



**REQUEST FOR PROPOSAL**  
**Financial Budget Software**  
**FBS RFP#0129**

ISSUED: **03/30/2023**  
Responses Due: **04/14/2023**

**LIFEPATH SYSTEMS**  
**1515 HERITAGE DR.**  
**MCKINNEY, TX 75069**  
**972-562-0190**

**For RFP Questions:**  
Willy Villavicencio  
Purchasing Manager  
[wvillavicencio@lifepathsystems.org](mailto:wvillavicencio@lifepathsystems.org)



## **REQUEST FOR PROPOSAL (RFP) FBS #0129**

### **Financial Budget Software**

#### **Background Information**

Collin County Mental Health Mental Retardation Center d/b/a LifePath Systems (“Center”) was founded in 1986. It is the Local Behavioral Health Authority (LBHA) and the Local Intellectual and Developmental Disabilities Authority (LIDDA) for Collin County, Texas as authorized by the Texas Health and Human Services Commission (HHSC). In addition to its role as Authority, the Center is a provider of behavioral health services and a provider of services for individuals with intellectual or developmental disabilities.

Throughout this RFP, reference to “Center” is assumed to define and include LifePath Systems. Reference to the “vendor” is assumed to include the vendor and any other vendors and/or personnel with which the vendor has elected to partner for purposes of this RFP.

The Center is one of 39 state centers in the State of Texas. More information can be found at [www.lifepathsystems.org](http://www.lifepathsystems.org)

The Center is seeking proposals from a qualified vendor capable of assessing, designing, and fully staffing the implementation of their recommended financial budget software. This includes, but not limited to, providing ongoing technical support and maintenance for all software products and services procured under this RFP.

#### **Scope of Services**

The Center seeks a vendor to provide a single solution for a financial budget software that the Center can evaluate and determine best value for the Center. Management’s goal is to implement a unified system that effectively interacts with our current accounting software, Blackbaud FENXT, to provide additional help with the annual financial budget process. Currently, the Center uses excel templates for budgeting each cost center’s annual budget, the elementary budget module within FENXT and reports available in FENXT. With an annual budget over \$50 million and more than 75 cost centers, the need for better technology has become critical for the budget process.

## Software Requirements

Please describe and give examples of how your software meets the requirements listed below (including, but not limited to):

### Flexibility/System Features

- Does your product allow users to insert their own detail rows within the budget sheet that will roll up to the total account line for budget consolidation?
- Can contributor add notes and comments within a cell of data?
- Describe ease of use from an end-user, admin, and IT perspective and define these system roles.
- Does the product have standalone user security or can existing banner security be leveraged?
- Does product provide customizable field labels and descriptions?

### Workflow Capabilities

- Software's ability to create customized workflows for all budget requests and approval processes.
- Software's ability to track changes and by whom.
- Software's ability to send workflow queue, email notifications to users who have action items.
- Software's ability to provide version tracking.

### Drill-down capability

- Drill down functionality, including description of setup and specific features.
- Human Resources detail and ease of data entry among multiple cost centers

### Data Sources

- Ability to read and write to multiple data sources to include databases, flat files, CSV, API, Power BI, etc.
- Ability to relate and join multiple data sources.
- Ability to create custom key fields to join data.
- Ability to upload spreadsheet with data and use this data for modeling.

### 3rd Party Applications and Integrations

- Who is responsible for building integration?
- What interfaces are required between the product and the Center resources?
- Ability to integrate your software with other third-party solutions Blackbaud FENXT (required) and other software products such as HRIS applications?
- Does product support flat files and/or real time integration?
- Does your product connect directly to SQL Server databases?
- Does your product integrate directly with PowerBI?
- Does your product have a pre-built API? Is there an extra cost to utilize the API?

### Reporting

- Ability to provide budgeting reports prebuilt.
- Ability to provide general finance reports (balance sheet, cash management, profit/loss)
- Ability to provide Grants reports.
- Ability to provide Capital reports.
- Ability to provide KPI reports.
- Ability to provide a customizable reporting dashboard.
- Ability to drag and drop on reports.
- Ability to drill down into reports.
- Ability to provide ad hoc reports.
- Ability to provide analytics reports.
- Ability to automate report distribution.
- Ability to distribute the reports to other users and sharing outside the software's environment.

