

INTERLOCAL SOLID WASTE AUTHORITY (ISWA)

**REQUEST FOR STATEMENT OF QUALIFICATIONS
AND COMPETITIVE COST PROPOSALS**

**ACCOUNTING OR BOOKKEEPING SERVICES RELATED TO A TENNESSEE
SOLID WASTE AUTHORITY'S MUNICIPAL SOLID WASTE AND RECYCLABLE
MATERIALS HANDLING, TRANSFER STATION OPERATIONS, MATERIALS
TRANSPORTATION, AND DISPOSAL SERVICES**

Due by 3:00 p.m. CST on January 13, 2026.

Supply or Hand-Deliver Submittals to:
Interlocal Solid Waste Authority (ISWA)
419 Joyce Lane, Winchester, TN 37398
ATTN: ISWA TREASURER (E. PIERCE)

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1.0 OVERVIEW

1.1 Introduction and Goal

The ISWA is seeking statements of qualifications and cost proposals from qualified professionals, particularly accounting or bookkeeping firms capable of managing and providing services related to the accounts and associated activities for ISWA's municipal solid waste materials, waste handling, recycling, transfer stations, operations, transportation and disposal services, all of which are related to the ISWA region's municipal solid waste and recyclable materials.

The goal of this Request for Statement of Qualifications and Competitive Cost Proposal ("RFQ+CP") is to qualify a firm to provide at an affordable expense such accounting or bookkeeping services related to ISWA's handling, recycling, transfer stations, operations, transportation and disposal services to the ISWA. It is anticipated that the ISWA will enter into a contract with a qualified firm for a two (2) year period with the option of up to three (3) one (1) year extensions, with other individual tasks assigned and negotiated on "as needed and as requested" basis during the term of the contract.

A more comprehensive Scope of Services is described in the RFQ+CP. Furthermore, the ISWA may identify other specific tasks within these categories for services it seeks to be provided by the qualified firm. To be deemed qualified to contract with the ISWA, the firm needs to demonstrate qualifications in as many categories and specific tasks (see Scope of Services) as possible; however, qualifications in all categories or all tasks in a category are not required.

1.2 Background.

The Interlocal Solid Waste Authority (ISWA) initially was established pursuant to the Solid Waste Authority Act of 1991, Tennessee Code Annotated § 68-211-901, *et seq.* The ISWA presently includes Bedford, Franklin, Lincoln, and Moore Counties and the City of Tullahoma, City of Shelbyville, and other cities or towns within the four (4) counties that may choose to participate in the ISWA.

Currently, there are two (2) transfer stations where the municipal solid waste and other materials that are generated in Franklin County, Lincoln County, Moore County, the City of Tullahoma, and several participating entities is delivered for handling, transportation and disposal. Bedford County and the City of Shelbyville presently deliver solid waste generated in Bedford County and the City of Shelbyville directly to a designated landfill. The ISWA operates the two (2) transfer station locations through the use of a Contractor.

Considering the changing landscape surrounding municipal solid waste handling, recycling, operations, transportation and disposal, ISWA is seeking qualifications from a strategic team that also could assist and coordinate efforts to identify long term strategic goals, budgets, and actions, in a collaborative process to achieve the targeted project

objectives on time and under budget in a manner that successfully accomplishes top-tier services for the communities that ISWA serves.

1.3 Inquiries.

All questions related to this RFQ+CP must be submitted, in writing, to the **ISWA's designated contact person, Mr. Eric Pierce, its Treasurer**. Send all such questions by email, mail, or overnight delivery to:

By Email: epierce@tullahomatn.gov

By U.S. Mail:

Interlocal Solid Waste Authority
c/o **Mr. Eric Pierce**
419 Joyce Lane
Winchester, TN 37398

By FedEx/Overnight Mail:

Interlocal Solid Waste Authority
c/o **Mr. Eric Pierce**
419 Joyce Lane
Winchester, TN 37398

The preferred method for written inquiries is by email, but all RFQ+CPs must be delivered per Section 1.4 below. The question asked, along with any written response made thereto by the ISWA, may be distributed as an addendum to the RFQ+CP; however, the ISWA is not obligated to respond to any question asked and the ISWA's failure to respond to any such question will not relieve one from any obligations or conditions imposed by this RFQ+CP.

