

COUNTY OF COLE - MISSOURI



REQUEST FOR PROPOSAL

2025-21: SALARY STUDY

SUBMISSIONS SHALL BE ACCEPTED UNTIL

MONDAY, JUNE 16th at 3:00 p.m. CST

AND RECEIVED AT:

**COLE COUNTY COMMISSION
311 EAST HIGH STREET, ROOM 200
JEFFERSON CITY, MO 65101**

Company Name

Direct Contact Name (Typed/Printed)

Mailing Address

Title

City/State/Zip

Email

Office Telephone Number

Direct Line or Extension

I hereby certify that I am submitting the following information on behalf of the above-referenced company and understand that by virtue of executing and returning with this response this REQUIRED RESPONSE FORM, I further certify full, complete and unconditional acceptance of this solicitation and all attachments and the contents of any Addendum released hereto. (Submission must be signed by an officer or employee having authority to legally bind the respondent.)

Authorized Signature

Authorized Name (Typed/Printed)

Title

Date

REQUEST FOR PROPOSAL

Sealed offers will be accepted by the Cole County Commission for consideration in provision of the following:

2025-21 SALARY STUDY

Submissions will be received at the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri until 3:00 p.m. on Monday, June 16th, at which time they will be publicly opened and taken under advisement. Bidders should be aware that submissions are public record under state law. Specifications are available at www.colecounty.org or by contacting Jessica Bryant at jbryant@colecounty.org.

NEWS TRIBUNE: May 11, 18, 25

Legal Notices
Cole County Commission
311 East High Street
Jefferson City MO 65101

COLE COUNTY COMMISSION

COMMISSION
(573) 634-9110

PURCHASING
1736 SOUTHRIDGE DRIVE
JEFFERSON CITY, MISSOURI 65109

PURCHASING
(573) 634-9168

REQUEST FOR BID

1.0 OVERVIEW

- 1.1 **NOTIFICATION.** This document constitutes a request for competitive, sealed offers per the Terms and Conditions of Bidding and any special conditions set forth herein for the provision of a salary study as described within this document for Cole County.

Respondents are responsible for being thoroughly familiar with all specifications and requirements of this solicitation. Failure to examine any relevant document or provision thereof will not relieve the successful respondent from any obligation under this bid. Qualified organizations are invited to prepare an offer in response to this document and in doing so, concur with all terms, conditions, specifications and addenda to this bid unless specifically noted otherwise in a separate section titled “EXCEPTIONS” within their submission.

- 1.2 **QUESTIONS, REQUESTS FOR CLARIFICATION OR INTERPRETATION.** Respondents are advised that all questions concerning the meaning or intent of these specifications must be submitted **IN WRITING** and received at least five (5) business days prior to the date scheduled for bid opening. All inquiries shall be directed to:

Jessica Bryant
jbryant@colecounty.org

As of the issuance date of this solicitation and continuing until the final date for acceptance of submissions, all respondents are specifically directed not to discuss, hold meetings, conferences, or technical discussions with any County employee for the purpose of responding to this solicitation except as otherwise permitted by this bid document. Respondents should not otherwise ask any County officials or employees questions about the bid or related issues, either orally or by written communication. Respondents directly contacting other County employees risk elimination from further consideration.

- 1.3 **ISSUANCE OF ADDENDA.** Every attempt shall be made to ensure that all written questions receive an adequate and prompt response. However, in order to maintain a fair and equitable bid process, all respondents will be advised of any questions submitted, the County’s response, and any other pertinent information related to this solicitation via the issuance of addenda, which will be posted at www.colecounty.org. An addendum may contain information that could affect bid responses. It shall be the responsibility of the respondent to verify whether or not any addenda have been issued prior to submitting a bid response to Cole County.

All issued addenda are incorporated by reference as if fully set out herein. Respondents are cautioned that the only official position of Cole County is that which is issued by Cole County in these specifications or by addendum thereto. No other means of communication, whether written or oral, shall be construed as a formal or official response or statement. The County assumes no liability if a respondent fails to incorporate addenda into their bid. Failure to have requested an addendum covering any questions affecting the interpretation of these specifications shall not relieve the awarded party from delivering the completed project, product and/or service in accordance with the intent of these specifications.

