

Clark County Department of Job & Family Services
By and through the authority of the Board of Clark County Commissioners

REQUEST FOR PROPOSALS

RFP: 23-SFY-04

FOR: IV-D Service of Process Services

Program Dates: January 1, 2023 through December 31, 2023

Release Date: December 9, 2022

Response Due Date: December 27, 2022 at 10:00 a.m. EST

The Board of Clark County Commissioners (“Board”) is seeking quotes and intends to award a single contract with service provider who can provide services for eligible IV-D cases within Clark County to personally serve parties with notice of actions being taken by the Child Enforcement Agency (CSEA), a part of the Clark County Department of Job & Family Services (“Department”) at 1345 Lagonda Avenue Springfield, Ohio 45503, and the courts. Department will administer the contract once executed by all parties. Interested vendors are required to follow the procedures outlined below. A sample IV-D contract and contract security addendum can be viewed online ([click here](#)). There will be no changes to the contract unless agreed upon by all parties. Board reserves the right to reject any or all quotes or to waive any defect in a quote which does not materially alter the contract document.

CONTRACT AWARD: The contract will be awarded to the responsible vendor whose quote is most advantageous to Board. A potential vendor’s failure to address all items in its proposal may result in its rejection. Board retains the right to cancel this RFP at any time prior to a contract being awarded. Potential vendors will be notified at the earliest possible opportunity. Only Board has the authority to bind Department into a contract. Since Board maintains binding authority and has the right to refuse any proposal, no costs may be recovered for proposal preparation or any process during RFP process or thereafter.

DATE	EVENT/ACTIVITY
December 9, 2022	Board releases RFP. Q&A period opens. - RFP becomes active. - Proposers may submit inquiries for RFP clarification.
December 20, 2022	Bidders’ Conference at 10:00 a.m. at Clark County Department of Job and Family Services campus in the Reid/Snyder Conference Room, located in Building B.
December 21, 2022	Q&A Period Closes 9:00 a.m. (for inquiries for RFP clarification). - No further inquiries for RFP clarification will be accepted.
December 22, 2022	CCDJFS provides Final Question & Answer document.
December 27, 2022	Deadline for Proposers to Submit Proposals to Department (10:00 a.m. EST). - This is the proposal opening date, beginning of the CCDJFS process of review. - Late proposals will NOT be accepted.
December 29, 2022	Letter of intent to award contract agreements issued by CCDJFS. - All Proposers notified.
January 1, 2023	Service provision begins.

EVALUATION: Potential vendors will be evaluated based on, in order of importance:

1. Demonstration of Experience;
2. Completeness of all required information and forms requested in this RFP;
3. Ability to meet County insurance requirements;
4. Unit Cost; and
5. Business references

Vendors may be disqualified for failure to meet any of the above requirements. Proposals will be evaluated on all five (5) criteria. The contract will be awarded to the vendor who is the most responsive and responsible bidder to perform the requested service.

Board reserves the right to reject any proposals in which the potential vendor takes exception to the terms and conditions of the RFP; fails to meet the terms and conditions of the RFP, including but not limited to, the standards, specifications, and requirements specified in the RFP; or submits prices that the contracting authority considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the contracting authority. Board reserves the right to reject any and all proposals, in whole or in part, received in response to this request. Board may waive minor defects in the RFP that are not material when no prejudice will result to the rights of any proposer or to the public. Board may, at its sole discretion, waive minor errors or omissions in proposers' proposals/forms when those errors do not unreasonably obscure the meaning of the content.

Board reserves the right to request clarifications from proposers regarding any information in their proposals/forms and may request such clarification as it deems necessary at any point in the proposal review process. Any such requests for proposal clarification when initiated by Board, and proposers' verbal or written response to those requests, shall not be considered a violation of the communication prohibitions contained in this RFP. Such communications are expressly permitted when initiated by Board but will be initiated at the sole discretion of Board.