Should it become necessary to clarify or revise any part of the RFQ+CP or otherwise provide additional information, an addendum will be issued and furnished to Persons that ISWA, in its sole and unencumbered discretion, identifies as having demonstrated in writing a cognizable intent and interest in making a qualified submittal to ISWA in response to the RFQ+CP.

1.4 Due Date and Submission of Proposals.

Qualification submittals must be sealed by the proposer and received by ISWA no later than 3:00 p.m. CST on Tuesday, January 13, 2026. Such submittals not received on or before the deadline will not be opened or reviewed.

The ISWA reserves the right to reject any, or all, submittals or to waive any irregularities or to entirely withdraw the RFQ+CP. This is a request for qualifications and competitive proposal, not a competitive bid process. **Submitted RFQ+CPs must be and shall be valid for one-hundred (100) days from the RFQ+CP Due Date.** All Proposals must contain a binding statement to this effect. (See Attachment A, hereto.) The RFQ+CP shall be sealed, clearly marked and delivered (no faxes; no emails) in accordance with the terms in this RFQ+CP before the deadline to:

By U.S. Mail: or
Interlocal Solid Waste Authority
c/o Mr. Eric Pierce, Treasurer
419 Joyce Lane
Winchester, TN 37398

By FedEx/Overnight Mail or Hand Delivery
Interlocal Solid Waste Authority
c/o Mr. Eric Pierce, Treasurer
419 Joyce Lane
Winchester, TN 37398

2.0 Project Description

The project will involve the accounting and/or bookkeeping consulting services related to ISWA's handling, recycling, transfer stations, operations, transportation and disposal of the ISWA region's municipal solid waste and recyclable materials.

Three general categories of services are identified as:

- 1) General accounting and/or bookkeeping services for governmental bodies or quasi-governmental solid waste entities and recyclable materials management locations, including some check preparation or reimbursements and *per diems*;
- 2) Accounting and bookkeeping services relating to audit support and/or limited grant(s) funding, including A/R, A/P, check registers, and/or revenue and payments tracking, in support of required reporting; and
- 3) Regulatory compliance, monitoring, and/or reporting services for funds related to ISWA or Tennessee solid waste authorities to comply with ISWA or State of Tennessee policies, rules, regulations and procedures.

Specific features of project to consider:

- Maintenance of the written Budget Report and/or Accounting or Bookkeeping Services and recommendations for the ISWA's board members to consider and evaluate
- Accounting or Bookkeeping Services and associated reports to the ISWA Board monthly
- Calls, Meetings or working sessions with ISWA board members, the Contractor, ISWA designees, and the proposing firm's representatives (if/when nec.)
- Accounting/Bookkeeping Regulatory Costs and Reporting considerations

Project Timing and Schedule :

The ISWA anticipates training to commence immediately in the early months of 2026 with collaborative meetings beginning possibly as soon as February/March 2026 with the ISWA Treasurer Eric Pierce and others. Accounting/Bookkeeping Reports and Analysis are expected to commence no later than upon conclusion of any other such service provider's agreement/term of service, and shall be furnished thereafter by the selected Firm, with assistance and involvement of ISWA's officers, representatives, or designees. **One or more representatives of the Professional Services Provider / Proposer should prepare to be contacted and provide clarifications (if nec.) prior to the ISWA Board Meeting scheduled for 5:00 p.m. (CDT) on January 21, 2026, at the Lincoln County Emergency Management Agency, 1615 Wilson Pkwy., Fayetteville, Tennessee, at which the RFQ+CP may be scheduled to be discussed.**

3.0 Proposed Design Services and Scope of Work

ISWA is seeking a qualified firm and/or individuals to provide Accounting or Bookkeeping services in connection with the management and operation of a Tennessee Solid Waste Authority. The Firm or individual(s) should have extensive knowledge and background in accounting or bookkeeping services field and/or the role of in-house governmental accounting/bookkeeping, public entity accounting/bookkeeping, public finance director, or accounting/bookkeeping staff relative to a county, municipality, or solid waste authority, in the State of Tennessee. These services could potentially include, but are not limited to, the following that have been rendered at various times:

- Maintain record of all files relative to ISWA accounting, bookkeeping, finance, licensing, bonding, and banking.
- Prepare payroll for at least one employee, as well as maintain all leave records.
- Prepare monthly checks for less than ten (10) ISWA Board Members.
- Process all payroll related items (*i.e.* payroll tax deposits, quarterly 941 and UI reports, W2's and 1099's)
- Prepare and mail all A/R statements and A/P payments and enter same into accounting software.
- Issue all Purchase Orders and Checks as necessary or appropriately requested, and reconcile same with invoices and deliveries.
- Prepare and mail to (less than twenty) ISWA entities all billings for monthly solid waste transport and disposal.
- Deposit all revenues or payments and record into accounting software.
- Reconcile ISWA bank statements each month and prepare monthly reports for the Board.
- Monitor receipt of insurance certificates and bonds from Contractors; ensure they are current.
- Pay annual lease payments for ISWA transfer stations (presently 2 locations).
- Complete and maintain insurance applications with ISWA Treasurer and submit to Public Entity Partners for renewal. for all operating insurance policies for ISWA.
- Prepare annual audit contract and submit to State of Tennessee. Record all year-end financial entries in preparation for the audit. Prepare all audit schedules for the auditor for the annual audit. Schedule dates for the audit field work and participate on the days they are present.
- Prepare annual budget for the current year and amended budget for the prior year. Enter current and amended budgets in the accounting system.

- Review interest rates and purchase Certificates of Deposits with ISWA Treasurer when rates are favorable.
- Make on-line bank transfers from depository account to checking account to cover checks.
- Maintain contract, construction, and grant awards and files, file reimbursement requests and complete quarterly reports.
- Work with ISWA attorneys on contract-related issues, as needed.
- Reconcile travel vouchers and prepare reimbursement checks.
- Pay any and all insurance premiums, lease payments for real or personal property, United States or State of Tennessee agency-related charges or fees, and catalog deadlines as to same with notices to be provided to ISWA sufficiently in advance to allow for timely payment.
- Attend ISWA board meetings, if requested.

4.0 Submission Contents

The Firm shall demonstrate its capabilities and competence in providing the contemplated Accounting or Bookkeeping Services and data management for a public solid waste authority or similar entity. **The items below**, in this Section 4.0, **must be used or explained somewhere** in the Firm's preparation and submittal of a response to this RFQ+CP. Information as to the following categories are required and should demonstrate the Firm or team's basic capabilities individually and/or as a cohesive unit. All submittals must contain some form of the responsive information. Failure to comply with the RFQ+CP requirements may result in the response being considered non-responsive or the rejection of the entire submission, in ISWA's sole discretion.

Company Description (separate descriptions or resumes for each team member may be included as an attachment or appendix).

- Provide a brief history of your firm/team which addresses, generally:
 - Current organization and ownership
 - Current scope and services provided and affirmative representation that the Firm maintains all required licenses and authorizations to presently conduct business in the State of Tennessee and is not de-barred from working with a Tennessee governmental body
 - Business philosophy and strategy
 - Disclosure of any real or perceived financial or other interests, whether professional or personal in nature, that could present or be identified as a possible conflict of interest with ISWA or any of its members and participating entities, the ISWA Board Members, or the ISWA Regional Planning Board members

Project Experience

- Describe your Firm's/team's professional qualifications and technical experience in Accounting or Bookkeeping Services for facilities of this type or similar governmental or private entities, such as:
 - Comprehensive governmental or solid waste Accounting or Bookkeeping
 - Local, State of Tennessee, and Federal regulatory compliance
 - Report planning, timely submittals and evaluation for greater efficiencies
 - Accounting or Bookkeeping records and program management, and assistance
 - Public meeting appearances and presentations to or for governmental bodies
 - Information/communication services to quasi-government Boards
 - Budgetary and financial enterprise fund tracking, management, and administration

References

- Provide at least two references for your entity's Accounting or Bookkeeping Experiences, including, if possible, at least one (1) in the last five (5) years in Tennessee.
- Please include the project name, project location, project term, client contact name, address and telephone number, and a brief description of the project. Clients listed as references must be for present or completed Accounting or Bookkeeping Services on governmental, quasi-governmental, public, solid waste management, or other projects that are similar to those identified in this RFQ+CP solicitation. Financial records maintenance, outside audit assistance, and regulatory reporting tasks that were included for a referenced project also are encouraged to be specified if similar to the services sought in this request.

