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WorkLink Workforce Development Board

Workforce Innovation & Opportunity Act
Temporary Staffing Services
Request for Quotes (RFQ)
2020-WIOA-01

Issue Date	August 21, 2020
Deadline for Submissions	12:00PM (EST), September 10, 2020
Technical Assistance	Jennifer Kelly E-mail: jkelly@worklinkweb.com Phone: (864) 646-5898 TTY: 711
Executive Director	Trent Acker

www.worklinkweb.com

An Equal Opportunity Employer/Program. Auxiliary aids and services available upon request to individuals with disabilities.

Locally owned/operated businesses and minority owned businesses are encouraged to apply.

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I: GENERAL RFQ INFORMATION

A. Introduction

The WorkLink Workforce Development Board (WDB) is seeking the services of a qualified firm to provide temporary staffing for paid (subsidized) work experience services. WorkLink WDB will provide funding through state and federal grants to contract with a staffing agency to temporarily employ eligible workers in COVID-19 relief positions. (Please see the Supplement to this RFQ, Job Description, for further details.)

B. Eligible Organizations

Applicant must have a minimum of three (3) years of experience in providing professional temporary staffing services and are licensed to conduct business in the State of South Carolina. The selected staffing agency must be able to place eligible applicants in the following three counties in the WorkLink region: Anderson, Oconee, and Pickens Counties.

C. Deadline for Receipt of Proposals

An electronic copy of the bid with requested documents must be emailed to jkelly@worklinkweb.com no later than 12:00PM (EST), Thursday, September 10, 2020.

Late and/or partial bids will not be accepted. WorkLink WDB reserves the right to determine the timeliness of all submissions.

D. Technical Assistance

All questions should be directed only to Jennifer Kelly at jkelly@worklinkweb.com. Questions regarding this quote must be submitted in writing by 5:00 pm on Tuesday, September 8, 2020. All questions and answers received will be posted to the website at <https://www.worklinkweb.com/welcome/request-for-proposals/> by 12:00pm on Wednesday, September 9, 2020. Bidders are encouraged to check the website periodically for updates and for answers already given.

PLEASE NOTE: Any questions received, for which the answer(s) would change the scope of this RFQ or solicitation will be posted on the WorkLink website (www.worklinkweb.com). Bidders are responsible for checking the website for any changes to this solicitation

E. General Proposal Conditions

1. All costs of bid preparation shall be borne by the applicant. The WDB shall not, in any event, be liable for any pre-contractual expenses incurred by the applicant in the preparation and/or submission of the bid.
2. The applicant shall include the applicant's best terms and conditions. Submission of the bid shall constitute a firm and fixed offer to the WDB that will remain open and valid for a minimum of 180 days from the proposal submission deadline.
3. Nothing contained in this RFQ shall create any contractual relationship between the applicant and the WDB. Selection of applicant as a contractor is not an acceptance of the terms and conditions included in the bid. Selection is only the beginning of an offer-counteroffer process.
4. The WDB reserves the right to extend the submission deadline. Applicants have the right to revise their proposals in that event.
5. The WDB reserves the right to withdraw this RFQ at any time without prior notice. The WDB makes no representation that any contract will be awarded to any offeror responding to this RFQ. The WDB reserves the right to reject any or all bids and/or items therein. The WDB reserves the right to

determine that the RFQ is a “failed competition”; that there are not a sufficient number of satisfactory proposals to award the funds. In that case, the WDB may reissue the RFQ to get additional bids or award the contract on a sole source basis.

6. Bids shall be reviewed and rated by the WDB as submitted. No changes or additions may be made by the applicant after the deadline for receipt of bids.
7. If the applicant knowingly and willfully submits false information, the WDB reserves the right to reject that bid. If it is determined that a contract was awarded as a result of false data submitted in response to this RFQ, the WDB reserves the right to withdraw the funding award or terminate that contract.
8. The WDB reserves the right to verify the information in the bid. If the information in the bid cannot be verified, and if errors are not willful, the WDB reserves the right to reduce the rating points awarded.

F. General Contract Conditions

1. The Contractor will be required to comply with all Federal and State laws, regulations, policies and procedures, and any subsequent amendments thereto, as applicable.
2. By submitting a bid, applicants are:
 - A. Making a commitment to carry out the description of services if selected, and comply with all requirements;
 - B. Making a commitment to comply with all federal, state, and local affirmative action, non-discrimination, and equal opportunity requirements;
 - C. Certifying that they possess the skills, knowledge, and expertise to successfully plan and operate the project as described in the RFQ;
 - D. Certifying that they possess the organizational structure, fiscal system, facilities, and experienced and qualified staff necessary for successfully managing their proposed project;
 - E. Certifying that neither they nor their principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this grant by any Federal department or agency.
3. The applicant to whom the contract is awarded shall be required to enter into a written contract with the WDB on a form approved by the WDB. The bid, or any part thereof, may be incorporated into the final contract; however, the WDB reserves the right to further negotiate the terms and conditions of the contract with the selected applicant.
4. In the event a contractor does not provide services during the period as specified in the contractor's proposal to, and as negotiated by the WDB, the contract will be deemed breached.

