

REQUEST FOR PROPOSAL

#6794

LOW COST ALTERNATIVE PROVIDER FOR ADMINISTRATIVE, RECORDKEEPING, EDUCATION, ENROLLMENT AND INVESTMENT MANAGEMENT SERVICES TO SUPPLEMENT 457 DEFERRED COMPENSATION PLANS

FOR

**Washtenaw County
Human Resources**

Issued By:

Washtenaw County Purchasing
Administration Building
220 N. Main Street
Ann Arbor, MI 48104

Angela O. Perry
Purchasing Manager
(734) 222-6768



Proposal Submitted by:

Please type Bidder's Company Name & include as proposal cover



WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764
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Request for Proposal # 6794:

LOW COST ALTERNATIVE PROVIDER FOR ADMINISTRATIVE, RECORDKEEPING, EDUCATION, ENROLLMENT AND INVESTMENT MANAGEMENT SERVICES TO SUPPLEMENT CURRENT 457 DEFERRED COMPENSATION PLANS

INTRODUCTION

July 24, 2014

Washtenaw County Purchasing Division on behalf of Human Resources is issuing a sealed RFP #6794 for a low cost low fee alternative provider for comprehensive administration, recordkeeping, education, enrollment, and investment management services to supplement the current 457 deferred compensation plans.

To achieve a uniform review process and obtain the maximum degree of comparability, please complete all sections **in the order that they are presented** in this Request for Proposal. Bidders shall include a Letter of Transmittal (**limited to no more than two pages**), briefly stating your organization's understanding of the services requested, the names, titles, and contacts of persons authorized to make presentations on behalf of your organization, and **acknowledgement of your firm's acceptance of all the terms and conditions as presented in the RFP**. Bidders shall also include a table of contents which should, to the degree possible, correspond to the RFP. Proposals must be sealed and labeled on the outside of the package to clearly indicate they are in response to Request for Proposal - # 6794.

We require one (1) original and four (4) complete copies and of the response and all accompanying materials, an electronic copy on CD-ROM, or other standard device, as well as **five (5) additional copies of the RFP packet and questionnaire responses** as well be delivered to:

**Washtenaw County
Purchasing Division – RFP # 6794
220 N. Main St. Basement
Ann Arbor, MI 48104**

All responses must be received no later than **4:00 p.m. EST on Thursday, August 28, 2014.**

Late responses will not be considered.

Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry via email to perrya@ewashtenaw.org on or before close of business Friday, August 1, 2014 with the words “Low Cost Alternative Provider” RFP # 6794” in the subject line. Depending on the type and volume of inquiries, responses may or may not be provided. Applicable responses and/or amendments to the RFP will be provided on or before August 8, 2014.

Thank you for your interest.

TABLE OF CONTENTS

SECTION I – SCOPE OF SERVICES	2
SECTION II – BACKGROUND	3
SECTION III – PROPOSAL INFORMATION	4
Definitions	4
Terms	4
Minimum Requirements	5
Response Format, Organization and Requirements	7
Award	8
SECTION IV – QUESTIONNAIRE	8
Business Organization	8
Relationship Management	8
Participant Services	9
Plan Sponsor Services	11
Investment Management	11
Investment Fees and Expenses	12
Plan Administration	13
Recordkeeping	14
Implementation	15
SECTION V – FEES	16
SECTION VI – OTHER	17
SIGNATURE PAGE	18

ATTACHMENT A – Washtenaw County Sample Contract

SECTION I - SCOPE OF SERVICES

Washtenaw County is seeking to establish a possible low cost low fee alternative provider to serve as a supplement to the current benefit companies Washtenaw County has contracts with who specialize in 457 deferred compensation plan administration.

The County intends to secure a possible contract for an low cost low fee alternative service provider as it relates to custodial, administrative, recordkeeping, member education, loan management and enrollment, as well as, investment management services of the plan. The purpose of this RFP is to define the County's minimum requirements, solicit proposals, and gain adequate information from which to evaluate such services.

The Washtenaw County low cost low fee alternative provider would serve as an additional retirement savings option with the existing 457 deferred compensation plans, which operate as a supplemental retirement plan, and should be designed in a manner that emphasizes a long-term approach to plan eligible employees. Recognizing that investments will be subject to participant choice, important consideration will include participant education and communication services, as well as an investment structure that addresses risk and investment expenses in a prudent manner. Investment structures that promote a disciplined, diversified, long-term strategic allocation are preferred. Primary considerations include: appropriate fund line-up, low costs and fund performance. Target retirement date or "life cycle" funds should be provided as well as a range of low cost investment options. As a supplemental retirement plan, in service distributions such as loan provisions or unforeseeable emergency requests as qualified under the IRS guidelines, may be permitted under the Plan agreement.

