



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)
INFORMAL REQUEST FOR QUOTE (IRFQ) NO. 13 05
FOR
INDIVIDUAL PLACEMENT SUPPORT AND SUPPORTED EMPLOYMENT
(IPS/SE)**

Contact Person: Alexandra Arroyo

Phone: 510.383.2764

Email: AArroyo2@acbhcs.org

Responses Due

Thursday January 3, 2013

By 2:00 pm

To

Behavioral Health Care Services (BHCS)

Attn: Alexandra Arroyo IRFQ No. 13-05 IPS/SE

1900 Embarcadero Cove Suite 205

Oakland, CA 94606

BIDDER INSTRUCTIONS:

1. Review all specifications before quoting
2. Submit one clearly marked original and two copies of Bidder Response and one electronic copy of the entire bid on a flash drive.
3. Responses must:
 - a. Conform to the page maximums specified
 - b. Be double-side printed on plain white paper, loose leaf with a clip, without a three-ring binder, unbound
 - c. Be single spaced
 - d. Use 12-point Times New Roman font
 - e. Have one-inch margins around each page
 - f. Conform to the maximum page limits;
 - g. Read [Exhibit A: Bid Form](#) Instructions and use the BHCS provided Bid Form to submit Cost.
 - h. Include [Exhibit B: SLEB Subcontracting Information Sheet](#)
 - i. Include proof of insurance as specified on [Exhibit C: County of Alameda Minimum Insurance Requirements](#)
 - j. Include [Exhibit D: Debarment & Suspension Certification Form](#)
 - k. Include [Exhibit E: Contract Compliance Reporting Requirements](#), only applies to purchases/contracts \$25,000 and over if the prime is not a SLEB or SLEB was not waived. If there is a SLEB subcontractor requirement and the contract is over \$25,000, this exhibit is applicable; and
 - l. Include [Exhibit F: Request for Bid Preference](#). Bidders must meet the definition of a small local or emerging business (SLEB to participate in this informal request for quote (IRFQ). SLEB prime vendors will be eligible for a five percent bid preference. See "County Provisions" section.

A. INTENT

It is the intent of these specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or County) to seek bids for the provision of an Individual Placement Support and Supported Employment (IPS/SE) pilot project. The priority population for this project are Alameda County clients of BHCS and its providers who are living with serious mental illness (SMI). Individuals in this population may also live with co-occurring substance abuse issues.

BHCS was awarded grant funding for IPS/SE through a Johnson & Johnson Dartmouth Community Mental Health Program Grant. BHCS is currently running two pilot projects and intends to select a third pilot project. The pilots will operate for 24 months.

BHCS intends to award funds to one administrative entity that is currently contracted with Alameda County BHCS to provide mental health services to adults living with SMI. BHCS expects Bidders to submit quotes for the total available amounts as illustrated in Table 1 in order to fully utilize the Johnson & Johnson Dartmouth Community Mental Health Program Grant funds.

Table 1

FY 2012-2013 (Amount is for contract start date until June 30, 2013)	FY 2013-2014	Total Over Both Fiscal Years
\$30,000	\$40,000	\$70,000

B. SCOPE

The IPS/SE model integrates the roles of employment services staff, such as employment specialists, into existing mental health treatment services. The IPS/SE model supports and places adults living with SMI in competitive employment, as defined by the model. All aspects of the employment process are developed from vocational assessment based on the individual’s interests, skills and needs to the relationship with employers and the provision of post-placement services to the employer and client to ensure retention.

BHCS expects that the funds for this project will provide support for organizational/program re-structuring, hiring or augmenting staff and training focused on the IPS/SE model. BHCS expects the awarded Contractor to plan and implement a project that is in alignment with the 25-point IPS/SE Fidelity Scale: <http://www.dartmouth.edu/~ips/page19/page21/files/se-fidelity-scale002c-2008.pdf>.

