

**IT Professional Technical Services  
Master Contract Program  
T#:902TS**

**Statement of Work (SOW)  
For Technology Services  
Issued By**

**Minnesota Department of Veterans Affairs**

**Project Title Web Redesign and Content Management**

**Service Categories**  
**Web Content Management - Metadata/Data Classification,**  
**Web Design & Development - HTML/ XML/ DHTML CSS**  
**Javascript, Web Applications Specialist - .NET/ASP (Vendor must be**  
**approved in 2 of the 3 categories listed in order to respond to this SOW)**

**Business Need**

The current agency website has fallen short in its ability to communicate to our stakeholders, maintain our brand and attract potential employees. Furthermore, the website has become very costly and inefficient to maintain. An agency website should introduce value and efficiency to the organization, as well as be the primary face to most stake holders. Since we can no longer depend on our website for that, it is important that we invest in a redesign project.

This is part of an overall strategic goal to mature the state of technology and leverage technology to drive efficiency within the agency. This project focuses on assisting the IT division in developing a website that both delivers values to our stakeholders but also delivers efficiencies to the IT division.

Minnesota Department of Veterans Affairs (MDVA) is interested in recommendations for a solution to manage the site moving forward. The recommended solution may be a content management system. The goal of the solution is to substantially reduce maintenance time and costs for MDVA. Any recommendations for a content managed site would allow non-technical staff to update and maintain site content efficiently. Technical staff will have the ability to manage programming changes internally.

The work is being separated into three sections in order to allow MDVA to better analyze the cost components.

- Section 1: Business Discovery and Web Strategy Development (Information Architecture and Site Design)
- Section 2: Content Development/Transformation and SEO Implementation (Web Hosting/CMS)
- Section 3: Content Publication (Content Migration/Conversion)

This project will include the web needs of all areas of MDVA including, the following areas identified as the project stakeholders: Central Office (Commissioner's Office, Information Technology, Human Resources, Fiscal Services, Communications, Legislative Services, Affirmative Action ), Central Pharmacy, Veterans Home Minneapolis, Adult Day Care, Veterans Home Hastings, Veterans Home Silver Bay, Veterans Home Fergus Falls, Veterans Home Luverne, Claims Office Saint Paul, Claims office Fargo, Outreach, Higher Education Brainerd, Tribal Veteran Service Officers,

Women Veterans and Employment, State Approving Agency, State Soldier’s Assistance Program, Veterans Preference, State Cemetery Little Falls, Veterans and their families, employees and potential employees.

The result of such a project would include:

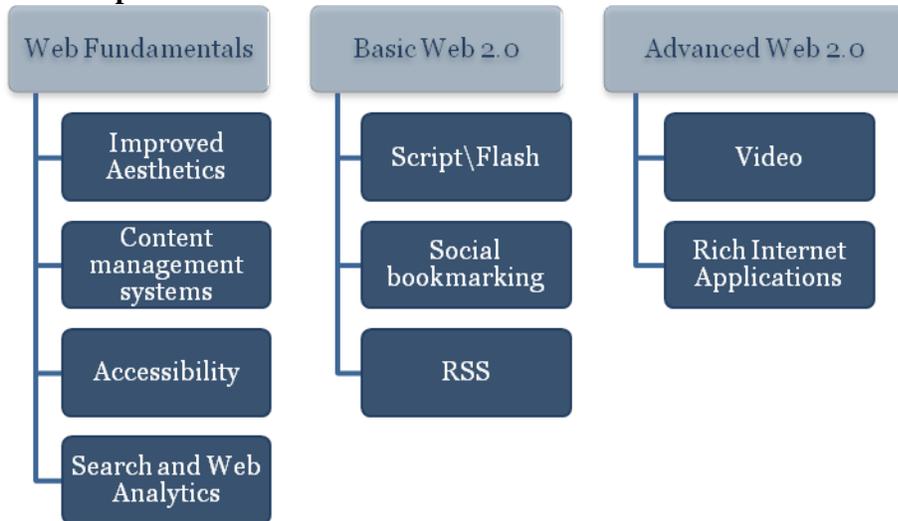
- Improved agency web presence and findability
- Impactful web communication strategy with stakeholders
- Attract highly motivated potential employees
- Reduce our overall web administration cost