INQUIRY PERIOD: Vendors shall contact Contract Development at Clark_Contract_Development@jfs.ohio.gov with any questions regarding this RFP. If the question is submitted via email, the subject line of the email must be "23-SFY-04 IV-D Service of Process Services," in order to ensure timely receipt of all questions. The inquiry period opens upon release of the RFP and closes at **9:00 a.m. on Wednesday, December 21, 2022**. Department reserves the right to disregard any questions that are not properly or timely submitted. Board may conduct discussions with potential vendors who submit proposals for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of, and responsiveness to, the requirements specified in the RFP.

Who may ask questions?	Potential proposers may ask clarifying questions regarding this RFP.
When and how can I ask a question?	Potential proposers may ask clarifying questions regarding this RFP via email during the Inquiry Period.
To whom do I address the question?	A potential proposer must submit all questions in writing, via email to Clark_Contract_Development@jfs.ohio.gov it must be received prior to the closing time and date for the Inquiry Period.
How do I correctly ask a question? ¹	To ensure timely receipt of all questions, "IV-D Service of Process- Request for Clarification" must be written in the subject line of emailed questions.

¹ Board reserves the right to disregard any questions that are not properly titled.

	<p>Questions about this RFP must reference the relevant part of this RFP.² Please provide the heading and the page number of the RFP where the provision can be found.</p> <p>The potential proposer must include the name of a representative to contact, the company/organization name, and business phone number and email address of representative</p>
How will my answer be returned?	<p>Potential proposers will not receive personalized or individual email responses to their properly submitted individual questions.</p> <p>Board responses to all questions asked via email will be posted on the Internet website dedicated to this RFP or mailed (if properly requested by the potential proposer), for reference by all potential proposers. Clarifying questions asked and Board responses to such questions comprise the “Q&A Document” for this RFP</p> <p>Responses will include the relevant page number, heading, and provision in question. Proposals in response to this RFP are to take into account any information communicated by Board in the Final Q&A Document for the RFP.</p>
Can I view previous RFP’s and Proposals for this Program?	<p>Yes. Requests from potential proposers for copies of previous RFPs, past proposals, score sheets, or contracts for this or similar past projects, are Public Records Requests (PRRs), and are not clarification questions regarding the present RFP. PRRs submitted in accordance with Department policy (available upon request or online [click for Public Records Notice and Public Records Policy]) will be honored. The posted time frames for Board responses to email questions for RFP clarification do not apply to PRRs. Potential proposers who choose to rely on responses to public records requests when preparing their proposals do so at their own risk.</p>
IMPORTANT	<p>There is an established time period for the Q&A process (see Section 1.3). “Department Q&A document” will only answer those questions properly submitted within the stated time frame for submission of potential proposers’ questions, and which pertain to issues of RFP clarity, and which are not requests for public records. Board is under no obligation to acknowledge incorrectly submitted questions.</p>

COMMUNICATION PROHIBITIONS: From the issuance date of this RFP until the date Board awards a contract there may be no communications regarding the RFP between any potential proposer and any employee of Clark County, or any other individual regardless of their employment status, who is in any way involved in the development of the RFP or the selection of Contractor.

The only exceptions to this prohibition are as follows:

1. Communications conducted pursuant to Inquiry Period;
2. For the purpose of conducting necessary business arising from a pre-existing or on-going business relationship with Board;
3. As part of any proposer interview process initiated by Board, which Board deems necessary in order to make a final selection;
4. Potential proposers may request that the RFP and all posted RFP documents be sent via U.S. mail;
5. Any Public Records Request (PRR) made through Department;
6. Notification of any changes or announcements related to this RFP through Department vendor notification list; and
7. A public meeting of The Board of Clark County Commissioners at which the award of a contract, pursuant to this RFP has been placed on the agenda for discussion.

² Board will disregard any questions which do not appropriately reference a RFP provision or location, or which do not include identification for the originator of the question. If Board determines that a question cannot be resolved by reference to any section of the RFP, Board may, at its discretion, make necessary additions or changes to the RFP by addendum or amendment. Board will not respond to any questions received after 9:00 a.m. on the date the Q&A period closes.