Project Approach

- Describe generally your Firm's approach to providing monthly and annual Accounting and Bookkeeping services. Specifically address project team leadership, client communication, cost control, schedule, and quality standards if not already provided elsewhere in the RFQ+CP. Please specifically reference the Firm's commitment to adhere to Generally Accepted Accounting Principles (GAAP) for purposes of the outside audit that ISWA anticipates each year.

Staffing and Technology

- Name a designated Accountant or Bookkeeper as the single contact person for all correspondence and notifications, with emphasis on timely response/availability to communications. State that person's office location, working hours/hours of availability,
- Provide the Firm's facility and capability in handling technical data, including: technology platforms; Excel spreadsheets; accounting software experience (particularly with DataQuest or NextGen) related to municipalities or counties; experiences and resumes of key personnel (including any subcontractors or consultants likely to be assets/team members).

- Supply names of the individual team members proposed for this project and the key personnel's experience with similar projects and governmental entities, including interfaces with solid waste facilities, enterprise funds, or Tennessee Comptroller reporting requirements. Inclusion of detailed resumes of key staff members proposed for this Project is encouraged.

Fees

- Fees and scope of work may be negotiated as a part of the RFQ+CP process after a Qualified Firm/Proposer is selected. Provide competitive cost proposals that include your best cost estimates, historical costs understanding, and/or hourly rate sheets for your firm or entity's partners, members, associates, and staff, as well as further identifying expenses you regularly schedule and charge clients or for which you intend to seek reimbursement (overnight couriers, copy costs, postage, etc.) from ISWA should your entity be selected.

- **Executive Summary for Accounting and Bookkeeping Services**

Provide at some point in your responsive materials a very brief summary addressing:

- Your understanding of ISWA's needs, as indicated in Section 3.0 above or otherwise, and how your Firm can or will deliver against those needs.
- Clarify or reference your Firm's and team's experience in providing services for government agencies and institutions, regulatory compliance reporting, and involvement with municipal solid waste planning boards or authorities in Tennessee and/or other facilities of this type or similar entities for whom your Firm provides the requested services.
- Provide your hourly rate schedule for government clients or estimated/proposed monthly and annual costs or expenses your Firm anticipates charging ISWA.
- Acknowledge you have completed the Ethics Disclosure / No Conflicts Certification Form(s) and other forms required by ISWA and furnished an insurance certificate

5.0 Requirements for Submittal / Format

Written submittals shall be made on 8 1/2" x 11" paper, stapled or bound with a Table of Contents and referenced page numbers or tables for key sections, plus Appendices or Attachments. The package submitted shall not exceed thirty (30) double sided sheets. The front and back covers, Table of Contents, Appendices or Attachments, Form Rate Schedules, and Section/Tab pages are *excluded* from the thirty (30) sheet totals.

The responsive material **must** contain an attachment/appendix with the Contractor's certification as to conflicts of interest/no collusion; an insurance certificate outlining its general and/or professional liability coverages and policy limits, as well as any outstanding claims that may impact the amount of coverage; and a Schedule of Rates/Costs and Expense Charges routinely assessed or charged for the professional services sought by ISWA, as described herein.

Please be certain to provide your entity's primary point of contact including cell number and email addresses. Submittals will be accepted pursuant to Section 1.4 herein and all other terms of this RFQ+CP. It is the sole responsibility of the applicant that submittals are received timely.