Washtenaw County will rely on the plan administrative, recordkeeping an investment service provider to provide payouts under the plan. The services that are being sought include the following components:

- Investment Management Options and Management – must include an open platform of prudent investments with the primary focus of providing participants with resources for retirement.
- Administration – support the administration of the plans by providing full service processing of plan transactions.
- Recordkeeping – record the transactions in a timely and accurate manner.
- Communications – support investment education and communication services for participants
- Retirement Planning – provide supplemental retirement planning advise upon participant's request
- Loan Management – administer and coordinate loan provision and repayment

SECTION II - BACKGROUND

The Washtenaw County low cost low fee alternative would serve as a supplemental retirement savings account along with the current 457 deferred compensation providers available to eligible employees of Washtenaw County. Washtenaw County currently employs approximately 1,300 employees and utilizes two active vendors offering new participants optional 457 deferred compensation services for additional retirement savings, as well as five (5) grandfathered plans that had active deductions at the point of the transition to the new providers. The Plan is exempt from income taxes under Internal Revenue Services Section 457(b) of the Internal Revenue Code.

The purpose of the Plan is to provide employees with a convenient and efficient way to build long-term retirement savings and to encourage broad-based participation of employees in the plan as a supplemental retirement security tool to their core retirement plan supported by County contributions. The Plan wants to assure that this additional benefit be recognized by all employees, that they have the opportunity to receive one-on-one and/or group education and voluntarily participate

Therefore, the purpose of this request for proposal is to solicit a possible alternative low cost low fee service provider to serve as a supplement to the current benefit companies Washtenaw County has contracts with who specialize in 457 deferred compensation plan administration.

SECTION III - PROPOSAL INFORMATION**Definitions**

“Bidder”	An individual or business submitting a bid to Washtenaw County
“Contractor/Vendor”	One who contracts to perform services in accordance with a contract
“County”	Washtenaw County in Michigan
“Human Resources”	Washtenaw County Human Resources

Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the CONTRACTORS qualifications and capabilities to provide the specified service, and other factors that the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded and negotiations would be undertaken with that CONTRACTOR whose proposal is deemed to best meet the County’s specifications and needs.

B. The County reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by the County to be in the best interests of the County even though not the lowest bid.

C. Proposals must be signed by an official authorized to bind the CONTRACTOR to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

D. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP's may be adjusted to allow for revisions. To be considered, **one (1) original and four (4) copies** (one copy unbound) an electronic version in pdf format, submitted on CD-RW, DVD or USB drive **and five (5) additional copies of the RFP packet/questionnaire responses** as well be delivered at the County as indicated on or before the date specified.

E. Proposals should be prepared simply and economically providing a straight-forward, concise description of the CONTRACTOR'S ability to meet the requirements of the RFP. Proposals must be typed. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing the proposal. *CONTRACTOR shall ensure that proposals are submitted using both sides of recycled paper whenever practicable.*

F. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County Contractors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County Contractor. For purposes of this section, Washtenaw County Contractor means a company which has maintained its principal office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O. Box, is not, in and of itself, sufficient to establish a company as a Washtenaw County Contractor. The County shall have sole discretion under this section to determine if a company qualifies as a Washtenaw County Contractor and if two or more bids are substantially equal.

G. The initial award of this contract shall be for a period of **3 year(s)**, with an option for an additional **2 one year renewals**, pending agreement by both parties.

H. CONFLICT OF INTEREST. Contractor warrants that to the best of contractor's knowledge, there exists no actual or potential conflict between contractor and the County, and its Services under this request, and in the event of change in either contractor's private interests or Services under this request, contractor will inform the County regarding possible conflict of interest which may arise as a result of the change. Contractor also affirms that, to the best of contractor's knowledge, there exists no actual or potential conflict between a County employee and Contractor.

I. The bidder shall be responsible for all costs incurred in the development and submission of this response. Washtenaw County assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of Washtenaw County and will not be returned to the bidder.

