Request for Proposals

Consulting Services - Opioid Overdose Response Strategic Plan Development

SOLICITATION NO: CCHD – 20-002

Issue Date: 2/21/2020

Minority Business Enterprises Are Encouraged To Respond To This Solicitation
STATE OF MARYLAND
DEPARTMENT OF HEALTH
CECIL COUNTY HEALTH DEPARTMENT

KEY INFORMATION SUMMARY SHEET

Request For Proposals: Consulting Services – Opioid Overdose Response
                      Strategic Plan Development

Solicitation Number:  CCHD – 20-002

Issue Date:          Friday, February 21, 2020

RFP Issuing Office:  Maryland Department of Health
                      Cecil County Health Department

Procurement Officer: Sandra Ferguson
                     Office Phone: (410) 996-5550
                     Fax: (410) 996-5179
                     Email: sandv.ferguson@maryland.gov

Contract Monitor:    Lauren Levy, JD, MPH, Health Officer

Proposals are to be sent to: Cecil County Health Department
                            401 Bow Street
                            Elkton, MD 21921
                            Attention: Sandra Ferguson

Closing Date and Time: Friday, March 6, 2020 @ 4:00 pm, Eastern Standard Time

MBE Subcontracting Goal: 0%
SECTION 1 - GENERAL INFORMATION

1.1 Summary Statement

The Maryland Department of Health (MDH), Cecil County Health Department (CCHD) is issuing this Request for Proposals to develop a strategic plan to guide Cecil County’s efforts to respond to the opioid overdose crisis. This effort will include a review of the current substance abuse continuum to provide the county’s local Overdose Intervention Team (OIT) with a blueprint to guide its work on this issue over the next several years.

It is CCHD’s intention to obtain services, as specified in this Request for Proposals, from a Contract between the successful Offeror and the CCHD.

1.1.1 The Department intends to make a single award to the Offeror(s) whose proposal(s) is/are deemed to be the most advantageous to CCHD.

1.1.2 Offerors, either directly or through their sub-contractor(s), must be able to provide all services and meet all of the requirements requested in this solicitation.

1.2 Contract Type

The Contract that results from this RFP shall be a unit price (per hour) contract as defined at COMAR 21.06.03.

1.3 Contract Duration

The Contract resulting from this RFP shall be for a period of four months beginning on or about March 1, 2020 and ending June 30, 2020.

1.4 Procurement Officer

The sole point of contact in CCHD for purposes of this RFP prior to the award of any Contract is the Procurement Officer at the address listed below:

Sandra Ferguson  
Cecil County Health Department  
401 Bow Street  
Elkton, Maryland 21921  
Phone Number: 410-996-5550  
Fax Number: 410-996-5179  
Email: sandy.ferguson@maryland.gov

CCHD may change the Procurement Officer at any time by written notice.
1.5 Contract Monitor

The Contract Monitor is:

Lauren Levy, JD, MPH  
Health Officer  
Cecil County Health Department  
401 Bow Street  
Elkton, Maryland  21921  
Phone Number: 410-996-5115  
Fax Number:  410-996-5179  
Email:  lauren.levy1@maryland.gov

CCHD may change the Contract Monitor at any time by written notice.

1.6 Proposals Due - Date and Time

An unbound original and three (3) copies of each proposal must be received by the Procurement Officer, at the address listed in sub-section 1.4, no later than 4:00 P.M. Local Time on Friday, March 6, 2020, in order to be considered.

Requests for extension of this date or time will not be granted. Offerors mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02, proposals received by the Procurement Officer after the due date will not be considered.

Proposals may not be submitted by email or facsimile.

1.7 Duration of Offer

Proposals submitted in response to this RFP are irrevocable for 30 days following the closing date of proposals or of Best and Final Offers (BAFOS), if requested. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

1.8 Cancellations; Discussions

CCHD reserves the right to cancel this RFP, accept or reject any and all proposals (in whole or in part) received in response to this RFP, to waive or permit cure of minor irregularities, and to conduct discussions and financial negotiations with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of CCHD. CCHD also reserves the right, in its sole discretion, to award a Contract based upon the written proposals received without prior discussions or negotiations.

1.9 Incurred Expenses

CCHD will not be responsible for any costs incurred by an Offeror in preparing and submitting a proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities relative to this solicitation.
1.10 Access to Public Information Act Notice

An Offeror should give specific attention to the clear identification of those portions of its proposal that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by CCHD under the Access to Public Records Act, Md. Code Ann., State Government Article, Title 10, Subtitle 6. (See Section 4.4.3.2 Claim of Confidentiality) This confidential and/or proprietary information should be identified by page and section number and placed after Title Page and before the Table of Contents.