## Project Deliverables

- Redesigned information architecture from all MDVA sites
- Integrated database-driven content management system
- Redesigned interactive website presentation layer, with Web 2.0 elements
- Detailed Documentation of design and implementation

Goal	Process	Measures
Improved Aesthetics	<ul style="list-style-type: none"> <li>• Implement a consistent page design which is easy to navigate but also very visually appealing</li> </ul>	<ul style="list-style-type: none"> <li>• 4 out of 5 users rate the Web site as more attractive than others in the same industry</li> </ul>
Improved Findability	<ul style="list-style-type: none"> <li>• Search Engine Optimization</li> <li>• Search terms development</li> <li>• Landing page keyword density</li> <li>• High quality inbound links</li> <li>• Information Architecture</li> </ul>	<ul style="list-style-type: none"> <li>• Search returns results within 2 seconds on average</li> </ul>
Improve Usability	<ul style="list-style-type: none"> <li>• Inventory exiting content</li> <li>• Improved information architecture</li> <li>• Users will easily and efficiently find items on our website</li> <li>• Consistent user navigation</li> <li>• Support site and donation site integration</li> </ul>	<ul style="list-style-type: none"> <li>• Measured with usability testing and post-test satisfaction ratings</li> <li>• 4 out of 5 users can browse to critical information within 3 clicks</li> </ul>
Brand	<ul style="list-style-type: none"> <li>• Work with communication team to develop approved web brand</li> </ul>	<ul style="list-style-type: none"> <li>• All web pages will be consistent with the approved web brand.</li> </ul>
Increased Traffic	<ul style="list-style-type: none"> <li>• Search Engine Optimization</li> <li>• social bookmarking</li> <li>• 20% increase in web traffic</li> </ul>	<ul style="list-style-type: none"> <li>• Web analytics</li> </ul>
Increased Stickiness	<ul style="list-style-type: none"> <li>• Provide relevant information to ensure 30% of users stay on target pages long enough to read most of the content</li> </ul>	<ul style="list-style-type: none"> <li>• Web Analytics</li> </ul>
Simplify Administration and Maintenance	<ul style="list-style-type: none"> <li>• Implement database driven CMS</li> <li>• Content publishing workflow</li> </ul>	<ul style="list-style-type: none"> <li>• 30% less web administration time.</li> </ul>
Enhanced Performance	<ul style="list-style-type: none"> <li>• Pages load in an average of 2 seconds and never longer than 4 seconds</li> </ul>	<ul style="list-style-type: none"> <li>• Performance testing</li> </ul>

**Web Components:**



## Project Environment

MDVA will provide an internal point Project Manager to supervise internal resources and act as an Agency point of contact. This will be the Project Management Supervisor.

MDVA will provide one additional technical FTE with web development skills for the purposes of ensuring that the contractor has resources needed.

This project will provide the site design, staff training and implementation of the site and related system and procedural documentation. MDVA will provide necessary hardware and third-party software licensing.

MDVA will not provide parking or travel expenses.

## Agency Project High level Requirements

The work is being separated into three sections in order to allow MDVA to better analyze the cost components.

### *Section 1: Business Discovery and Web Strategy Development (Information Architecture and Site Design)*

REQ-1: Develop a site wide standard design for the MDVA website

REQ-1.1 Develop an interface design, layout and organization structure for the web site

REQ-1.1.1 Design and layout shall be approved by MDVA

REQ-1.2 Menus / Navigation on all pages should be consistent

REQ-1.3 All MDVA logos and brand images must meet agency approved format

REQ-1.4 Compatibility with Internet Explorer 7.0+, FireFox 5.0+ Safari 5.x

REQ-1.5 Ability to layer on future need for mobile support

REQ-2: From the landing page [www.mdva.state.mn.us](http://www.mdva.state.mn.us) the design will take into account representation of all the different areas of the agency as represented in figure 1

REQ-2.1 Figure 1 is not intended to be a proposed web diagram but rather a depiction of the organization in a web centric format.

REQ-2.2 As part of this engagement the selected vendor will work with the agency through the assigned personnel to understand the needs of the identified stakeholders within the scope of this engagement and develop a detailed web design.