1.4 **SUBMISSION REQUIREMENTS.** A fully executed bid, including the specification pages comprising this invitation and any related illustrative documentation and/or issued addenda shall be:

- submitted in a sealed envelope identified by bid number, bid title, and bid opening date/time;
- Complete and signed by an official authorized to obligate the agency or company submitting the bid;
- inclusive of (1) complete original bid and two (2) exact duplicates (electronic copies are appreciated for any response exceeding 50 pages).

It is the responsibility of each respondent to deliver its submission to the office of the Cole County Commission, 311 East High Street, Room 200, Jefferson City, Missouri on or before the date and exact time indicated for public bid opening. Fax and email submissions will not be considered. Responses will be time and date stamped; those received late will be determined non-responsive and returned unopened to the sender **without exception.**

1.5 **BID OPENING.** Submissions will be publicly opened in the Cole County Commission Chambers on Monday, June 16th at 3:00 p.m. Central. Respondents and the public are invited but not required to attend the formal bid opening. All documents will be made available for public inspection, but no decision relating to the award of the contract or agreement will be made at the bid opening.

1.6 **ADVICE OF AWARD.** Award notification letters, along with a bid tabulation summarizing responses received, will be sent via email to all parties that submitted a response upon bid award by the Cole County Commission.

2.0 TERMS AND CONDITIONS

2.1 **INCURRING COSTS.** Cole County shall not pay for any information requested herein nor be obligated or liable for any cost incurred by any respondent in submitting a response.

2.2 **RESERVATIONS.** The right is hereby reserved to reject any or all submissions for any reason, in part or in whole, received in response to this solicitation; to waive or not waive informalities or irregularities in any response or the bidding procedures; to request supplementary information from respondents as determined necessary to effectively evaluate responses; to cancel this solicitation, advertise for new and/or purchase off of cooperative purchasing contract(s); and to accept, request clarification or further negotiate the terms, conditions and/or methodology of any response if, in Cole County's sole judgment, the best interests of Cole County will be so served.

2.3 **MODIFICATION/WITHDRAWAL.** Receipt of written notice or an in-person request from a properly identified individual prior to the official date and time set for bid opening must occur in order to modify or withdraw a submission which has been delivered to the office of the Cole County Commission.

2.4 **VALIDITY.** Respondents agree that submissions will remain valid for consideration by the County for a minimum period of ninety (90) calendar days after the date specified for bid opening.

2.5 **RESPONSE MATERIAL OWNERSHIP.** All material submitted in response to this solicitation becomes the property of Cole County and may be disclosed upon proper Sunshine Law request per 610.021(12) RSMo.

2.6 **EXCEPTIONS.** The wording of this solicitation may not be changed or altered in any manner. Changes, additions or limiting provisions made on the invitation will render the bid informal and may cause its rejection. Taking exception to any clause in part or in whole does not necessarily disqualify a respondent; any such exception shall be clearly identified and described in full detail in the respondent's submission on a separate page clearly titled "EXCEPTIONS." Any exception will be evaluated and accepted or rejected by Cole County, whose decision shall be final and conclusive. In the absence of such declaration(s), the

response shall be accepted as in strict compliance with all terms, conditions, and specifications requested and the awarded party shall be held responsible for providing the product or service accordingly.