J. Any responses, materials, correspondence, or documents provided to Washtenaw County under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

Minimum Requirements:

Proposing firms must meet the following requirements:

- A. The firm must demonstrate its ability to competently oversee investment services provided by its network and must have been in business as such for a minimum of 10 years.
- B. The firm must have all necessary qualifications and certifications to serve as a 457(b) deferred compensation plan administrator and be able to provide consulting services to employers and other governmental (public) entities. Please specify how your firm meets this minimum requirement.

- C. On-site service representatives of the vendor site must have at least two years of experience providing on-site services for 457(b) deferred compensation plans. The lead consultant assigned to this account must have at least ten years of industry experience with the last three being at your firm. Please elaborate on these qualifications.
- D. The firm must provide evidence of its ability to oversee the investment management services of at least five clients with portfolio assets of at least \$4 million or more.
- E. Representatives will be absolutely forbidden to sell ancillary products (such as life insurance) to participants without the express written consent of Washtenaw County.
- F. Participant data is the sole property of Washtenaw County and may not be used in any way to market other products or be sold to other organizations without the express written consent of Washtenaw County. These provisions will be included in the contract with the vendor for the plans.
- G. The vendor must accept full responsibility for processing errors it makes and they must be reported within a reasonable period of time. In the event a participant incurs a loss or a lost opportunity due to such an error, the vendor shall adjust the participant's account to the same level as if the processing error had not occurred.
- H. The vendor must be willing to acknowledge in writing its status as a fiduciary of the plan for the duration of the contract with the County.
- I. The vendor must not have received an unqualified auditor's opinion for the last five years. Please attach a copy of your most current financial statements.
- J. The vendor must comply with all components of this RFP. Unless otherwise noted in your Letter of Transmittal, it is assumed that by submitting a response to this RFP, your response conforms to all specifications in every way. After finalist selection, the proposal of additional terms may not be considered.
- K. The Bidder must review and acknowledge within the Letter of Transmittal their ability to accept the terms and conditions to the set of general contract provisions and insurance requirements which apply to all contractors of service to Washtenaw County (Attachment A). Bidders should note specific concerns or limitations associated with any of the articles as outlined in the sample contract.

Any proposal not meeting these specifications may not be considered.

Response Format, Organization and Timelines

To achieve a uniform review process and obtain the maximum degree of comparability, please complete all sections in the order that they are presented in this Request for Proposal. Bidders shall include a Letter of Transmittal (limited to no more than two pages), briefly stating your organization's understanding of the services requested, the names, titles, and contacts of persons authorized to make presentations on behalf of your organization, and **acknowledgement of your firm's acceptance of all the terms and conditions as presented in the RFP**. Bidders shall include a table of contents which should, to the degree possible, correspond to the RFP. Proposals must be sealed and labeled on the outside of the package to clearly indicate they are in response to Request for Proposal - 6794. We require one (1) original and four (4) copies of the response and all accompanying materials, as well as an electronic copy on CD-ROM, or other standard device be delivered to:

**Washtenaw County
Purchasing Division – RFP # 6794
220 N. Main St. Basement
Ann Arbor, MI 48104**

All responses must be received no later than **4:00 p.m. EST on Thursday, August 28, 2014**.

Please direct purchasing and procedural questions regarding this RFP to Angela O. Perry via email to perrya@ewashtenaw.org on or before close of business Friday, August 1, 2014 with the words "Low Cost Low Fee Alternative Provider / RFP # 6794" in the subject line. Applicable responses and/or amendments to the RFP will be provided on or before August 8, 2014. Depending on the type and volume of inquiries; responses may or may not be provided.

The following dates are set forth for informational and planning purposes and may be changed at the discretion of Washtenaw County Human Resources.

RFP Issued	<u>2014</u> July 24
Deadline to submit written questions	August 1
Response to written questions / RFP amendments	August 8
Deadline to submit proposal	August 28
Oral presentations by finalists (if applicable)	<u>2014</u> week of September 15
Implementation	November 2

Award

An award or awards may be made to the lowest responsive, responsible bidder, with the most relevant experience and best qualifications. The award may not be solely based on the lowest bid / fee structure.

SECTION IV - QUESTIONNAIRE

Your company's proposal, including your responses to the following questions, will be incorporated as part of the contract between your company and the County of Washtenaw.

Business Organization

1. Please state in full the name and address of your organization and any local or out-of-town branches or offices that may be used in connections with performance of these services.
2. Identify the legal structure of your firm, i.e. whether you operate as an individual partnership, corporation, or LLC.
3. List the key personnel in your firm and provide a brief resume for each.
4. For reference purposes only, list all of your public clients who have been added to or lost from your firm over the past five years.
5. Provide an organizational chart of your firm.