G. Intent to Contract

It is the intent of the WorkLink WDB to select a firm to provide temporary staffing services beginning October 1, 2020. In accordance with written policies and procedures of the WorkLink WDB, the contract may be extended for up to one (1) additional six month contract period beyond the original acceptance award, not to exceed March 31, 2022. The additional renewal(s) are contingent upon availability of funds, successful contract negotiations, and satisfactory performance. Cost information must be valid for the first year of the contract period. Any changes thereafter must be submitted in writing with proper justification and are subject to negotiation. The services provided by the selected staffing agency will be subject to periodic review of satisfactory performance. Contract may be terminated by WorkLink WDB at any time with 30-day notice, for unsatisfactory performance.

H. Payment for Services Rendered **Please note that this will be a cost reimbursement contract.**

If selected and a contract awarded, the contractor will be responsible for requesting reimbursement for all services rendered. Invoices will be due to WorkLink WDB on the 10th of each month. Payment for work

performed will be reimbursed after an invoice has been properly completed and verified. Invoices must include proper supporting and backup documentation reflective of the charges.

II. DESCRIPTION OF SERVICES REQUESTED

The Staffing Services requested are as follows:

Essential Requirements:

- Reimbursable employment placements must be eligible under WIOA rules and regulations prior to employment in the staffing position. The SC Works WIOA program staff will refer eligible applicants to the staffing agency for placement. The staffing agency may reverse refer potential applicants to the SC Works WIOA Program for eligibility certification with proper lead time prior to placement/employment.
- Ensure worksite placement(s) referred meet the minimum qualifications and experience for the job to be performed.
- Ensure all personnel hired possess all the required documents for employment, i.e., Form W-4, Form I-9 and E-Verify System for Employment Eligibility, job application form, etc. Copies of all these documents must be provided to SC Works upon request.
- Ensure all potential hires will undergo verifiable background checks, drug testing, and employment reference checks, if needed or as requested by WorkLink, within a reasonable timeframe, prior to start date of assignment. Selected agency shall adhere to federal, state, and privacy protection laws when conducting background checks and drug testing and provide the required waivers, authorizations, notices, disclosures, and releases. If the agency uses an outside company to conduct background checks or drug test, the agency shall only use registered, licensed investigators or facilities licensed to perform such tests.
- Responsible for maintaining payroll records on all employees including employee timesheets/cards (with appropriate authorizing signatures) to accurately reflect actual hours worked per day/week by each temporary personnel and copies of payroll checks.
- Responsible for all payroll withholding requirements and shall provide any and all benefits required by law to each temporary personnel/placement.
- Responsible for providing sufficient worker's compensation and insurance coverage.
- Upon WorkLink request, assist eligible applicants in finding permanent placements at the conclusion of the work contract period.

Specific Duties and Responsibilities include, but are not limited to the following:

1. In coordination with SC Works WIOA Program staff, develop, implement, and administer all needed requirements to ensure all employment opportunities are accessible to all eligible applicants, including persons with disabilities. All agencies shall strictly adhere to all state and federal laws with respect to discrimination in employment and shall not discriminate in employment against any individual on the basis of race, color, religion, gender, sexual orientation, marital status, national origin, age or disability.
2. Upon request, provide assistance and information to the appropriate officials and work supervisors regarding the hiring process and payroll requirements and safety practices.
3. Upon request, assist in the employee orientations provided by SC Works or worksite personnel.
4. Additionally, it is important that the selected staffing agency have regular contact with SC Works management and program staff.

Insurance Requirements

5. The proposer awarded the work must have the required insurance(s): General Liability, Bonding, and Worker's Compensation. The general liability insurance for personal injury and bodily injury and property damage to a third party is required. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.

III. CONTRACT/FISCAL POLICIES

A. Method of Contracting

Contractors will be required to enter into a contract with WorkLink WDB's Administrative Entity, the SC Appalachian Council of Governments. WorkLink will review the staffing agencies sample contract for whether or not we can sign it. If the contract falls outside of our guidelines, a counter contract will be offered to the selected bidder for negotiation.