REQ-2.3 The stakeholders may be broken-down into six groups with varying uses of the web

REQ-2.3.1 MDVA Health Care: Provide an engaging web presence for each veteran home, introducing a means of transparency at the discretion of the Home Administrator and leveraging the web to communicate important and sometimes emergency information

REQ-2.3.2 MDVA Programs and Services: Ensuring veterans and their families are able to leverage the Web as another means to research, discuss, and process critical services provided by the agency

REQ-2.3.3 MDVA Central Office: Maintaining an effective means to communicate to a broad audience, including veterans, legislature, citizens, employees, media and other key stakeholders.

REQ-2.3.4 Veterans and Veteran Families: A critical resource for information and assistance.

REQ-2.3.5 Employees and Potential Employees: An avenue to learn about the agency as an employer.

REQ-2.3.6 Other Interested parties and partners: This group includes other veteran organizations, county veteran service officers, media and citizens in general.

REQ-3: Consolidate Websites to a one site ([www.mdva.state.mn.us](http://www.mdva.state.mn.us)), which will be the main landing page for the agency

REQ-3.1 [www.minnesotaveteran.org](http://www.minnesotaveteran.org) will redirect to the main page [www.mdva.state.mn.us](http://www.mdva.state.mn.us)

REQ-3.2 Other sites that need to be consolidated are:

REQ-3.2.1 [www.mvh.state.mn.us](http://www.mvh.state.mn.us)

REQ-3.2.2 <https://ssap.mdva.state.mn.us>

REQ-3.3 FAQ and live non-technical support is provided by a partner at ([www.support.mdva.org](http://www.support.mdva.org))

REQ-3.4 The following sites are support sites (FAQ and Live chat) hosted by a partner. They will continue to be hosted and supported by the partner but need to have the same design. They must also be properly linked in the main website. The link used depends on what area of the site the user is currently in.

- REQ-3.4.1 <https://linkvet.custhelp.org> – URL changed to <https://support.mdva.org>
- REQ-3.4.2 <https://mnveteranbenefits.org> – URL Changed to <https://support.mdva.org/benefits>
- REQ-3.4.3 <https://mymilitaryeducation.org> – URL Changed to <https://support.mdva.org/education>
- REQ-3.4.4 <https://mnveteranhomes.org> – URL Changed to <https://support.mdva.org/homes>
- REQ-3.4.5 <https://mnveteranclaim.org> – URL Changed to <https://support.mdva.org/claim>