Relationship Management

1. Describe your approach to servicing and managing the relationship with Washtenaw County, and your process for monitoring satisfaction for the services your company will provide.
2. How often will your team/representative meet with Washtenaw County?
3. Will you be proactive in initiating information and or meetings with the employees to discuss issues that arise which may significantly affect the 457(b)
4. Can you provide a sample administrative agreement or other appropriate plan document to assist Washtenaw County in the establishment of an IRS qualified 457(b) deferred compensation plan?
5. Describe any conflicts of interest your company may have in providing 457(b) deferred compensation plan services to Washtenaw County.

Participant Services

1. Discuss the control systems you will utilize to effectively manage the administration aspects of the employee's contributions (i.e. timely depositing of the employee's funds).
2. How do you propose to benefit our employees by providing your services? Please identify what benchmarks you recommend to measure this with.
3. What support and educational information do you offer for employees in selecting the asset allocations and development of their retirement investment portfolio? Do you assist with transition planning? If so, please describe.
4. As a part of your services do you provide special workshops for your clients covering education topics applicable to the investment and administration of the 457(b) funds? If so, please describe.
5. Describe your communication services with your clients. Describe your relationship with your employer sponsors.
6. Provide samples of all 457(b) deferred compensation enrollment and communications materials.
7. Internet. Address the following with regard to your web-based services:
 - a. Describe the educational features offered to members on your web site. Does it offer functionality for determining a) how much to save each year toward retirement, and b) asset allocations? Does it have the flexibility to make these determinations based on overall household assets?
 - b. Describe investment advice available to participants. What firm provides this service?
 - c. Describe the transactions that can be implemented by employees on-line.
 - d. Provide the URL for your web site and a test account for us to view all participant functions. The test account should be made available to us through the date in which our final selection decision is scheduled.
 - e. What percent of 457(b) plan participants have established PINs for your web site?

8. Call Center. Describe your call center:
 - a. What transactions and information are accessible through call center representatives and through your voice response system?
 - b. What hours are call center representatives available?
 - c. Describe the ability, if any, to track the types of customer inquiries and develop new materials/training/routines for resolving inquiries (e.g., if tax code changes cause new inquiries).
9. Statements. Address the following with regard to participant statements:
 - a. Do you provide aggregate account information for participants if you administer multiple plans?
 - b. Does your statement provide a) asset allocation graphics and b) a personal rate of return? Provide a sample quarterly statement.
 - c. How many days after quarter-end are statements mailed? What percent of statements mailed over the past four quarters met this target?
 - d. Are your statements made available on-line? What is the turnaround time? Do participants have the option to discontinue paper statements and receive copies only on-line?
10. Performance. Address the following questions related to the impact of your participant services.
 - a. Describe surveys you conduct to measure participant satisfaction.
 - b. How do you measure the success of your educational programs?
 - c. How has your educational program affected participant decisions? In the aggregate, how are assets allocated between the equity, fixed income/stable value and balanced/lifestyle/lifecycle funds you administer? What percent of participants making withdrawals opt for periodic payments, lump sum payments and annuities?

Plan Sponsor Services

1. Describe how you interact with plan sponsors on a daily basis and how you minimize the plan sponsor's workload through automation.
 - a. Describe the services you offer to help maintain compliance with current and proposed regulations as they relate to 457(b) deferred compensation plans.
 - b. Who will serve as our contact for daily questions and issues related to the administration of our plan?
 - c. Describe on-line services available to plan sponsors. Provide the URL for your web site and a test account for us to view all plan sponsor functions. The test account should be made available to us through the date on which our final selection decision is scheduled.

Investment Management

1. Briefly describe your overall investment philosophy.
2. Please describe what research your firm does on a company before it recommends or enters into a business arrangement with it to provide employee services.
3. Please indicate how your company tracks, evaluates, records, and/or verifies the following:
 - a. Monitoring of the firm's performances (i.e. reported in writing monthly, quarterly and/or annually).
 - b. Monitoring your individual managers' performances.
 - c. Quarterly performance data:
 - i. Absolute date (i.e. money gained or lost; percentage return net of fees)
 - ii. Performance relative to benchmarks
 - iii. Performance relative to peers within style group
 - iv. Notes on special situations (i.e. problems with specific investments)
4. Please indicate how your approach to asset allocation has changed in response to 2008-2010 market volatility.
5. Indicate the delivery vehicles available to the participants to obtain investment guidance/advice, and any additional costs associated (i.e. phone, web, one-on-one, etc)
6. Is same day settlement provided for each fund?

