



# COUNTY OF LYCOMING

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## PURCHASING OFFICE

Mya Toon, Lycoming County Chief Procurement Officer, CPPB  
Lycoming County Executive Plaza ♦ 330 Pine Street, Suite 404, Williamsport, PA 17701  
Tel: (570) 327-6746 ♦ Fax: (570) 320-2111 ♦ Email: [mtoon@lyco.org](mailto:mtoon@lyco.org)

# REQUEST FOR PROPOSAL (RFP) FOR RE-ENTRY PROGRAM COORDINATOR

**ISSUE DATE: MARCH 13, 2020**  
**DUE DATE: MARCH 27, 2020**

Bidders may download proposals by going to [www.lyco.org](http://www.lyco.org) and clicking on Top 10 Links, Request for Bids/Proposals. All Bidders are required to contact the Lycoming County Chief Procurement Officer and place his/her company name on the Bidders' List. This will ensure that each Bidder receives any and all addenda that may apply to the current proposal package. Failure to receive all current information could result in your company submitting an inaccurate proposal, which may be disqualified by the County.

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**SECTION 1**  
**NOTICE TO BIDDERS**

Legal Ad

Sun Gazette

To Be Run: March 13<sup>th</sup> & March 17<sup>th</sup>

### NOTICE TO BIDDERS

The County of Lycoming is requesting sealed proposal for **Re-Entry Program Coordinator**. Proposals are due by **Friday, March 27, 2020, at 5:00 P.M. EST**. Proposals will be opened on **Tuesday, March 31, 2020, at 10:00 A.M. EST** in the Commissioners' Meeting Room, Lycoming County Executive Plaza Building.

Proposals shall be mailed or delivered to the Lycoming County Controller's Office, Lycoming County Executive Plaza Building, 330 Pine Street, 2<sup>nd</sup> Floor, Williamsport, PA 17701. Proposals must be enclosed in a sealed envelope and marked "**RFP for Re-Entry Program Coordinator**."

All bids shall remain firm price for 60 days after the date of bid opening.

Questions regarding this request for proposal shall be directed to Mya Toon, Chief Procurement Officer, at [mtoon@lyco.org](mailto:mtoon@lyco.org).

Bidders may download the proposal by going to [www.lyco.org](http://www.lyco.org) and clicking on Top 10 Links, Request for Bids/Proposals.

The Lycoming County Board of Commissioners reserve the right to accept or reject any or all proposals, or to accept any part of a proposal without accepting the whole thereof, or to accept such proposal as they deem to be in the best interest of the County.

#### COUNTY OF LYCOMING

Scott L. Metzger

Tony R. Mussare

Richard Mirabito

Attest:

Matthew M. McDermott

Chief Clerk

**SECTION 2**

**PROPOSAL INFORMATION  
AND  
INSTRUCTIONS**

## PROPOSAL INFORMATION AND INSTRUCTIONS

### 2.1 **Definitions**

Request for Proposal (RFP)	All documents, whether attached or incorporated by reference, used to solicit competitive sealed bids / proposals.
County	County shall be synonymous with the Lycoming County Board of Commissioners.
Bidder / Respondent	A firm, individual, or corporation submitting a proposal in response to this RFP.
Addendum	A written change, addition, alteration, correction or revision to a proposal or contract document.
Bid / Proposal	The formal response to the RFP.
Contract	The agreement that results from this competitive procurement, if any, between the County and the vendor identified.
Contractor / Vendor / Successful Bidder	The Bidder(s) that will be awarded a contract pursuant to this solicitation and are responsible performing the service or supplying the good as defined in the contract.
Subcontractor	Any person other than an employee of Respondent who performs any services listed in this RFP.
Services	The work identified in this RFP as to be performed by Vendor under the ensuing contract.
Goods	The equipment or items identified in this RFP as to be supplied by Vendor under the ensuing contract.
Work	The required services and required goods.

**2.2 Receipt of Proposal Package.** The County’s Purchasing Office and the Controller’s Office are the sole authorities to provide the RFP package to Bidders. Bidders who are working from an RFP package obtained from any other source may be working from an incomplete set of documents. The County assumes no responsibility for a proposal’s errors, omissions or misinterpretations resulting from a Bidder’s use of an incomplete RFP package.

Bidders are advised to contact the Purchasing Office to provide his/her company’s name, address, telephone number, fax number and contact name. This will ensure the Bidder will receive all communication regarding the RFP such as addenda and clarifications.