***Important Note:** Amendments to the RFP or to any documents related to it will be accessible to interested potential proposers through the original web page established for the RFP. All interested potential proposers must refer to that web page regularly for amendments or other announcements. It is the affirmative responsibility of interested potential proposers to be aware of and fully respond to all updated information posted on this web page or provided by U.S. Mail when previously requested by proposer. Potential proposers without access to the web page established for the RFP may request that amendments to the RFP or related documents be sent to them by via email by contacting Clark_Contract_Development@jfs.ohio.gov.

Board is not responsible for the accuracy of any information regarding this RFP that was obtained or gathered through a source not authorized for this RFP. **Any attempts at prohibited communications by potential proposers shall result in the disqualification of those providers' proposals and shall prohibit the potential provider from entering into any contractual relationship with Board for services requested through this RFP for the duration of the RFP period. A proposer may also be disqualified for failing to take reasonable steps to prevent its employees, agents, and business associates from making communications that would be prohibited if made directly by that provider's authorized representatives.**

BIDDER'S CONFERENCE: "Bidder's Conference" has been scheduled for Tuesday, December 20, 2022 at 10:00 a.m. at the Clark County Department of Job and Family Services campus, 1345 Lagonda Avenue, Springfield, Ohio 45503. The Bidder's Conference will be held in the Reid/Snyder Conference Room, located in Building B. Department staff will respond to questions regarding the requirements of the RFP. Questions asked at the conference and the **final** responses will be included in the Q&A document. The Q & A period closes at 9:00 a.m. on December 21, 2022.

While attendance is not mandatory, Board strongly encourages potential proposers to attend this conference. **Please bring your copy of the RFP.**

INSURANCE REQUIREMENTS: Interested vendors must meet Board insurance requirements in order to be considered an eligible vendor (see page 6 of response forms below).

BUSINESS REFERENCES: Interested vendors' proposals shall include a list of at least two (2) agencies or organizations with which it has had contracts, agreements, or professional business relationships for service of process services within the past two (2) years. The contracts or relationships must not have been terminated prior to the end date due to poor performance and/or acts of negligence. This list shall include the name and phone number of a contact person who is familiar with the vendor's job performance. Board may verify the vendor's experience based upon the business references submitted and any other sources which Board deems appropriate.

DEMONSTRATION OF EXPERIENCE: Interested vendors shall submit with its' proposal demonstration of previous experience in delivering this, or similar, services. Vendor shall include descriptions and examples of at least two (2) projects or contracts that demonstrate appropriate experience.

HOW TO SUBMIT A PROPOSAL: Vendor shall prepare a written proposal statement that addresses how all parts of the Scope of Work section below will be provided, and complete the six (6) page response sheet and included forms listed below. The forms can be completed electronically and printed for signature, or printed and completed by hand.

In its written statement, vendor shall indicate all-inclusive per-unit pricing for all categories specified below. No costs other than those specified in the vendor's proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed. Unit rate must be all-inclusive to provide one successful service or process including mileage. Vendor must make a minimum of three (3) attempts to service IV-D paperwork before determining service is failed.

CATEGORY	PRICE
Unit Rate for one successful service of process	

Return the statement of work, pricing, and all required forms electronically via e-mail to Clark_Contract_Development@jfs.ohio.gov, on or before **10:00 a.m. EST on Tuesday, December 27, 2022**. The subject line must read: "PROPOSAL ENCLOSED FOR RFP #23-SFY-04 SUBMITTED BY [PROPOSER'S NAME HERE]." Vendors not capable of providing their submission electronically, please mail or hand deliver to: Clark County Department of Job & Family Services, Attn: Contract Development, 1345 Lagonda Avenue, Building C, Springfield, Ohio 45503. The hard copy shall be submitted in a sealed envelope and labeled: "PROPOSAL ENCLOSED FOR RFP # 23-SFY-04 SUBMITTED BY [PROPOSER'S NAME HERE]." Late proposals will NOT be accepted. Board is not responsible for proposals incorrectly addressed or for proposals delivered to any location other than the e-mail address specified above.