6.0 Special Conditions

- One or more representatives of the Proposer should prepare to be contacted and provide clarifications (if nec.) prior to the ISWA Board Meeting scheduled for 5:00 p.m. (CDT) on January 21, 2026, at the Lincoln County Emergency Management Agency, 1615 Wilson Pkwy., Fayetteville, Tennessee, at which the RFQ+CP may be scheduled to be discussed.
- Questions by or on behalf of a proposing entity shall not be asked of nor submitted to ISWA board members or employees, directly or indirectly, other than those identified herein, once the RFQ+CP has been issued. Violation of this instruction provides cause for the ISWA, in its sole and unfettered discretion, to reject a proposing entity's submittal.
- Any response submittal to this RFQ+CP, including rate/cost schedules, will remain binding on the Professional Service Provider and in effect for at least one hundred (100) days after the date the response is received by ISWA.
- Any submittal in response to this RFQ+CP may, at some point, be classified as or determined to be a public record pursuant to the Tennessee Open Records Act. To the extent a Firm believes it has supplied proprietary or confidential information, such information or data shall be so labelled as **PROPRIETARY** and shall be accompanied by a request that the data be returned by ISWA to the respondent. Any response accompanied by a blanket statement or limitation prohibiting public inspection will be considered as non-responsive, since the RFQ+CP has been designed to eliminate or minimize the use of proprietary or confidential information in the Professional Service Provider's response.
- The respondent shall not collude in any manner or engage in any practices with any other respondent(s) that may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the ISWA to reject the Contractor's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

7.0 Methods of Solicitation.

The ISWA may use at least one or more of the following processes to solicit responses in a fair and uniform manner and in an effort to receive responses of Qualified Firms and Individuals to select from and that are experienced in the professional services ISWA now seeks. ISWA intends to post a link to the RFQ+CP on the ISWA website but may forego doing so if technical difficulties arise.

ISWA intends to: send notice of the RFQ+CP via e-mail to select entities known by ISWA to perform the services sought; to seek to publish notice of the RFQ+CP at least once in select newspapers that provide coverage in the ISWA footprint; post a Notice relative to the RFQ+CP in the county courthouses for Bedford, Franklin, Moore, and Lincoln County, as well as select government office buildings within the ISWA footprint during the RFQ+CP response period.

8.0 Evaluation Process; Evaluation Criteria/Weighting.

Failure to include requested information in the RFQ+CP response package may result in a score of zero for the section in which the information applies. Responses to this RFQ+CP will be evaluated by ISWA's Board or a designated Committee. The ISWA or its Committee members will review using a scoring program that is detailed below. Once all submissions have been evaluated, a "short list" may be determined, and those Firms/individuals may be invited for in-person presentation or interview. ISWA or its Committee reserve the discretion to determine the number of firms that will be on any short list. ISWA may engage in individual discussions with two or more offerors deemed fully qualified, responsible, and suitable on the basis of the initial RFQ+CP responses and with emphasis on professional competence to provide the required services. Interviews are not anticipated; however, the Committee may schedule interviews in the selection process. The purpose of such discussions would be to assure full understanding of and responsiveness to the RFQ+CP requirements. After completion, the chosen candidate Firm may be recommended to the ISWA Board. Depending upon the number of responses, the ISWA Board may establish a Procurement Committee ("Committee") to evaluate responses to the Request for Qualifications and determine the most qualified Firm(s) or applicant(s).

No.	Criteria Considered	Weight
1	Professional Qualifications	20%
2	Approach / Project Experience	30%
3	References	10%
4	Projected Rates / Costs	30%
5	Responsiveness	10%
	Total	100 %

9.0 Indemnity.

ISWA will require the selected Firm/individual to be properly insured and to indemnify and hold harmless one or more of the ISWA, its officers, Members, Participating Entities, Governmental Bodies, appointed and elected officials, attorneys, agents, servants, employees, volunteers, consultants, and Contractors (collectively "Indemnitees") from and against any and all losses, liabilities, obligations, interest, fines, penalties, judgments, suits, causes of action, legal proceedings, allegations, claims, demands, damages, costs, and/or expenses, including, but not limited to, any cost of defense, attorneys' fees, and consultant fees, ("Claims") arising from, in connection with or associated with performance of the contemplated Accounting or Bookkeeping services and/or Contract, or otherwise and in any way resulting from or relating to: (i) a negligent act or omission of the services provider, its affiliates, its officers, directors, partners, associates, agents, servants, employees, contractors, and assigns ("Service Provider Parties"); or (ii) a violation of any federal, state, or local ordinance, statute, law, rule, or regulation by any Service Provider Parties; or (iii) a breach of the contract or any related agreement by Service Provider Parties; or (iv) the gross negligence, recklessness, or willful misconduct of any Service Provider Parties. Indemnification shall survive the end of the time/term of any Service Provider Parties' Contract.

