CITY OF SAINT LOUIS

Francis Slay
MAYOR

OFFICE OF THE COMPTROLLER

Darlene Green
COMPTROLLER

ROOM 212 CITY HALL
ST. LOUIS, MO 63103

REQUEST FOR PROPOSAL (RFP)

Telecommunications Audit

RELEASE DATE: October 5, 2016

DUE DATE November 7, 2016 by 3pm NO EXCEPTIONS

The City of St. Louis Comptroller's Office is accepting proposals for a Telecommunications Audit according to the instructions in this RFP.

1.0 Purpose and Intent of RFP

The purpose of this RFP is to solicit sealed proposals for the purpose of providing a Telecommunications Audit through competitive selection.

The intent of this RFP is to award a contract to the respondent(s) who present(s) a detailed proposal conforming to this RFP that is most advantageous to the City of St. Louis regarding cost and other factors considered. The City of St. Louis reserves the right to award the contract(s) resulting from this RFP to one or more respondents, as required and appropriate to meet the needs of the City of St. Louis.

Participation in this RFP is voluntary and the City of St. Louis will not pay for the preparation of any information submitted by a respondent or for the City's use of that information.

2.0 RFP Terms and Conditions and Schedule of Events

2.1 RFP Schedule of Events

Date	Activity
October 5st	RFP Published
October 19th	Deadline of Clarification of RFP
November 7st	Submission Deadline By 3 pm NO EXCEPTIONS
November 22th	Selection

Michael R. Hernton, Fiscal Officer, shall be the sole point of contact for the purposes of this RFP. Mr. Hernton's contact information is:

Michael R. Hernton, Fiscal Officer
Herntonm@stlouis-mo.gov
314-657-3405

Questions and inquiries related to this RFP are to be submitted in writing via email. Short procedural questions may be accepted by telephone by Mr. Hernton.

A mandatory pre-proposal meeting will allow vendors to ask and have answered any questions pertaining to the RFP (which is being distributed prior to the mandatory meeting). Following the mandatory pre-proposal meeting and in accordance with the RFP Schedule of Events, the City will accept additional

questions in writing no later than October 19th, 2016 at 5:00 p.m. CST. Questions and answers will be forwarded electronically to all vendors who attended the mandatory, pre-proposal conference.

Other than contact with Mr. Hernton, respondents shall not contact the Comptroller's Office or any other City staff regarding this RFP. Unauthorized contact with any personnel of the City of St. Louis may be cause for disqualification of the proposer's response. The decision to disqualify a proposal is solely that of the City of St. Louis.

After submission of the proposals, unless requested by the Assessor's Office, contact with Michael R. Hernton is limited to status inquiries only. Any further contact or information about the proposal to Mr. Hernton or any other city official connected with this RFP will be considered an impermissible supplementation of the respondent's proposal and could lead to disqualification.

2.3 Reservations

The City of St. Louis reserves the right to interview, or call for a presentation from any respondent submitting a proposal, as well as form additional evaluation criteria for the presentations. The City of St. Louis also reserves the right to discuss the proposals with any or all respondents. Nothing in this RFP is intended to be, nor should anything herein be construed as, an offer of engagement. A selection or designation of a successful respondent shall not be construed as an offer of engagement until and unless a contract is fully executed. For the contract to take effect, all applicable parties with the authority to bind the respective entity must sign the agreement.

The Selection Committee reserves the right to: 1) reject any and/or all bid responses with or without cause, 2) request additional information from respondents as they may deem necessary, 3) waive any and/or all non-material irregularities pertaining to this selection and/or the submission of responses, 4) disqualify any and/or all firms or respondents and reject any and/or all responses for failure to comply with this RFP or to promptly provide additional requested materials or information, and 5) cancel this RFP.

2.4 Amended Proposals

A respondent may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. The City of St. Louis will not merge, collate or assemble proposal materials.

2.5 Right to Withdraw Proposal

Respondents will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The respondent must submit a written withdrawal request signed by the respondent's duly authorized representative(s) addressed to Michael R. Hernton, Fiscal Officer.

2.6 Revisions to this RFP

In the event that it becomes necessary to clarify or revise this RFP, such clarification or revision will be by addendum.

2.7 Respondent Responsibility

The respondent assumes sole responsibility for the complete effort required in this RFP. No special consideration shall be given after proposals are opened because of a respondent's failure to be knowledgeable of all the requirements of this RFP. By submitting a proposal in response to this RFP, the respondent represents that it has satisfied itself, from its own investigation, of all the requirements of this RFP.

