

REQUEST FOR PROPOSALS
RICHLAND-LEXINGTON AIRPORT DISTRICT
COLUMBIA METROPOLITAN AIRPORT
AUDITING SERVICES

August 27, 2019

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INTRODUCTION

This Request for Proposal is to acquire Auditing Services for the Richland-Lexington Airport District (the District)

The District is operated as a political subdivision of the State of South Carolina.

SCHEDULE OF KEY EVENTS FOR THIS SOLICITATION

Solicitation Release Date: August 27, 2019

Mandatory Statement of Interest: **A Statement of Interest must be received by 3:00 PM Eastern Daylight Time on September 6, 2019.** The Statement of Interest does not bind any firm to submitting an RFP for auditing services to the District. The Statement of Interest must be returned to:

Columbia Metropolitan Airport
Attn: Gregg Hornsby, CPA
Director of Finance & Administration
3250 Airport Blvd, Suite 10
West Columbia, SC 29170
or
Fax to (803) 822-5141
or
Email to g.hornsby@flycae.com

Written Answers to Questions: Any questions must be directed, in writing, to Gregg Hornsby per the above contact information. All questions must be received by September 13, 2019 at 3:00 PM Eastern Standard Time. An addendum answering any questions or clarifying any points of the RFP will be released September 18, 2019 not later than 3:00 PM, Eastern Standard Time. Questions, which materially affect the nature of this Request for Proposal, may delay or re-establish the submission deadline. The addendum will only be sent to firms submitting the Mandatory Statement of Interest.

RFP Due Date: **Proposals are due September 27, 2019, no later than 3:00 PM, Eastern Standard Time.** Proposals arriving after this time and date will be returned unopened. It is the absolute responsibility of the Proposer to ensure the Proposals are delivered to the District's Administration Office before the time and date on which Proposals are due.

**AUDITING SERVICES
CONSIDERATIONS AND INSTRUCTIONS**

1. Award will be based on, but not limited to the ability to provide requested services.
2. Proposals must be received NLT 3:00 PM (Eastern Standard Time) on September 27, 2019 to be considered. Firms must mail sealed offers or hand deliver to:

Columbia Metropolitan Airport
Attn: Gregg Hornsby, CPA
Director of Finance & Administration
3250 Airport Blvd, Suite 10
West Columbia, SC 29170
3. In case of duplicate, similar, or equal proposals, the decision made by the District will be final.
4. The auditing firm shall be an equal opportunity employer.
5. The initial term of the contract shall be for a period of three (3) years with options to extend for two (2) additional years in one (1) year increments. Contract extensions are subject to satisfactory performance.
6. The District reserves the right to terminate this agreement in the event services provided proves to be unsatisfactory.
7. Where the RFP list services and requirements, the Proposal shall provide a detailed answer specifically describing how the respondent will meet the requirement or desirable.
8. Mandatory requirements are noted by use of the words “shall” and “will”, where desirable elements include the words “should” or “may”.
9. Failure to follow this format may result in the reduction of evaluation points or rejection of the Proposal as “non-responsive”.
10. All pages should be numbered.
11. All Proposals should follow the format of the RFP. To be responsive, Proposals must comply with the individual Terms and Conditions of this solicitation and such compliance must be specifically stated in the Proposal.
12. Beginning with the following page, the Proposer should provide a point by point response to the requirements of the RFP. Failure to follow this format may result in a loss of evaluation points or rejection of a Proposal as “non-responsive”.
13. An original and three (3) copies of the Proposal shall be submitted in notebook binders. Each Proposal should be no more than forty pages in length.
14. The District requests that Proposers not contact the Airport Commission Members or District Staff, other than as detailed below, in conjunction with the RFP. Any unauthorized contact will be grounds for rejection of a response to this RFP.

GENERAL

The Proposer agrees that it and its agents and employees will comply with all municipal, state and federal laws, applicable national and local codes, and Richland-Lexington Airport District (the “District”) rules and regulations applicable to the work to be conducted under this Agreement.

Each Proposer shall complete, sign and include in their Proposal the Equal Opportunity Report Statement. A Proposal shall be considered unresponsive and shall be rejected if it fails to include required data.