SCOPE OF WORK

The selected vendor will provide Service of Process for IV-D cases within Clark County of actions that are being taken that have been scheduled or filed by Child Enforcement Agency (CSEA) and the courts.

CONTRACT TERM: One-year initial term; up to one additional one-year extension by and through written amendment executed by, and at the discretion of, Board.

POSITION TITLE: Process Server for CSEA cases

HOURS OF SERVICE:

Services are requested for the period of January 1, 2023, through December 31, 2023. The CSEA and the Contractor agree to make all reasonable efforts to provide service between the hours of 12:00 A.M. and 11:59 P.M. on the following days Sunday through Saturday with the exception of the following days: legally designated holidays, and any other days designated by the Board.

PRICING: Unit rate must be all-inclusive to provide one successful service or process including mileage.

- Make a minimum of three (3) attempts to service IV-D paperwork before determining service is failed.

Target Population:

All customers are referred by Child Support Enforcement Agency and Domestic Relations Court; including Adult and Juvenile divisions.

Selected vendor will:

- Travel throughout Clark County, by automobile to service individuals with summonses as requested by the Clark County Child Support Enforcement Agency (CCCSEA) legal staff. Generally, service will be attempted on three (3) separate occasions with at least 24 hours between each attempt.
- Coordinate with CCCSEA and local courts for the collection and return of legal documents within set timeframes.
- Actively communicate with the CCCSEA when additional location information is needed to obtain service.
- Prepare and maintain records pertaining to the service of said legal documents (time, place and manner) and any other detailed records, including the creation and maintenance of logs and daily activities as required by the CCCSEA.
- Comply with the Ohio Rules of Civil Procedure, Rules 4-5.
- Demonstrate an in-depth understanding of how to provide these services effectively with the designated target population.

- Have the capacity to provide the proposed services immediately following contract approval.
- Have the necessary skills to develop and utilize various methodologies to track program results and specific outcomes.

VENDOR SELECTION: After proposals are reviewed per EVALUATION section above, a recommendation will be made to Department Director to award a contract to one vendor. Director will make a final selection to recommend to Board, and may consider proposal quality, reasonableness and appropriateness of proposed budget, funding available, and past contract/subgrant performance. Board reserves the right to accept or reject Director’s recommendation. All vendors to submit a proposal will receive a Letter of Intent or Non-Award at the email address provided on the Response Sheet, regardless of vendor selected.

PROTESTS: Any potential or actual proposer may file a protest on any matter relating to the process of soliciting the proposals or on the belief that Department has not followed procedures outlined in this RFP.

Such a protest must comply with the following guidelines:

1. Protests shall be in writing and shall contain the following information:
 - a. The name, address, and telephone number of the protestor;
 - b. The program name and number of the RFP being protested;
 - c. A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - d. A request for a ruling by Department;
 - e. A statement as to the form of relief requested from Department; and
 - f. Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest;
2. A protest shall be considered timely if received within the following periods:
 - a. A protest based on alleged improprieties or events about which the protestor knew or could have reasonably discovered, prior to the closing date for receipt of proposals, shall be filed no later than the deadline for receipt of proposals.
 - b. If the protest relates to the PRT’s or the Director’s recommendation to award a contract or to reject any or all proposals, the protest shall be filed no later than 9 a.m. of the seventh (7th) calendar day after the issuance of the notification of Intent to Award the contract or the notification of Intent to Reject all proposals, whichever is applicable.
3. An untimely protest may be considered by Department if it determines that the protest raises issues significant to Department’s procurement system. An untimely protest is one received by Department after the time periods set forth in Item 2 of this section.
4. All protests must be filed at the following location via email to:

Virginia K. Martycz, Ph.D., Director
virginia.martycz@jfs.ohio.gov

5. When a timely protest is filed, a contract award shall not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless Board determines that a delay will severely disadvantage Board. Proposer(s) who would have been awarded the contract(s) shall be notified of the receipt of the protest.
6. Board shall issue written decision on all timely protests and shall notify any provider who filed an untimely protest as to whether or not the protest will be considered.
7. Proposers who choose to rely on responses to public records requests when preparing their protests do so at their own risk.