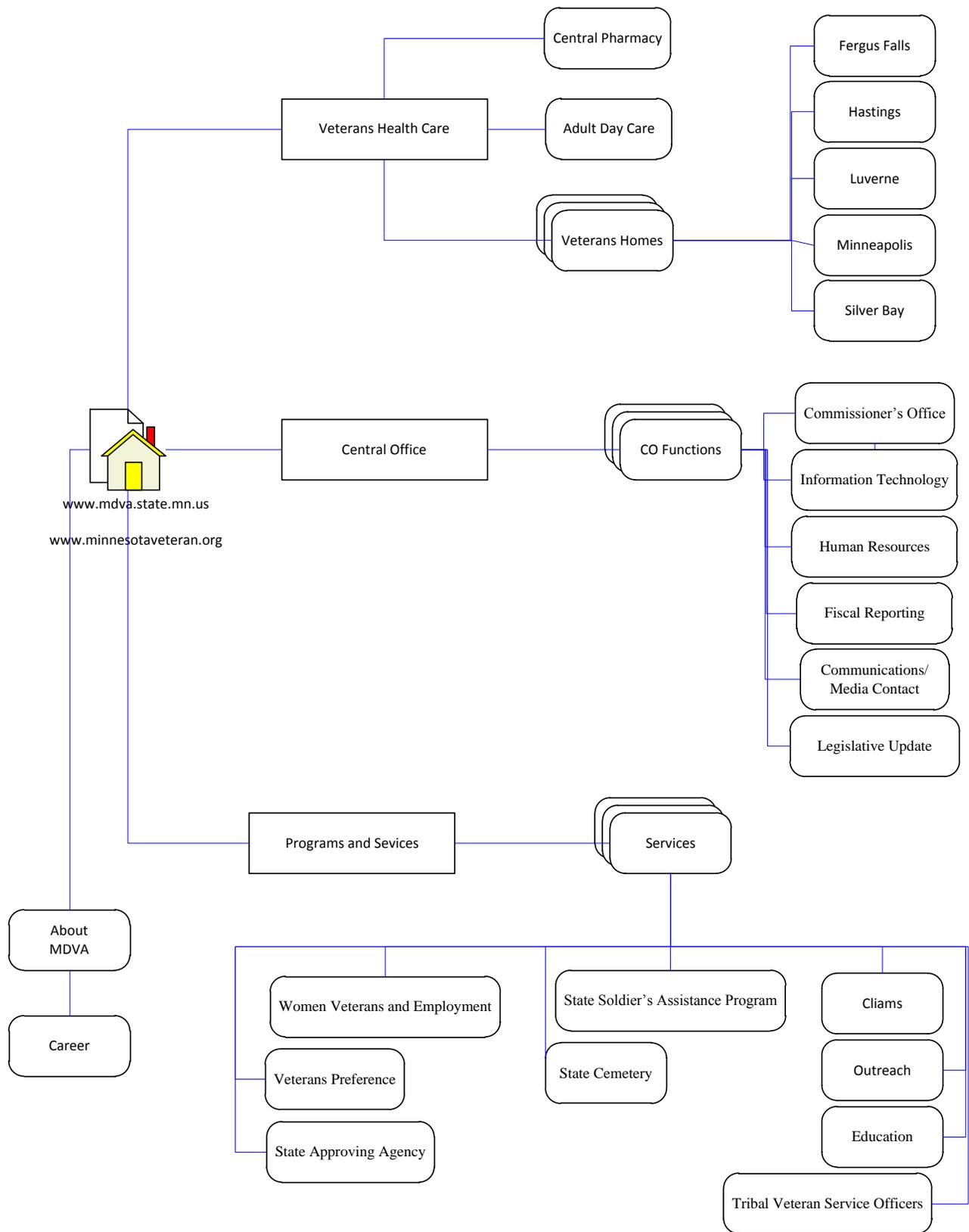
## *Section 2: Content Development/Transformation and SEO Implementation (Web Hosting/CMS)*

- REQ-4: Recommend a content management system that would achieve the following
- REQ-4.1 Stores Web content securely and increases document retrieval efficiency
  - REQ-4.2 Enable versioning and standardization
  - REQ-4.3 Allow for the website to be fully custom designed.
  - REQ-4.4 Ability to have non-technical staff create and manage content
  - REQ-4.5 Approval process for releasing content
  - REQ-4.6 Ability to create new content areas
  - REQ-4.7 Ability to roll back changes and/or view content history
  - REQ-4.8 Spell check
  - REQ-4.9 Ability to designate content owners (roles) to individual content areas of the web site
  - REQ-4.10 Ability to set follow-up dates or reminders to re-validate content is accurate on a regular basis
  - REQ-4.11 Ability to set start/expiration dates for content and have content added or removed according to schedule
  - REQ-4.12 Standardizes security to reduce management oversight
    - REQ-4.12.1 Access shall be role based
    - REQ-4.12.2 CMS will include safeguards against malicious attacks
  - REQ-4.13 Changes will follow a predefined approval process flow
  - REQ-4.14 Feature a content repository which Stores text and image assets for better asset organization
  - REQ-4.15 Facilitates user interaction and find-ability
  - REQ-4.16 Administers authors, sets publishing rules, and manages authentication and security settings
  - REQ-4.17 Maintains brand consistency while facilitating autonomous updating
  - REQ-4.18 Embeds content from databases and other enterprise systems
  - REQ-4.19 Collects site analytics data and reports trends
  - REQ-4.20 Facilitates accessibility compliance initiatives
  - REQ-4.21 Automate authenticated update of contact information for partner groups
    - REQ-4.21.1 County veteran service officers
    - REQ-4.21.2 Other veteran organization groups

## *Section 3: Content Publication (Content Migration/Conversion)*

- REQ-5: Perform data migration of existing content to the new web site
- REQ-5.1 The migration content is text/PDF/image content that will be moved from the current static web site to the new content managed web site
  - REQ-5.2 No content is currently stored in a database of any type
  - REQ-5.3 Content will likely be updated or modified during this process to present it in a more effective manner
- REQ-6: Provide training and documentation
- REQ-6.1 Provide technical training for two IT staff to maintain and also provide additional customizations to the system
  - REQ-6.2 Provide documentation for information architecture and administration of CMS.