INTERPRETATIONS

Each Proposer shall carefully examine the Request for Proposal and all Addenda or other revisions and thoroughly familiarize himself with the detailed requirements prior to submitting a Proposal. Should a Proposer find discrepancies or ambiguities in, or omission from the Contract Documents, or is in doubt as to their meaning, he/she shall notify the Director of Finance and Administration in writing not later than September 13, 2019. The Director of Finance and Administration will send written Addenda to all Proposers completing the Statement of Interest where necessary. Proposers shall not be entitled to reply upon any oral instructions or interpretations by District. All Addenda sent to Proposers will become a part of the Contract Documents. All inquiries shall be directed to:

Columbia Metropolitan Airport
Attn: Gregg Hornsby, CPA
Director of Finance & Administration
3250 Airport Blvd, Suite 10
West Columbia, SC 29170
or
Email to g.hornsby@flycae.com

No allowance will be made after Proposals are received.

Acknowledgement of receipt of all Addenda shall be made by each Proposer in the space provided in the Proposal Form.

MODIFICATIONS AND/OR WITHDRAWAL OF PROPOSALS

A Proposer may withdraw or revise (by withdrawal of one Proposal and submission of another) a Proposal, provided that Proposer’s request for withdrawal is received by the District in writing before the time specified for opening Proposals. Revised Proposals must be received at the place specified in the advertisement before the time specified for opening all Proposals.

Negligence on the part of the Proposer in the preparation of his Proposal shall not be grounds for modification or withdrawal of the Proposal after the time set for Proposal Opening.

REJECTION OF PROPOSALS

The District reserves the right to reject any or all Proposals, to waive any informalities or irregularities therein, to award or refrain from awarding a Contract for work, and to re-advertise for Proposals.

Proposals containing any omission, alterations of form, additions or conditions not called for, or incomplete Proposals will be considered irregular and may be rejected.

Mr. Gregg Hornsby, Director of Finance & Administration, is the designated liaison between the District and prospective Proposers. ANY UNAUTHORIZED CONTACT BETWEEN ANY PROPOSER, ITS AGENT, EMPLOYEES, OR OTHERS ON THE PROPOSER'S BEHALF WITH THE DISTRICT STAFF, COMMISSIONERS OR LEGAL COUNSEL MAY RESULT IN REJECTION OF THAT PROPOSER'S PROPOSAL.

COMPLETION OF PROPOSAL

Where a discrepancy occurs between the prices quoted in words and/or in numbers, the figure quoted in words shall take precedence and govern in determining final costs or award of Contract. In the case of error in the extension of Proposal prices, the unit prices will govern.

The District shall have the right to reject any or all Proposals. The District reserves the right to waive non-material defects in any Proposal.

AWARD OF CONTRACTS

Consideration of Proposals and Award of Contract

The award of the contract, if it is awarded, will be to the most responsive Proposal based on a thorough review by an Evaluation Committee. As such, award may be evaluated to be in the best interest of the District. No award will be made until the District has concluded such investigations as it deems necessary to establish the responsibility, qualifications, and professional ability of the Proposers to do the work in accordance with the Contract documents to the satisfaction of the District within the time prescribed. The District reserves the right to reject the Proposal of any Proposer who does not pass such investigation to the District's satisfaction. If the Contract is awarded, the District will give the successful Proposer written notice of the award within ninety (90) days after the opening of the Proposals. Until the final award of the Contract, the District reserves the right to reject any or all Proposals, to waive technicalities and to advertise for new Proposals.

Execution of Contract

The successful Proposer shall sign (execute) the necessary Agreements for entering into the Contract and return such signed Contract to the District, if applicable, within fifteen (15) calendar days from the date on the Notice of Award and acceptance by the District. If the Contract is mailed, special handling is recommended.

Approval of Contract

The District shall complete the execution of the Contract in accordance with local laws or ordinances, and return the fully executed Contract to the Auditing Firm. No Contract is binding upon the District until it has been executed by the District and delivered to the Auditing Firm.