**2.4 Examination of Proposal.** Bidders shall carefully examine all documents in the solicitation to obtain knowledge of existing conditions, limitations, and requirements. Failure to examine the documents will not relieve the Bidder of responsibility for same nor will extra payment or change order requests be considered for conditions which could have been determined by examining the solicitation.

Proposals will be considered as conclusive evidence of complete examination and understanding of the terms and conditions of the proposal documents including the specifications and all requirements thereof of the RFP. It is understood that submission of a proposal indicates full acceptance of the same by the parties submitting the proposal. Furthermore, by submitting a proposal the Bidder waives the

right to claims for additional time or monetary compensation for all work without limit required to complete the contract which could have been obtained by the Bidder through examination of all documents, or raising a question regarding requirements prior to submitting a proposal.

- 2.5 Preparation of Proposal.** The County shall not be responsible for any costs associated with the preparation or submittal of any proposal. All costs are entirely the responsibility of the Bidder.
- 2.6 Communications.** All questions regarding this RFP shall be submitted in writing to Mya Toon, Lycoming County Chief Procurement Officer, at [mtoon@lyco.org](mailto:mtoon@lyco.org). Questions which require a more detailed or complex reply, or require an answer that may affect responses to this RFP or may be prejudicial to other prospective Bidders, will be answered by issuing an addendum. Questions must be received by the Chief Procurement Officer no later than Friday, March 20, 2020, 5:00 P.M. EST.
- 2.7 Addenda/Amendments to Proposal.** All changes in connection with this proposal will be issued by the Purchasing Office in the form of a written addendum. All addenda will be posted to the County Purchasing Office's page on the County website ([www.lyco.org](http://www.lyco.org)) at least seven (7) days prior to the deadline for RFP submissions. It is the Bidder's responsibility to check the website and ensure they have all applicable addenda prior to proposal submission. Signed acknowledgement of receipt of each addendum must be submitted with the proposal.
- 2.8 Deadline and Opening of Proposal.** Proposals must be received no later than Friday, March 27, 2020, 5:00 P.M. EST. Proposals will be opened publicly at 10:00 A.M., EST, on Tuesday, March 31, 2020, in the Commissioners' Board Room located on the 1<sup>st</sup> Floor of the Lycoming County Executive Plaza Building. A summary of proposals received, including company name and proposal amount will be posted on the Purchasing Office's page on the County's website ([www.lyco.org](http://www.lyco.org)) within 48 hours of the proposal opening.

The Bidder warrants the proposal price(s), terms and conditions stated in his/her proposal shall be firm for a period of 60 days from the date of the proposal opening.

- 2.9 Important Dates.** The following lists important events and deadlines regarding the RFP.

Issue Date:	March 13, 2020
Final Date for Written Questions:	March 20, 2020
Deadline for Submitting Proposals:	March 27, 2020
Opening of Proposals:	March 31, 2020

- 2.10 Submission of Proposal.** An original and six (6) complete copies must be enclosed in a sealed envelope or package. The outside of the envelope or package shall be clearly marked, "RFP for Re-Entry Program Coordinator." Proposals shall be submitted to the Lycoming County Controller's Office, Executive Plaza Building, 330 Pine Street, 2<sup>nd</sup> Floor, Williamsport, PA 17701. Late proposals shall not be accepted. Proposals must be mailed or hand-delivered. Proposals delivered by fax or electronic mean are not acceptable and will not be considered.

All proposals must be submitted on the forms provided by the County and in accordance with the requirements and instructions contained in the RFP package. The County may waive minor informalities or irregularities in the proposals received where such is merely a matter of form and not substance, and the correction or waiver of which is not prejudicial to other Bidders. Minor irregularities are defined as those that will not have an adverse effect on the County's interest and will not affect the price of the proposal by giving a Bidder an advantage of benefits not enjoyed by other Bidders.