LIMITATIONS:

The award of a contract is contingent upon the approval of Board. No contract shall be valid and legal until it has been approved and executed, in signature, by Board.

This RFP does not commit Board to award a contract or to pay any cost incurred in the preparation of a proposal. Board reserves the right to accept or reject any or all proposals received, to negotiate services and cost with proposers, and to cancel in part or in its entirety this RFP.

Board will review each proposal with respect to price, proposer's administrative and programmatic capabilities, and conformance to the RFP criteria. Board may reject all responses if proposed rates are unreasonable or if proposers do not meet the RFP acceptance criteria. All proposals submitted in response to the RFP will become the property of Board.

Proposal selection does not guarantee that a contract for services will be awarded. Board reserves the right to terminate the negotiation process in the event that negotiations fail with proposer whose proposal is selected and/or issues arise during negotiations that prevent Board from entering into a contract with that proposer. If this happens, Board, in its sole discretion, reserves the right to: (1) select the next highest rated proposer that responded to the RFP or (2) cancel and/or reissue the RFP.

Proposer(s) selected will be required to agree to the terms of the Sample Contract included on the website dedicated to RFP related documents. These terms cannot be modified without authorization from Board.

THE FOLLOWING SIX (6) PAGES MUST BE INCLUDED AS PART OF VENDOR'S RESPONSE.

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RESPONSE SHEET

NAME OF VENDOR:

CONTACT INFORMATION (include name, address, email address, and phone number):

VENDOR'S FEDERAL TAX ID NUMBER (IF APPLICABLE):

THREE PROFESSIONAL REFERENCES (include address, email address and phone):

1.

2.

3.

DEMONSTRATION OF EXPERIENCE (attach additional pages, if necessary):

PLEASE INCLUDE A COPY OF ALL CURRENT LICENSES AND/OR CERTIFICATIONS WITH YOUR PROPOSAL.

Attach additional sheets as necessary to provide accurate information about how your company will fully meet the specifications and provide all services requested by Department.

TOTAL AMOUNT OF PROJECT/AMOUNT OF FUNDING REQUESTED (include any applicable unit rates):

Potential vendors shall indicate pricing for all categories specified below. No costs other than those specified in the proposal will be paid by Department unless agreed to in writing in advance of purchase or work being completed.

CATEGORY	PRICE
Unit Rate for one successful service of process	

Non-Collusion Affidavit

STATE OF _____)

SS:

COUNTY OF _____)

_____, being first duly sworn, deposes

(NAME)

and says that he/she is _____ for

(POSITION)

_____ the party making the fore-

(COMPANY NAME)

going quote, that such quote is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly, with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price of affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Clark County Commissioners or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

AFFIANT

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, _____.

NOTARY PUBLIC

My commission expires _____, _____.

Bidder's Personal Property Tax Statement

(See Section 5719.042, O.R.C.)

STATE OF _____)

ss:

COUNTY OF _____)

I, _____, having been duly sworn, state that I am competent to testify to the following:

(COMPLETE APPLICABLE STATEMENT)

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with_____.

On said date, I owed no personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that I have not been charged with having any delinquent personal property tax owed to said District.

OR

() On _____, I submitted a bid to Clark County, Ohio, to provide the County with_____.

I presently am delinquent in the payment of personal property tax to the Clark County Taxing District, and, after checking with said District, I have personal knowledge that my name appears upon the records of said District as delinquent in the payment of personal property tax as follows:

_____ owed in delinquent taxes, and _____ owed as penalties assessed against said delinquency. As part of the consideration for a contract to perform the above stated bid, I hereby agree that this form be incorporated into said contract to perform work, and further agree that proceeds from said contract shall be paid to Clark County Taxing District in the amount of said delinquent tax and said assessed penalty prior to any payments being made to the bidder or other person under the contract.

