



A proud partner of the American Job Center network.

Request for Proposal

AUDIT SERVICES For the Period July 1, 2020 – June 30, 2021

INQUIRIES SHOULD BE DIRECTED TO:

Becky Powers, Chief Financial Officer
Capital Area Michigan Works!
bpowers@camw.net

Equal Employment Employer/Program
Auxiliary Aids and Services Available upon Request to Individuals with Disabilities
Michigan Relay Center Callers Use 711 or 1-(844)-578-6563

GENERAL INFORMATION

A. DESCRIPTION OF ENTITY

Capital Area Michigan Works! (CAMW!) is a local unit of government formed under Michigan Public Acts 7 & 8 of 1967 (Ex.Sess.) through an Urban Cooperation Act Agreement. CAMW! is the administrative entity for delivering state/federally-funded programs to strengthen workforce development in Clinton, Eaton, and Ingham Counties in Michigan.

The primary purpose of the CAMW! American Job Centers are to provide labor exchange and workforce development services for employers and job/career seekers. Connecting with Business. Strengthening our Workforce.

A major focus of CAMW! is to strengthen the regional economy by assisting employers in finding and retaining qualified employees, and by ensuring the labor force meets the needs of the employers.

Capital Area Michigan Works! maintains an automated fund accounting system. The majority of funds are received from the State of Michigan through the Workforce Innovation and Opportunity Act (WIOA), the PATH (Partnership. Accountability. Training. Hope) (TANF and General Fund/General Purpose funds) program, Employment Service (Wagner Peyser) program and the GoingPro Talent Fund (Formally Skilled Trades Training Funds) awarded by the State of Michigan, with other federal programs totaling approximately \$10 million annually. The grant funds are subcontracted to various governmental and non-profit agencies in the tri-county region (Ingham, Eaton & Clinton counties and the City of Lansing and East Lansing).

Capital Area Michigan Works! currently employs **twenty-four (24) persons** with a bi-weekly payroll. The internal control system uses a purchase request system through a Document Management system with **approximately 500 accounts payable checks** written annually and **approximately 500 ACH/EFTs** and payroll payments.

Pension

Capital Area Michigan Works! has established an Employee Money Purchase Pension Plan that is administered by duly appointed elected trustees with the Third-Party administration through **Mass Mutual (recently changed to Empower Retirement)**. Employees are vested on the first day of employment.

1. Social Security/Medicare

Capital Area Michigan Works! is exempt from FICA contributions for all staff members. Medicare taxes are fully paid for all eligible employees by Capital Area Michigan Works!

2. Deferred Compensation

Capital Area Michigan Works! has available a deferred compensation plan whereby part of the employee's wages may be directed to an account through Fidelity Investments. Enrollment in the plan shall be voluntary on the employee's behalf. As of December 31, 2020, there are currently 3 employees participating.

B. PURPOSE

This Request for Proposal (RFP) is to contract for a financial and compliance audit for the fiscal year ending **June 30, 2021**. The proposal includes an option for two additional one-year contract extension based on performance and funding availability. This RFP will be available on the website @ www.camw.org under the Community Partners then Work with CAMW! links.

C. RFP STIPULATIONS

As a recipient of Federal and State funds, CAMW! must procure on an open, competitive basis. A proposal must clearly set forth all responses in the format required by the RFP in order to be considered. Any proposals may be rejected in whole or in part. CAMW! reserves the right to rescind this RFP in whole or part. CAMW! shall not be responsible to any bidder or potential bidder for any costs incurred or opportunities lost in responding to this RFP or in deciding not to respond.

To ensure the integrity of this procurement, bidders shall make special efforts to prevent fraud and other abuses. Fraud includes deceitful practices and intentional misconduct such as willful misrepresentation. "Abuse" is a general term that encompasses improper conduct that may or may not be fraudulent in nature. While federal legislation is not specific, possible problem areas could include the following: conflict of interest, kickbacks, bribes, nepotism, political patronage, political activities, and sectarian activities. Bidders that are found to violate the abuse standards will be disqualified. Bidders are required to report immediately any violations in these areas or in problem areas that may later be defined.