The awarded Contractor will receive technical assistance from a full-time IPS/SE trainer to achieve fidelity to the IPS/SE model. The technical assistance includes at least two in-person visits each month, ongoing phone and email communication and IPS/SE fidelity reviews every six months until the IPS/SE program reaches high fidelity and each year thereafter.

As part of this project, BHCS will provide consultation about funding sources to help the pilot projects reach capacity and sustainability of efforts. BHCS expects the pilot project to leverage other sources of funding, such as but not limited to, Medi-Cal and other grants to reach high fidelity to the IPS/SE model and continue efforts beyond 24 months.

This pilot project shall be culturally responsive to the characteristics and needs of the priority population. BHCS shall monitor contracts on a regular basis to ensure high fidelity to the IPS/SE model.

C. VENDOR QUALIFICATIONS

1. Bidder Minimum Qualifications

To be eligible to bid on this IRFQ, Bidders must demonstrate how they currently operate an Alameda County BHCS contracted specialty mental health service program for adults living with SMI.

BHCS will disqualify bids that do not demonstrate that Bidder meets the specified Vendor Minimum Qualifications, and these disqualified bids will not be scheduled for a Feasibility Site visit and will not be eligible for funding under this IRFQ.

D. SPECIFICATIONS FOR BIDS

Successful proposals will include an application that addresses the following specifications in the plan to implement IPS/SE.

1. Organizational Infrastructure, Capacity and Readiness

BHCS expects the organization to have the capacity, willingness and flexibility to support the change required to implement a high fidelity IPS/SE model as evidenced by the feasibility site visit checklist: <http://www.dartmouth.edu/~ips/page48/page77/files/agency-readiness-visit-and-checklist.pdf>. **BHCS will conduct a feasibility site visit for each qualified Bidder organization during January 7th through 10th. Bidders will be contacted by BHCS staff by January 4th, 2013 for scheduling.**

BHCS also expects organizations to demonstrate and implement the following:

- Strong organizational leadership;
- A mission that supports rehabilitation, recovery and employment;
- Capability to plan and develop financial flexibility to support employment activities;
- Ability to integrate employment and mental health treatment services;
- Aptitude to create infrastructure to support employment staff supervision;
- Capacity to involve clients in the implementation of this project; and
- Intent to align services with other evidence based practices, such as Motivational Interviewing, supported education, etc.

2. Understanding of Target Population and Needs

The target population is Alameda County residents living with SMI who are Medi-Cal beneficiaries and meet medical and service necessity requirements for specialty mental health services. The age range includes adults age 18 to 59. The population may have co-occurring substance use issues.

BHCS expects organization to have demonstrated experience with the target population and understand this target population and their needs. BHCS expects pilot projects to recruit and train staff, develop and maintain capacity to be culturally responsive to the target population in terms of client's identity as it relates to facets, such as, but not limited to, race/ethnicity, gender, sexual orientation and age.

3. Ability to Track Data and Outcomes

BHCS expects pilot project to provide quarterly reports on data such as, but not limited to, the following:

- Number of clients on staff caseload;
- Number of clients working in competitive employment;
- Number of new clients admitted to the pilot;

- Number of new jobs started by all clients;
- Number of clients participating in educational programs;
- Number of clients successfully working who transitioned off of staff's caseload;
- Number Employment Specialists with a caseload;
- Total full time equivalent (FTE) Employment Specialists; and
- Number of clients on employment supervisor staff's caseload.

BHCS expects organization have the ability to record and track process and output data. In addition to client related data, BHCS expects pilot projects to report on the cultural, infrastructure and financial changes made in the organization to support the implementation of the IPS/SE model. BHCS expects pilot projects to report on challenges, barriers and to develop work plans to address such issues.

4. Forming Partnerships and Collaborations

BHCS expects organizations that have the capacity to form meaningful partnerships, collaborations and/or referral relationships with employers and other agencies, including the DOR, which support the implementation of the IPS/SE model.

At full implementation of this project, BHCS expects both pilot projects to have employment staff systematically developing employer relationships and establish other partnerships that are necessary to the implementation and sustainability of this pilot project.