- Ability to add comments or narratives to reports.
- Ability to provide all required reports during implementation.
- Ability to create standard templates that can be shared and modified for report development.
- Does your product provide a trackable and reportable audit trail of changes by users and admin users?
- Can the data within the product be exported to Excel?
- Does the product provide the ability to automated report distributions?
- Does reporting provide any trend/problem analysis or predictive analytics in the data?

#### **Forecasting**

- Ability to perform multi-year forecasting.
- Ability to perform multiple scenario forecasting.
- Ability to perform benefit calculations.
- Ability to perform human resources forecasting.

#### **Data, Hosting, and Infrastructure**

- Where will data be physically stored?
- Is data stored in multiple, redundant servers?
- Are the data centers adequately tiered?
- Describe the mechanism by which data is secured while at rest.
- Describe the mechanism by which data is secured when transferred from the Center to the vendor location or vice versa.
- What layers of protection are invoked to provide safeguards against a breach or compromise of the data?
- Does your company and the companies which you use to provide services to the Center have data breach insurance?
- Does the vendor perform database auditing? Describe the process.
- How do you determine data ownership?
- Upon contract expiration, what is the disposal/ transfer method for the Center's data?
- In the event you go out of business, what plan do you have in place to provide full access and ownership of data to the Center?
- Please describe your product cloud options.
- Describe if the proposed solution is hosted in a private or public cloud.
- Describe if there is the ability to setup a test (sandbox) environment. Does the customer always have access to this environment while under contract?

#### **Access**

- If the product produces a web-based or online service, what methods and tools are available to assist in producing accessible outputs for the users accessing content?
- Please indicate whether you are full, partial, or non-compliant with WCAG 2.0, Level AA.
- Please indicate whether you are full, partial, or non-compliant with the Americans with Disabilities Act (Section 508).
- What standards do you use when evaluating your product's accessibility support?
- Describe the distinction in your product's administrative accessibility comparative to the consumers' or users' experience.
- Ability to provide mobile friendly functionality, specifically reports.
- Ability to access software from Windows operating systems.
- Ability to access software from a web browser. Please note browser limitations.

#### **Security**

- If SSO via SAML is not supported and user authentication is done locally, how are IDs and passwords maintained within the system and what are the password requirements?
- Do you have a documented security strategy? If yes, please attach.
- Do you conduct security reviews through independent agencies?
- Please provide copy of latest SOC reports, if available.

- Please provide copy of latest HECVAT reports, if available.
- Provide an overview of the administrator’s role in managing access control.
- When was your last IT audit? Please provide reports, if available.
- Software supports multi-factor authentication.
- Software supports single sign-on (“SSO”) options and required protocols.
- Ability to configure role-based security using Active Directory
- Do you offer 192- or 256-bit encryption?
- Does the software have the ability to detect and send alerts about suspicious activity?
- Ability to fully comply with PCI standards.
- Ability to fully comply with FERPA.
- Ability to fully comply with HIPAA.
- Ability to fully comply with GDPR (General Data Protection Regulation)

**Production Support and Customer Service**

- Please describe your technical and functional support options.
- Describe your service level agreements (SLA) and processes, including such items as call-back time, response time for fixes, methods of contact, support hours, and escalation processes.
- Are training resources and documentation available to Center during and post-implementation? (e.g., knowledgebase help, user manuals)
- Provide your problem resolution process diagram.
- Is your support staff located at a call center? If so, where?
- Provide help desk employees’ required qualifications, training, skills, and experience.
- Are reports available for technical support performance, downtime tracking, and updates?
- Do you maintain a website or customer portal for sales and customer support?
- Does your product have User Groups with live interaction and content sharing? Annual conference?

**Software Maintenance Activities**

- Describe in detail how software maintenance is handled.
- Does maintenance include upgrades, technical support, and strategic product roadmaps?
- Describe the process for upgrading and patching and any software maintenance requirements.
- Describe the process and release cycle (frequency) for issuing maintenance releases and patches.
- What is the estimated level-of-effort required to perform an upgrade?
- If database schema extension is required to meet the business need, how does this impact the upgrade/patch process?
- How are customizations and configurations maintained during an upgrade?
- What is the typical down time required for major and minor upgrades?