7. Are there any surrender or withdrawal charges or restrictions associated with the proposed investment funds?

Investment Fees and Expenses

This proposal is seeking 457(b) deferred compensation plan administrator(s) as a supplemental retirement savings account to the Washtenaw County Retirement Systems (DB and DC) offered to eligible employees. The County has no active role or involvement in the oversight or management of the financial investment services provided by the firm. Therefore, the following requested financial information is solely for the purpose of educating the prospective enrollees about their options among the County's sponsored 457(b) plan administrator(s). The financial questions are intended to solicit the best quality firms who offer the best possible rates and fees structure for our employees. As noted earlier, it is the County's intent to create a pool of qualified firms with whom it believes it could do business with if they are selected as a 457(b) deferred compensation administrator. From that list the County intends to select the firm(s) it will use to provide such services. Ultimately, it is the employees themselves who decide which plan administrator to use. Given these facts, please respond to the following:

1. Please identify your total fee structure for the administrative services. You are required to submit a listing of any and all fees involved in your proposal. This information must also include any fees or revenue you would collect from other parties with whom you may enter into a business relationship as a directed or indirect result of providing the County employees with the administrative services.
2. What would your fee structure look like if you were a sole vendor offering 457(b) deferred compensation services; as well as what would your fee structure look like if you were one of multiple vendors offering 457(b) deferred compensation services.
3. Describe all ancillary service fees and any other fees/expenses you will charge.

Plan Administration

1. How quickly are contributions invested in participant accounts? Do you require a minimum contribution for employees? How do you receive contribution data and money? What assistance will you provide us in accommodating this format? How do you monitor and enforce contribution limits?
2. Describe how fund transfers are executed. What is your deadline for receiving instructions to implement fund transfers at the close of business?
3. How long does it take to mail a check to another vendor once a participant provides an instruction to make the transfer? What authorization do you require to make such a payment? Identify all participant-level or plan-level transfer or withdrawal restrictions.
4. Describe your company's processes relating to providing federal, state and local tax reporting. How do you report disbursements to the IRS and state tax authorities? Describe the tax statements you provide to participants on plan disbursements.
5. Describe how you handle minimum required distributions.
6. Indicate your firm's capabilities for providing loans or hardship distribution and how they should be structured.
7. Describe your loan service and how participants and the plan sponsor would implement a loan.
7. How long does it take to mail a check to the participant once a loan withdrawal is authorized?
8. What confirmations do you mail to participants? What confirmations are made available to participants on-line? How quickly are confirmations sent to participants?
9. Describe your process for resolving issues that occur. What are your standards for the timing of resolving issues and how do you meet that target? What are your escalation procedures for issues that are not resolved within a standard period of time?
10. Provide samples of forms used for withdrawals, contributions, and plan-to-plan transfers.
11. Describe procedures and safeguards used to provide systems security. Discuss your Internet and call center security. Describe how confidentiality of data is ensured.

Recordkeeping

Your company will be required to maintain all participant level records and make them available to County personnel as requested.

1. Please provide a sample plan document.
2. Describe the maximum system limits for:
 - a. Investment funds
 - b. Contribution sources
3. Describe the reports that are furnished to the plan sponsor and participants. To what extent can these reports be customized? Please provide sample reports.
4. Describe the plan sponsor on-line access to reports. Provide sample on-line report screen prints and access to your demo site.
5. Provide the name, location, and brief biography for each key staff member who would be assigned to the Washtenaw County account in the chart below.
 - a. Name
 - b. Number of Clients responsible for
 - c. Tenure with your company
 - d. Role on the account
 - e. Educational and professional background
 - f. Number of Clients
 - g. Number of participants
6. Please give a description of your required licensing and continuing education program, including:
 - a. number of hours of training
 - b. training methodology (classroom, on-line, outside classes, etc.)
 - c. qualifications of instructors
 - d. performance requirements for satisfaction of training program
7. When will participant statements be mailed following each period end date? Provide a sample statement and indicate whether you would customize statements for the County. Provide your company's statement accuracy percentage, i.e., the percentage of statements that are mailed after the normal mail date because of an unresolved discrepancy or other problem.