- 2.7 **RESTRICTIVE LANGUAGE.** It shall be the responsibility of respondents to ask questions, request changes or clarification, or otherwise advise Cole County if any language, specification or requirement of this solicitation appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit responses to a single source. Such notification must be directed to the Purchasing Agent and received at least five (5) business days prior to the date set for bid opening.
- 2.8 **INTERPRETATION.** If the bidder has any questions which arise concerning the true meaning or intent of the Plans, Specifications or any part thereof, which affect the cost, quality, quantity, or character of the project or service, he shall request in writing that an interpretation be made and an addendum be issued which shall then be posted at www.colecounty.org. Failure to have requested an addendum covering any questions affecting the interpretations of the Plans and Specifications shall not relieve the successful respondent from delivering the product, service or completed project in accordance with the intent of the Plans and Specifications. Should any differences arise as to the meaning or intent of these specifications, Cole County's interpretation shall be final and conclusive.
- 2.9 **EQUIVALENT MATERIAL/EQUIPMENT.** Any listed manufacturer/model number(s) or a definite reference to a particular item or piece of equipment is intended to establish a minimally acceptable design, type, quality, functional capacity, and/or desired performance level. It is to be understood that any equivalent alternate which will perform adequately the duties imposed by the general design may be proposed and bid so long as sufficient details necessary to establish equivalency are included in the submission. Acceptance is subject to approval of the County which may request further information, sample(s) and/or a demonstration prior to bid award. Cole County shall be the sole judge of equivalency.
- 2.10 **LIKE OR SIMILAR PRODUCT.** Cole County reserves the right, at its sole discretion, to obtain like or similar product(s) to that which has been specified herein when use of such product is deemed in the best interest of the County.
- 2.11 **QUALIFICATIONS OF RESPONDENTS.** Cole County may make such investigations as deemed necessary to determine the ability of any respondent to provide the product and/or service described herein. Respondent shall furnish to the County all such information and data for this purpose that the County may request. The County reserves the right to reject any submission if the evidence submitted by the respondent or investigation of such respondent fails to satisfy the County that such respondent is properly qualified to carry out the obligations of the contract and/or to complete the work contemplated herein.
- 2.12 **PRICES.** Prices must be stated in units of quantity specified and must be firm. Price submitted for each item shall include all cost, of whatever nature, that is involved in achieving the good or service per the Specifications. Bids qualified by escalator clauses may not be considered.
- 2.13 **TAX EXEMPTION.** Cole County is funded by public monies and as such has been approved by the State of Missouri for sales/use tax-exempt status. The Missouri tax identification number and certificate is available to the awarded party upon request.
- 2.14 **CANCELLATION.** The County reserves the right to cancel any or all of an order or contract if delivery is not made or work is not started as guaranteed. In case of delay, the Contractor must contact the County to notify of said delay and arrange an alternate schedule if agreeable to the County.
- 2.15 **DELIVERY.** The delivery date(s) or when work will start shall be stated in definite terms as they may be taken into consideration when making award. Cole County reserves the right to cancel all or any part of an order if delivery is not made or work not started as guaranteed.