B. Cost/Price Reasonableness

The price (and/or cost) must be determined by the WDB to be reasonable and competitive. The applicant must include the schedule of fees detailing costs broken down by category (fees and services). Form provided.

IV. INSTRUCTIONS FOR COMPLETING AND SUBMITTING PROPOSALS

A. General Instructions

1. One electronic copy of the bid must be submitted by email to Jennifer Kelly: jkelly@worklinkweb.com by noon, September 10, 2020.
2. All bid packages must include the following documents:
 - Cover Sheet
 - Attachment A - Response Form
 - Exhibit 1 - Sample contract with terms and conditions
 - Exhibit 2 - Copies of current insurance coverage(s)
 - Exhibit 3 - Copy of benefit package available to placements
 - Attachment B - Schedule of Fees and Costs Form
 - Attachment C - References Form
 - Required Affidavits
3. Failure to complete and return the listed documents may result in your bid being disqualified.
4. Do not submit information, data, forms, or letters not specifically requested.

B. Instructions for Completing the Bid Package

Please complete the Cover Sheet and all forms attached to this RFQ.

- **Attachment A, Response Form** - The response form should be filled out in its entirety and should reflect the applicant's services and professional and organizational experience.
 - *Please include copies of the requested documents and label them as exhibits 1, 2, and 3.*

- **Attachment B, Schedule of Fees and Costs Form** – The Schedule of Fees and Costs form must include all fees, services, and costs that the WDB may be billed for.
- **Attachment C, Reference Form** – The Reference Form should be filled out with current and correct contact information for three references of active contracts of the staffing agency.

Note: If additional space is needed to adequately respond to the questions being asked in the Forms, the bidder may attach a typed response on a separate piece of paper and attach it to the appropriate Form. The applicant must make a note in the response space that additional information has been provided as an attachment. The answer must be clearly labelled as to which form and question it corresponds with.

In addition, there are four (4) affidavits that must be completed, signed, and returned with your proposal.

V. FUNDING RECOMMENDATION PROCESS AND EVALUATION CRITERIA

A. Funding Recommendations Process

The funding recommendations process is as follows:

1. *Acceptance for Review*
Only bids received by the deadline shall be accepted and reviewed. Bids submitted that are substantially incomplete, or use unauthorized forms may be termed "unrateable" and not reviewed.
2. *Contents Review*
Bids received by the deadline and accepted for review shall be ranked and scored according to the criteria listed in this RFQ.

B. Evaluation Criteria

Evaluation of bids will be based on a competitive selection process. Evaluation criteria are as follows:

1. *Past Experience* (Response Form) - 35 Points
Applicants shall be rated primarily on whether or not it has a substantial history of providing similar services. Adequate insurance coverage will be factored into this score.
2. *Services/Benefits Offered to Employees* (Response Form) - 15 Points
Applicants will be rated on the benefits available to staffing placements, including, but not limited to, health insurance and other insurance coverage, sick leave, vacation leave, etc.
3. *Cost Reasonableness* (Schedule of Fees and Costs Form) – 35 Points
Applicant's proposed costs will be reviewed to determine that costs are reasonable and competitive with other applicants.
4. *References* (References Form) – 15 Points
Applicant's references will be contacted to verify contract terms, benefit package details, and quality rating of services.

Supplement - Job Description for COVID-19 Relief Positions

I. Position Concept

Provides general pandemic relief efforts, such as cleaning and sanitizing frequently touched areas throughout the day. Provides assistance to customers in resource rooms or through check-in processes. Provides safety measures and maintenance for administration support functions. Assists in coordinating special functions as assigned.

II. Essential Functions

- Disinfect highly touched areas of the center throughout each day (i.e. doorknobs, light switches, keyboards, etc.)
- Process each customer at front desk area, including but not limited to asking COVID-19 screening questions, taking each customer's temperature, supplying masks, and providing next steps for the customer.
- Ensure hand sanitizer, masks, and other PPE is readily available for use in public areas.
- Monitor supply inventory and report needed supplies to OneStop Operator or Office Manager.
- Maintain safe behavioral practices and follow safety procedures while cleaning and/or speaking with customers.
- Assist customers with resource room services.
- Greet the customer with excellent customer service.
- Assist customers with signing into the center.
- Ask questions from the triage question sheet to make sure they are being served in the way they need.
- Inform staff of customer arrival for an appointment immediately using the appropriate service slip.
- If a customer is unsure about being registered in SCWOS, check in SCWOS using your staff account to see if they are registered or not. (If not make sure they get registered)
- Participate in soft skills training at least once per month, and demonstrate skills while on-the-job.
- Perform job duties at alternate work sites if required (locations include Anderson, Clemson, Easley, and Seneca).