Information provided by a proposer that is willingly, knowingly and purposely false, inaccurate or misleading, will be grounds for not considering a proposal for funding, for not awarding a contract, or for canceling a contract if awarded.

Any bidder that attempts to exchange information with any other potential bidder for gaining competitive advantage shall be subject to disqualification. In addition, any bidder who attempts to discuss its proposal with, or offer anything of value to any CAMW! officer, director, staff person, agent or representative during this procurement process, shall be subject to disqualification.

CAMW! operates an equal opportunity procurement process. Upon request, CAMW! can make this RFP available in large print or alternative format. Auxiliary aids and services are also available upon request to individuals with disabilities. TDD Service available through the Michigan Relay Center at 1-844-578-6563 or 7-1-1.

Neither the proposer nor anyone, with whom the proposer shall contract, shall discriminate against any person employed or applying for employment concerning the performance of the proposers' responsibilities under this agreement.

The successful bidder shall be required to comply with all applicable federal and state laws prohibiting discrimination on the basis of race, color, religion, sex (including pregnancy, childbirth and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, genetics, familial status, veteran status, height, weight, arrest without conviction political affiliation or belief, or any characteristic or activity protected by Federal or State laws and regulations.

1. Disclaimer/Right to Reject/Cancel/Terminate

This RFP does not commit Capital Area Michigan Works! to award a contract, to pay any cost incurred in the preparation of a proposal to this request, or to procure or contract for services. CAMW! reserves the right to accept or reject any or all proposals received as a result of this request. CAMW! can cancel this RFP, in part or in its entirety, if it is in its best interest to do so.

CAMW! may require selected offerors to participate in negotiations, and to submit such costs or other revisions to their proposals as a result of negotiations. CAMW! is not liable for costs incurred by the offerors prior to the signing of a contract and/or written authorization from CAMW! to proceed with the services.

a) Termination Prior to Completion:

CAMW! reserves the right to terminate its commitment if the successful bidder fails to make sufficient progress toward completion of the project or if CAMW! receives funding reductions which make the proposed project unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of CAMW!.

2. Small and Minority Owned Businesses, Women's Business Enterprises

Capital Area Michigan Works will make an effort to utilize small and minority owned businesses, women's business enterprises and Labor surplus area firms when possible.

An Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201), by having average annual receipts for the last three fiscal years of less than six million dollars.

3. Award

Upon conclusion of final negotiations with the successful bidder, Capital Area Michigan Works! may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. CAMW! reserves the right to request additional data or to request an oral presentation in support of written proposals.

It is **expected** that a decision selecting the successful audit firm will be made after the **June 23, 2021** Administrative Board meeting.

It is expected that the contract shall be a **one-year fixed price contract** with options for two additional one-year periods.

Please do not contact Capital Area Michigan Works! to check the status of proposals.

4. RFP Appeal Process

A bidder wishing to appeal the decision of the award must adhere to the following procedure:

A bidder can request a copy of the proposal rankings. The rankings will be emailed or mailed to the bidder if requested in writing within five (5) working days after a decision is reached.

An appeal will not be accepted if it attempts to modify or include additional information to the original proposal. However, in the event incomplete, inaccurate or other than current data and information was entered into the evaluation process by CAMW!, CAMW! may rectify such errors prior to initiation of Step #2. Current is defined as data and information in the possession of CAMW! at the time of the submission of the original proposal.

a. Review and Appeal Process

Step #1 - Within five (5) working days after a decision has been rendered to accept a proposal, the appellant must submit a request in writing that their proposal receive a second review. The appeal for the review shall state the basis of the appeal.

The request for the second review must be received by CAMW! no later than the close of business on the fifth working day after the decision has been rendered.

