

FORM 8.1
CONTRACTOR/SUB-GRANTEE ASSURANCES FORM

Purpose: Clark County Department of Job & Family Services (CCDJFS) requires the following information on Contractors/Sub-grantees who submit proposals or bids in response to Requests for Proposals (RFPs) or other competitive opportunity in order to facilitate the development of the agreement (or finalization of a purchase) with the selected Contractor/Sub-grantee. County reserves the right to reject any proposal if this information is not provided fully, accurately, and by the deadline set by County. Further, some of this information (as identified below) **must** be provided in order for County to accept and consider a proposal/bid. **Failure to provide such required information will result in the proposal's immediate disqualification.**

Instructions: Provide the following information regarding the Contractor/Sub-grantee submitting the proposal or bid. Contractors/Sub-grantees must print this attachment, complete and sign it and include it in their proposals. It is mandatory that the information provided is certified with an original signature from a person with authority to represent the Contractor/Sub-grantee. Contractors/Sub-grantees are to provide this completed and signed form as a component of their original proposal, according to instructions in the RFP for proposal/bid composition.

Contractors/Sub-grantees must provide all information

1. CCDJFS RFP #:	2. Proposal Due Date:
3. Contractor/Sub-grantee Name: (legal name of the Contractor/Sub-grantee – person or organization – to whom contract/purchase payments would be made)	4. Contractor/Sub-grantee Federal Tax ID #: (this number MUST correspond with the name in Item #3)
5. Contractor/Sub-grantee Corporate Address:	6. Contractor/Sub-grantee Remittance Address: (or "same" if as same as Item #5)
7. Print or type information on the Contractor/Sub-grantee representative/contact person <u>authorized to answer questions on the proposal/bid:</u> Contractor/Sub-grantee Representative: Representative's Title: Address: Phone #: Fax #: E-Mail:	
8. Print or type the name of the Contractor/Sub-grantee representative <u>authorized to address contractual issues, including the authority to execute a contract on behalf of the Contractor/Sub-grantee, and to whom legal notices regarding contract termination or breach, should be sent</u> (if not the same individual as in #7, provide the following information on each such representative and specify their function): Contractor/Sub-grantee's Representative: Representative's Title: Address: Phone #: Fax #: E-Mail:	

I recognize that I must give assurances for each item below. If I cannot, I will explain why the assurances were not met or this proposal will be automatically rejected. The assurances are:

1. I am authorized by my Board of Directors, Trustees, other legally qualified officer, or as the owner of this agency or business to submit this proposal.
2. We are not currently on any Federal, State of Ohio, or local Debarment List.
3. We included in our proposal a copy of our most recently completed financial audit confirming that we are fiscally solvent.
4. We have, or will have: all of the fiscal control and accounting procedures needed to ensure that contract funds will be used as required by law and the contract or sub-grant agreement.
5. We have additional funding sources and will not be solely dependent on any funds awarded as a result of this RFP.
6. We will meet all Contractual Requirements stated in Section 3.4 of this RFP.
7. **We will meet all applicable Federal, State and Local compliance requirements.** These include, but are not limited to:
 - Records accurately reflect actual performance.
 - Maintaining record confidentiality, as required.
 - Reporting financial, participant, and performance data, as required.
 - Complying with Federal and State non-discrimination provisions.
 - Meeting requirements of **Section 504 of the Rehabilitation Act of 1973.**
 - Meeting all applicable labor laws, including Child Labor Law standards.
 - Drug Free Workplace

We will not:

- Use contract funds to assist, promote or deter union organizing.
- Use contract funds in the construction, operation or maintenance of any part of a facility to be used for sectarian instruction or religious worship.

I hereby assure that all of the above are true:

Signature

Date

Name (printed)

Title