

ATTACHMENT A PROPOSAL FORM

(Completed Form Shall Be Submitted as Proposal Cover Pages)

RFP Number:	2020-001
Proposal Name:	Inmate Communication System
Due Date and Time:	December 22, 2020 at 3:00 PM

OFFEROR INFORMATION	
Firm/Company Name (Legal Name)	
Mailing Address	
Payment Address (if different from Mailing Address)	
Firm Telephone Number	(____) _____ - _____
Employer Identification Number (EIN)	____ - _____
Social Security Number (only if a EIN is NOT provided)	____ - ____ - _____
Representative Name/Title	
Representative Telephone Number	
Representative Email Address	

1. **AUTHORIZATION TO TRANSACT BUSINESS IN VIRGINIA**

SCC Identification Number: _____

or

Firm/Company is not required to have/maintain registration because: _____

2. **ANTI-COLLUSION CERTIFICATION**

The undersigned certifies that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same product and that this proposal is in all respects bona fide, fair and not the result of any act of fraud or collusion with another person or firm engaged in the same line of business or commerce. The Offeror understands collusive bidding is a violation of Federal law and that any false statement hereunder constitutes a felony and can result in fines, imprisonment, as well as civil damages.

3. **PAYMENT TERMS:**

“Net 30”
Other, Specify _____

If payment terms are not specified above, then the terms shall be “Net 30 Days”.

4. **ADDENDA:** Offeror hereby acknowledges receipt of and incorporation of all requirements of any addenda issued for this Request For Proposals:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

5. **COOPERATIVE PURCHASING:** Offeror will extend term, conditions and prices to other jurisdictions.

Yes
No

6. **PROPOSER’S CHECKLIST:**

This checklist is provided to assist Offerors in submitting proposals. The proposal should include the following information in the quantities specified in the *Proposal Submission* section.

- Attachment-A Completed and Signed Proposal Form (This form should act as the cover for the proposal)
- Attachment-B Rates and Commissions
- Attachment-C References
- Attachment-D Proprietary Information Form
- Completed W-9 (All proposals should include a W-9)
- Technical Proposal
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7. **Authorization**

In accordance with the terms, conditions and specifications of this Request for Proposals, the undersigned agrees to furnish the items and/or services requested. The undersigned acknowledges that the proposal is valid **for a period of 180 days** from the due date and certifies he/she has read, understands, and agrees to all terms, conditions, and requirements of this Request for Proposals and is authorized to contract on behalf of firm named below.

Firm Name: _____

Print Name: _____ Title: _____

Signature: _____

Date: _____

(This form must be signed. All signatures must be original and not photocopies.)