**Implementation Team and Services**

- Provide a narrative or organizational chart that describes the organization of the proposed project team. Provide information for key project team members, including:
  - -If the offeror has vacant positions, identify the job description and minimum qualifications for staff members to be recruited.
  - -Subcontractors. If an offeror intends to use subcontractors, the offeror must identify in the proposal the names of the subcontractors and the portions of the work the subcontractors will perform. Provide a statement that the offeror will ensure that the subcontractor has or will obtain any required licenses and registrations.
- Please describe your proposed implementation strategy for the software and explain your proposed project management methodology.
- Do you provide a proposed project plan with implementation tasks and project schedule?
- Please provide an estimate of the total required hours for product implementation.

**Value-Added Features**

- Please include any other data or detail, not requested in this document, but that may support the value of overall service.



## Term

The Center anticipates a 1-year contract for services with option of extension for up to three years without price increase. As you evaluate your approach to provide services, you are encouraged to recommend contract options and address the relative advantages and disadvantages of your recommendations. Contract duration must allow early termination without penalties to LifePath Systems in the event the Texas Health and Human Services Commission terminates revenue contracts to the Center. The contract can also be terminated for cause.

## Fee

The following is a guide for splitting the fee into sections that clearly identify the acquisition/start-up costs versus ongoing solution fees. Although it is not intended to be absolute, significant deviations should be closely reviewed.

### A. Fee Matrix

Having examined specifications and requirements of this RFP (including any attachments and published answers to questions), the undersigned proposes to furnish Work upon the pricing terms quoted below:

<b>Deliverable Description</b>	<b>Costs</b>	<b>Comments</b>
Software License or Subscription		
Software Maintenance/Support (specify pricing/coverage levels offered)		
Implementation Services		
Training & Materials		
Third Party Software		
Third Party Software Support		
<b>Total Year 1 Price</b>		



**B. Maintenance Fees**

Responses must clearly articulate the anticipated LifePath Systems internal resources necessary for a successful project. Responses must distinguish between implementation and ongoing support after implementation.

Description	Estimated Costs	Comments
Year 1 – Maintenance & Subscription Fees		
Year 2 – Maintenance & Subscription Fees		
Year 3 – Maintenance & Subscription Fees		

**Submittal Schedule**

Task	Date
RFP Issued	03/30/2023
Questions are due	04/05/2023
Questions answered via addenda	04/07/2023
RFP Submittal Deadline	04/14/2023
Tentative Presentation/Demonstration by selected vendors (3 finalists)	04/17-04/21/2023
Final Vendor Discussions	04/24-04/26/2023
Evaluation Team FINAL RECOMMENDATION to Board of Trustees	04/27/2023
Board of Trustees Approval	04/27/2023
Contract Signed	05/01/2023
Project Start <i>(available project team members)</i>	05/01/2023 (TENTATIVE)

**Proposal Deadline**

Request for proposal packets may be obtained on the Center’s website, [www.lifepathsystem.org/contractingopportunities](http://www.lifepathsystem.org/contractingopportunities). Responses to the Request for Proposal (RFP) must be received by the Center by 3:00 pm CDT April 14, 2023. Proposals will be accepted via electronic mail. Please include the RFP number in the title of your email, your company name and the date sent.

## Proposal Instructions and Format

Along with a copy of your standard contract, which will be subject to review, negotiation, and possible revision, please include the following items in any Proposal submitted in response to this RFP:

1. Company name, address, phone, and email address.
2. Describe your company's background, ownership of your company and list its principal shareholders.
3. Describe your company and how it is organized including its overall size in numbers of employees.
4. Describe the practicing ideas or themes that serve as the central organizing elements of your company's practice as related to the financial budget software.
5. Provide names and titles of key personnel who would be directly responsible for the work.
6. Please submit key reference contact information including telephone numbers, fax numbers and email addresses.
7. Submit an organizational chart for the entire recommended Team for this project as referenced in item 3 above.
8. Describe the process by which you will develop implementation and deployment services for a typical project.
9. Describe your approach to maintenance services that will assure the functional, technical and requirements are satisfactorily addressed.
10. Explain the management tools, techniques, and procedures your team uses to maintain the project schedule between implementation and go live date.
11. Explain your team's procedures for documenting quality control and coordination of the various disciplines of work amongst your company.
12. Describe the company's support services and the advantages to each tier and /or level, if any.
13. Explain, in detail the services provided by your company regarding software education and ongoing training. What methods does your company use.
14. Explain the hosting services, if any, available from your company.
15. Provide (1) verifiable project with Community Mental Health and Individuals with Intellectual/Developmental Disability Center within the past 3 years if available.
16. Explain why you believe your team is the most qualified firm to provide the requested services for this Project.