Failure to Execute Contract

Failure of the successful Proposer to execute the Contract within the fifteen (15) calendar days after receiving notice of award shall be just cause for cancellation of the award and forfeiture of the Proposal guaranty. Award may then be made to the next best-qualified Proposer, or the work re-advertised, or handled as the District may elect.

CONTRACT TERMS AND CONDITIONS

Contract Documents

Contract Documents shall include: the Request for Proposals, Instruction to Proposers, Proposal Form, Addenda issued to Proposers, General Conditions, and the Minimum Requirements which are required to complete the work or service in an acceptable manner.

Time of Completion

The proposer shall conduct a financial audit of the district's basic financial statements and present its report and findings no later than June 30 of the following year.

Payment for Auditing Services

The District shall make payment as negotiated between the District and Proposer.

Non-Discrimination

The audit firm shall not discriminate or permit discrimination against any person or group of persons on the ground of race, sex, creed or color, or national origin in any manner prohibited by Federal, State or local law. In such instance of discrimination as may be

determined by the District, the District shall have the right to take such action as the United States Government may direct for enforced compliance with law.

Hold Harmless

The audit firm shall indemnify and hold harmless the District, its Commissioners, officers, and employees from all suits, actions, damages or claims of any character brought because of any injuries or damage received or sustained by any person, persons, or property which in whole or in part arise on account of any act or omission, neglect, or misconduct of said firm., their officers, employees, agents, or servants, or because of any claims or amounts recovered under the “Workmen’s Compensation Act”, or any other law, ordinance, order or decree; regardless of whether such injuries or damage are caused in part by the negligence of the parties indemnified hereunder. The audit firm shall reimburse the District, its Commissioners, officers and employees any and all costs incurred by them in defending or investigating any such suit, action, or claim, including attorney’s fees, expert witness fees, investigative and court costs.

Deviation from Specifications or Services Requested

Any deviations from these specifications or services requested shall be clearly noted. Adequate information must be provided to allow the District to evaluate the exceptions.

Non-Collusion

Proposers, by submitting a signed Proposal, certify that the accompanying Proposal is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under South Carolina or United States law.

Negotiations

Should negotiations with the highest ranked firm fail to yield a contract, or if the firm is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked firm, etc.

Disclosure

At the public opening, there will be no disclosure of contents to competing firms. All Proposals will be open for public inspection after the contract award.

Right to Reject

The District reserves the right to accept or reject any or all Proposals as a result of this request, to negotiate with all qualified Proposers, or to cancel, in part or in its entirety, this Request for Proposal if found in the best interest of the District. All Proposals become the property of the District.

Reimbursement

This solicitation does not commit the District to award a contract, or to pay any costs incurred in the preparation of a Proposal.

Proposal Mailing Instructions

An RFP sent by fax, E-mail or other electronic means will not be accepted. Proposals shall be clearly marked Richland-Lexington Airport District Auditing Services RFP on the outside of the envelope.

Receipt of Proposal

The submitted Proposal(s) must be received by the District prior to time and date specified. The mere fact that the Proposal was dispatched will not be considered; the Proposer must insure the Proposal is actually delivered.

SCOPE OF SERVICES AND MINIMUM REQUIREMENTS

The Richland-Lexington Airport District is requesting proposals from qualified firms of certified public accountants for a three (3) year contract to audit its financial statements for Fiscal Years 2019, 2020, and 2021. Two (2) one-year extensions are available upon mutual agreement of both parties regarding scope, timing, performance, and fees.

These audits shall be conducted in accordance with standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. The audits shall produce evidence sufficient and appropriate to provide a basis for opinion. Additional services may also be requested from time-to-time as “agreed upon procedures” for certain accounting issues such as pension and OPEB.

The following factors apply to the scope of services:

1. The District issues a Comprehensive Annual Financial Report (CAFR) including Management’s Discussion and Analysis, Required Supplementary Information, and statistical presentations.
2. The District receives a portion of court fines, assessments, and surcharges related to the Victim’s Rights Assistance program.
3. The District receives Federal financial assistance from the U.S. Department of Transportation and U.S. Department of Homeland Security.