- 2.11 Public Disclosure.** All Bidders should be aware that the County is an agency subject to the Right-to-Know Law. Any documents submitted should be considered as subject to potential public disclosure once the proposal is awarded. A summary of proposals received, including company name and proposal amount will be posted on the Purchasing Office's page of the County's website (www.lyco.org) within 48 hours of the proposal opening.
- 2.12 Exceptions.** A proposal submitted in response to this RFP constitutes a binding offer to comply with all terms, conditions, special conditions, general specifications, and requirements stated in this RFP, except to the extent that a Bidder takes exception to such provisions. To take exception to a provision of this RFP, the Bidder must clearly identify in the PROPOSAL EXCEPTION FORM: (a) the number and title of each section of this RFP that the Bidder takes exception to; (b) the specific sentence within such section that the Bidder takes exception to; and (c) any alternate provision proposed by the Bidder.
- 2.13 Modifications/Withdrawal of Proposal.** Proposals may be modified or withdrawn prior to the submittal deadline. Requests for withdrawals or modifications of proposals received after the proposal submittal deadline will not be considered except as otherwise provided in the following paragraph. Bidders desiring to modify or withdraw his/her proposal, must submit the purpose for modification or withdrawal in writing to the County Chief Procurement Officer prior to the submittal deadline. Bidders may resubmit proposals provided it is prior to the scheduled submittal deadline.

After proposal opening, the Chief Procurement Officer may allow a Bidder to modify or withdraw its proposal without prejudice if clear and convincing evidence supports the existence of a material and substantial error, an unintentional arithmetical error or an unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the proposal. Requests to modify or withdraw the proposal must be made in writing to the Chief Procurement Officer within two (2) business days after opening the proposals.

- 2.15 Rejection or Disqualification of Proposals.** A proposal that is incomplete, obscure, conditioned or contains additions not called for or irregularities of any kind, (including alterations or erasures), which are not initialed, may be rejected as non-conforming.

The County reserves the right to waive a proposal's minor irregularities if rectified by Bidder within three (3) business days of the County's issuance of a written notice of such irregularities.

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

Any Bidder who has demonstrated poor performance during a current or previous Agreement with the County may be considered a non-responsible Bidder and his/her proposal may be rejected. The County reserves the right to exercise this option as is deemed proper and/or necessary.



**SECTION 3**  
**GENERAL TERMS**  
**AND**  
**CONDITIONS**

**3.1 Bidder's Certification.** By submitting a proposal, the contractor is certifying that it and its Principals and/or subcontractors are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the State of Pennsylvania or any Federal department or agency.

**3.6 Non-Collusion Affidavit.** The County requires that a Non-collusion Affidavit be submitted with all proposals pursuant to its authority according to the Pennsylvania Antbid-Rigging Act, 62 Pa. C.S.A. §4501 et seq.

This Non-Collusion Affidavit must be executed by the member, officer, or employee of the Bidder who makes the final decision on prices and the amount quoted in the proposal.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the Affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the proposal.

If a proposal is submitted by a joint venture, each party to the venture must be identified in the proposal documents, and a Non-Collusion Affidavit must be submitted separately on behalf of each party.

The term "complementary bid" as used in the Affidavit has meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, any intentionally high or non-competitive proposal, and any form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file a Non-Collusion Affidavit in compliance with these instructions may result in disqualification of the proposal.

**SECTION 4**  
**CONTRACT TERMS**  
**AND**  
**CONDITIONS**

- 4.1 **Contract.** Upon acceptance and award of a Bidder's proposal, the contract between the Bidder and the County shall be drafted from (a) the RFP and addenda, (b) the selected proposal (response to the RFP by the Bidder) and any attachments thereto, and (c) all written communications between the County and the Bidder concerning the transactions. The contract shall constitute the entire and only agreement and shall supersede all prior negotiations, commitments, understandings, or agreements, whether oral or written.
- 4.2 **Execution of Contract.** The successful Bidder must execute a written contract with the County. If the successful Bidder fails or refuses to execute the formal contract within ten (10) days of the date of contract award, award of the contract shall be voided, and all obligations of the County in connection herewith shall be canceled.
- 4.3 **Contents of Contract.** The entire contents of this RFP shall become a part of the contract.
- 4.4 **Pricing.** Bidders warrant the proposal price(s), terms and conditions stated in his/her proposal shall be firm for a period of (60) days from the date of the proposal opening. Once an award is made and a contract is in place, prices shall remain firm and fixed for the entire contract period. If the proposal includes price increases over the term of the contract, such increases must be clearly indicated in the Proposal Price Schedule.
- 4.5 **Subcontracting.** The Contractor shall not subcontract any of its obligations under this contract without the County's prior written consent. In the event the County does consent in writing to a subcontracting arrangement, the Contractor shall be the prime contractor and shall remain fully responsible for performance of all obligations which it is required to perform under this contract.

