**APPENDIX A**

**PROPOSAL COVER PAGE**

**RFP# NHJB-2023-03**

**Transcription Services**

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| --- | --- |
| **Bidder’s Organization Name:** |  |
| **Chief Executive - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Headquarters Street Address:** |  |
| **Headquarters City/State/Zip:** |  |
| ***(Provide information requested below if different from above)*** |
| **Lead Point of Contact for Proposal - Name/Title:** |  |
| **Tel:** |  | **E-mail:** |  |
| **Local Office Street Address:** |  |
| **Local Office City/State/Zip:** |  |

* This proposal and the pricing contained therein will remain valid for hundred and eighty (180) days following the deadline for submission of Proposals in Schedule of Events contained in the RFP, or until the effective date of any resulting Contract, whichever is later.
* No personnel currently employed by the NHJB or any NH State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder’s proposal.
* No attempt has been made, or will be made, by the Bidder to induce any other person or firm to submit or not to submit a proposal.
* The above-named organization is the legal entity entering into the resulting agreement with the NHJB should they be awarded the contract.
* The undersigned is authorized to enter contractual obligations on behalf of the above-named organization.

*To the best of my knowledge, all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.*

|  |  |
| --- | --- |
| **Name (Print):** | **Title:** |
| **Authorized Signature:** | **Date:** |

**APPENDIX B**

**DEBARMENT AND NON-COLLUSION CERTIFICATION**

**RFP# NHJB-2023-03**

**Transcription Services**

*By signing this document, I certify to the best of my knowledge and belief that the aforementioned organization, its principals and any subcontractors named in this proposal:*

1. *Have not, within the past 2 years, been convicted of, or pleaded guilty to, a violation of RSA 356:2, RSA 356:4, or any state or federal law or county or municipal ordinance prohibiting specified bidding practices, or involving antitrust violations, which has not been annulled;*
2. *Have not been prohibited, either permanently or temporarily, from participating in any public works project pursuant to RSA 638:20;*
3. *Have not previously provided false, deceptive, or fraudulent information on a vendor code number application form, or any other document submitted to the state of New Hampshire, which information was not corrected as of the time of the filing of a bid, proposal, or quotation;*
4. *Are not currently debarred from performing work on any project of the federal government or the government of any state;*
5. *Have not, within the past 2 years, failed to cure a default on any contract with the federal government or the government of any state;*
6. *Are not presently subject to any order of the department of labor, the department of employment security, or any other state department, agency, board, or commission, finding that the bidder is not in compliance with the requirements of the laws or rules that the department, agency, board, or commission is charged with implementing;*
7. *Are not presently subject to any sanction or penalty finally issued by the department of labor, the department of employment security, or any other state department, agency, board, or commission, which sanction or penalty has not been fully discharged or fulfilled;*
8. *Are not currently serving a sentence or is subject to a continuing or unfulfilled penalty for any crime or violation noted in this section;*
9. *Have not failed or neglected to advise the division of any conviction, plea of guilty, or finding relative to any crime or violation noted in this section, or of any debarment, within 30 days of such conviction, plea, finding, or debarment;*
10. *Have not been placed on the debarred parties list by the NH Department of Administrative Services pursuant to RSA 21-I:11-c within the past year;*
11. *Have not been convicted of wage theft of its employees within the past 2 years;*
12. *Have not been convicted of a felony level offense involving worker safety practices within the past 2 years; or*
13. *Have not been found guilty, within the last 2 years, of misclassification of workers as independent contractors, in violation of department of labor standards and the definition of employee in RSA 281-A:2.*

*I further certify that: the Proposal submitted in response to this RFP, the prices, terms and conditions, and Work quoted have been established without collusion with other vendors and without effort to preclude the NHJB from obtaining the best possible competitive Proposal. The above-mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

**Failure to provide this certification may result in the disqualification of the Bidder’s proposal, at the discretion of the NHJB.**

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| --- | --- |
| Name (Print): | Title: |
| Authorized Signature: | Date: |