2.8 Cost Liability

Any cost incurred by the respondent in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP, including oral interview, presentation and demonstration if required, shall be borne solely by the respondent.

2.9 Contents of Proposal

All materials submitted in accordance with this RFP will become and remain the property of the City of St. Louis and will not be returned.

All proposals shall be considered public records, but may be deemed and treated as "closed" or "exempt" by the City of St Louis, at the sole discretion of the City of St Louis, pursuant to the City of St Louis understanding and interpretation of the laws of the State of Missouri. All Proposal material may be treated as open records. The City of St Louis, cannot guarantee confidentiality of any materials during the evaluation process or at any other time. Thus, Proposals and communications exchanged in response to this RFP should be assumed to be subject to public disclosure.

2.10 No Obligations

This RFP in no manner obligates the City of St Louis, to the eventual purchase of services or products offered until confirmed by an executed written Contract. Progress toward this end is solely at the discretion of the City of St Louis, and may be terminated at any time prior to signing the Contract.

2.11 Termination

This RFP may be canceled at any time and any and all proposals may be rejected, in whole or in part, when the City of St Louis determines it is in its best interest.

2.12 Governing Law

This RFP, and any contract or agreement with respondents that may result, shall be governed by the laws of the State of Missouri.

2.13 Nondiscrimination

In connection with the contract resulting from this RFP, the firm or firms agree that in performing any services resulting from this RFP, neither he/she nor anyone under his/her control will permit discrimination against any business, employee, applicant, client or subscriber because of race, color, sex, age, disability, religion, sexual orientation, national ancestry or origin.

2.14 Americans with Disabilities Act

In connection with the furnishing of goods and services under any contract resulting from this RFP, the firm shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

2.15 Indemnification

Each respondent, in seeking, receiving or possessing this RFP and/or in submitting a response, does release, indemnify, and hold the City of St Louis and its employees, representatives and agents harmless from and against all claims and demands of any and all loss, cost, damage, or liability of whatever nature, which may be asserted against or imposed against the City of St Louis, as a result of issuing this RFP, making any revisions thereto, conducting this selection process and subsequent negotiations, and making a final recommendation and/or entering into a contract.

2.16 Insurance

The successful Respondent will be expected to provide the following types of insurance with the described limits.

Commercial General Liability Insurance: Respondent shall procure and keep in full force and effect for the duration of the contract commercial general liability insurance written by an insurance company approved by the State of Missouri and acceptable to the City. The commercial general liability insurance must list as certificate holder the City of St. Louis and as additional insured, its officers, employees and appointed representatives. The Commercial General Liability Insurance Policy, must include products and completed operations liability, and contractual liability coverage covering bodily injury, property damage liability and personal injury. The policy or policies must be on an "occurrence" basis ("Claims Made" coverage is not acceptable) insuring personal injury and property damage against the hazards of Premises and Operations, Products and Completed Operations, Independent Proposer's and Contractual Liability (specifically covering the indemnity) and the minimum limits of liability listed below. The Commercial General Liability policy shall include contractual liability coverage. The Commercial General Liability policy must include separate aggregate limits per project. Excess liability coverage may be used in combination with the base policy to obtain the following limits:

$1,000,000 per Occurrence
$2,000,000 per General Aggregate
$2,000,000 per Products/Completed Operations and Aggregate

Auto Liability Insurance: The Respondent shall procure and maintain a Business Automobile Liability Policy with liability limits of not less than $1,000,000 per person and $1,000,000 per occurrence or a

policy with a Combined Single Limit of not less than $1,000,000 covering any owned, non-owned or hired autos. Excess liability coverage may be used in combination with the base policy to obtain these limits. Comprehensive form covering all owned, non-owned, leased, hired, and borrowed vehicles and Additional Insured Endorsement and Contractual Liability.

2.17 Taxes and Business Licenses

Respondent shall NOT INCLUDE FEDERAL EXCISE TAX, TRANSPORTATION TAX, or STATE RETAIL SALES TAX in their cost proposal, as these taxes do not apply to the City of St. Louis. The City of St. Louis will provide a letter to the successful vendor indicating tax-exempt status.

No contract will be awarded and no payments under the contract will be made unless the vendor is current and not delinquent with taxes due to the Collector of Revenue and the License Collector.