Step #2 - Within fifteen (15) working days of receipt of the request for the second review, the Chief Executive Officer of CAMW! (or designee) will convene:

- (1) CAMW! staff member(s) who wrote and/or reviewed the original proposal; and
- (2) Representative(s) of the bidder's organization, and, at the discretion of the CEO an option to include:
- (3) The Administrative Board chair

The Chief Executive Officer of CAMW! (or designee) will chair the meeting. The purpose of this meeting is to provide a second review of the appellant's proposal based on information presented in conformance with paragraphs above.

Step #3 - Within five (5) working days after the meeting in Step #2, the staff member(s) who wrote and/or reviewed the appellant's proposal will prepare a final determination. The appellant will be notified in writing, within these five (5) working days following the outcome. The final determination notification may be shared with the Administrative Board at the discretion of the CEO.

D. SPECIFICATIONS:

1. Scope of a Financial and Compliance Audit

The purpose of this RFP is to obtain the services of a public accounting firm, whose principal officers are independent certified public accountants, certified or licensed by a regulatory authority of a state or other political subdivision of the United States, hereinafter referred to as the "Offeror" to perform a financial and compliance audit of Capital Area Michigan Works!

2. Description of Programs/Contracts/Grants

All Federal and State funded programs of the Capital Area Michigan Works! (CAMW!) are to be audited. (Please see enclosed FY 2019-2020 CAMW! Statement of Net Position and Governmental Fund Balance Sheet, Statement of Activities and Governmental Fund Revenue, Expenditures, and Changes in Net Position, and the Schedule of Expenditures of Federal Awards (SEFA). **The audit of the CAMW! Employee Money Purchase Pension Plan, and Deferred Compensation Plan is to be included in this proposal; however, the cost needs to be itemized separately from the Organization's Single Audit (see enclosed Statement(s) of Statement Fiduciary Net Position).**

3. Performance

The Capital Area Michigan Works! records should be audited July 1, 2020 through June 30, 2021. The CAMW! Employee Money Purchase Pension Plan and Deferred Compensation Plan records are for the period of January 1, 2020 through December 31, 2020.

The Offeror is required to prepare audit reports in accordance with the *Government Audit Standards* using most current revisions, and applicable Office of Management & Budget (OMB) CFRs, State of Michigan Department of Labor and Economic Growth-Workforce Development (MDLEG-WD) Policy Issuances, Single Audit Act, AICPA, Accounting & Auditing Standards and other standards and circulars necessary to complete the reports.

4. Delivery Schedule

Offeror is to transmit one copy of the draft audit report to the Chief Financial Officer of Capital Area Michigan Works! **no later than November 22, 2021**, unless another date is mutually agreed upon.

The Offeror shall deliver a final PDF file of the audit to the Chief Financial Officer of Capital Area Michigan Works! **no later than December 1, 2021**. CAMW! will also need ten (10) bounded copies by **December 8, 2021** for the five (5) units of government, the State of Michigan Treasury Department, the State of Michigan Department of Labor and Economic Growth-Workforce Development and any other interested party.

Reports may be submitted earlier than the above schedule. However, if the Offeror fails to make delivery of the audit reports within the time schedule specified herein, or if the Offeror delivers audit reports which do not conform to all of the provisions of this contract, Capital Area Michigan Works! may, by written notice of default to the Offeror, terminate the whole or any part of this contract. Under certain extenuating circumstances, the contracting agent may extend this schedule upon written request of the Offeror with sufficient justification.

5. Price

The Offerors' proposed price should be submitted with a separate listing of prices for each year **(7/1/20-6/30/21, 7/1/21-6/30/22, and 7/1/22-6/30/23)**. Include information indicating how the price is determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level if used. Any other expenses should also be indicated in the technical proposal.

The proposed price should also include a **separate listing of prices** for the CAMW! Pension Plan and Deferred Compensation Plan for each year **(1/1/20-12/31/20, 1/1/21-12/31/21, 1/1/22-12/31/22)**. Include information indicating how the price is determined. For example, the Offeror should indicate the estimated number of hours by staff level, hourly rates, and total cost by staff level if used. Any other expenses should also be indicated in the technical proposal.