DATE

BIDDER

Sworn to and subscribed before me, a Notary Public, on this _____ day of _____, _____.

NOTARY PUBLIC

My commission expires _____, _____.

AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13 OF THE OHIO REVISED CODE

STATE OF OHIO

COUNTY OF _____ SS:

Personally appeared before me the undersigned, as an individual or as a representative of

_____ for a contract for _____
(Name of Entity) (Type of Product or Service)

to be let by the County of Clark, who, being duly cautioned and sworn, makes the following statement with respect to prohibited activities constituting a conflict of interest or other violations under Ohio Revised Code Section 3517.13, and further states that the undersigned has the authority to make the following representation on behalf of himself or herself or of the entity (corporation, business trust, partnership, other unincorporated business [including labor unions], association [including professional associations], estate, or trust):

1. That none of the following has individually made within the previous 24 months and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following individually will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$1,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself;
 - b. any partner or owner or shareholder of the partnership (or other unincorporated business);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section (only applicable to contributions made on or after January 1, 2007).

2. That none of the following have collectively made within the previous 24 months, and that, if awarded a contract for the purchase of goods or services in excess of \$10,000 (aggregated) in a calendar year, none of the following collectively will make, beginning on the date the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions (on or after April 4, 2007) totaling in excess of \$2,000, to any member of the Clark County Board of Commissioners or their individual campaign committees:
 - a. myself
 - b. any partner or owner or shareholder of the partnership (if applicable);
 - c. any shareholder of the association;
 - d. any administrator of the estate;
 - e. any executor of the estate;
 - f. any trustee of the trust;
 - g. any owner of more than 20% of the corporation or business trust (if applicable);
 - h. each spouse of any person identified in (a) through (c) of this section;
 - i. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (g) of this section.

Signature: _____

Title: _____

Sworn to before me and subscribed in my presence this _____ day of _____, 20____

Notary Public: _____

My Commission Expires: _____

CERTIFICATION OF COMPLIANCE WITH COUNTY INSURANCE REQUIREMENTS

The following is a list of required insurance policies:

- a. Worker’s Compensation Insurance as required by Ohio law and any other state in which work will be performed, or letter of exemption.
- b. Commercial General Liability Insurance for a minimum of \$1,000,000 per occurrence with an annual aggregate of at least \$2,000,000, including coverage for subcontractors, if any are used.
- c. Umbrella or Excess Liability* insurance (over and above Commercial General Liability and Auto Liability) with a limit of at least \$2,000,000.
- d. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$1,000,000 Combined Single Limit.
- e. “The Board of Clark County Commissioners” must be named as “Additional Insured” on the policies listed in paragraphs b, c, and d above, as well as the Certificate Holder on all Certificates of Liability insurance.
- f. Professional liability or errors and omissions insurance for a minimum of \$1,000,000 per incident.

*Note: Umbrella/Excess Liability coverage may be waived if the following limits are carried for Commercial General Liability and Auto Liability:

- 1. Commercial General Liability Insurance for a minimum of \$3,000,000 per occurrence with an annual aggregate of at least \$4,000,000, including coverage for subcontractors, if any are used.
- 2. Auto Liability Insurance covering all owned, non-owned and hired vehicles used in connection with the work of Clark County, or its departments, with limits of at least \$3,000,000 Combined Single Limit.

I, _____, certify that I have reviewed the above insurance requirements, and:

(_____) I certify that as an individual/company/organization submitting a proposal, I am able to meet the above insurance requirements.

OR

(_____) I am not able to meet the above insurance requirements, and would like to request a waiver of the following policies:

_____.

The insurance policies currently held by this individual/company/organization are:

_____. A copy of the current insurance policies is attached.

Signed:

Date

Printed Name, Title