



PROCUREMENT

The UNIVERSITY of OKLAHOMA

**SOLICITATION
 BID PROPOSAL COVER SHEET**

Solicitation Title:

Solicitation Number:

Bidders are required to submit this Bid Proposal Cover Sheet (“Bid Proposal”). Capitalized terms used in this Bid Proposal shall have the same meaning as defined in the Solicitation, including without limitation, the Definitions.

Bidder Information			
Bidder Name:			
Bidder Contact:			
Address:			
Contact Tele:			
Contact Email:			
OU Vendor ID:			
Okla. Sales Tax Permit:			
Oklahoma Registration:	<input type="checkbox"/> Yes <input type="checkbox"/> No	No.	

CERTIFICATION REGARDING DEBARMENT

Bidder certifies that neither it, its principles, nor Supplier Parties performing services arising from this Solicitation or resulting Contract or Contract Documents are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions (defined as not being eligible to receive federal funds) by any Governmental Authority.

CERTIFICATION REGARDING CONFLICTS OF INTEREST

Bidder certifies that neither the Bidder nor a Bidder Party (i) paid, gave, or donated or agreed to pay, give, or donate to any University Party (including their family members) or employee or elected officer of the State of Oklahoma any money or other thing of value, either directly or indirectly, in procuring the Solicitation or resulting Contract or (ii) improperly exerted or attempted to influence any University Party involved in this Solicitation or who has authority over any decision involving this Solicitation to breach, circumvent, evade, or avoid any Law or University policy or process. Bidder also certifies that no person who has been involved in the development of this Solicitation or resulting Contract while employed by the University or the State of Oklahoma shall be employed by the Bidder to fulfill any of the services provided for under said Contract.

**CERTIFICATION OF COMPETITIVE BID AND CONTRACT
(Non-Collusion Certification)**

Bidder certifies that neither it nor anyone subject to the Bidder’s direction or control, including Bidder Parties, has been a party to (i) any collusion among Bidders or Suppliers in restraint of freedom of competition by agreement to bid or contract at a fixed price or to refrain from bidding or contracting, (ii) any collusion with any University or state official or employee as to the quantity, quality or price in the prospective contract, or as to any other terms of the prospective contract, nor, (iii) any discussions between Bidders or Suppliers and any University or state official or employee concerning the exchange of money or other things of value for special consideration in connection with the prospective contract.

BIDDER QUESTIONS

Please respond to the following questions. If you answer “Yes” to any questions, please provide a description of the event or matter, action taken by your company to resolve any issues, the current status, and any other relevant information.

- Each “Yes” answer must be documented on a separate sheet. You may provide supporting documentation.
- Failing to respond to questions or providing incorrect or insufficient information can serve as a basis for disqualifying or rejecting the Bid.
- Responses will be used in evaluating the Bid. A “yes” answer, by itself, does not mean a Bidder is automatically disqualified or rejected.
- You may limit your responses to the last five (5) years.
- Questions seeking information concerning owners, officers, or partners include key employees or individuals with authority to sign, execute, or approve bids, proposals, or contracts.

1.	Have you done business with or contracted with the Board of Regents of the University of Oklahoma, including its constituent entities, or the State of Oklahoma, including its political subdivisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	Has your company or affiliates received any formal unsatisfactory performance assessment(s) from any local, state, or federal agency, entity, or organization on any contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	Has your company, or any company that your company’s owners, officers, or partners are affiliated or associated with, initiated or threatened to initiate litigation or arbitration against the Board of Regents of the University of Oklahoma, including its constituent entities, or the State of Oklahoma, including its political subdivisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	Has your company, or any company that your company’s owners, officers, or partners are affiliated or associated with, been debarred, suspended, disqualified, removed, or otherwise prevented from bidding on, or completing, any local, state, or federal contract for any reason?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	Has any claim against your company concerning your company’s work or service on any local, state, or federal contract been filed in court or arbitration?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Has your company or any of its owners, officers, or partners been the subject of an investigation, whether open or closed, by any state or federal agency, entity, or organization for a civil or criminal crime (including being the subject of an indictment, receiving grants of immunity, judgments, deferred sentences, plea bargains, and convictions)?	<input type="checkbox"/> Yes <input type="checkbox"/> No