1.11 Minority Business Enterprises

A minimum overall MBE subcontractor participation goal of 0% has been established for the services resulting from this contract.

1.12 Arrearages

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State of Maryland including the payment of taxes and employee benefits, and that it shall not become in arrears during the term of the Contract if selected for Contract award.

1.13 Procurement Method

This Contract will be awarded in accordance with the competitive sealed proposals process under COMAR 21.05.03.

1.14 Verification of Registration and Tax Payment

Before a corporation can do business in the State of Maryland, it must be registered with the Department of Assessments and Taxation.

Address: State Office Building, Room 803
301 West Preston Street
Baltimore, Maryland 21201

Web Address: [http://www.dat.state.md.us/sdatweb/datanote.html](http://www.dat.state.md.us/sdatweb/datanote.html)

It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of proposals. An Offeror’s failure to complete registration with the Department of Assessments and Taxation may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

1.15 False Statements

Offerors are advised that the Michie's Annotated Code of Maryland (Md. Code Ann.), State Finance and Procurement Article, §11-205.1 provides as follows:

(a) In connection with a procurement contract a person may not willfully:

- Falsify, conceal, or suppress a material fact by any scheme or device;
- Make a false or fraudulent statement or representation of a material fact; or
- Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.
(b) A person may not aid or conspire with another person to commit an act under subsection (a) of this section.

(c) A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding $20,000 or imprisonment not exceeding five years or both.

1.16 Prompt Payment Policy

This procurement and the contracts to be awarded pursuant to this solicitation are subject to the Prompt Payment Policy Directive issued by the Governor’s Office of Minority Affairs and dated August 1, 2008. Promulgated pursuant to Md. Code Ann., State Finance and Procurement Article, §§ 11-201, 13-205(a), and Title 14, Subtitle 3 and Code of Maryland Regulations (COMAR) 21.01.01.03 and 21.11.03.01 et seq., the Directive seeks to ensure the prompt payment of all subcontractors on non-construction procurement contracts. The successful Offeror must comply with the prompt payment requirements as outlined in sub-section 31 of the contract resulting from this solicitation (see Attachment A). Additional information is available on the GOMA website at:
http://www.mdminoritybusiness.com/documents/PROMPTPAYMENTFAQs_000.pdf

1.17 Conflict of Interest Affidavit and Disclosure

All Offerors are advised that if a Contract is awarded as a result of this solicitation, the successful Contractor’s personnel and each of the participating subcontractor personnel shall be required to complete agreements such as Attachment B Conflict of Interest Affidavit and Disclosure. For policies and procedures applying specifically to Conflict of Interests, the Contract is governed by COMAR 21.05.08.08.

SECTION 2 – OFFEROR MINIMUM QUALIFICATIONS

To submit a proposal in response to this solicitation, offerors shall meet one or more of the following criteria:

1. An academic institution offering a Master’s level program in public policy or biostatistics overseen by an instructor possessing a Master’s degree or Ph.D.;
2. An individual possessing a Master’s degree with a background in substance abuse treatment, public policy or biostatistics; or
3. Three years’ experience performing needs assessment and data/statistical analysis work similar to the Scope of Work listed in Section 3.
SECTION 3 – SCOPE OF WORK

3.1 Purpose/Background

3.1.1. CCHD is issuing this solicitation for the purposes outlined in sub-section 1.1 of this RFP.

Despite a concentrated focus on reducing opioid overdose and overdose-related deaths by a coalition of state and county agencies, opioid overdose rates in Cecil County continue to exceed the state average. From 2015 – 2017, the drug-induced death rate in Cecil County was 53.2 per 100,000 population. This was significantly higher than the drug-induced death rate for Maryland (30.9 per 100,000 population) over this time period (Maryland Department of Health, Vital Statistics Administration). Of the 59 intoxication deaths occurring in Cecil County in 2017, 57 were opioid-related (Maryland Department of Health. Unintentional Drug-and-Alcohol-Related Intoxication Deaths in Maryland Annual Report 2017). Although there is strong collaboration between the various community partners, there has not been a formalized effort to convene community partners in the development of a county-specific strategic plan focused primarily on overdose response since 2013.

Members of the local business community and law enforcement have expressed interest in a broad based response to addressing the opioid overdose crisis. County leaders point to substance abuse as the root cause of child maltreatment, crime, and poor school performance and recommend a multidisciplinary county-wide response to the problem.