- 2.16 **DEFAULT.** In case of default by the bidder or contractor, the County of COLE will procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
- 2.17 **ACCEPTANCE.** No equipment, supplies, materials and/or services received by Cole County pursuant to this solicitation shall be deemed accepted until the County has had reasonable opportunity to inspect. Cole County reserves the right to reject anything that does not comply with reasonable expectations based on the specifications outlined herein.
- 2.18 **SHIPMENTS.** All shipments shall be F.O.B. destination, freight prepaid.
- 2.19 **APPLICABLE LAW.** The contractor must agree to comply with all federal, state, and local laws or ordinances, and all applicable laws, regulations, and standards established by an agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Contractor's performance of the provisions of the agreement. It shall be the obligation of the Contractor to apply for, pay for and obtain all permits and/or licenses required by a governmental agency for the provision of those services contemplated herein.
- 2.20 **AS NEEDED, IF NEEDED.** The contractor shall provide product or service on an "as needed, if needed" basis for Cole County in accordance with the provisions and requirements stated herein. The resulting contract does not guarantee that all purchases of this nature will go to the successful respondent(s), but rather establishes a primary vendor. Any usage quantities included in this request are based on estimated need; Cole County reserves the right to increase or decrease quantities to meet actual needs and maintain the quoted pricing.
- 2.21 **ASSIGNMENT.** The awarded party shall not assign the Contract, subcontract, or sublet it as a whole without the prior written consent of Cole County. Assignment, subcontracting, or subletting without such consent will in no way relieve the awarded party of any of its obligations under this Contract unless specified, in writing, by Cole County.
- 2.22 **EVALUATION.** The County's sole purpose in the evaluation process is to determine from among the responses received which one is best suited to meet the County's needs at the lowest possible cost. Any final analysis or weighted point score does not imply that one bidder is superior to another, but simply that in our judgment the contractor selected appears to offer the best overall solution for our current and anticipated needs at the lowest possible cost.
- 2.23 **BASIS OF AWARD.** Award shall be made to the lowest responsible bidder(s) whose offer best responds to the quality, capacity, and service requirements of Cole County, as determined by the County.
- 2.24 **PREFERENCE.** In making bid awards, Cole County shall give preference to all firms, corporations, or individuals that maintain office or places of business within the County of COLE when the quality of the commodity or performance promised is equal or better and the price quoted is the same or less.
- 2.25 **INSURANCE REQUIREMENTS.** The Successful Contractor shall purchase and maintain in force, at its own expense and with an insurance company licensed to do business in the State of Missouri, such insurance as will protect Contractor from claims which may arise out of or result from the execution of the work under the contract resulting from this Request for Bid, whether such execution be by him/herself, his/her employees, agents, or by anyone for whose acts he/she may be liable. If any such work covered under the Contract is to be performed on County-owned or leased premises, the Vendor agrees to carry liability and workman's compensation insurance, satisfactory to the County, and to indemnify the County against all liability, loss, and damage arising out of any injuries to persons and property caused by the Vendor, his sub-contractors, employees or agents. The insurance coverage shall be such as to fully protect the County and the general public from claims for injury and damage resulting by any actions on the part of the Successful Bidder as

enumerated above. All policies must name the County as an additional insured and provide thirty (30) days written notification to the County prior to any material changes or cancellation.

- 2.26 **COOPERATIVE PROCUREMENT.** Various State Agencies, City and County Offices, the City of Jefferson and/or other Cities within the boundaries of Cole County may or may not request an unknown quantity of goods or services under this bid during the bid period or resulting agreement period at the same prices, terms and conditions stated herein.

It is agreed and understood that each participating political subdivision will make its own separate contract with the successful bidder, that each participating political subdivision shall only be liable to the successful bidder for materials or supplies contracted for by each political subdivision without any liability for purchases contracted for by any other participating political subdivision, and each successful bidder shall be required to bill each participating political subdivision directly for those materials or supplies for which it has purchased.

In the event of any dispute between a political subdivision and a successful bidder arising after a contract of purchase has been executed, such dispute shall be handled by and between the particular political subdivision affected and the contractor.

2.27 **CONTRACT TERMINATION.**

- 2.27.1 **TERMINATION FOR DEFAULT.** If, through any cause, the awarded party shall fail to fulfill, in a timely and proper manner, its obligations under the contract resulting from this solicitation, or if the awarded party shall violate any of the covenants, agreements, or stipulations of said contract, Cole County shall thereupon have the right to terminate this contract for cause by giving written notice to the awarded party of its intent to terminate and at least ten (10) calendar days to cure the default or show cause why termination is otherwise not appropriate. In the event of termination, all finished or unfinished documents, data, studies, survey, drawings, maps, models, photographs, and reports or other material prepared by the awarded party under this contract shall, at the option of Cole County, become its property, and the awarded party shall be entitled to receive just and equitable compensation for any services and supplies delivered and accepted. The awarded party shall be obligated to return any payment advanced under the provisions of this contract.

Notwithstanding, the awarded party shall not be relieved of liability to Cole County any damages sustained by the County by virtue of any breach of the contract by the awarded party, and the County may withhold any payment to the awarded party for the purpose of mitigating its damages until such time as the exact amount of damages due the County from the awarded party is determined.

If after such termination it is determined, for any reason, that the awarded party was not in default, or that the awarded party's action/inaction was excusable, such termination shall be treated as a termination for convenience.