**SECTION 5**  
**SCOPE OF WORK**

## **SCOPE OF WORK**

### **INTRODUCTION**

The Lycoming County Commissioners is requesting proposals for a qualified Re-Entry Program Coordinator to support, enhance, expand and promote coordination of re-entry services for the multiple and wide-ranging needs of offenders in the County's re-entry program with the initiatives to reduce recidivism, increase public safety, and ensure successful transition and integration into community life. Both individuals and service providers are encouraged to participate. Bidders must have the staff, relationships, and resources necessary to implement their proposed re-entry intervention or should demonstrate the ability to acquire and develop them in a timely manner upon award through this RFP.

### **BACKGROUND**

Ex-offender re-entry has been a focus of the Lycoming County Criminal Justice Advisory Board (CJAB) for a number of years. In 2014, the CJAB created a Prison Population Management Subcommittee. The focus of that subcommittee was to take a closer look at both the prison population and ex-offender re-entry in order to make recommendations to the CJAB to update the overall CJAB Strategic Plan. After discussion and planning, the subcommittee identified three main priorities to focus on:

1. To develop a Re-entry Coalition to formalize the re-entry planning process for county and state inmates by writing and implementing a five year re-entry strategic plan.
2. Create a system-wide definition of recidivism.
3. Conduct a three-year recidivism study to establish a county-wide recidivism rate to utilize as a benchmark for moving forward.

In February 2015, Lycoming County applied for and was awarded a Re-Entry Strategic Planning grant from the Pennsylvania Commission on Crime and Delinquency (PCCD). As result, the County partnered with Dr. Kerry Richmond, Associate Professor of Criminal Justice-Criminology at Lycoming College, to help facilitate the analysis of the County's re-entry system along with developing a county-wide Re-Entry Plan. Under the direction of Dr. Richmond, Lycoming County performed a county-wide offender services assessment to identify strengths and weaknesses in the service delivery system and lead to strengthening areas in need of additional support.

Over the summer of 2015, the Re-Entry Coalition Steering Committee met to identify organizations – both non-profit and governmental – to invite to be part of the assessment and planning process. On October 20, 2015, the Reentry Coalition Steering Committee hosted a kick-off meeting on the campus of Lycoming College with almost 100 individuals attending. The group discussed various directories that include information on agencies, programs, and the resources in the county that can provide services to ex-offenders. A resource mapping subcommittee was created to begin work on compiling services that individuals need to be connected to while incarcerated, at release, and then while in the community.

### **GOALS, OBJECTIVES, & REQUIREMENTS**

The goals of the Re-Entry Program Coordinator shall be to provide offenders with support mechanisms needed to transition successfully back into the community, while at the same time monitoring their activity to prevent recidivism and enhance public safety. To assist the County with achieving these goals and objectives, the Re-Entry Program Coordinator shall be required to focus on the enhancement, expansion and/or coordination of:

1. **Engagement Practices**

Ensuring initial engagement with offenders prior to and/or immediately following release from incarceration and ensuring ongoing engagement as appropriate.

2. **Assessment and Service Coordination**

Assessing offenders' strengths and criminogenic risks and needs, and coordinating the delivery of services (directly or via partner providers) to appropriately and meaningfully address offenders' risks, needs and strengths.

3. **Services and Supports**

Addressing the risks, needs and strengths of offenders through tailored services and supports such as:

- Benefits Eligibility and Access: including but not limited to, obtaining identification; housing assistance and placement; and supplemental assistance programs.
- Workforce Services: including, but not limited to, soft and hard skills; job placement; and career mentorship.
- Educational Services: including, but not limited to, adult secondary education; adult basic skills; life-skills/competency skills; academic counseling; and vocational training.
- Support Services: including, but not limited to, family strengthening support; mental health screening and services; substance abuse services (including treatment and harm reduction); health education and services; housing placement; civic engagement and leadership; mentorship and community building; and financial literacy and planning.
- Coordinate, Enhance, and Cultivate System and Community Partnerships: including, but not limited to, work with appropriate system providers (i.e., state and local agencies and community partners (i.e., faith based organizations and service providers) for referrals and support of the populations served.