5. Sustainability of Project

BHCS is seeking proposals from organizations that have the ability to sustain the pilot project beyond the two year funding period. BHCS expects pilot projects to fully integrate this model into the organization's existing financial, organizational business model and treatment and to develop and execute a business plan that captures and leverages other funding sources to sustain the IPS/SE model.

At full implementation pilot projects will have a plan for sustaining this effort beyond 24 months. Pilot projects are required to establish a viable plan to become fee-for-service vendors with the Department of Rehabilitation (DOR)¹. Becoming a fee-for-service vendor is subject to DOR's approval process.

E. REQUIRED BIDDER RESPONSE

Bidders must submit a response that includes completed Exhibits as listed in the [instruction](#) section and a proposal that addresses all elements in this IRFQ. Bidder Responses must include the following:

- a. Project Timeline:** Proposed start and completion dates of important milestones, including becoming a DOR Vendor in no more than two pages.
- b. Team Composition:** Including existing mental health team and employment team and how they will interact in this project in no more than two pages.
- c. Priority Population:** Bidder's current service population and how well matched Bidder's current population is for this project and how many clients will be served through this project in no more than three pages.
- d. Planned Methodologies and Strategies for:**

¹ Visit DOR's website: <http://www.rehab.cahwnet.gov/index.html> to learn more about becoming a vendor.

- i. Ensuring organizational change to match the IRFQ requirements in no more than one page;
- ii. Achieving model fidelity in no more than one page; and
- iii. Sustainability of funding and program beyond the contract years 2013-2014 in no more than one page.

e. Project Cost:

- i. Include detailed budgets for 12-13 and 13-14, including staff costs and how Bidder will utilize the full amounts each year.
- ii. Include Bidder's current FY agency budget.
- iii. Include a budget narrative for FY 12-13 and 13-14 in no more than one page.

F. DELIVERY REQUIREMENTS

1. Preference for Local Products and Vendors: A five percent (5%) preference shall be granted to Alameda County products or Alameda County vendors on all sealed bids on contracts except with respect to those contracts which state law requires be granted to the lowest responsible bidder. An Alameda County vendor is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this IRFQ; and which holds a valid business license issued by the County or a city within the County. Alameda County products are those which are grown, mined, fabricated, manufactured, processed or produced within the County. Locality must be maintained for the term of the contract. Evidence of locality shall be provided immediately upon request and at any time during the term of any contract that may be awarded to Contractor pursuant to this IRFQ.

Small and Emerging Locally Owned Business: A small business for purposes of this IRFQ is defined by the United States Small Business Administration and must be certified by the County for the following NAICS Code: 621420 as having no more than \$14 million in average annual gross receipts over the last three years. An emerging business, as defined by the County, is one that has less than one-half (1/2) of the preceding amount and has been in business less than five (5) years. In order to participate herein, the small or emerging business must also satisfy the locality requirements and be certified by the County as a Small or Emerging, local business. To access the online (pdf) version of this application please go to:
<http://www.acgov.org/auditor/sleb/forms/commonapp.pdf>.

A locally owned business, for purposes of satisfying the locality requirements of this provision, is a firm or dealer with fixed offices and having a street address within the County for at least six (6) months prior to the issue date of this IRFQ; and which holds a valid business license issued by the County or a city within the County.

2. The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services. As a result of the County's commitment to advance the economic opportunities of these businesses the following provisions shall apply to this IRFQ:
 - a. If Bidder is certified by the County as either a small and local or an emerging and local business, the County will provide a five percent (5%) bid preference, in addition to that set forth in paragraph 1., above, for a total bid preference of ten percent (10%). However, a bid preference cannot override a State law, which requires the granting of an award to the lowest responsible bidder. Bidders not meeting the small or emerging local business requirements set forth above do not qualify for a bid

preference **and** must subcontract with one or more County certified small and/or emerging local businesses for at least twenty percent (20%) of Bidder's total bid amount in order to be considered for the contract award. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other.