7.	Has your company or any of its owners, officers, or partners ever been found liable in a civil suit or found guilty in a criminal action for making any false claim or material misrepresentation to any local, state, or federal agency, entity, or organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	Has your company or any of its owners, officers or partners ever been convicted of a crime involving any federal, state, or local laws or regulations relating to sexual harassment or discrimination or been <u>found liable</u> in a civil suit involving federal, state, or local laws or regulations relating to sexual harassment or discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No
9.	Has your company or any of its owners, officers, or partners ever been convicted of a federal or state crime of fraud, theft, moral turpitude, or any other act of dishonesty?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Has the federal Occupational Safety and Health Administration, the National Transportation Safety Board, Federal Aviation Administration, or similar local, state, or federal agency, entity, or organization investigated your company or assessed penalties against your company for any “serious,” “willful” or “repeat” violations of safety or health regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Has your company been investigated or found in violation of any employment or labor laws or regulations enacted by any local, state, or federal agency or entity?	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Has your company, including employees who will or may perform any work or provide other services to the University, been disciplined, or investigated by a professional licensure or permitting agency, entity, or organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Does your company, or any of its subsidiaries or affiliates, currently boycott (i) goods or services from Israel or (ii) energy companies, or plan to boycott energy companies during the term of any contract with the University?	<input type="checkbox"/> Yes <input type="checkbox"/> No
13.	Has your company failed to file any tax returns or required filings with any local, state, or federal agency, entity, or organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
14.	Have any of your company’s owners, officers, or partners, been employed by or held elected or appointed positions with the Board of Regents of the University of Oklahoma, including its constituent entities, or the State of Oklahoma, including its political subdivisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No
15.	Does anything in your company’s current financial and legal status, including credit rating, any pending judgment or litigation, or any real or potential financial reversal, have the potential to significantly affect the company’s ability to perform the work under this Solicitation throughout the contract term, including renewals?	<input type="checkbox"/> Yes <input type="checkbox"/> No
16.	Do any of your company’s owners, officers, or partners, have family members currently employed by or hold an elected or appointed positions with the Board of Regents of the University of Oklahoma, including its constituent entities, or the State of Oklahoma, including its political subdivisions?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Please provide the following documents. If you cannot provide any of the documents below, please provide your basis or reason for not including the documents.

1.	Certificate of Incorporation or equivalent document
2.	Corporate or Organizational Bylaws
3.	Board of Directors Profile, if applicable
4.	List of key personnel performing work under the Solicitation and Contract
5.	Current organizational chart
6.	Audited financial statements, financial reviews, or internal financials and findings for the last three (3) years
7.	Certificate of Liability Insurance Coverage or other document evidencing continuing coverage for the last three (3) years

If you are exempt from the Workers' Compensation Act, select this box and attach a signed statement that provides specific details supporting the exemption you are claiming from the Workers' Compensation Act (Note: Pursuant to Attorney General Opinion #07-8, the exemption from 85 O.S. 2011, § 311 applies only to employers who are natural persons, such as sole proprietors, and does not apply to employers who are entities created by law, including but not limited to corporations, partnerships and limited liability companies.)

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PROCUREMENT

The UNIVERSITY *of* OKLAHOMA

BIDDER ATTESTATION

1. I am a duly authorized agent of the above-named Bidder. I am fully aware of the facts and circumstances surrounding this Solicitation, preparing the Bid to which this statement relates, and have been personally and directly involved in the events leading to the submission of this Bid.

2. I affirm and attest that I have personal knowledge of the above-named Bidder's debarment status and responses to questions, have performed the appropriate due diligence to make this certification, and certify, to the best of my knowledge, that the foregoing certifications, statements, and responses are true and correct.

3. I have reviewed all parts of the Solicitation, including, without limitation, the Solicitation Packet, Instructions, General Terms, Insurance Requirements, and Definitions, and (i) agree that the foregoing are incorporated by reference and (ii) unless amended as set forth therein, form a part of this Solicitation to which I am responding.

4. By submitting this Bid Proposal, the above-named Bidder makes a binding offer to the University as set forth in the Solicitation and this Bid Proposal. This Bid Proposal conforms with the Instructions.

Name
Title

Date

State of _____)

) ss

County of _____)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public (or Court Clerk or Judge)

Commission No.:

Commission Expiration: