

UOSA SOLICITATION DISCLOSURE FORM

IFB Number: 16-03

IFB Due: Date: 4/5/2016

IFB Title: IT Support Services

IFB Due Time: 2:00 PM

SECTION I – COMPANY IDENTIFICATION AND OWNERSHIP DISCLOSURE

Company _____ Contact Person _____
Address _____ Title _____
_____ Telephone _____
Remittance Address _____ FAX _____
_____ Email _____

Indicate Which: Corporation ☐ Partnership ☐ Sole Proprietor ☐
Minority or Women Owned/Controlled Yes ☐ No ☐ Small Business Yes ☐ No ☐

Organized under the laws of the State of _____
Principal place of business at _____

Following are the names and addressed of all persons having an ownership interest of 3% or more in the Company
(Attach additional sheets if necessary)

<u>Name</u>	<u>Address</u>
_____	_____
_____	_____

Pursuant to Virginia Code § 2.2-4311.2, a bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 of the Code of Virginia shall include in its submission the identification number issued to it by the State Corporation Commission (“SCC”). Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder/offeror is not required to be so authorized.

All bidders/offerors must complete a Proof of Authority to Transact Business in Virginia form (Attachment – A) and must include it, along with any required supporting documentation, with their submission.

Initial here [] to indicate that Attachment – A has been completed and included with this submission.

SECTION II – CONFLICTS OF INTEREST

This solicitation is subject to the provisions of Section 2.2-3100 et. Seq., Virginia Code Annotated, the State and Local Government Conflict of Interests Act.

The bidder/offeror is ☐ is not ☐ aware of any information bearing on the existence of any potential organizational conflict of interest.

SECTION III – COLLUSION

I hereby certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm or person submitting an offer for the same services, materials, supplies, or equipment, and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of State and Federal law and may result in fines, prison sentences and civil damage awards.

I hereby certify that the responses to the above representations, certifications, and other statements are accurate and complete. I agree to abide by all conditions of this Invitation for Bid and certify that I am authorized to sign for the bidder/offeror.

Signature _____ Date _____
(original signature required)

Name (Printed) _____ Title _____

BIDDER/OFFEROR MUST RETURN THIS FORM WITH BID SUBMISSION

ATTACHMENT A - PROOF OF AUTHORITY TO TRANSACT BUSINESS IN VIRGINIA

Any falsification or misrepresentation contained in the statement submitted by bidder/offeror pursuant to Title 13.1 or Title 50 may be cause for debarment by UOSA.

Please complete the following by checking the appropriate line that applies and provide the required information.

The undersigned bidder/offeror:

1. ☐ is a Virginia business entity organized and authorized to transact business in the Commonwealth of Virginia by the State Corporation Commission (SCC). The Bidder's/Offeror's current valid identification number issued by the SCC is _____ . (The SCC number is NOT your federal tax identification number). **-OR-**
2. ☐ is a sole proprietor and no SCC number is required. **-OR-**
3. ☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business, any employees, agents, offices, facilities, or inventories in Virginia. This does not account for any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts. It also, does not account for any incidental presence of the Bidder/Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from the Bidder's/Offeror's out-of-state location. Bidder/Offeror shall include with this proposal documentation from their legal counsel which accurately and completely states why the Bidder/Offeror is not required to be so authorized within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. **-OR-**
4. ☐ has obtained a Certificate of Authority to do Business in the Commonwealth of Virginia from the SCC and has included a copy of the certificate with this proposal. **-OR-**
5. ☐ currently has pending before the SCC an application that was submitted prior to the due date and time of this solicitation for authority to transact business in the Commonwealth of Virginia and seeks consideration for a waiver to allow the submission of the SCC identification number after the due date for proposals (UOSA reserves the right to determine in its sole discretion whether to allow such waiver.)

Signature: _____ **Date:** _____
(original signature required)

Name: _____
(print)

Title: _____

Name of Firm: _____

End of Attachment A

THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL

ATTACHMENT B - REFERENCES

OFFERORS' NAME: _____

1. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

FAX: (_____) - _____ - _____

E-MAIL: _____

2. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

FAX: (_____) - _____ - _____

E-MAIL: _____

3. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

FAX: (_____) - _____ - _____

E-MAIL: _____

OFFERORS' NAME: _____

4. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

FAX: (_____) - _____ - _____

E-MAIL: _____

5. COMPANY NAME: _____

ADDRESS: _____

CONTACT PERSON: _____

TELEPHONE: (_____) - _____ - _____

FAX: (_____) - _____ - _____

E-MAIL: _____

End of Attachment B

THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL

ATTACHMENT C – QUALIFIED SERVICE CATEGORIES

Please check the appropriate box/boxes below to indicate which platforms you are qualified to support and for which you would like to be considered for award.

- ☐ Oracle EnterpriseOne
- ☐ Windows Network administration (DNS, Active Directory, etc.)
- ☐ MS Exchange
- ☐ Risk Assessments/Penetration Testing
- ☐ BigFix
- ☐ Oracle
- ☐ SQL*Server
- ☐ Adobe Acrobat Professional
- ☐ Microsoft Office 2007
- ☐ VLAN
- ☐ VPN
- ☐ HTML/web applications (HTML, ASP, VBScript, JavaScript)
- ☐ Globodox
- ☐ Intel-based Servers
- ☐ Printers
- ☐ Scanners
- ☐ Office Copiers
- ☐ Other areas of support:

☐ Other custom software solutions offered:

End Attachment C

THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL

ATTACHMENT D - TRANSMITTAL FORM

In compliance with this Request for Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods and/or services described herein in accordance with the attached proposal and as may be mutually agreed upon by subsequent negotiation.

Company Name:			
Address:	Signature:		
	Signed: _____ Date: _____ <small>(original signature required)</small>		
Telephone:	Printed: _____		
Fax:	Title: _____		
E-mail:	Offeror's Federal ID Number		
Submission Checklist: Note: Your proposal submission must include all of the following documents			
UOSA Solicitation Disclosure Form	<input type="checkbox"/>	Attachment D	<input type="checkbox"/>
Attachment A	<input type="checkbox"/>	All Signed Addendums if issued	<input type="checkbox"/>
Attachment B	<input type="checkbox"/>		
Attachment C	<input type="checkbox"/>		

Acknowledge Receipt of Addenda:

The Offeror hereby acknowledges receipt of and compliance with the following Addendum(s) to this solicitation
_____, _____, _____, _____, _____, _____, _____

End of Attachment D

THIS FORM MUST BE SUBMITTED WITH YOUR BID/PROPOSAL