Other specific responsibilities of the Re-Entry Program Coordinator shall include, but not limited to, the following:

- Continue coordination of the Lycoming County Re-Entry Coalition.
- Evaluate program activities and report to the Re-Entry Coalition Committee. (Performance goals/objectives to be established).
- Develop/facilitate a strategic plan for community education and awareness of offender re-entry.
- Serve as a member of the Criminal Justice Advisory Board (CJAB).
- Work in cooperation with the offender's family, volunteers, criminal justice system partners and other professional staff to assist the needs of the offender and develop resources.
- Provide comprehensive program evaluation.
- Prepare written and verbal reports clearly and concisely.
- Perform duties independently without direct supervision.

- Knowledge of case management and casework principles.
- Working knowledge of the criminal justice system.
- Experience in local service networks and resources.

### **INDEPENDENT CONTRACTOR**

The Re-Entry Program Coordinator shall be an independent contractor. The Re-Entry Program Coordinator and its employees shall in no way be deemed, nor hold themselves out to be, an employee, agent or joint venture partner of the County for any purpose. The Re-Entry Program Coordinator shall not be entitled to any fringe benefits of the County, such as, but not limited to, health and accident insurance, life insurance, paid sick or vacation leave, or longevity pay. The Re-Entry Program Coordinator shall be responsible for withholding and payment of all applicable taxes, including, but not limited to, income; social security and unemployment taxes; and maintaining the required workers' compensation insurance, in connection with services rendered by its employees, and agrees to protect, defend and indemnify the County against such liability.

### **WORK HOURS AND LOCATION**

The successful Bidder shall work 37.5 to 40 hours per week between 8:00 A.M. to 5:00 P.M., Monday through Friday excluding County holidays. The County shall provide the Re-Entry Program Coordinator with a temporary meeting space at the Lycoming County Prison and the Lycoming County Pre-Release Center (PRC) to meet with offenders. The Re-Entry Program Coordinator shall provide all necessary administrative and support services including supplies, materials, and transportation as necessary to provide the services described herein.

### **REPORTING AND PERFORMANCE OUTCOMES**

The Re-Entry Program Coordinator will work with pre-existing program documentation as well as introduce new documentation to the County. Tracking program participation and preparing reports to document activities shall be required. The Re-Entry Program Coordinator shall be required to provide such information on a requested and/or regular basis to the County to monitor the performance and success of the program.

### **CONFIDENTIALITY AND SECURITY**

The Re-Entry Program Coordinator must agree to maintain security standards consistent with the County's security policy. These include strict control of access to data and maintaining confidentiality of information gained while carrying out his/her duties.

### **CONTRACT TERM**

The contract, which results from the award of this RFP, shall commence upon award and shall terminate on December 31, 2020. There shall be an option to extend the contract based upon mutual agreement. However, the option to extend the contract will be based on organizational need, performance, and available budget funds.

### **INVOICING AND PAYMENT**

The successful respondent shall submit invoices to the Prison Warden on a monthly basis. Each invoice will be itemized to show the number of hours worked and the rate per hour. Invoices must not contain any individually identifiable data on program participants that would violate the Health Insurance Portability and Accountability Act (HIPPA). The County will make payment within thirty (30) days of receipt invoice for properly received services after acceptance of work by the County.



## **PROPOSAL CONTENT AND FORMAT**

### 1. Program Narrative

- Bidders shall describe in detail how he/she will provide the services set forth above and achieve the goals of the initiative.

### 2. Performance Measures

- Bidders shall identify the methods of data collection and how he/she plans to address them.

### 3. Organizational Capacity

- Bidders shall describe his/her organizational (i.e., technical, managerial, and financial) capacity to perform the work set forth herein.
- Bidders shall identify any area where capacity building assistance from the County or another entity could be helpful.
- Bidders shall describe evidence of system/community ties and partnerships with other service providers or other agencies relevant to the proposed program (if applicable).

### 4. Experience

- Bidders shall explain how his/her current and/or previous work is relevant, and how its knowledge and experience will be leveraged in the County's re-entry program.
- Bidders shall describe the proposed key staff and subcontractors (if applicable) in providing the work described herein.
- Bidders shall provide a comprehensive description of the proposed means of delivering the various components of services in a cost-effective and timely manner consistent with the scope of work described herein.
- Bidders shall provide resumes of all individual(s) and/or key staff who will be providing the work.

### 5. Program Budget

- Bidders shall submit a detailed budget inclusive of all costs elements. This includes salary/hourly rate, administrative costs, and all other costs associated with providing re-entry services. Costs shall be firm for the term of the contract.