Proposals are expected to provide complete and detailed descriptions of the vendors' abilities to meet the requirements of this RFP and must be submitted in either MS Word or PDF format.

Questions regarding this RFP must be sent by email prior to close of business (5:00 pm CDT) on 04/07/2023 to: Willy Villavicencio [wvillavicencio@lifepathsystems.org](mailto:wvillavicencio@lifepathsystems.org). Answers to all submitted questions will be posted on the LifePath Systems web site: <https://www.lifepathsystems.org/connectwithus/contracting>

Proposals which do not meet the criteria below will not be evaluated by LifePath Systems.

The proposal must include a cover letter that provides:

- a. RFP Title.
- b. Confirmation that proposed fees are firm and guaranteed for 30 days from the proposal due date
- c. A STATEMENT CONFIRMING THAT YOU HAVE READ, UNDERSTAND, AND AGREE TO THE GENERAL AFFIRMATIONS LOCATED AT:  
<https://www.lifepathsystems.org/wp-content/uploads/2021/05/General-Affirmations.pdf>
- d. Signed by a representative authorized to commit to the terms of the proposal.



The selected vendor will be required to adhere to all Texas contract and confidentiality requirements.

Your response may also contain any narrative, charts, tables, diagrams, or other materials in addition to those called herein; to the extent such additions are useful for clarity or completeness of the response. Attachments should clearly indicate on each page the paragraph in the RFP to which they pertain. The Center will not be liable for any errors in your proposals.

No modifications to your proposal will be accepted except during negotiations initiated by the Center.

The request for proposals and potential inclusion into the demonstration process shall in no way be deemed to create a binding contract or agreement between the respondent and the Center. Upon recommendation of the vendor, the Center will enter into an agreement. If the Center and successful respondent are unable to reach agreement upon a contract, the Center reserves the right to immediately enter into negotiation and agreement with another respondent.

Any verbal communication will be considered unofficial and non-binding regarding this RFP and subsequent award.

Each respondent submitting a Proposal in response to this RFP acknowledges and agrees that the preparation of all materials for submittal to the Center and all presentation, related costs, and travel expenses are the respondents' sole expense as the Center shall not, under any circumstances, be responsible for any cost or expense by the respondent.

The Center shall be allowed to keep any and all materials submitted by the respondents in regard to this RFP. Each respondent agrees to hold the Center harmless against any expenses, damages, and claims arising from or connected with your proposal, including patent, trademarks, copyright, or other intellectual property infringement or misappropriation.

Any media request of the respondents shall be concurrently directed to the Center during the receipt, analysis, selection, and subsequent contract negotiation until said contract is signed and delivered by the Center.

The Center reserves the right to accept or reject any or all proposals, to alter the selection process in anyway, to postpone the selection process for either party's own convenience at any time, and to waive any defects in proposals submitted. The Center reserves the right to issue addenda to this RFP at any time due to the need for clarification, change in schedule, or other reasons the parties so decide. The Center reserves the right to accept or reject any individual sub-consultants that the successful respondent proposes to use.

Your proposal constitutes an offer that remains open and irrevocable for a period of no less than 30 days unless your proposal states otherwise. Proposals after the award are public documents.

## Selection Criteria

The selection and approval of the Proposer will be made in accordance with the Center's competitive bidding and selection process. An evaluation team will evaluate proposals based on the guidelines set forth in this RFP and will present its findings to the Center's Management. The Center reserves the right to request additional information and clarification of any information submitted, including any omission from the original proposal. All proposals will be treated equally regarding this item.