**Figure 1**



## **Responsibilities Expected of the Selected Vendor**

- MDVA prefers the vendor be on-site for meetings to gather requirements, organize content, training and knowledge transfer to IT staff. The vendor may complete other work off-site.
- Provide project management support, including developing and managing project schedule, meeting coordination and project scope management.
- Provide MDVA with a work plan in week two.
- Manage project change management process
- Vendor staffing
- Project documentation
- Providing training/ knowledge transfer
- Project consulting
- Obtaining deliverable signoff

## **Required Skills** (These are to be scored as pass/fail requirements)

- Assigned staff must have a minimum of 6 years demonstrated experience in Web Content Management.
- Assigned staff must have a minimum of 6 years demonstrated experience in Graphical Design/Layout.
- Contracting firm will have Web Design and Content Management as a key area of its services portfolio

## Process Schedule

Activity	Due Date	Time Due
SOW Posted	2/17/2012	
Deadline for Questions	2/20/2012	Noon
Targeted Posted Response to Questions	2/21/2012	Noon
<b>Proposals due</b>	<b>2/23/2012</b>	<b>Noon</b>
Finalists Notified	3/1/2012	
Targeted Proposal Evaluation and Finalist Interviews	3/12/2012 – 3/16/2012	
Anticipated proposal evaluation & decision	3/23/2012	
Contracting process begins	3/26/2012 (2-4 weeks)	
Work begins no later than	5/1/2012	
Anticipated vendor work complete	11/15/2012	
Anticipated deploy date	12/15/2012	

## Questions

Any questions regarding this Statement of Work should be submitted via mail or e-mail according to the schedule above to:

Name: Dan Abdul

Department: Minnesota Department of Veterans Affairs, Information Technology

Telephone Number: 952-757-1544

Email Address: Daniel.Abdul@state.mn.us

## SOW Evaluation Process

- Detailed response to “Business/Project Requirements” (15%)
- Company and project staff qualifications and experience (20%)
- Three References (10%)
- Samples of design work and system and procedural documentation (25%)
- Cost (30%)

## Response Requirements

- Introduction
- Company overview
  - a) Company history, growth
  - b) Current financial data if publicly available
  - c) Company service areas
- Detailed response to “Business/Project Requirements”
  - a) Description of the vendor understands of the need and explanation of their proposed solution.
  - b) Explain how the project will meet the requirements. Each project deliverable should be listed as a sub-heading. For each deliverable, describe how you will get to the deliverable.
  - c) For each “response,” vendor would need to explain if they will be leveraging templates and work products they have developed and tested in prior engagements?
- Detailed response to “Project Approach”
  - a) Explain how the vendor will approach their participation in the project. This includes:
    - 1) Organization and staffing (including staff qualifications, resumes, etc.)
    - 2) Work-plan with life-cycle cost breakdown here
    - 3) Contract/change management procedures
    - 4) Project management (e.g. quality management, risk assessment/management, etc.)
    - 5) Documentation of progress such as status reports
- Samples of previous design work and system and procedural documentation
- Cost Section
  - a) Vendor should provide separate pricing for each of the three sections
    - 1) Business Discovery and Web Strategy Development (Information Architecture and Site Design)
    - 2) Content Development/transformation and SEO Implementation (Web Hosting/CMS)  
This should include estimates for a Content Management System if recommended which would include any hardware, software and on-going maintenance costs. **THIS PRICING IS FOR INFORMATION PURPOSES ONLY. NO HARDWARE, SOFTWARE, MAINTENANCE OR HOSTING SERVICES WILL BE PURCHASED UNDER THIS CONTRACT. ANY PURCHASES OF HARDWARE, SOFTWARE, MAINTENANCE AND HOSTING WILL BE MADE FOLLOWING STATE PROCUREMENT RULES FOR THESE TYPES OF PURCHASES.**
    - 3) Content Publication (Content Migration/Conversion)
- References: Provide three clients using the solution
- Conflict of interest statement as it relates to this project
- Required forms to be returned or additional provisions that must be included in proposal
  - a) Veteran-Owned/Service Disabled Veteran-Owned Preference Form  
<http://www.mmd.admin.state.mn.us/doc/vetpref.doc>
  - b) Affidavit of non-collusion  
<http://www.mmd.admin.state.mn.us/doc/noncollusion.doc>