4. The CAFR will include the appropriate schedules and reports required in accordance with Government Auditing Standards and Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements Cost Principles, and Audit Requirements for Federal Awards* (“Uniform Guidance”).
5. The District is authorized to impose and collect a Passenger Facility Charge (PFC). The CAFR will include the appropriate schedules and reports described in the “Passenger Facility Charge Audit Guide for Public Agencies” issued by the Federal Aviation Administration.

The following factors apply to the minimum requirements:

1. The auditor must require all personnel to adhere to the independence rules, regulations, interpretations and rulings of the American Institute of Certified Public Accountants (AICPA), the Financial Accounting Standards Board (FASB), the Governmental Accounting Standards Board (GASB), the South Carolina State Board of Public Accountancy, and South Carolina State Statutes.
2. The auditor will coordinate all client assistance (information requests, schedule preparation, etc), on-site work schedules and final CAFR preparation with the Director of Finance and Administration & his designee.
3. The auditor shall promptly report to the Chairman of the Finance Committee any conditions, transactions, situations, or circumstances encountered which would impede or impair the proper conduct of the audit or which would seem to warrant a special investigation or report in more detail than that which is necessary to perform the scope of services required in this request for proposal.
4. The auditor shall determine and issue an opinion on whether the basic financial statements present fairly, in all material respects, the financial position of the District at December 31, of each year audited, and the respective changes in financial position and cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.
5. The auditor shall determine and issue an opinion on the adequacy of internal controls surrounding the District’s financial information systems.
6. The auditor will prepare a management recommendation letter communicating to the District any opportunities to improve the economy and efficiency of the financial management practices of the District that came to the attention of the auditor during the course of the examination. The letter will contain the response from District Management. Prior to issuance, the auditor shall review the proposed draft letter in its entirety with the Director of Finance and Administration.
7. The auditor shall maintain and guarantee access to all work papers (i.e. flow charts, audit memoranda, reports, financial statements, schedules, etc.) for a minimum of three years following the issuance of the related audit report. Work papers will be

made available, upon reasonable notice, for examination by authorized representatives of the District.

8. The auditor will provide the Director of Finance and Administration with copies of all requested flow charts, narrative descriptions of the district's financial accounting systems, worksheets, and schedules.

ASSISTANCE AVAILABLE TO THE AUDITOR

1. The District's accounting staff will be available to render all possible assistance and will respond promptly to structured requests for information. They will provide all necessary books, records, detailed trial balances, supporting schedules, account reconciliations, and account analyses.
2. The District's attorney will issue, on request, a representation letter concerning the status of lawsuits, litigation in the discovery stage to various levels of appeal of findings both for and against the district, and other actual or contingent liabilities.
3. The District will provide reasonable on-site reproduction services. All costs of special or extensive reproduction shall be the responsibility of the auditor.
4. The District will provide reasonable working space to the auditor.

EVALUATION CRITERIA

The District intends to award a contract resulting from this Request for Proposal to the responsive and responsible firm whose proposal is determined to be the most advantageous to the District, taking into consideration price and other evaluation factors set forth herein. However, the right is respectfully reserved to reject any or all proposals. The District shall be the sole judge of whether or not a proposal meets the requirements of this solicitation.

Proposals will be reviewed and evaluated by a review panel based upon the evaluation factors which are listed below in the order of the relative importance:

1. Response to the proposal clearly states an understanding of the services to be performed.
2. Experience with similar engagements for other enterprise funds of local government agencies, especially small-hub commercial airports operated by political subdivisions of their respective states.
3. Qualifications and experience of all firm partner, management, and staff members who will be assigned to the District engagement.

4. Description of audit approach contemplated for the District's engagement.
5. While not the sole factor, cost will be given more importance when all other evaluation factors are relatively equal.

During the review process the District shall have the right to request from the audit firm any other information or evidence it deems necessary for evaluation of the proposal and relevant to any one or more of the aforementioned evaluation factors. The failure of the audit firm to promptly provide such requested information shall be sufficient grounds for determining the audit firm to be non-responsive and for rejection of the proposal.