III. Other Duties Include, But Not Limited To

- Report any acts, incidents, or conditions that reflect the possibility of inappropriate staff-to-participant/family relationships.
- Perform other duties as assigned or needed.

IV. Position Specifications

Education: High school diploma or equivalent required.

Experience: Six months general office, administrative, and/or customer service experience preferred. Experience should include customer service, time management skills, and familiarity with office equipment and cleaning supplies.

Skills: Detail-oriented, excellent verbal and written communication skills. Ability to interpret, adapt and apply guidelines and procedures. Ability to work independently and utilize initiative, ability to be organized and to meet deadlines. Proficient in Windows environment, Microsoft Office (Excel, Word), ability to learn and utilize other software programs. Must be able to correctly identify and follow instructions for safe and appropriate use of cleaning solutions and chemicals.

Physical Demands: Ability to sit at a desk or stand for long periods of time, and tolerate extended periods of data entry. Must be able to lift up to 25 lbs. Must be able to use cleaning solutions and chemicals. Must be able to interact with the public for long periods of time, including abiding by social distancing requirements. Must be willing to wear a mask when social distancing is not possible. Must be free of communicable diseases as required by the state and to the extent that knowledge is attainable under the law.

Other: Maintain an appropriate and valid state driver's license. Must meet state criminal background check requirements. Successfully complete State of South Carolina Criminal History Background Check requirements as well as meet the associated policies on background screening.

Travel: Must be able to meet requirements for Auto Insurance and be able to drive for business purposes. Must have reliable transportation. Must possess and maintain an appropriate and valid state driver's license. Ability to use personal vehicle for business use.

This position is temporary (no longer than six months) and will provide skills training, wages and health benefits while seeking full-time employment. Individuals in these positions may also be eligible to receive training and supportive services.

SC Works is an equal opportunity employer/program. Accommodations can be made upon request for persons with disabilities.

Cover Sheet

**WorkLink Workforce Development Board
Workforce Innovation & Opportunity Act
www.worklinkweb.com
Temporary Staffing Services**

Applicant Information:

Name: _____

Address: _____

City/State/ZIP _____

Contact Person: _____

Telephone Number: _____

Signature: _____

Date Submitted: _____

RFQ Response Form – Attachment A

To submit your response to the RFP, please answer the following questions.

Eligibility of Organization

1. Will your firm be able to provide temporary staffing services as stated in the RFQ beginning on October 1, 2020 thru June 30, 2022? Yes No
2. Does your firm/agency currently offer temporary staffing services in the WorkLink region (Anderson, Oconee, and Pickens Counties)? Yes No

If not, how will you coordinate services within the WorkLink region?

3. Is your company/agency legally eligible to provide staffing services in the counties of: Anderson, Oconee, and Pickens Counties? Yes No
4. In responding to the RFQ, do you agree to abide by and provide the services listed in this solicitation? Yes No
5. If there is a need to alter or modify your policies and/or procedures to ensure the services requested are provided in an effective and efficient manner and in compliance with federal/state/local rules and regulations, will your company/agency agree to comply? Yes No

Experience of Organization

6. How many years has your company/agency provided professional temporary staffing services? years.
7. Please provide information as to the organization's experience in providing temporary staffing services, include a brief description of your staff's experience, such as number of employees, average length of employment, and/or average length of experience in staffing services.

8. Are you currently working with companies that offer permanent placements? Yes No
9. Describe your organization's experience with placing individuals in permanent positions.

10. Please provide the name/title of lead staff person for this project.

Name _____

Job Title _____

Agreement with Specific Duties and Responsibilities (RFQ)

11. Will your firm comply with all Equal Employment Opportunity rules and regulations as to making employment opportunities accessible to all eligible applicants? _____ Yes _____ No

12. Does your firm agree to the payment process for reimbursement of fees/costs incurred? _____ Yes _____ No

13. If awarded the contract, will your firm agree to the insurance requirements and maintain coverage throughout the life of the agreed upon contract? _____ Yes _____ No

14. Will your company/agency abide to our requirement to have periodic meetings with SC Works management and program staff? _____ Yes _____ No

Additional Information

15. Briefly, provide any examples/explanation of your firm’s added value approaches and services that you feel distinguish you from other temporary staffing agencies.