# Proposal Submission Instructions

- Response Information:
  - a) Dan Abdul
  - b) [Daniel.Abdul@state.mn.us](mailto:Daniel.Abdul@state.mn.us)
  - c) Minnesota Department of Veteran Affairs 20 West 12th Street, St. Paul, MN 55155
  - d) All communication must include Attention: ITSM Selection Committee
  - e) (1) Electronic copy and (2) Hard copies should be submitted
- All inquiries must be directed to Dan Abdul.
- Key dates:
  - a. See Schedule
  - b. Expiration date for the vendor's price/terms guarantee: Price and terms will be valid for at least 15 days beyond the "Anticipated proposal evaluation & decision date". After which they will remain in effect if the vendor is selected.

## General Requirements

### Proposal Contents

By submission of a proposal, Responder warrants that the information provided is true, correct and reliable for purposes of evaluation for potential award of a work order. The submission of inaccurate or misleading information may be grounds for disqualification from the award as well as subject the responder to suspension or debarment proceedings as well as other remedies available by law.

### Liability

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

### Disposition of Responses

All materials submitted in response to this SOW will become property of the State and will become public record in accordance with Minnesota Statutes, section 13.591, after the evaluation process is completed. Pursuant to the statute, completion of the evaluation process occurs when the government entity has completed negotiating the contract with the selected vendor. If the Responder submits information in response to this SOW that it believes to be trade secret materials, as defined by the Minnesota Government Data Practices Act, Minn. Stat. § 13.37, the Responder must: clearly mark all trade secret materials in its response at the time the response is submitted, include a statement with its response justifying the trade secret designation for each item, and defend any action seeking release of the materials it believes to be trade secret, and indemnify and hold harmless the State, its agents and employees, from any judgments or damages awarded against the State in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the State's award of a contract. In submitting a response to this RFP, the Responder agrees that this indemnification survives as long as the trade secret materials are in possession of the State.

The State will not consider the prices submitted by the Responder to be proprietary or trade secret materials.

### Conflicts of Interest

Responder must provide a list of all entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this request for proposals. The list should indicate the name of the entity, the relationship, and a discussion of the conflict.

The responder warrants that, to the best of its knowledge and belief, and except as otherwise disclosed, there are no relevant facts or circumstances which could give rise to organizational conflicts of interest. An organizational conflict of interest exists when, because of existing or planned activities or because of relationships with other persons, a vendor is unable or potentially unable to render impartial assistance or advice to the State, or the vendor's objectivity in performing the contract work is or might be otherwise impaired, or the vendor has an unfair competitive advantage. The responder agrees that, if after award, an organizational conflict of interest is discovered, an immediate and full disclosure in writing must be made to the Assistant Director of the Department of Administration's Materials Management Division ("MMD") which must include a description of the action which the contractor has taken or proposes to take to avoid or mitigate such conflicts. If an organization conflict of interest is determined to exist, the State may, at its discretion, cancel the contract. In the event the responder was aware of an organizational conflict of interest prior to the award of the contract and did not disclose the conflict to MMD, the State may terminate the contract for default. The provisions of this clause must be included in all subcontracts for work to be performed similar to the service provided by the prime contractor, and the terms "contract," "contractor," and "contracting officer" modified appropriately to preserve the State's rights.

### **IT Accessibility Standards**

Responses to this solicitation must comply with the Minnesota IT Accessibility Standards effective September 1, 2010, which entails, in part, the Web Content Accessibility Guidelines (WCAG) 2.0 (Level AA) and Section 508 Subparts A-D which can be viewed at: [http://www.mmd.admin.state.mn.us/pdf/accessibility\\_standard.pdf](http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf)

### **Nonvisual Access Standards**

Nonvisual access standards require:

- 1) The effective interactive control and use of the technology, including the operating system, applications programs, prompts, and format of the data presented, are readily achievable by nonvisual means;
- 2) That the nonvisual access technology must be compatible with information technology used by other individuals with whom the blind or visually impaired individual must interact;
- 3) That nonvisual access technology must be integrated into networks used to share communications among employees, program participants, and the public; and
- 4) That the nonvisual access technology must have the capability of providing equivalent access by nonvisual means to telecommunications or other interconnected network services used by persons who are not blind or visually impaired.