QUALIFICATIONS

1. State whether the firm is local, regional, national, or international.
2. State the physical location of the office from which the services will be performed and the management team (seniors, managers, and partners) who will perform the audit.
3. The audit firm must state the amount of their Professional Liability Insurance for the firm
4. The audit firm must provide the results of their most recent Peer Review.
5. Proposers are required to submit a biographical or historical sketch of their firm that must show past performance indicating the ability to perform the services being proposed.
6. Furnish the names and telephone numbers of three (3) clients or officials who may be contacted for references. All references will be verified by District staff.
7. Submit a work plan which clearly describes the audit philosophy, approach, and audit techniques that will be used to meet directly the required audit needs of the District. The work plan should include time estimates for each significant segment of the audit and the level of staff to be assigned.

PRICING

The initial term of the contract shall be for a period of three (3) years with options to extend for two (2) additional years in one (1) year increments. Contract extensions are subject to satisfactory performance.

1. State separately for each of the five years, by staff level classification, the total hours and hourly billing rate that will be used in setting the all-inclusive maximum fee for the work required under the Basic Services of this RFP.
2. State separately for each of the five years, the hourly billing rate for agreed-upon-procedures.
3. Based on the auditor's work plan, a Progress Billing Schedule will be mutually established and included in the audit services contract.

RICHLAND-LEXINGTON AIRPORT DISTRICT

AUDITING SERVICES RFP

Mandatory Statement of Interest

As a representative of the following firm, I hereby formally submit this Statement of Interest. This statement does not bind me or my firm to responding to the Richland-Lexington Airport District's Auditing RFP but only acts as affirmation that I wish to receive any additional information that it released regarding this RFP. Furthermore, I acknowledge that a response to this RFP will be subject to the South Carolina Freedom of Information Act, S.C. Code Ann. §§ 30-4-10 et seq. This Statement of Interest is mandatory and only firms who complete this statement will be considered as interested parties for this RFP.

From: _____
Firm Name

Representative

Email Address

Address

City, State, Zip

Date: _____ Telephone Number: _____

Return Completed Form to:

Columbia Metropolitan Airport
Attn: Gregg Hornsby, CPA
Director of Finance & Administration
3250 Airport Blvd, Suite 10
West Columbia, SC 29170
or
Fax to (803) 822-5141
or
Email to g.hornsby@flycae.com

RICHLAND-LEXINGTON AIRPORT DISTRICT

**AUDITING SERVICES RFP
BID AND PROPOSAL FORM**

**PROPOSALS OR BIDS MUST BE SUBMITTED ON THIS FORM TO BE
ACCEPTED.**

To: Richland-Lexington Airport District
Attn: Gregg Hornsby, CPA
Director of Finance & Administration
3250 Airport Blvd, Suite 10
West Columbia, SC 29170

From: _____
Bidder/Proposer

Address

City, State, Zip

Date: _____ Telephone Number: _____

1. The undersigned, as Bidder, does hereby declare that, having familiarized himself with the Contract Documents, including the "Invitation For Bids" and the Specifications and other related Contract Documents and titled:

2. NAME: Richland-Lexington Airport District
PROJECT TITLE: AUDITING SERVICES RFP
DATED: August 23, 2019

Together with all Addenda to such Contract Documents as listed herein, hereby proposes to furnish all services and perform all work required in strict accordance with the provisions of documents noted above.

3. The undersigned affirms that in making such bid, neither he nor any company that he may represent, nor anyone on behalf of him or his company directly or indirectly, has entered into any combination, collusion, undertaking or agreement with any other Bidder or Bidders to maintain the prices of said work, or any compact to prevent any other Bidder or Bidders from bidding on said Contract of work, and further affirms that such bid is made without regard preference to any other Bidder or Proposal and without any agreement or understanding or combination, either directly or indirectly, with any other person or persons with reference to such bidding in any way or manner whatsoever.
4. The undersigned further agrees that if awarded the Contract, all items of the Contract will be completed within the previously mentioned time frame.

Should the undersigned fail to complete the work in the time specified in the Contract and the Contract Documents, the District may refuse to make progress payments until engagement completion.