The Center intends to solicit, evaluate, and negotiate proposed terms from qualified Proposers to determine which proposal will serve the best interests of the organization by providing the best value<sup>1</sup>. Once it is determined that a proposal meets the requirements, the Center's evaluation team will score each proposal. In determining best value for the organization, the Center will consider:

1. The purchase price.
2. The reputation of the proposer and of the proposer's goods or services.
3. The quality of the proposer's goods or services.
4. The extent to which the goods or services meet the Center's needs.
5. The proposer's past relationship with the Center.
6. The impact on the ability of the Center to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities.
7. The total long-term cost to the Center to acquire the bidder's goods or services; and any relevant criteria specifically listed in the request for proposals.
8. Rapid integration with Center software applications
9. Rapid, effective implementation and placement
10. Value-added concessions
11. Comprehensive technical support options
12. Government and/or Healthcare Industry experience and references

The Center will review and create a short list of the number of vendors to provide a demonstration their solution. Those vendors that are invited to demonstrate will be expected to have the key project personnel available for demonstration between 04/17-04/21/2023. Times for individual demonstrations will be announced later but respondents will tentatively be provided a block of 60 minutes for presentation and questions. Representatives for the Center will be in attendance for the demonstrations. Demonstrations will be conducted virtually via Microsoft Teams, unless otherwise stated by the Center.



## **Assurances, Certifications, Exhibits and Attachments**

Vendor must submit the Assurance and Certifications and all Attachments requested, to include

Vendor will submit a copy of their standard contract, along with proposal. Label this **(Attachment A)**

Signature Page **(Attachment B)**

Resident/Non-Resident Certification **(Attachment C)**

Assurances Document **(Attachment D)**

Conflict of Interest Questionnaire **(Attachment E)**

Vendor shall review **Texas Administrative Code §412.54(c)** and provide a written response signed by Authorized Individual **(Attachment F)**

Vendor shall review **Texas Health and Safety Code §250.006** and provide a written response signed by Authorized Individual **(Attachment G)**

Form W-9 **(Attachment H)**

Lobbying Certification **(Attachment I)**

Deviation Form **(Attachment J)**

## **Questions or Inquires**

All questions must be submitted electronically no later than 5:00 pm CDT on 04/07/2023.

LifePath Systems

Willy Villavicencio, Purchasing Manager

Email: [wvillavicencio@lifepathsystems.org](mailto:wvillavicencio@lifepathsystems.org)

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**ATTACHEMENT B  
SIGNATURE PAGE**

The attached proposal application is being submitted in response to the **FINANCIAL BUDGET SOFTWARE RFP #0129**. The proposal is a firm offer and shall remain an open offer, valid thirty **(30)** days from the date of this document.

LifePath in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject any and all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.

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Authorized Signature

---

Company Name

---

Typed or Printed Name

---

Street Address

---

Title

---

City, State, Zip Code

---

Telephone Number

---

Fax Number

---

Email



**ATTACHMENT C**  
**RESIDENT/NON- RESIDENT CERTIFICATION**

Contractor must answer the following questions in accordance with the **Texas Government Code §2252.002**, as amended:

- A. Is the Contractor that is making and submitting this bid a “resident Contractor” or a “non-resident Contractor”?

Answer: \_\_\_\_\_ Resident Contractor      \_\_\_\_\_ Non-resident Contractor

- (1) Texas Resident Contractor - A Contractor whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.

- B. If the Contractor is a “Non-resident Contractor”, does the state in which the Nonresident Contractor’s principal place of business is located have a law requiring a Nonresident Contractor of that state to bid a certain amount or percentage under the bid of a Resident Contractor of that state in order for the nonresident Contractor of that state to be awarded a contract on his bid in such state?

Answer: \_\_\_\_\_ Yes \_\_\_\_\_ No      Which state? \_\_\_\_\_

- C. If the answer to Question B is “yes”, then what amount or percentage must a Texas Resident Contractor bid under the bid price of a Resident Contractor of that state in order to be awarded a contract on such bid in said state?