The formulation of a coordinated response requires an assessment of key drivers of the problem, available resources and evidence based practices applicable to the needs of the community. This response would begin with a landscape assessment of current services and programming, and conclude with a strategic plan with recommendations for effective interventions across the continuum. This comprehensive review of Cecil County’s substance abuse continuum will provide the county’s local Opioid Intervention Team (OIT) with a blueprint to guide its work on this issue over the next several years. An independent and objective consultant will be needed for this endeavor.

3.2 Scope of Work - Requirements

3.2.1. The Contractor shall provide:

- Landscape Assessment – Comprehensive review of available behavioral health resources
  - Profile population needs
  - Key Informant interviews to include State and local leaders; community partners; persons who use drugs; and local providers
  - Identification of available services and programs
  - Identify areas of unmet need
  - Geographic influences
  - Risk and protective factors
  - Cultural competency
  - The deliverable is a behavioral health resource directory to assist in the development of an Opioid Overdose Response Strategic Plan.

- Convene an Opioid Overdose Response Strategic Planning group of stakeholders
  - Names and contact information will be provided to convene group
  - A facility will be provided and no refreshments required
3 and possibly 4 meetings will be needed for the group with each meeting lasting 2 hours; prep for the meetings at least 2 hours each; and minutes for meeting at least 2 hours after

The deliverable is a Strategic Plan report of the process and development of goals and objectives. Three to four meetings will be required to present to community stakeholders.

- Recommendations/Strategies for effective interventions to reduce opioid overdose deaths.
  Strategies could include or address:
  - Increase system capacity
  - Prevention
  - Treatment and Recovery
  - Provider Education
  - Enforcement
  - Evaluation Strategies

3.2.2 The timeline of deliverables for this project is as follows:

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<tr>
<th>MILESTONES/ACTIVITIES</th>
<th>TIMELINE</th>
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<tbody>
<tr>
<td>Consultant RFP Issued</td>
<td>February 21, 2020</td>
</tr>
<tr>
<td>RFP Close Date</td>
<td>March 6, 2020</td>
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<tr>
<td>RFP Awarded</td>
<td>March 13, 2020</td>
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<tr>
<td>Landscape Assessment completed, report presented on unmet needs, data provided for resource directory</td>
<td>May 1, 2020</td>
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<tr>
<td>Strategic Plan Recommendations and Final Report Completed</td>
<td>June 30, 2020</td>
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3.3 Invoicing and Payment Type

3.3.1 All invoices for services shall be submitted to the Contract Monitor, identified in sub-section 1.5, and shall include:

- Contractor name,
- Remittance address,
- Federal taxpayer identification (or if owned by an individual his/her social security number),
- Invoice period,
- Invoice date,
- Invoice number, and
- Amount due.

Invoices submitted without the required information will not be processed for payment until the Contractor provides the required information.

3.3.2 Contractor shall have a process for resolving billing errors.

3.3.3 Payments will be made as progress payments as set forth herein.
3.3.4 The contractor shall submit invoices in accordance with the following schedule:

- Initial payment upon contract award: 50% of contract total
- Progress payment upon presentation of first set of deliverables: 30% of contract total
- Final payment upon presentation of final deliverables: 20% of contract total

3.3.5 The Department reserves the right to reduce or withhold contract payment (see terms set forth in this Section above) in the event the contractor does not provide the Department with all required deliverables within the time frame specified in the contract or in the event that the contractor otherwise materially breaches the terms and conditions of the contract until such time as the contractor brings itself into full compliance with the contract. Any action on the part of the Department, or dispute of action by the contractor, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article, §§15-215 - 15-223 and with COMAR 21.10.02.

SECTION 4 – PROPOSAL FORMAT

4.1 Proposals

4.1.1 Each proposal shall contain an unbound original, so identified, and three copies and be submitted to the Procurement Officer (see sub-section 1.4) prior to the date and time for receipt of proposals (see sub-section 1.6).

4.1.2 All pages of the proposal shall be consecutively numbered from beginning (Page 1) to end (Page “x”).

4.1.3 Proposals and modifications will be shown only to State employees, members of the Evaluation Committee, or other persons, deemed by the Department to have a legitimate interest in them.

4.2 Delivery

Offerors may either mail or hand-deliver proposals.

4.2.1 For U.S. Postal Service deliveries, any proposal that has been received at the appropriate mailroom, or typical place of mail receipt, for the respective procuring unit by the time and date listed in the RFP will be deemed to be timely. If a vendor chooses to use the United States Postal Service for delivery, the Department recommends that it use Express Mail, Priority Mail, or Certified Mail only as these are the only forms for which both the date and time of receipt can be verified by the Department. A vendor using first class mail will not be able to prove a timely delivery at the mailroom and it could take several days for an item sent by first class mail to make its way by normal internal mail to the procuring unit.