### **Preference to Targeted Group and Economically Disadvantaged Business and Individuals**

In accordance with Minnesota Rules, part 1230.1810, subpart B and Minnesota Rules, part 1230.1830, certified Targeted Group Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal, and certified Economically Disadvantaged Businesses and individuals submitting proposals as prime contractors shall receive the equivalent of a six percent preference in the evaluation of their proposal. Eligible TG businesses must be currently certified by the Materials Management Division prior to the solicitation opening date and time. For information regarding certification, contact the Materials Management Helpline at 651.296.2600, or you may reach the Helpline by email at [mmdhelp.line@state.mn.us](mailto:mmdhelp.line@state.mn.us). For TTY/TDD communications, contact the Helpline through the Minnesota Relay Services at 1.800.627.3529.

### **Veteran-owned/Service Disabled Veteran-Owned Preference**

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

Eligible veteran-owned small businesses include CVE verified small businesses that are majority-owned and operated by either recently separated veterans, veterans with service-connected disabilities, and any other veteran-owned small businesses (pursuant to Minnesota Statute §16C.16, subd. 6a).

Information regarding CVE verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** the **Veteran-Owned Preference Form** in this solicitation. Only eligible, CVE verified, veteran-owned small businesses that provide the required documentation, per the form, will be given the preference.

**Foreign Outsourcing of Work Prohibited**

All services under this contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision also applies to work performed by subcontractors at all tiers.

Statement of Work does not obligate the state to award a work order or complete the assignment, and the state reserves the right to cancel the solicitation if it is considered to be in its best interest. The Agency reserves the right to reject any and all proposals.

**STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

**VETERAN-OWNED PREFERENCE FORM**

In accordance with Minnesota Statute §16C.16, subd. 6a, veteran-owned businesses with their principal place of business in Minnesota and verified as eligible by the United States Department of Veterans Affairs' Center for Veteran Enterprises (CVE Verified) will receive up to a 6 percent preference in the evaluation of its proposal.

If responding to a Request for Bid (RFB), the preference is applied only to the first \$500,000 of the response. If responding to a Request for Proposal (RFP), the preference is applied as detailed in the RFP.

Eligible veteran-owned small businesses must be CVE Verified (in accordance with Public Law 109-471 and Code of Federal Regulations, Title 38, Part 74) at the solicitation opening date and time to receive the preference.

Information regarding CVE Verification may be found at <http://www.vetbiz.gov>.

Eligible veteran-owned small businesses should complete and **sign** this form. Only eligible, CVE Verified, veteran-owned small businesses that provide this completed and signed form will be given the preference.

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**I hereby certify that the company listed below:**

1. Is an eligible veteran-owned small business, as defined in Minnesota Statute §16C.16, subd. 6a; and
2. Has its principal place of business in the State of Minnesota; and
3. Is CVE Verified by the United States Department of Veterans Affairs' Center for Veterans Enterprise.

Name of Company: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Telephone: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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**IF YOU ARE CLAIMING THE VETERAN-OWNED PREFERENCE, SIGN AND RETURN THIS FORM WITH YOUR RESPONSE TO THE SOLICITATION.**

**STATE OF MINNESOTA  
MINNESOTA DEPARTMENT OF VETERANS AFFAIRS**

**AFFIDAVIT OF NONCOLLUSION**

I swear (or affirm) under the penalty of perjury:

1. That I am the Responder (if the Responder is an individual), a partner in the company (if the Responder is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Responder is a corporation);
2. That the attached proposal submitted in response to the **Web Redesign and Content Management** Statement of Work (SOW) has been arrived at by the Responder independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with, any other Responder of materials, supplies, equipment or services described in the Statement of Work, designed to limit fair and open competition;
3. That the contents of the proposal have not been communicated by the Responder or its employees or agents to any person not an employee or agent of the Responder and will not be communicated to any such persons prior to the official opening of the proposals; and
4. That I am fully informed regarding the accuracy of the statements made in this affidavit.

Responder's Firm Name: \_\_\_\_\_

Authorized Representative (Please Print) \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_

Notary Public

My commission expires: \_\_\_\_\_