### 6. Program Budget Narrative

- Bidders shall provide a budget narrative that corresponds to the budget.

### 7. References

- Bidders must provide a minimum of (3) references on projects of similar scope and magnitude as described in this RFP, with emphasis on specific experience in re-entry services. At a minimum, the following information must be included for each reference:
  - Client name, address, contact person name, telephone, and fax number.
  - Description of services provided.
  - Identify services, if any, subcontracted, and to what other company.

### **EVALUATION OF PROPOSALS**

All proposals will be reviewed to determine whether they are responsive to the requisites of this RFP. Proposals that are deemed to be non-responsive will be rejected. An evaluation team will evaluate proposals based on the evaluation criteria described below. The County reserves the right to conduct site visits, conduct interviews, request that Bidders provide additional materials or documentation as they deem applicable and appropriate.

### **EVALUATION CRITERIA**

The information requested in the proposal content section of this RFP shall be used as evaluation criteria to identify a winning proposal.

### **AWARD OF PROPOSAL**

Award of any proposal is contingent upon available budget funds and approval of the Lycoming County Board of Commissioners. The County will award the contract(s) to the best responsible, responsive Bidder who meets all terms, conditions, and specifications of the RFP.

The County reserves the right, in its sole and absolute discretion, to accept or reject any and all proposals or parts thereof, or to accept such proposal as they deem to be in the best interest of the County.

**SECTION 6**  
**PRICE PROPOSAL**

## PRICE PROPOSAL

**6.1 Cost Elements.** Services not specifically mentioned in this RFP, but are necessary to provide the functional capabilities described, shall be included as part of the cost elements. Bidders may utilize this table below to justify costs or respondents may justify costs by utilizing his/her own format.

Description	Hourly Rate

The undersigned, as Bidder, hereby declares that the total project costs as indicated above, includes all necessary work to complete this project in full according to the general specifications contained in the ITB. Products and services not specifically mentioned, but are necessary to provide the functional capabilities shall be listed and included as part of the cost elements.

The undersigned further understands and agrees that if the County accepts the bid, no additional funds will be allowed beyond the stated total project costs.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Point of Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email address: \_\_\_\_\_

Name of person submitting proposal: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**When submitting a bid, place the bid form sheet as the top page of the bid package and the bid price schedule as the second page of the bid package.**

**SECTION 7**  
**PROPOSAL FORM**

# PROPOSAL FORM

**Important note to Bidders:**

It is essential that submitted proposal complies with all of the requirements contained in the RFP. The undersigned Bidder agrees, if this proposal is accepted, to enter into an agreement with the County on the form included in the Contract Documents to perform and furnish all equipment, labor, materials, services, goods or products, hereafter referred to as WORK, as specified or indicated in the contract documents.

**This proposal is submitted to:**

Lycoming County Controller's Office  
Lycoming County Executive Plaza Building  
330 Pine Street, 2<sup>nd</sup> Floor  
Williamsport, PA 17701

**This proposal is submitted on \_\_\_\_\_, 20\_\_\_\_\_. This proposal is valid for 60 days from the date of the public opening of the proposals.**

**This proposal is submitted by:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Main Telephone: \_\_\_\_\_ Main Fax: \_\_\_\_\_

**Communications and questions concerning this proposal are to be directed to:**

Contact Name / Title: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Email: \_\_\_\_\_

**In the event your company is awarded a contract as a result of the RFP, the following individual will serve as project liaison/manager:**

Name / Title: \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Receipt of Amendments (if applicable)**

In submitting this proposal, Bidder represents that they have received and examined the following RFP Addendums:

Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____
Addendum No	_____	Date	_____

**Delivery Schedule**

Bidder commits that services will be completed no later than December 31, 2020.

**Proposal Pricing**

Unless items are specifically excluded in the proposal, the County shall deem the proposal to be complete and shall not be charged any costs above and beyond the proposal amount as set forth by Bidder herein.

Prices as stated herein shall remain firm throughout the life of the contract.

**Authorized Signature of Bidder**

The proposal form must be signed by an individual with actual authority to bind the company.

Company Type (check one):

- Sole Proprietorship
  Partnership
  Corporation
  Joint Venture

**Bidder attests that:**

1. He/she has thoroughly reviewed the County's RFP and that this proposal is submitted in accordance with the RFP requirements;
2. He/she are familiar with the site facilities, site conditions, the pertinent state and local codes, state of labor and material markets, and has made due allowance in the proposal for all contingencies.