6. Payment

Payment will be made when Capital Area Michigan Works! has determined that the total work effort has been satisfactorily completed. Should Capital Area Michigan Works! reject a report, the authorized representative of Capital Area Michigan Works! will notify the Offeror in writing of such rejection giving the reason(s). The right to reject a report shall extend throughout the term of this contract and for ninety (90) days after the Offeror submits the final invoice for payment.

Progress payments will be allowed to the extent that Capital Area Michigan Works! can determine that satisfactory progress is being made.

Upon delivery of the ten (10) bounded copies of the final reports to Capital Area Michigan Works! and their acceptance and approval, the Offeror may submit a bill for the balance due on the contract for the audit.

7. Audit Review

Capital Area Michigan Works will review all audit reports prepared under this contract and its funding sources to ensure compliance with General Accounting Office's (GAO) *Government Audit Standards* and other appropriate audit guides.

8. Exit Conference

An exit conference with representatives of Capital Area Michigan Works! and the Offerors' representatives will be held at the conclusion of the field work. Observations and recommendations must be summarized in writing and discussed with Capital Area Michigan Works! It should include internal control and program compliance observations and recommendations.

9. Work papers

1. Upon request, the Offeror will provide a copy of the work papers pertaining to any questioned costs determined in the audit. The work papers must be concise and provide the basis for the questioned costs as well as an analysis of the problem.
2. The work papers will be retained for at least three years from the end of the audit period.
3. The work papers will be available for examination by authorized representatives of the cognizant federal or state audit agency, the General Accounting Office, and Capital Area Michigan Works!

10. Confidentiality

The Offeror agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to Capital Area Michigan Works! the Offeror agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit other to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Offerors' possession, to these employees on the Offerors' staff who must have the information on a "need-to-know" basis. The Offeror agrees to immediately notify, in writing, an authorized representative of Capital Area Michigan Works! in the event the Offeror determines or has reason to suspect a breach of this requirement.

11. AICPA Professional Standards

Ethics Interpretation 501-3 - Failure to follow standards and/or procedures or other requirements in governmental audits. Engagements for audits of government grants, government units or other recipients of government monies typically require that such audits be in compliance with government audit standards, guides procedures, statutes, rules and regulations, in addition to generally accepted auditing standards. If a member has accepted such an engagement, and undertakes an obligation to follow specified government audit standards, guides, procedures, statutes, rules and regulations, in addition to generally accepted auditing standards, he is obligated to follow such requirements. Failure to do so is an act discreditable to the profession in violation of Rule 501, unless the member discloses in his report the fact that such requirements were not followed and the reasons therefore.

E. INSTRUCTIONS ON PROPOSAL SUBMISSION

1. Closing Submission Date

Thursday, June 10, 2021, by 5:00 p.m.

Late proposals will not be considered.

2. Inquiries

Inquiries concerning this RFP should be directed to Becky Powers, Chief Financial Officer at Capital Area Michigan Works!, bpowers@camw.net. **Inquires must be submitted by 12:00 noon on Tuesday, June 1, 2021. Answers to inquires will be posted on our website by 5:00 p.m. on Wednesday, June 2, 2021.**

3. Proposals Instructions to Prospective Bidder

Proposals can be submitted via U.S. mail, or hand-delivery. **One original and two (2) copies** must be submitted by the deadline date and time. **NO faxed copies will be accepted. Please sign in upon hand-delivery of proposal to ensure a record of receipt.**

Proposals must be received at CAMW! by **5:00 p.m. on Thursday, June 10, 2021** by U.S. mail or hand-delivered. Label package with the following information:

AUDIT SERVICES RFP

To the Attention of:

Becky Powers, CFO

Capital Area Michigan Works!

2110 S. Cedar Street

Lansing, MI 48910

It is the responsibility of the Offeror to insure that the proposal is received by Capital Area Michigan Works! by the date and time specified above.