- b. Bidder, in its bid response, must submit written documentation evidencing a firm contractual commitment to meeting this minimum local participation requirement. Participation of a small and/or emerging local business must be maintained for the term of any contract resulting from this IRFQ. Evidence of participation shall be provided immediately upon request at any time during the term of such contract.

The County reserves the right to waive these small/emerging local business participation requirements in this IRFQ, if the additional estimated cost to the County, which may result from inclusion of these requirements, exceeds five percent (5%) of the total estimated contract amount or Ten Thousand Dollars (\$10,000), whichever is less.

The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB. If you apply and are certified as a SLEB, you will receive a 5% SLEB bid preference:

- Non-profit community based organizations (CBOs) that are providing services on behalf of the County directly to County clients/residents
- Non-profit churches or non-profit religious organizations (NPO);
- Public schools; and universities; and
- Government agencies

Non-profits must provide proof of their tax exempt status. These are defined as organizations that are certified by the U.S. Internal Revenue Service as 501(c) 3.

If additional information is needed regarding this requirement, please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org.

3. Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified is ten percent (10%) [five percent (5%) local, and five percent (5%) certified]. Compliance with the SLEB program is required for goods, services and professional services contracts, including but not limited to architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

G. DEBARMENT/SUSPENSION POLICY

In order to prohibit the procurement of any goods or services ultimately funded by Federal awards from debarred, suspended or otherwise excluded parties, each bidder will be screened at the time of IRFQ response to ensure bidder, its principal and their named subcontractors are not debarred, suspended or otherwise excluded by the United States Government in compliance with the requirements of 7 Code of Federal Regulations (CFR) 3016.35, 28 CFR 66.35, 29 CFR 97.35, 34 CFR 80.35, 45 CFR 92.35 and Executive Order 12549.

- The County will verify bidder, its principal and their named subcontractors are not on the Federal debarred, suspended or otherwise excluded list of vendors located at www.epls.gov; and
- Bidders are to complete [Exhibit D: Debarment and Suspension Certification Form](#), certifying bidder, its principal and their named and unnamed subcontractors are not debarred, suspended or otherwise excluded by the United States Government

H. ONLINE CONTRACT COMPLIANCE SYSTEM (PURCHASES OVER \$25,000)

As part of the Alameda County General Services Agency's commitment to assist contractors to conveniently comply with legal and contractual requirements, the County has established an online Contract Compliance System. The system was designed to help reduce contractors' administrative costs and to provide various work-flow automation features that improve the project reporting process.

The Alameda County Contract Compliance System will be implemented to monitor contract compliance for County contracts through the use of a new interactive website, Elation Systems. The prime contractor and all participating subcontractors awarded contracts as a result of this bid process for this project, are required to use the secure web-based system to submit SLEB Program information including, but not limited to, monthly progress payment reports and other information related to SLEB participation.

The Alameda County Contract Compliance System has been designed to provide online functionality that streamlines the process, reduces paperwork and assists contractors and subcontractors in complying with the County's SLEB Program and its reporting requirements. Utilizing the Alameda County Contract Compliance System will reduce the amount of time currently required to submit hard copy documentation regarding contract compliance information and is provided for use by County contractors and subcontractors at no cost.

Procedural differences between the previous conventional reporting and the new web-based system include:

- Monthly progress payment status reports will be submitted via the web-based system.
- Paper copies will no longer be required.
- Contractor will be required to enter data for payments made and subcontractors will be required to enter data for payments received into the web-based system.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County should schedule a representative from their office/company, along with each of their subcontractors, to attend training. Training sessions are approximately one hour and are held monthly in the Pleasanton, California area.

Upon award of contract, please view the training schedule http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at (925) 924-0340. A special access code will be provided to contractors and subcontractors participating in any contract awarded as a result of this bid process to allow use of the System free of charge. It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System.

Please contact the Auditor-Controller's Office of Contract Compliance (OCC) located at 1221 Oak St., Rm. 249, Oakland, CA 94612 at Tel: (510) 891-5500, Fax: (510) 272-6502 or via E-mail at ACSLEBcompliance@acgov.org if you have any other questions regarding utilization of the Alameda County Contract Compliance System.