10.0 General Conditions.

By submitting a proposal, the professional services entity proposers acknowledge :

ISWA reserves the right to reject any or all proposals for any reason. ISWA reserves the right to reconsider any proposal submitted at any phase of the procurement. ISWA reserves the right to meet with select respondents to this RFQ+CP at any time to seek or gather additional clarifications or information. **Nothing in this RFQ+CP shall be construed to commit ISWA to engage or contract for any of the requested professional services.**

Proposals will be received by ISWA at the time and place noted in Section 1.4 of this document. At that point, ISWA will close the receipt of RFQ+CP proposals and begin its evaluation process. The only information that will be released will be the names of the respondent(s). No other information will be disclosed, except as required by the evaluation process, unless or until a contract is awarded.

Contractors shall examine all information and specific requirements contained in this RFQ+CP along with its attachments. Failure to do so shall be at the Proposer's risk. All proposals, submitted documents, inquiries, or correspondence relating to or in reference to this RFQ+CP shall become the property of the ISWA when received. Selection or rejection of any submittal does not affect this right. The proposals or a register of the proposals prepared by ISWA will be open for public inspection after a notice of the award of contract (if any) is given.

The Professional Services Provider's entity name, RFQ+CP number, and the proposal closing time and date must be marked clearly on the outside of the proposal submission. The time of receipt shall be determined by the time clock located in the ISWA office. ISWA will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the Professional Services Provider's responsibility to: (1) ascertain that they have provided all required and necessary information, documents, or addenda prior to submitting a response; (2) ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. Proposals transmitted via e-mail, telephone, telegraph, or facsimile shall not be accepted.

By submission of a response, the Professional Services Provider's agrees that at the time of submittal it: (1) has no interest (including financial benefit, commission, finder's fee, or any other remuneration) and shall not acquire any interest, either direct or indirect, that would conflict in any manner or degree with the performance of Professional Services Provider's services, or (2) will not benefit from an award resulting in a "Conflict of Interest." A "Conflict of Interest" shall include holding or retaining membership or full-time employment on a board, elected office, department, division or bureau, or committee

sanctioned by and/or governed by ISWA. Professional Services Provider shall identify any such interests and the individuals involved on separate paper with the entity's response and shall understand that the ISWA, in consultation with legal counsel, may reject their proposal.

ISWA assumes no responsibility and shall have no liability relative to or for confidentiality of information offered in a Professional Services Provider's proposal. The RFQ+CP does not intend to elicit proprietary information. However, if proprietary information is submitted as part of the proposal, the information is to be labeled as such. Proposals are not subject to public inspection until after the contract award. Proprietary or confidential information must be clearly labeled as such at the time of initial submission and, to the extent provided by Tennessee law, will not be made available for public inspection. In the event a request for inspection is made under public records law, ISWA intends to notify the affected Professional Services Provider(s) of the request and allow the Professional Services Provider to participate in any subsequent civil action seeking to compel disclosure of confidential information.

ISWA reserves the right to share information that is submitted in response to this RFQ+CP with any designee, person(s) or firm(s) involved in ISWA's review and evaluation process.

Any cost incurred by a Professional Services Provider in preparing or submitting a response to the RFQ+CP shall be that respondent's sole responsibility.

Professional Services Providers shall acknowledge within a cover letter the Professional Services Provider's receipt of all Appendices or Addenda (if any are issued) from ISWA.

ISWA reserves the right to approve all personnel working on any ISWA-related projects. Key professional staff may not be removed, reassigned, or replaced by the Professional Services Provider's without prior consultation with ISWA and advance approval from ISWA that ISWA is willing to accept the Professional Services Provider's proposed qualified replacement(s) to provide ISWA's Accounting or Bookkeeping Services.

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APPENDICES THAT MUST BE PROVIDED WITH RESPONSE MATERIALS

**Appendix A – Proposer/Professional Services Provider’s
Certification as to No Conflicts of Interest /
No Collusion – Signed and Dated**

**Appendix B – Proposer/Professional Services Provider’s
Insurance Certificate(s)/Declaration Page(s)**

**Appendix C – Professional Services Provider’s
Schedule of Rates/Costs**