5. In submitting this bid, it is understood that the right is reserved by the District to waive informalities and irregularities and to reject all bids and or proposals. It is agreed that this bid may not be withdrawn for a period of ninety (90) days after the opening thereof.
6. The undersigned affirms that he has completed, signed and included in his bid Proposal the "Equal Employment Opportunity Report Statement," and "Bidder's Qualifications." A bid shall be considered unresponsive and shall be rejected if it fails to include these fully executed statements or if Bidder fails to furnish required data. When a determination has been made to award a contract to a specified firm shall, furnish such pertinent information and assurances regarding his own employment policies and practices as the Secretary of Labor may require.
7. The undersigned acknowledges receipt of the following Addenda:

Addenda No.	Dated:
_____	_____
_____	_____
_____	_____
_____	_____

8. The legal status of the undersigned is: {The Bidder shall complete appropriate form [A., B., or C.] and strike out the other two (2)}.

A. A corporation or professional association duly organized and doing business under the laws of the State of _____, for whom _____, bearing the official title of, _____ and whose signature is affixed to this bid, is duly authorized to execute contracts.

If foreign corporation (non-South Carolina):

Date of Qualification: _____

State: _____

Name and Address of Process Agent: (Secretary of State for South Carolina; Commissioner of Insurance for South Carolina)

B. A partnership, all of the members of which, with addresses are: (Designate general partners as such)

If all partners are non-resident of South Carolina: Designate name and address of agent for service of process located in South Carolina.

- C. An individual whose signature is affixed to this Bid (If non-resident of South Carolina, resident agent for the service of process must be designated).

Name and Address of Agent for Service of Process:

Dated and signed at _____

this _____ day of _____, 20____.

NAME OF BIDDER: _____

BY: _____

TITLE: _____

BUSINESS
ADDRESS: _____

WITNESSES:

**RICHLAND-LEXINGTON AIRPORT DISTRICT
(Columbia Metropolitan Airport)**

EQUAL EMPLOYMENT OPPORTUNITY REPORT STATEMENT

As Required at 41 CFR 60-1.7(b)

The Proposer shall complete the following statement by checking the appropriate boxes. Failure to complete these blanks may be grounds for rejection of bid or proposal.

1. The Proposer has () has not () developed and has on file at each establishment Affirmative Action Programs pursuant to 41 CFR 60-1.4 and 41 CFR 60-2.

2. The Proposer has () has not () participated in any previous contract or subcontract subject to the Equal Opportunity Clause prescribed by Executive Order 11246, as amended.

3. The Proposer has () has not () filed with the Joint Reporting Committee the annual compliance report on Standard form 100 (EEO-1 Report).

4. The Proposer does () does not () employ fifty (50) or more employees.

(Name of Proposer)

By: _____
*Signature

Title: _____

Date: _____

*Must be same signature on Proposal

**RICHLAND-LEXINGTON AIRPORT DISTRICT
(Columbia Metropolitan Airport)**

PROPOSER'S QUALIFICATIONS

(Proposers must fully respond to all items)

Each audit firm shall furnish with the Proposal the following completed and signed statement pertaining to the Proposer's competency and responsibility in accordance with the General Conditions.

FIRM: _____

ADDRESS: _____

PHONE #: _____

Contact in your firm for inquiries: _____

Years in business under present name: _____

Date of Incorporation: _____

Place of Incorporation: _____

Assurance specialties: _____

Years performing work specialties: _____

Geographic areas of business operation: _____

Percent of work performed by own force: _____

Total staff employed by firm: _____

Audit references and addresses:

Has the Firm:

Failed to complete a contract? _____

Been involved in a bankruptcy or reorganization? _____

Pending judgment claims or suits against Firm? _____

(If answer “yes” to any of the preceding, submit details on a separate sheet)

Is Firm in compliance with all EEO requirements? _____

List three (3) most current significant engagements: which included audit work similar to that required in this project.

Client Name	Client Contact	Contact Telephone Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Individual with direct managerial responsibility for this entire project:

List the name, title and area of responsibility of each manager which Bidder will use on this project (attach separate sheet if necessary)

Title	Responsibility	Area of Name
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This form must be signed by an Officer of the Firm or an individual so authorized by an Officer of the Firm.

Type of Firm _____

Signature: _____ Corporation _____

Name: _____ Partnership _____

Title: _____ Sole Proprietorship _____