4.2.2 Hand-delivery includes delivery by commercial carrier acting as agent for the Offeror. For any type of direct (non-mail) delivery, offerors are advised to secure a dated, signed, and time-stamped (or otherwise indicated) receipt of delivery.

4.2.3 After receipt, a Register of Proposals will be prepared that identifies each offeror. The register of proposals will be open to inspection only after the procurement officer makes a determination recommending the award of the contract.

4.4 Proposal

4.4.1 Format of Proposal
Inside a sealed package described in Section 4.1, above, the unbound original and three copies should be submitted.

4.4.2 Additional Required Submissions
The following documents shall be included in the Proposal.

a. Minimum Qualifications Documentation (Section 2)
b. Financial Proposal Form (Attachment A)
c. Conflict of Interest Affidavit and Discloser (Attachment B)

4.4.3 Proposed Work Plan

a. Offerors shall give a definitive description of the proposed plan to meet the requirements of the RFP, i.e., a Work Plan. It shall include the specific methodology and techniques to be used by offerors in providing the required services as outlined in Section 3 of the RFP under sub-section 3.2 Scope of Work-Requirements. The description shall include an outline of the overall management concepts employed by the Offeror and a project management plan, including project control mechanisms and overall timelines. Product deadlines considered contract deliverables must be recognized in the Work Plan.

b. The Offeror shall identify the location(s) it proposes to provide the services, and any current facilities that it operates.

c. The Offeror must explain how problems with work under the Contract will be escalated in order to resolve any issues in a timely manner.

4.4.4 Corporate Qualifications and Capabilities

Offerors shall include information on past corporate experience with similar projects and/or services. Offerors shall describe how their organization can meet the requirements of this RFP and shall include the following:

a. An overview of the Offeror’s experience and capabilities providing similar services. This description shall include:

i) The number of years the Offeror has provided these services;
i) The number of clients and geographic locations that the Offeror currently serves.

b. The names and titles of key management personnel directly involved with supervising the services rendered under this Contract.

c. At least one reference from a customer who is capable of documenting the Offeror's ability to provide the services specified in this RFP. Reference shall be from a client for whom the Offeror provided service within the past five years and shall include the following information:

i.) Name of client organization
ii.) Name, title, telephone number and email address, if available, of point of contact for client organization
iii.) Value, type, duration, and services provided

CCHD reserves the right to request additional references or use references not provided by an Offeror.
d. Past State Experience

As part of its offer, each Offeror is to provide a list of all contracts with any entity of the State of Maryland that it is currently performing or that have been completed within the last 3 years. For each identified contract the Offeror is to provide:

i.) The State contracting entity
ii.) A brief description of the services/goods provided
iii.) The dollar value of the contract
iv.) The term of the contract
v.) The State employee contact person (name, title, telephone number and if possible email address)
vi.) Whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised.

Information obtained regarding the Offeror’s level of performance on State contracts will be used by the Procurement Officer to determine responsibility of the Offeror and considered as part of the experience and past performance evaluation criteria of the RFP.

4.4.5 Experience and Qualifications of Proposed Staff

Offerors shall describe in detail how the proposed staff’s experience and qualifications relate to their specific responsibilities as detailed in the Work Plan. Include individual resumes for the key personnel who are to be assigned to the project if the offeror is awarded the contract. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation.

Offerors are required to provide an Organizational Chart outlining personnel and their related duties. Include job titles and the percentage of time each individual will spend on their assigned tasks. Offerors using job titles other than those commonly used by industry must provide a crosswalk.

The Financial Proposal shall contain all price information in the format specified in Attachment A. Complete the price sheets only as provided in the Financial Proposal Instructions.
SECTION 5—EVALUATION CRITERIA AND SELECTION PROCEDURE

5.1 Evaluation Criteria

Evaluation of proposals will be based on the criteria set forth below. The Contract resulting from this RFP will be awarded to the Offeror that is most advantageous to CCHD considering price and the technical factors set forth herein. In making this determination, technical factors will receive equal weight with price factors.

5.2 Financial Criteria

All qualified Offerors will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on their total price proposed within the stated guidelines (as submitted on Attachment A —Financial Proposal Form).

5.3 Reciprocal Preference

Although Maryland law does not authorize procuring agencies to favor resident Offerors in awarding procurement contracts, many other states do grant their resident businesses preferences over Maryland contractors. Therefore, COMAR 21.05.01.04 requires that procuring units apply a reciprocal preference under the following conditions:

- The most advantageous offer is from a responsible Offeror whose headquarters, principal base of operations, or principal site (that will primarily provide the services required under this RFP) is in another state.
- The other state gives a preference to its resident businesses through law, policy, or practice; and
- The preference does not conflict with a Federal law or grant affecting the procurement Contract.