I. COMPLIANCE INFORMATION AND RECORDS

As needed and upon request, for the purposes of determining compliance with the SLEB Program, the Contractor shall provide the County with access to all records and documents that relate to SLEB participation and/or certification. Proprietary information will be safeguarded. All subcontractor submittals must be through the prime contractor.

EXHIBIT A: BID FORM INSTRUCTIONS**NOTE**

- **Bidders must utilize all available funds.**
- All amounts should be rounded to the nearest whole dollar.
- One budget must be submitted for each response.
- Fill in areas shaded in yellow on the Bid Form Workbook for fiscal years 12-13 and 13-14.
- Fill in all Detail Budget Tabs (Professional and Specialty Services, Miscellaneous and Administrative Detail) for fiscal years 12-13 and 13-14.
- Start-up costs do not apply to this RFP
 - Do not include start-up costs in responses.

EXPENSES

- Reflect all services specific to this project in the Bid Form.
 - Use additional forms as necessary.

SALARIES & WAGES

- List all positions relevant to the project reflected in the Bid Form
- Direct Services
 - For each position, indicate whether staff provides direct services to clients (i.e., billable services such as providing counseling, case management, medication support, etc.) by placing an “x” in the column designated.
- Annualized Salary :
 - List annual salary for each position.
 - Salary should reflect the annualized cost of the position based on a 40-hour workweek.
- Provide the Full Time Equivalent (FTE) applicable to each position.
 - Enter the amount of time each position will dedicate to the project using a 40-hour week as a base.
 - Examples:
 - If a person works 20 hours a week in project, this would be 50% FTE.
 - If a person works a total of 37.5 hours per week, this is .94 FTE.
- Enter Employee Benefits and Taxes as a percentage in the yellow highlighted field as designated.

OPERATING EXPENSES

- List all expenses applicable to this project.
 - Use the line items designated in the Bid Form.
 - Bidders are strongly advised to use standard categories as much as possible, or use the Miscellaneous line item and detailed description tabs to explain and justify costs that do not fit into other line item designations.

REVENUE

List all revenue (or leveraged funds) that Bidder expects to receive from any source other than BHCS that will be applicable to this project such as fees, grants, etc.

EXHIBIT B: SMALL LOCAL EMERGING BUSINESS (SLEB) PARTNERING INFORMATION SHEET

In order to meet the small local emerging business (SLEB) requirements of this RFP/Q, all bidders must complete this form as required below.

Bidders not meeting the definition of a SLEB (as stated in this RFP/Q County Provisions) are required to subcontract with a SLEB for at least twenty percent (20%) of the total estimated bid amount in order to be considered for contract award. SLEB subcontractors must be independently owned and operated from the prime contractor with no employees of either entity working for the other. This form must be submitted for each business that bidders will work with, as evidence of a firm contractual commitment to meeting the SLEB participation goal. (Copy this form as needed.)

Bidders are encouraged to form a partnership with a SLEB that can participate directly with this contract. One of the benefits of the partnership will be economic, but this partnership will also assist the SLEB to grow and build the capacity to eventually bid as a prime on their own.

Once a contract has been awarded, bidders will not be able to substitute named subcontractors without prior written approval from the Auditor-Controller, Office of Contract Compliance (OCC).

County departments and the OCC will use the web-based Elation Systems to monitor contract compliance with the SLEB program (Elation Systems: <http://www.elationsys.com/elationsys/index.htm>).

BIDDER IS A CERTIFIED SLEB (sign below)

SLEB BIDDER BUSINESS NAME

SLEB Certification # SLEB Certification Expiration Date: / /

NAICS Codes Included in Certification

BIDDER is NOT a certified SLEB and will subcontract % with the SLEB named below for the following goods/services:

SLEB Subcontractor Business Name:

SLEB Certification #: SLEB Certification Expiration Date: / /

SLEB Certification Status: Small Emerging

NAICS Codes Included in Certification

Principal Name:

SLEB Subcontractor Principal Signature: _____

Date: _____

Upon award, prime contractor and all SLEB subcontractors that receive contracts as a result of this bid process agree to register and use the secure web-based ELATION SYSTEMS. ELATION SYSTEMS will be used to submit SLEB subcontractor participation including, but not limited to, subcontractor contract amounts, payments made, and confirmation of payments received.