Description of Benefits Offered to Placements

16. What benefits will placements be eligible to receive (i.e. healthcare insurance, sick leave, vacation leave, etc.)? List these benefits below:

Requested Exhibits

17. Include a sample contract and applicable terms and conditions in your bid package.

18. Include a copy of all applicable insurance coverage (i.e. general liability, worker’s compensation, bonding policy).

19. Include a copy of the benefit packages available to placements.

Print Name of Individual and Title Committing to Bid

Signature of Individual

Date

Exhibit 1 – Sample Contract

Please insert a sample contract with terms and conditions here.

Exhibit 2 – Insurance Coverage

Please insert copies of your current insurance coverages: general liability, worker’s compensation, and bonding policy. Include other insurance coverage if available.

Exhibit 3 – Worker’s Benefit Package

Please insert a copy of the benefit package available to placements.

Attachment B - RFQ Schedule of Fees and Cost Form

To submit your response to the RFP, please answer the following questions:

Name of Company: _____

Physical Address: _____

Mailing Address: _____ *Mark if same as physical address.*

Telephone Number: _____

1. **Classification Specifications:** *(Please see Supplemental Job Description.)*
 The positions that will be considered for this type of work will be a combination of office (clerical), humanitarian assistance-related occupations, customer service, and disaster clean-up and recovery. The number of positions needed and hourly rates may vary, according to applicable program funding.

2. **Fees/Cost Information:**
 Range of Mark-Up by Occupation:

Markup %: _____

Hourly pay rate will be determined by SC Works staff in coordination with worksite pay scale and in compliance with applicable program guidelines.

Please provide comments/explanation regarding calculation of mark-up and related fees:

Provide a complete list of all fees associated with this proposal. Please use the space below to specify any other additional costs.

Salary:	\$	_____
Fringe Benefits:	\$	_____
Service Fee:	\$	_____
Setup Fees/Cost:	\$	_____

Other Charges (please specify):

Print Name of Individual and Title Committing to Bid

Signature of Individual

Date

Attachment C - RFQ References Form

Failure to provide and include the following information with your response by the submission date of the bid may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by the Board will result in a reduced score.

Reference 1	
Company Name	
Contact Name	
Address, City, State, Zip Code	
Phone Number	
Email Address	
Types of Services Provided	
Contract Term Dates (to/from) <i>How many years provided services?</i>	

Reference 2	
Company Name	
Contact Name	
Address, City, State, Zip Code	
Phone Number	
Email Address	
Types of Services Provided	
Contract Term Dates (to/from) <i>How many years provided services?</i>	

Reference 3	
Company Name	
Contact Name	
Address, City, State, Zip Code	
Phone Number	
Email Address	
Types of Services Provided	
Contract Term Dates (to/from) <i>How many years provided services?</i>	

Print Name of Individual and Title Committing to Bid

Signature of Individual

Date

AFFIDAVIT I

AFFIDAVIT OF NON-COLLUSION

I, _____, depose and say that I am the

_____ of _____, who
(“President”, “Vice-President”, etc.) (Insert name and address of proposing organization)

submits this proposal to the WDB and hereby declares that this proposal is genuine, and not sham or collusive, nor made in the interest or in behalf of any person not herein named and the that the applicant had to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal, and that the applicant has not in any manner sought by collusion to secure for himself in advantage over any other applicant.

_____ at _____
Date City, State

Affix Corporate Seal:

I certify or declare under penalty of perjury that the foregoing is true and correct.

Signature

AFFIDAVIT II

ALL ORGANIZATIONS MUST COMPLETE THE FOLLOWING AFFIDAVIT AS TO NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES.

The undersigned representatives do hereby certify that, consistent with the regulations issued pursuant to the Workforce Innovation and Opportunity Act of 2014 the applicant or contractor does and will continue to comply with Title VI of the Civil Right Acts of 1964 (42USCS2000d) and all other applicable federal, state and local statutes relative to non-discrimination.

The undersigned further recognizes that the WDB may not contract with any organization, which is not compliance with these assurances. No person shall on the grounds of race, creed, national origin, color, handicap, sex, sexual preference, religion, age, or political affiliations, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity funded in whole or in part with funds available under the Workforce Innovation and Opportunity Act of 2014.

Organization

Location (address)

City, State and Zip Code

Officer's Signature

Officer's Title with Organization

Date

AFFIDAVIT III

CERTIFICATION REGARDING LOBBYING
CERTIFICATION FOR CONTRACTS, GRANTS, LOANS
AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal Loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL. "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all "sub-awards at all tiers (including sub-contracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all" sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Grantee/Contractor Organization Program/Title

Name and Title of Authorized Signatory

Signature

Date

**Note: In this instance, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000. (per OMB).

AFFIDAVIT IV

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS FOR CERTIFICATION)

(1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Name and Title of Authorized Representative

Signature

Date