You are hereby notified that should your firm become the successful bidder, payment will be withheld pending tax clearance from the License Collector and the Collector of Revenue.

It is imperative that your company maintain compliance with both agencies throughout the term of this contract.

To be placed on the tax rolls or for an application for a business license, contact the following agencies:

- License Collector's Office(314) 622-4528 (Business License Application)
  https://www.stlouis-mo.gov/government/departments/license/business-license-info/index.cfm

- Collector of Revenue Office (314) 622-4029 (To be placed on tax rolls)
  https://www.stlouis-mo.gov/government/departments/collector/index.cfm

2.18 Use of Information

Any specifications, drawings, sketches, models, samples, data, computer programs or documentation or other technical or business information ("Information") furnished or disclosed to interested parties under this RFP, or as the result of this RFP, shall remain the property of the City of St. Louis and, when in tangible form, all copies of such information shall be returned to the City of St. Louis upon request. Unless such information was previously known to a party, free of any obligation to keep it confidential, or has been or is subsequently made public by the City of St. Louis or a third party, it shall be held in confidence by such party, shall be used only for the purposes of this RFP, and may not be used for other purposes except upon such terms and conditions as may be mutually agreed upon in writing.

No specifications, drawings, sketched, models, samples, tools, or other apparatus programs, technical information or data, written, oral or otherwise, furnished by any interested party to the City of St. Louis under this RFP shall be considered to be confidential or proprietary.

2.19 Living Wage Ordinance

Respondents will be expected to comply with the City's Living Wage Ordinance No. 65597, and are encouraged to review this ordinance prior to making their submissions.

2.20 Minority and Women's Business Enterprise Participation

The selected firm shall comply with the Mayor's Executive Order No. 28 and superseding Executive Orders relating to the utilization of minority and women (MBE/WBE). Executive Order No. 28 requires contractors and consultants to seek, through good-faith efforts, the involvement of MBE's and WBE's with a goal of participation of at least 25% and 5% respectively, for the project. For additional information, please visit www.mwdbe.org. The City is actively seeking participation by MBE and WBE firms and encourages those firms to submit proposals.

2.21 Unauthorized Aliens Employees

As a condition for the award of this contract, Contractor, shall, pursuant to the provisions of Sections 285.530 through 385.555 of the Revised Statutes of Missouri, as amended, by sworn affidavit (attached hereto as **Appendix 1**) and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with this Agreement. Contractor shall also sign an affidavit (attached hereto as Appendix 1) affirming that it does not knowingly employ any person who is an unauthorized alien in connection with this Agreement pursuant to the above-stated Statutes.

2.22 St. Louis Domestic Products Procurement Act

The selected firm shall comply with the St. Louis Domestic Products Procurement Act. The Certification Form **(Appendix 2)** must be returned with the RFP submission. https://www.stlouis-mo.gov/government/departments/supply/documents/upload/procurement_act.pdf

3.0 Proposal Evaluation and Selection Criteria

3.1 Selection Committee

The selection committee will be made up as follows:

- Three representatives from the Comptroller's office
- A representative from the Mayor's office
- A representative from the President of the Board of Alderman's office

The City reserves the right to add any other members to the selection committee as deemed necessary.

3.2 Selection Criteria

The selection committee will review proposals using the following criteria as a guide to determine which proposals, if any, are the most advantageous to the City of St. Louis and which respondent(s) is not qualified for the requested services. The criterion includes but is not limited to the following:

1. How closely the respondent's core application matches the requirements of the City of St Louis, as determined by answers to the questions enclosed.
2. The specialized experience, qualifications and technical competence of the respondent and its staff, to perform the services as requested in this RFP.
3. How the respondent will address the stated goals and objectives and the specific items identified in the scope of services.
4. Past record and performance of the respondent with respect to schedule compliance, cost control and quality of work.
5. The respondent's ability to provide proven innovative solutions for the requested services.
6. The respondent's proposal to estimate and control expenses associated with these services and the various costs/fees of these services to the City of St. Louis.
7. The respondent's familiarity and experience working with all applicable federal, state and local laws and any other applicable rules and regulations with regard to the scope of services
8. The respondent's availability of financial and operating resources as required to complete the work.
9. The capacity of the respondent to perform the work within the time limitations.
10. Fee or fee structure.

The selection committee will determine a Vendor Short List of the proposals that are best suited to meet the needs of the City based on the evaluation criteria. The City, at its sole discretion, reserves the right to have interviews with those proposers on the Vendor Short List. Interviews will be conducted at City offices. Time limitations and interview requirements will be provided with the notification. The City may elect not to conduct discussions or interviews with respondents.

