

**Attachment A – Cover Sheet****NAME OF ENTITY SUBMITTING PROPOSAL:** \_\_\_\_\_**BUSINESS ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_**Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ **Website:** \_\_\_\_\_**Years in Business:** \_\_\_\_\_ **DUNS Number:** \_\_\_\_\_ **FEIN Number:** \_\_\_\_\_**Member(s) of firm assigned to this project: List all key individuals**

Name and Job Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Name and Job Title: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Name, title and contact information of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the Respondent:****Name and Title:** \_\_\_\_\_**Phone:** ( ) \_\_\_\_\_ **Fax:** ( ) \_\_\_\_\_ **Email:** \_\_\_\_\_

I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined RFP# 19-502-001, that this firm, acknowledges and accepts the terms and conditions of this RFP by tendering an offer to CSB; that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 90 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services and required documentation described in the proposal.

\_\_\_\_\_  
Signature of Authorized Representative\_\_\_\_\_  
Date\_\_\_\_\_  
Printed Name and Title**CSB USE ONLY**

Date Received: \_\_\_\_\_

Time Received: \_\_\_\_\_

Received By: \_\_\_\_\_