Implementation

1. Describe your company's anticipated work-plan of activities, responsibilities, and time frames for implementation. Assuming that a service provider is selected by September 20, 2014 and the plan commencement date is November 1, 2014.
2. Based on your organization experience with similar implementations, what type of involvement should Washtenaw County have in the implementation and what resources will Washtenaw County be required to provide?
3. For the implementation team assigned to Washtenaw County, please provide an organizational chart of team members, years, and type of experience of each member, and biographies. How would the implementation team and the ongoing relationship team interact?
4. What primary issues would your company raise as potential delays or problems to implementation? What recommendations would be made to forestall or resolve potential problems?
5. Please provide a detailed budget for the initial implementation of the program.

SECTION V – FEES

Please outline your company’s comprehensive fee proposal, and any assumptions on which the fee is based for participants. How will your firm be compensated (fixed dollar, basis points per account, one all-in fee, or different fees for different services).

Service	\$ Per Account	Basis Points (%)	Other
Program Administration			
Customer Service and Recordkeeping			
Investment Management			
Other			

Explain how the fee will change as the assets grow; provide breakpoints if possible.

What revenue does your company expect to receive from the recommended fund line-ups?

Itemize any costs that would be applicable to the plan under your organization’s proposal.

- Implementation:
 - Recordkeeping setup
 - Other
- Plan Administration
 - Automatic enrollment
 - Determination of loan eligibility
 - Determination of hardship eligibility
 - Distributions and benefit payments
 - Other
- Loan Fees
 - Loan initiation
 - Loan maintenance
 - Other
- Investment Guidance / Advice and Managed Accounts
 - Investment guidance / advice fees
 - Managed accounts
 - Other
- Other
 - Self-directed mutual fund window fees
 - Identify any and all other itemized fees your company will assess:
 - Other

SECTION VI – OTHER

- A. Inviting a proposal does not assume a “pre-qualification” of any proposer.
- B. Washtenaw County will not be liable for any costs incurred in preparation of proposals.
- C. By submitting a proposal, the proposer certifies that he/she has fully read and understands the “Request for Proposal” and has full knowledge of the scope, nature, quantity, and quality of work to be performed. Unless specified to the contrary, submitting a proposal will be interpreted as agreement to all provisions in and requirements of the RFP.
- D. The proposer shall furnish such additional information as Washtenaw County may reasonably require. Washtenaw County reserves the right to investigate the qualifications of all proposers as it deems appropriate.
- E. Washtenaw County reserves the right to conduct pre-contract negotiations with any or all proposers.
- F. Washtenaw County reserves the right to reject any or all proposals, the right in its sole discretion to accept the proposal which it considers most favorable to the County’s interest, and the right to waive minor irregularities in the procedures.
- G. All proposals submitted shall be binding for ninety (90) calendar days following the above due date for receipt of proposals to allow for evaluation and award of contract.
- H. All information required by the Request for Proposal shall be supplied to constitute an acceptable proposal. Failure to submit a complete proposal may result in the disqualification of your proposal.
- I. This RFP may be canceled at any time and any and all proposals may be rejected in whole or in part when Human Resources determines such action to be in the best interest of the County.
- J. This RFP and any agreement with Bidders that may result shall be governed by the laws of the State of Michigan.
- K. A large part of the communication regarding this process will be conducted by electronic mail (e-mail). Responders must have a valid e-mail address to receive this correspondence.

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Signature page must be signed, boxes checked below, and returned as part of vendor proposal.

By checking this box we hereby certify that we are a Washtenaw County company. If proven otherwise, company may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

By signing this bid submission, I certify that I and/or my corporation, company, limited liability company, business association, partnership, society, trust or any other non-governmental entity, organization or group is not an "Iran linked business" as defined by P.A. 517 of 2012 (MCLA 129.311 et seq)("Act").

I understand that under the Act, an "Iran linked business means an individual or one of the above-listed groups who engages in investment activities in the energy sector of Iran, including, but not limited to, providing oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied gas for Iran's energy sector or a financial institution extending credit to another person to engage in investment activities in Iran's energy sector.

I further understand that "investment activity" is defined by the Act as an individual or one of the above listed groups that invests \$20,000,000.00 or more in Iran's energy sector or a financial institution that extends credit to another person, if that person uses the credit to engage in "investment activity" in Iran's energy sector.