- a.** Bidders must respond completely and accurately to any and all questions and other items calling for information. Failure to do so will subject the proposal to disqualification.
- b.** Bidders must adhere strictly to the proposal instructions and format. Failure to do so will subject the proposal to disqualification.
- c.** Potential bidders will be able to download the RFP from the CAMW! website (www.camw.org)
- d.** The following parts specifically require responses and/or signatures from the bidder:

**Part I Cover Sheet and Proposal Offeror Information
(Signature required)**

Part II Contract Requirements (Signature required)

Part III Proposal Narrative Instructions

4. Payment

Capital Area Michigan Works! will negotiate a payment schedule with the contractor awarded a bid. The award will go to the responsible firm whose proposal is most advantageous to the CAMW! and programs based on price and other evaluation factors.

F. OFFEROR'S TECHNICAL QUALIFICATIONS

The Offeror, in its proposal, shall, at a minimum, include the following:

1. Prior Auditing Experience

The Offeror should describe its prior auditing experience including the names, addresses, contact persons, and telephone numbers of prior organizations audited. Experience should include the following categories:

- a. Prior experience auditing Michigan Works! agencies.
- b. Prior experience auditing local units of government.
- c. Prior experience auditing similar programs funded by the State of Michigan. For example: Workforce Innovation and Opportunity Act (WIOA) programs; PATH (Partnership. Accountability. Training. Hope.) (TANF & State GF/GP); Food Assistance Supplemental Nutrition Program (FA-SNAP); Wagner-Peyser (WP)-Employment Service; Trade Adjustment Act (TAA), GoingPro Talent Fund (formally STTF) and other various programs.
- d. Prior experience auditing programs financed by the Federal Government.

2. Organization, Size, and Structure

The Offeror should describe its organization, size (in relation to audits to be performed) and structure. Indicate if appropriate, if the firm is a small, minority or women-owned business. **Offeror must include a copy of the most recent Peer Review and any written comments.**

3. Staff Qualifications

The Offeror should describe the qualifications of staff to be assigned to the audits. Descriptions should include:

- a. Audit team makeup.
- b. Overall supervision to be exercised.
- c. Prior experience of the individual audit team members.

Only include resumes of staff to be assigned to the audit. Education, position in firm, years and type of experience, continuing professional education, state(s) in which licensed as a CPA, etc. will be considered.

4. Understanding of Work to Be Performed

The Offeror should describe its understanding of work to be performed, including audit procedures, estimated hours, and other pertinent information.

5. Certifications

The Offeror must sign and include as an attachment to its proposal the Certifications enclosed with this RFP. The publications listed in the Certifications will not be provided to potential Offerors by Capital Area Michigan Works!, because Capital Area Michigan Works! desires to contract only with an Offeror who is already familiar with these publications.

G. EVALUATION

1. Submission of Proposals

All proposals shall include one (1) original and two (2) copies of the Offerors' technical qualifications, one (1) original and two (2) copies of the pricing information (in a separately sealed envelope), and one (1) original and two (2) copies of the signed Certifications. These documents will become part of the contract.

2. Non-responsive Proposals

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

- a. The proposal is not received timely in accordance with the terms of this RFP.
- b. The proposal does not follow the specified format.
- c. The proposal does not include the Certifications.
- d. The proposal is not adequate to form a judgment by the reviewers that the proposed undertaking would comply with the *Government Audit Standards* of the U.S. Comptroller General.

3. Proposal Evaluation

Evaluation of each proposal will be based on the following criteria:

<u>Factors</u>	<u>Point Range</u>
I. Prior Experience auditing	0-25
a. Prior experience auditing Michigan Works!, Employment & Training and/or Workforce Development agencies.	
b. Prior experience auditing similar programs funded by the State of Michigan or the Federal Government	
c. Prior experience auditing programs financed by the Federal Government	
d. Prior experience auditing Pension Plans	

II. Organization, size, and structure of Offerors' firm.
(Considering size in relation to audits to be performed.) **0-10**

- a. Adequate size of the firm
- b. Small, Minority and/or Women-owned business
- c. Peer Review