The City may request additional information or clarification of proposals.

3.3 Intent

It is the intent of the City of St. Louis to award the Contract to the most fiscally advantageous qualified respondent provided the bid response has been submitted in accordance with the requirements of this RFP.

3.4 Representations

In submitting a bid, each respondent represents that:

1) He or she has read and understands the RFP and that the bid is submitted in accordance therewith;
2) The costs have been arrived at independently without collusion with any other person or firm for the purpose of restricting competition;
3) He or she has not employed or retained, paid or agreed to pay any fee, commission or percentage to any person or firm (other than a full time employee working solely for the respondent) to solicit or secure this contract.

4.0 General Information

4.1 Background May not be needed

The City of St. Louis is located on the Eastern/Central border of Missouri along the Mississippi River and contains 61.91 acres of land. Since 1876, St. Louis has been an independent city, meaning it is not part of any county. St. Louis operates as both a city and a county. St. Louis is the only city in Missouri which operates its own "county" offices. St. Louis is a home rule city, but it is not a home rule county, thus county functions and offices are subject to state restrictions on county governments.

The City of St. Louis Comptroller's Office seeks to examine the Telecommunications system of the City of St. Louis to improve efficiency.

5.0 Project Scope

The City of St. Louis seeks Telecommunications Audit services including but not limited to:

- identifying and prioritizing the needs of the City
- ensuring that efficiencies are maximized in all aspects
- ensuring that all alternatives are considered, including those not currently under consideration

The scope includes extensive communication responsibilities to keep the City informed of the Project's progress.

5.1 Relationship of the Parties

The fundamental relationship of openness, trust and confidence between the firm and the City of St. Louis is an inherent part of this Request for Proposal and the Telecommunications Audit Agreement. The firm shall covenant with the City to provide its skill and judgment in furthering and protecting the interests of the City during execution of the work. The firm shall furnish its services in accordance with the Contract Documents and accepted practices. The firm shall employ its best efforts to perform the work diligently and in an expeditious, economical, and financially prudent manner, consistent with the best interests of the City.

5.2 Designated Point of Contact

The City seeks to engage a firm to provide a Designated Point of Contact to manage the Telecommunications Audit.

The firm shall identify within its Proposal the individual who shall be the Designated Point of Contact for the Telecommunications Audit AMA conception through completion. The Designated Point of Contact shall at all times be directly responsible for the management of the Telecommunications Audit. The Designated Point of Contact shall not be replaced without the prior written consent of the City.

5.2.1 Required Qualifications of the Designated Point of Contact

The Designated Point of Contact must have recent experience managing similar size and scope as the City's Telecommunications Audit.

The Designated Point of Contact must be able to work effectively in a very collaborative environment. With a focus on quality customer service, the Designated Point of Contact must be able to work with various committees and an extensive list of stakeholders to achieve expected outcomes through a team approach. Exceptional communication, interpersonal and organizational skills and computer literacy are requirements of this position.

5.3 General Services

1. Vendor Contract Compliance and Billing Errors

    a. Identifying errors associated with rates, discounts, terms, sales and use taxes, work orders and other issues.

    b. Recovering claims for as far back in time as vendor relationships and regulations allow.

2. Unnecessary Vendor Services

    a. Eliminating unnecessary services with low or no use or value (e.g., zero usage).

    b. Restructuring or converting device plan services.

    c. Optimizing costs, removing unauthorized features.

3. Vendor Pricing

    a. Recommending optimal rates, discounts, fees and other terms for existing contracts.

    b. Recommending new vendors for niche and other services with sub-optimal rates and terms.

    c. Moving 3rd party or non-contracted services and billing to preferred vendors.

4. Services Design and Engineering

    a. Bundling/unbundling services and allocating usage to optimize contractual commitments.

    b. Restructuring devices and shared plans.

5. Policies, Tools and Procedures

    a. Consolidating accounts/invoices and converting to paperless, uniform billing/payments.

b. Avoiding late fee charges and unauthorized features.

c. Providing recommendations to minimize the misuse or unnecessary use of services, and to accurately allocate expenses to business units and departments.