Bidder Signature: _____

Date: _____

EXHIBIT C: INSURANCE REQUIREMENTS

Contractors Insurance Requirements System

The Risk Management Unit has developed a new basic insurance requirement system to assist its clients in determining the appropriate insurance to require from County Contractors. This new system can be applied to your operations effective immediately. You may access the County of Alameda Minimum Insurance Requirement forms [here](#) (or visit: http://dsmain/docushare/dscgi/ds.py/Get/File-5784/COI_Reqmt_DB.xls). You will find Risk Management's instructions, insurance requirements, and certificate numbers. The path to this may be found on the County intranet site: Alcoweb / Document Center / Risk Management / Contractors Insurance Requirements / COI Requirements Database.

EXHIBIT D: DEBARMENT AND SUSPENSION CERTIFICATION

The bidder, under penalty of perjury, certifies that, except as noted below, bidder, its principal, and any named and unnamed subcontractor:

- Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency;
- Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three years;
- Does not have a proposed debarment pending; and
- Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three years.

If there are any exceptions to this certification, insert the exceptions in the following space.

Exceptions will not necessary result in denial of award, but will be considered in determining bidder responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Notes: Providing false information may result in criminal prosecution or administrative sanctions. The above certification is part of the Proposal. Signing this Proposal on the signature portion thereof shall also constitute signature of this Certification.

Bidder	
Principle	Title
Signature	Date

EXHIBIT E: CONTRACT COMPLIANCE REPORTING REQUIREMENTS

Upon receipt of signed contract documents, prime contractor shall immediately enter/assign subcontractors in the System, confirm payments received from the County within 5 business days in the System, immediately enter payments made to subcontractors and ensure that subcontractors confirm they received payments within 5 business days in the System. Subcontractors shall confirm their payments received from the prime contractor within 5 business days in the System.

Alameda County Contract Compliance System training and ongoing support are provided at no charge to contractors and participating sub-contractors awarded a contract as a result of this bid process for this project. Contractors having contracts with the County which have a start date on or after July 1, 2007 should schedule a representative from their office/company, along with each of their subcontractors, to attend training. The training schedule may be viewed online at http://www.elationsys.com/elationsys/support_1.htm or call Elation Systems at 925.924.0340. A special access code will be provided to contractors and subcontractors participating in this contract awarded to allow use of the System free of charge.

It is the Contractor's responsibility to ensure that they and their subcontractors are registered and trained as required to utilize the Alameda County Contract Compliance System. Training sessions are approximately one hour and will be held periodically in a number of locations throughout Alameda County.

EXHIBIT F: REQUEST FOR BID PREFERENCE

Please read and complete this form carefully

If you would like to request the **small and local business**, or **emerging and local business** bid preference, complete this form and return it with your RFQ submittal.

Subject to the requirements of the SLEB program and the criteria of each procurement process, the maximum bid evaluation preference points for being certified SLEB for this Informal Request for Quote is 5%. Compliance with the SLEB program is required for goods, services and professional services contracts, including but not limited to architectural, landscape architectural, engineering, environmental, land surveying, and construction project management services projects.

Check the appropriate box below and provide the requested information.

<input type="checkbox"/> Request for 5% SMALL Local Business Bid Preference <u>OR</u>			
<input type="checkbox"/> Request for 5% EMERGING Local Business Bid Preference (Complete certification information below)			
SLEB Certification #:		SLEB Certification Expiration Date	/ /
NAICS Codes Included in SLEB Certification			

The Undersigned declares that the foregoing information is true and correct:

Print/type name
Print/type title
Signature
Date