III. Qualifications of staff to be assigned to the audit to be performed. Education, position in firm, years and types of experience, continuing professional education, and state(s) in which licensed as a CPA, etc. will be considered along with the Offerors' understanding of work to be performed. **0-45**

- a. Audit team makeup
- b. Overall supervision to be exercised
- c. Prior experience of the individual audit team members
- d. Adequate coverage
- e. Realistic time estimates of each audit step

IV. Price **0-20**

MAXIMUM POINTS: 100

4. Review Process

Capital Area Michigan Works! may at its discretion, request presentations by or meetings with any or all Offerors, to clarify or negotiate modifications to the Offerors' proposals.

However, Capital Area Michigan Works! reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standouts, which the Offeror can propose.

PART I

PROPOSAL TO CAPITAL AREA MICHIGAN WORKS!

PROPOSAL OFFEROR COVER SHEET AND SUMMARY INFORMATION

Organization Name: _____

Address: _____

Contact Person: _____

Phone #: _____ Fax #: _____

Email address: _____

Employer Tax ID: _____ DUNS# _____
(If applicable)

Type of Organization: ☐ Private for Profit ☐ Private Non-Profit
 ☐ Public Government ☐ Other (specify)

The Certification Statement below must be signed by an official authorized to bind the Offeror in a sublease/contract.

Signature

The above signed does hereby accept all the terms and conditions of the Request for Proposal (RFP), including RFP stipulations and specifications. The bidder also certifies that the information in this proposal is correct to the best of its knowledge and belief and the filing of this proposal has been fully authorized by the organization submitting the proposal and that the submitting agency is an Equal Opportunity Employer (if applicable).

Printed Name

Title

Date

PART II

CERTIFICATIONS

On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to any employee of the Offeror.
3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for restricting competition.
4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.
5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.
6. The individual signing certifies that the Offeror is a properly licensed certified public accountant or a public accountant licensed on or before December 30, 1980.
7. The individual signing certifies that the Offeror meets the independence standards of the *Government Auditing Standards*.
8. The individual signing certifies that he/she is aware of and will comply with the GAO Continuing Education Requirement of 80 hours of continuing education every two years; and that 24 hours of the 80 hours education will be in subjects directly related to the government environment and to government auditing for individuals.
9. The individual signing certifies that he/she is aware of and will comply with the GAO requirement of an external quality control (peer) review at least once every three years.
10. The individual signing certifies that he/she has read and understands the following publications relative to the proposed audits (not all inclusive):
 - a. *Government Auditing Standards* (Yellow Book-Current Updates)
 - b. Office of Management and Budget (OMB) Uniform Grant Guidance (UGG) 2 CFR, Part 200, et al. including Subpart F, Audit Requirements (.500-.521).
 - c. *Audits of State and Local Units of Government* (AICPA Audit Guide)
 - d. All other applicable publications not addressed in the above list.

11. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

12. The individual signing certifies that the Offeror, and any individuals to be assigned to the organization does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state or local government.

Organization Authorized Signature

Date

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans and Cooperative Agreements

The undersigned certifies, to be 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, any 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 any employee of a Member of Congress in connection with this 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 subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all subrecipients 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 1325, 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 such failure.

Organization Authorized Signature

Date

**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 19160-19222).

- (1) The prospective recipient of federal assistance funds certifies, by submission of this certification, 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 certification.

Organization Authorized Signature

Date

CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012

I certify that neither _____ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an "Iran Linked Business" engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an "Iran Linked Business" during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

(Name of Company)

By: _____

Date: _____

Title: _____

Subscribed to and sworn before me,
a Notary Public, on this ____ day of _____, 20__.

_____, Notary Public

_____ County, State of Michigan Acting in _____ County, Michigan

My Commission Expires: _____

PART III

A. COST SUMMARY INFORMATION

Fee Period	# of Hours	Total Cost
07/01/2020-06/30/2021		
07/01/2021-06/30/2022		
07/01/2022-06/30/2023		

B. NARRATIVE INFORMATION