**Corporations: The proposal must be signed by the President or Vice President and the signature must be attested by the Corporate Secretary or Treasurer. If any employee other than the President or Vice President signs on behalf of the corporation, or if the President's or Vice President's signature is not attested to by the Corporate Secretary or Treasurer, a copy of the corporate resolution authorizing said signature(s) must be attached to this proposal. Failure to attach a copy of the appropriate authorization, if required, may result in rejection of the proposal.**

Company Name	Federal ID#
--------------	-------------

Street Address	PO Box	City	State	Zip
----------------	--------	------	-------	-----

Telephone #	Fax #
-------------	-------

**WITNESS:**

**COMPANY:**

\_\_\_\_\_  
Signature (see below)

\_\_\_\_\_  
Signature (see below)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title (print)

\_\_\_\_\_  
Title (print)



**SECTION 8**

**NON-COLLUSION AFFIDAVIT**

## **INSTRUCTIONS FOR NON-COLLUSION AFFIDAVIT**

This Non-Collusion Affidavit is material to any contract awarded pursuant to this proposal. According to the Pennsylvania Antirigging Act, [62 Pa.C.S.A. § 4501, et seq.](#), government agencies may require Non-Collusion Affidavits to be submitted together with proposals.

This Non-Collusion Affidavit must be executed by the member, officer or employee of the Bidder who makes the final decision on prices and the amount quoted in the proposal.

Bid rigging and other efforts to restrain competition and the making of false sworn statements in connection with the submission of proposals are unlawful and may be subject to criminal prosecution. The person who signs the affidavit should examine it carefully before signing and assure himself or herself that each statement is true and accurate, making diligent inquiry, as necessary, of all other persons employed by or associated with the Bidder with responsibilities for the preparation, approval or submission of the proposal.

In the case of a proposal submitted by a joint venture, each party to the venture must be identified in the proposal documents, and an Affidavit must be submitted separately in behalf of each party.

The term “complementary bid” as used in the Affidavit has the meaning commonly associated with that term in the bidding process, and includes the knowing submission of proposals higher than the proposal of another firm, and intentionally high or noncompetitive proposal, and any other form of proposal submitted for the purpose of giving a false appearance of competition.

Failure to file an Affidavit in compliance with these instructions will result in disqualification of the proposal.

## NON-COLLUSION AFFIDAVIT

Contract/Bid/Proposal \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

I state that I am \_\_\_\_\_ (Title) of \_\_\_\_\_ (Name of Firm) and that I am authorized to make this affidavit on behalf of my firm, and its owners, directors, and officers. I am the person responsible in my firm for the price(s) and the amount of this proposal.

I state that:

1. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, or agreement with any other Bidder or potential Bidder.
2. Neither the price(s) nor the amount of this proposal, and neither the approximate prices(s) nor approximate amount of this proposal, have been disclosed to any other firm or person who is a Bidder or potential Bidder, and they will not be disclosed before proposal opening.
3. No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
4. The proposal of my firm is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
5. \_\_\_\_\_ (Name of Firm), its affiliates, subsidiaries, officers, and employees are not currently under investigation by any governmental agency and have not, in the last four years, been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding in any public contract, except as follows:  
\_\_\_\_\_  
\_\_\_\_\_

I state that \_\_\_\_\_ (name of firm) understands and acknowledges that the above representations are material and important, and will be relied on by the County of Lycoming in awarding the contract(s) for which this proposal is submitted. I understand and my firm understands that any misstatement in this affidavit is and shall be treated as fraudulent concealment from the County of Lycoming of the true facts relating to the submission of proposals for this contract.

A statement in this affidavit that a person has been convicted or found liable for any act, prohibited by State or Federal Law in any jurisdiction, involving conspiracy or collusion with respect to proposing on any public contract within the last three years, does not prohibit the County of Lycoming from accepting a proposal form or awarding a contract to that person, but may be grounds for administrative suspension or debarment in the discretion of the County under its rules and regulations, or may be grounds for consideration on the question of whether the County should decline to award a contract to that person on the basis of lack of responsibility.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Title \_\_\_\_\_

SWORN TO AND SUBSCRIBED  
BEFORE ME THIS \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20 \_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

**SECTION 9**  
**EXCEPTION FORM**

## EXCEPTION FORM

Section Number	Explanation