided in order for ODJFS to accept and consider your proposal. **Failure to provide such required information will result in your proposal's immediate disqualification.**

**Instructions:** Provide the following information regarding the vendor submitting the proposal or bid. Vendors may either print this attachment, complete and sign it, or may provide the required information and certifications (each fully re-stated from this attachment) on their letterhead as the opening pages of their proposals. It is mandatory that the information provided is certified with an original signature in blue ink, please) from a person with authority to represent the vendor. Provide your completed and signed information and certification on the cover pages of the original proposal you submit to ODJFS.

NOTE: If the RFP\RLB specified a maximum page limit for vendor proposals\bids, the attachment of any required certifications or other documents in response to the following information requests will NOT be counted against that page limit.

**Vendors must provide all information**

<b>1. ODJFS RFP #:</b>	<b>2. Proposal Due Date:</b>
<b>3. Vendor Name:</b>  (legal name of the vendor – person or organization – to whom contract/purchase payments would be made)	<b>4. Vendor Federal Tax ID # or Social Security #:</b>  (this number MUST correspond with the name give in Item # 3.)
<b>5. Vendor Corporate Address:</b>	<b>6. Vendor Remittance Address: (or "same" if same as Item # 5)</b>

**7. Print or type information on the vendor representative/contact person authorized to answer questions on the proposalbid:**  
**Vendor Representative:**  
**Representative's Title:**  
**Address:**  
**Phone #:**  
**Fax #:**  
**E-Mail (if available):**

**8. Print or type the name of the vendor representative authorized to address contractual issues, including the authority to execute a contract on behalf of the vendor, and to whom legal notices regarding contract termination or breach, should be sent** (if these are not the same individual, provide the following information on each such representative and specify their function):  
**Vendor Representative:**  
**Representative's Title:**  
**Address:**  
**Phone #:**  
**Fax #:**  
**E-Mail (if available):**

**9. Is this vendor an Ohio certified MBE?    Yes •    No •    If yes, attach a copy of current certification to proposal\bid.**  
**(IF ODJFS has specified the RFP\RLB\purchase document as an opportunity open exclusively to Ohio Certified MBEs, then failure to attach a copy of current certification WILL RESULT IN DISQUALIFICATION. If the RFP\RLB specified a maximum page limit for proposals\bids, the attachment of certification is NOT counted against that page limit.)**

**10. Mandatory Vendor Certifications:**  
ODJFS may not enter into contracts with any vendors who have been found to be ineligible for state contracts under specific federal or Ohio statutes or regulations. All vendors responding to any ODJFS RFP\RLB or other purchase opportunity MUST certify that they are NOT ineligible by signing each of the three statements below. **Failure to provide proper affirming signature on any of these statements will result in the disqualification of your proposal\bid.**

I \_\_\_\_\_ (signature of representative shown in Item # 7, above) **hereby certify and affirm that** \_\_\_\_\_ (the submitting vendor shown in Item # 3, above), **has not been debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions by the Unites States Department of Labor, the United States Department of Health and Human Services, or any other federal department or agency as set forth in 29 CFR Part 98, or 45 CFR Part 76, or other applicable statutes.**

AND (continues)

*Vendor Information And Required Certifications, Item # 10, continued*

I \_\_\_\_\_ (signature of representative shown in Item #7, above) **hereby certify and affirm that** \_\_\_\_\_ (the submitting vendor shown in Item # 3, above), **is not on the list established by the Ohio**

Secretary of State pursuant to OAC Section 121.22 which identifies persons and businesses with whom there are unfair labor

practice contempt of court finding against them.

AND

I \_\_\_\_\_ (signature of representative shown in Item #7, above) hereby certify and affirm that \_\_\_\_\_ (the submitting vendor shown in Item # 3, above), either is not subject to a finding for recovery under ORC Section 9.24, or has taken appropriate remedial steps required under that statute, or otherwise qualifies under that section to enter into contracts with the State of Ohio.

**11. Supplemental Contract and Equal Employment Opportunity Information on the Vendor**

A. Provide data on vendor employees both nationwide (inclusive of Ohio staff) and the number of Ohio office employees:

	<u>Nationwide:</u>	<u>Ohio Offices:</u>
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

B. If you are the selected vendor, will you sub-contract any part of the work?

NO • -or- YES, but for less than 50% of the work • -or- YES, for 50% or more of the work •

IF approximately 50% or more of your proposed project would be performed by one or more subcontractors, provide the following information on each subcontractor (additional pages may be added as needed):

Subcontractor Name: \_\_\_\_\_  
Address: \_\_\_\_\_

Work To Be Performed: \_\_\_\_\_

Estimated Percentage of Total Project: \_\_\_\_\_ (Do NOT show dollar amounts here; show % of WORK sub-contractors will perform\provide)

Subcontractor's employee information:

	<u>Nationwide:</u>	<u>Ohio Offices:</u>
Total Number of Employees:	_____	_____
% of those who are Women:	_____	_____
% of those who are Minorities:	_____	_____

C. Identify all state contracts which the vendor has had approved by the Controlling Board since the beginning of the last fiscal year (i.e., since July 01, 2002) through this fiscal year to date. Also include contracts approved for ODJFS or institutions of higher education:

Total number of contracts: \_\_\_\_\_

For each contract list the state agency contract, provide the following information:

State Agency/Educational Institution: \_\_\_\_\_  
Contract Dollar Amount: \_\_\_\_\_

State Agency/Educational Institution: \_\_\_\_\_  
Contract Dollar Amount: \_\_\_\_\_

State Agency/Educational Institution: \_\_\_\_\_  
Contract Dollar Amount: \_\_\_\_\_

*Attach additional pages if needed*

12. I have read the ODJFS Model Contract attached to the RFP, and if awarded a contract, I will not \_\_\_\_\_ ( or) I will \_\_\_\_\_ request changes to the standard language, and have marked the requested changes and returned the model document with this proposal for consideration by ODJFS. (If so, ODJFS will review those requested changes if you are the selected vendor. All requested changes to model contract language are subject to ODJFS approval.)

13. I \_\_\_\_\_, (vendor representative in Item # 7) hereby affirm that this proposal accurately represents the capabilities and qualifications of \_\_\_\_\_ (vendor's name), and I hereby affirm that the cost(s) bid to ODJFS for the performance of services and/or provision of goods covered in this proposal in response to the

**ODJFS RFP\RLB\other purchase opportunity is a firm fixed price, inclusive of all incidental as well as primary costs.** (Failure to provide the proper affirming signature on this item may result in the disqualification of your proposal\bid.)