The preference given shall be identical to the preference that the other state, through law, policy, or practice gives to its resident businesses.

5.4 Selection Procedures

5.4.1 In General

The Contract will be awarded in accordance with the competitive sealed proposals process found at COMAR 21.05.03. The competitive sealed proposals method allows for discussions and revision of proposals during these discussions; thus, CCHD may hold discussions with all Offerors judged reasonably susceptible of being selected for award, or potentially so. However, CCHD also reserves the right to make an award without holding discussions.

In either case, CCHD may determine an Offeror to be not responsible and/or an Offeror’s proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of proposals and prior to contract award.

Proposals are usually evaluated by a committee, which then makes a recommendation for award to the Procurement Officer. However, the Procurement Officer may evaluate proposals without a committee and recommend an Offeror for award. In either case, the Procurement Officer, with the concurrence of the agency head or designee, will make the final determination for award.
5.4.2 Selection Process Sequence

5.4.2.1 Technical proposals are evaluated for technical merit and ranked. During this review, discussions may be held. The purpose of such discussions will be to assure a full understanding of CCHD’s requirements and the Offeror’s ability to perform and to facilitate arrival at a Contract that is most advantageous to CCHD.

5.4.2.2 The financial proposal of each qualified Offeror will be evaluated separately from the technical evaluation. After a review of the financial proposals of qualified Offerors, the evaluation committee or Procurement Officer may again conduct discussions to further evaluate the Offeror’s entire proposal.

5.4.2.3 When in the best interest of CCHD, the Procurement Officer may permit Offerors who have submitted acceptable proposals to revise their initial proposals and submit, in writing, best and final offers (BAFOs). However, CCHD may make an award without issuing a BAFO.

5.4.3 Award Determination

Upon completion of all discussions, negotiations, and reference checks, the Procurement Officer will recommend award of the Contract to the responsible Offeror whose proposal is determined to be the most advantageous to CCHD considering technical evaluation factors and price factors as set forth in this RFP.

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SECTION 6 - ATTACHMENTS

ATTACHMENT A – FINANCIAL PROPOSAL FORM AND INSTRUCTIONS
Financial Proposal form must be completed and submitted

ATTACHMENT B – CONFLICT OF INTEREST AFFIDAVIT
This document must be completed and submitted with the Proposal.
FINANCIAL INSTRUCTION FORM

A. Instructions

In order to assist Offerors in the preparation of their financial proposal and to comply with the requirements of this solicitation, Financial Instructions and a Financial Proposal Form have been prepared. Offerors shall submit their financial proposal on the form in accordance with the instructions on the form and as specified herein. Do not alter the forms or the financial proposal may be rejected. The Financial Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Offeror to all proposed prices.

The financial proposal form is used to calculate the Offeror's TOTAL PRICE PROPOSED.

A) All Unit/Extended Prices must be clearly entered in dollars and cents, e.g., $24.15

B) All Unit Prices must be the actual unit price CCHD shall pay for the proposed item per this RFP and may not be contingent on any other factor or condition in any manner.

C) All calculations shall be rounded to the nearest cent, i.e. .344 shall be 34 and .345 shall be 35.

D) All goods or services required or requested by CCHD and proposed by the vendor at No Cost to CCHD must be clearly entered in the Unit Price, if appropriate, and Extended Price with $0.00.

E) Every blank in the financial proposal form shall be filled in.

F) Except as instructed on the form, nothing shall be entered on the financial proposal form that alters or proposes conditions or contingencies on the prices.

G) It is imperative that the prices included on the Financial Proposal Form have been entered correctly and calculated accurately by the vendor and that the respective total prices agree with the entries on the Financial Proposal Form. Any incorrect entries or inaccurate calculations by the vendor will be treated as provided in COMAR 21.05.03.03.E.
Attachment A-1 - Financial Proposal Form

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Total Project Cost: $_______

Authorized Signature: ____________________________
Date: ____________________________
Printed Name and Title: ____________________________
Company Name: ____________________________
Company Address: ____________________________
FEIN: ____________________________
Telephone #: ____________________________
Fax #: ____________________________
ATTACHMENT B – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

Reference COMAR 21.05.08.08

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to CCHD, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes an Offeror, Contractor, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a bid or offer is made.

C. The Offeror warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—at additional sheets if necessary):

E. The Offeror agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the Offeror shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Offeror has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Contractor shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: ___________________________  By: ___________________________

(Authorized Representative and Affiant)