5.3 Project Approach

5.3.1 Discovery

At the beginning of the project, the vendor will perform the following:

1. Establish liaison protocols with Customer representatives

2. Receive Letters of Agency (LOAs) from Customer

3. Distribute LOAs to vendors

4. Establish liaison protocols with vendors

5. Collect bills, contracts from Customer and vendors

5.3.2 Data Collection and Analysis

Vendor's approach will be to simultaneously and efficiently collect and analyze information from a variety of sources in order to maximize cost savings and on-going expense control, including:

1. Staff meetings, interviews and discussions

2. Contracts and Tariff/Rate Information

3. Invoices

4. Account and other location information

5. Work Orders and related documentation

6. Vendor contacts, quotations and other information

5.3.3 Recommendations and Implementation

After completing our data collection and analysis, ISI will perform the following steps to assist you in implementing and optimizing the benefits of our cost savings recommendations:

1. Provide the detailed information to document our findings and recommendations

2. Discuss our recommendations and suggested next steps

3. Obtain company's written approval to:

    a. Collect vendor refunds/credits

    b. Implement cost savings recommendations

4. Implement approved recommendations

5.3.4 Deliverables

1. Billing Error Claims which are documented for company's approval to collect vendor refunds and credits.

2. Future Cost Reduction Recommendations which are documented for company's approval to reduce costs moving forward.

3. Verbal and Written Status Updates provided on a periodic, as needed basis.

4. Implementation Log of approved recommendations.

5. A Final Report that includes recommendations for on-going expense control, vendor management and other general telecom operations matters.

6. An Inventory of circuits, teleconferencing, interexchange and local exchange carrier services.

5.4 Communications and Project Status Reports

Through all phases, the firm will be responsible to maintain an open communication process and will develop such a strategy to keep the City informed of its progress.

6.0 RFP Submission Requirements

6.1 Submission Instructions

The following instructions must be followed by proposers submitting proposals:

1. In order to be considered by the City of St. Louis, a respondent's proposal must be received by November 1st, 2016 at the designated location by 3:00 p.m. CST. Proposals received after this deadline will not be accepted. Respondents assume full responsibility for timely delivery of

sealed bids at the designated location. The City of St. Louis is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. The offeror has the sole responsibility to have the bid received by the City of St. Louis Comptroller's Office by the stated time and date.

THE DUE DATE, TIME AND MAILING ADDRESS:

Due Date:	November 7st, 2016
Time:	3:00 p.m. CST
Contact:	City of St. Louis Comptroller's Office Michael R. Hernton, Fiscal Officer
Location:	1520 Market Street, Room 120 St. Louis, MO 63103
Telephone:	314-657-3405

2. Proposals must be labeled on the outside of the package to clearly indicate they are in response to the **REQUEST FOR PROPOSALS – Telecommunications Audit .** Proposals shall clearly indicate the legal name, address and phone number of the offeror.

3. Proposals made in any other manner are not valid and will not be considered. Sealed proposals may be mailed or delivered personally but must be received by the point of contact listed in this section of this RFP by the deadline listed in this section. Proposals received late will not be considered.

4. Each respondent must submit one (1) sealed, complete, ORIGINAL proposal. Each respondent must also submit ten (10) sealed, full, complete and exact copies of the original. It is suggested that the respondent make and retain a copy of its proposal. Proposals submitted via e-mail or facsimile will not be accepted.

5. Proposers shall submit two (2) electronic versions of the proposal on separate flash drives to the City of St. Louis along with hardcopy proposals. Electronic copies must be identical to hardcopies. Documentation that is provided in Adobe PDF shall be in a searchable format.
6. Proposals should be provided in three-ring binders with tab separators. Proposals shall not include extraneous marketing materials.
7. The following table contains the organization guidelines for proposal responses:

6.2 Project Approach – Responses to Project Scope

This section should include a description for the proposed approach for providing the services described in Section 5.0, Project Scope, including the management systems and controls to be used and the benefits, major difficulties that might be expected, and the methods that would be used to overcome them.

Narrative responses to the Designated Project Manager, General Services, Communications and Project Status Report, Project Scope and Control Requirements, System Design and Contract Document Control, Schedule Control, Risk Management, and Quality Control should address each of the points raised in each section.

Proposers shall describe any assumptions made in proposals in detail. These should include any assumptions related to the current City technical environment, staffing, and City resources available during implementation and support phases of the CAMA Project.

6.3 Implementation Methodology

This section should indicate the firm's understanding of the Telecommunications Audit and include a comprehensive description of the proposed implementation methodology for project services. The description should include how the proposer has developed this methodology to both incorporate lessons learned from past experiences as well as to meet the needs described in Section 5.0, Project Scope.