Answer: \_\_\_\_\_

## ATTACHEMENT D ASSURANCES DOCUMENT

The vendor assures the following:

1. All addenda and attachments to the RFP as distributed by the Local Authority and designated by the checklist have been received.
2. No attempt has been or will be made by the vendor to induce any person or vendor to submit or not to submit a Proposal, unless so described in its Proposal.
3. The vendor does not discriminate in its services or employment practices based on race, color, genetic information, religion, sex, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. The vendor accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. The vendor accepts the Center's right to cancel the RFP at any time prior to Contract award.
7. The vendor accepts the Local Authority's right to alter the timetables for procurement that are set forth in the RFP.
8. The Proposal submitted by the vendor has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the vendor has not been knowingly disclosed by the vendor to any other vendor prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. Local Authority has the right to complete background checks and verify information.
12. The individual(s) signing this document and any Contract awarded to vendor is authorized to legally bind the vendor.
13. No employee of the Local Authority and no member of the Local Authority's Board will directly or indirectly receive any pecuniary interest from an award of the proposed Contract to vendor. If the vendor is unable to make the affirmation, then the vendor must disclose any knowledge of such interests. See Attachment F.
14. The vendor is not currently held in abeyance or barred from the award of a federal or state contract.
15. The vendor is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
16. The vendor shall disclose whether any of the directors or personnel of Proposer has either been an employee or a trustee of Local Authority within the past two (2) years preceding the date of submission of the Proposal. If such employment has existed, or at term of office served, the Proposal shall state in an attached writing the nature and time of the affiliations as defined. See Attachment F.
17. The vendor shall identify in an attached writing any trustee or employee of Local Authority who has a financial interest in the vendor or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable. See Attachment F.
18. No former employee or officer of the Local Authority directly or indirectly aided or attempted to aid in procurement of vendor's service.
19. The vendor shall disclose in an attached writing the name of every Local Authority employee and/or member of Local Authority's board with whom the vendor is doing business or has done business during the 365-day period immediately prior to the date on which the Proposal is due. Failure to include such a disclosure will be a binding representation by vendor that the natural person executing the Proposal has



20. no knowledge of any key persons with whom the vendor is doing business or has done business during the 365-day period prior to the immediate date on which the Proposal is due. See Attachment F.
  
21. **Under Section 231.006**, Family Code, the vendor, or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated, and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, "vendor or applicant" shall mean vendor; contract, bid or application shall mean the Proposal; and "this contract" shall mean any Contract awarded to the Successful vendor(s).

\_\_\_\_\_  
Signature of Applicant or Applicant's Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title (if applicable)

**ATTACHMENT E  
CONFLICT OF INTEREST QUESTIONNAIRE**

Please retrieve CIQ Form from the following website:  
<https://www.ethics.state.tx.us/data/forms/conflict/CIQ.pdf>  
(Attach completed CIQ Form as part of your proposal)

*A signature is required in Box 7 regardless of any other entry on the form.*

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**ATTACHMENT F  
DISCLOSURE OF KINSHIP**

Pursuant to the Texas Administrative Code §412.54(c)

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**ATTACHMENT G  
NOTICE OF FELONY CONVICTION**

Pursuant to the [Texas Health and Safety Code §250.006](#)

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**ATTACHMENT H  
FORM W-9  
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

Vendors are to complete a W-9 Form and submit with Proposal Documents.

<http://www.irs.gov/pub/irs-pdf/fw9.pdf>





**ATTACHMENT I  
LOBBYING CERTIFICATION**

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 an 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 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 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 sub awards at all tiers (including subcontracts, 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.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print name of Authorized Individual

\_\_\_\_\_  
Title of Authorized Individual

\_\_\_\_\_  
Organization Name



## ATTACHMENT J DEVIATION FORM

All deviations to this RFP must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective vendor assures LifePath of their full agreement and compliance with the Specifications and Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective Vendor's commitment to the provisions of the RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Proposal must be expressly stated in the Deviation Form. Use an additional copy or page if needed.

**THIS DEVIATION FORM MUST BE SIGNED AND SUBMITTED WITH THE RFP BY EACH PROSPECTIVE VENDOR/CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT. IF NO DEVIATIONS, NOTE: NONE**

Reference Specifications, Terms and Conditions and Page Number	Deviation

\_\_\_\_\_  
**Company Name**

\_\_\_\_\_  
**Authorized Signature**

\_\_\_\_\_  
**Date**



## NOTICE "NOT TO PARTICIPATE" FORM

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled due date and time on the Proposal.

- Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following services so that we may submit bids/proposal at a later date:

**Services:**

\_\_\_\_\_

- Our Company has chosen NOT to submit a Proposal at this time but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

**Reason:**

\_\_\_\_\_

- Please REMOVE our Company name from all LifePath Systems lists until further notice.

CompanyName: \_\_\_\_\_

Representative: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_

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Authorized Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_