The proposal should include a description of the Project Management Firm's understanding of project management and project value concepts including a description of techniques and approaches to managing schedules and costs.

Information should be included that demonstrates the firm's ability to lead and direct in a manner that produces positive outcomes in a timely and efficient manner. The firm should make statements to their ability to be flexible and creative in performing the requested services and ability to relate to the communication, interpersonal and conflict resolution skills of its members.

6.4 RFP Terms and Conditions Responses

A section should address the company's response to any of the items listed in Section 2.0 (2.1-2.23). The vendor must respond to the following at a minimum:

- 2.16 Ability to comply with the City's Insurance requirements
- 2.19 Ability to comply with City's Living Wage Ordinance
- 2.20 Ability to comply with Minority and Women's Business Enterprise Participation
- 2.21 Provide a completed Unauthorized Aliens Affidavit (Appendix 1)
- 2.22 Provide a completed St. Louis Domestic Products Procurement Act Certification (Appendix 2)

6.5 Company Background and History

The information provided should include a comprehensive history of the firm. The following points should be addressed in this section:

1. Proposer's full name and principal office address.
2. Description of the type of business entity (e.g. publicly held corporation, private non-profit, proprietorship, partnership, etc.).

3. If proposer is incorporated, include the state in which it is incorporated and include the name and occupation of those individuals serving on the board of directors, along with the name of any entity or person owning 10% or more of the corporation.
4. The name, title, mailing address, telephone number, fax number, and email address of the contact person for this RFP and the proposal.
5. Total number of employees.
6. Office locations.
7. The experience of the firm providing project management services for implementing Computer Aided Mass Appraisal systems, including technical expertise and familiarity with Missouri assessment laws/requirements, or other related work.
8. The capacity and capability of the firm to perform the work required and within the general time frames listed.
9. Proposers must provide evidence or information as to their financial condition and stability.
10. Proposers must provide evidence of their experience and qualifications to provide the products and services described in this RFP.
11. Proposers must state whether they have been involved in any litigation during the last five years, and if so, describe any such litigation.

If a partnership with third-party companies is part of a proposal, the company background and history shall be provided for all third-party companies. It is expected that all of the points above shall be addressed for each company involved in a proposal, prime or third-party.

6.6 Key Proposed Personnel and Team Organization

This section should include the resume of the proposed Designated Project Manager as well as the resume for any other personnel that will be part of the proposed Vendor Project Team.

Resumes shall be specific to the actual personnel to be assigned to this project for all primary roles. Resumes shall include the following information:

1. Name and title.
2. Role on the project.
3. Description of project roles and responsibilities.
4. Home office location.
5. Statement of the experience on similar, relevant projects.
6. Number of years with the firm.
7. Educational background.
8. Professional registrations, designations and memberships.
9. Additional relevant information.

The City of St. Louis reserves the right to require background checks be conducted on any individual conducting work as either an employee of the vendor or on the vendor's behalf.

6.7 References

Proposers shall provide at least five (5) clients with whom the proposer has provided project management services on projects of similar size, complexity and scope. The City prefers references that were managed by the same Designated Project Manager recommended for the City. The references should include the contact information and a brief description of the services/roles provided to the client.

Please provide a list of professional and/or institutional clients for the past 10 years.

6.8 Appendix 1

Unauthorized Alien Employees Affidavit

STATE OF _____)
)SS.
COUNTY OF _____)

AFFIDAVIT

Before me, the undersigned Notary Public, personally appeared _____ (**Name**) who, by me being duly sworn, deposed as follows:

My name is _____ (**Name**), I am of sound mind, capable of making this Affidavit, and personally acquainted with the facts herein stated:

I am the _____ (**Position/Title**) of _____. (**Company**)

I have the legal authority to make the following assertions:

1. _____ (**Company**) is currently enrolled in and actively participates in a federal work authorization program with respect to the employees working in connection with this Agreement, as required pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended.

2. Pursuant to Sections 285.525 through 285.555 of the Revised Statutes of Missouri, as amended, _____ (**Company**) does not knowingly employ any person who is an unauthorized alien in connection with this Agreement.

_____
Affiant

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my official seal this ____ day of _____, 20__.

_____

Notary Public

My Commission Expires:

7.0 Price Proposal

Vendors are requested to propose pricing structures and options for the City.