- 2.27.2 **TERMINATION FOR CONVENIENCE.** The performance of work under the contract resulting from this solicitation may be terminated by Cole County in whole or in part at such time that the Cole County Commission determines that such termination is in the best interest of Cole County. Any such termination will be affected by delivery to the awarded party of a letter of termination specifying the extent to which performance of work under the contract is terminated and the date upon which such termination is effective.

After receipt of a termination letter the awarded party will:

- Stop work on the contract on the date and to the extent specified in the letter.
- Place no further orders for materials, services or facilities except as may be necessary to complete any portions of the work under contract not terminated.

- Complete on schedule such part of the work as will not be terminated.

2.28 **STATE OF ISRAEL.** The contractor certifies that it is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

2.29 **FEDERAL WORK AUTHORIZARION PROGRAM.** Proposers that meet the definition of a business entity as defined in section 285.525, RSMo, pertaining to section 285.530, RSMo, providing services exceeding \$5,000, shall maintain enrollment and participation in a federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the contracted services included herein. If the Proposer's business status changes during the life on the contract to become a business entity as defined in section 285.525, RSMo, pertaining to section 582.530, RSMo, then the Proposer shall, prior to the performance of any services as a business entity under the contract enroll and participate in a federal work authorization program such as E-Verify.

Proposers must, by sworn affidavit and provision of documentation (copy of the E-Verify Memo of Understanding Electronic Signature Page), affirm their enrollment and participation in a federal work authorization program. Proposers shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. See Affidavit of Compliance with E-Verify document.

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at <http://www.e-verify.gov/>.

3.0 OVERVIEW

3.1 BACKGROUND.

- A. The County had a classification and pay plan study completed by The Archer Company in 2006 and partially implemented in 2007. This study is available for reference by the contractor, if needed. The requirements of this RFP are only for a compensation review including recommendations, suggested implementation, and maintenance processes along with a thorough look at compression. The County has not had a classification and pay plan study done since.
- B. This study is for a review of the full-time positions only. Cole County has approximately 351 full-time employees.
- C. The County offers a wide range of services that included, but is not limited to, the following departments: Assessor, Auditor, Collector, Commission (which includes Human Resources, Finance, and Legal Services Staff), Clerk, Emergency Management Services, Public Health, Information Systems, Maintenance, Prosecuting Attorney (which includes Legal Services Staff), Public Administrator, Public Works, Recorder, Sheriff, and Treasurer.
- D. The County has approved \$86,754,099.00 that includes the total of all budgets that have payroll associated with them. The fiscal year cycle begins January 1 and ends on December 31. For the 2025 year, a 2.2% COLA plus \$500.00 was approved for salaries within the budget. The County does not have a salary schedule implemented that we currently utilize. Our Sheriff's Department, Public Works Department, and EMS Department does have a pay grid/step schedule that they utilize. Those will be provided to the awarded proposer.

3.2 SCOPE OF WORK

General Information:

- A. The County seeks the services of a firm or individual to conduct a compensation study for Cole County.
- B. All equipment, material, and staff shall be provided by the contractor.
- C. Project objectives ensure program outcomes that are: internally equitable, externally competitive, understandable, legally defensible, efficient to administer, and flexible to adapt/change in the future.
- D. The primary focus area for this project is correcting salary compression where it exists and external market benchmarking/analysis.
- E. The final report shall include reporting of the results and recommendations for implementation, with deliverables as outlined below.
- F. The County is seeking two cost options when conducting the compensation study:
 - Option A** – The salary study to include all recommendations and strategies for implementation with the County providing the job descriptions.
 - Option B** – The salary study to include all recommendations and strategies for implementation with prospers providing the job descriptions.

Contractor Requirements:

- A. Contractor must have a minimum of five (5) years of professional experience in conducting salary studies for local governments and must have successfully completed a minimum of ten (10) studies.

County's Responsibilities:

- A. Provide access to necessary data, documentation, etc. (define what data, documents and who is the provider);
- B. Provide office accommodations (i.e. working space) as needed;
- C. Assign a representative to serve as a primary point of contact;
- D. Review of documents within an agreed upon timeframe for review;
- E. Define supervisors' and employees' involvement and opportunities to provide feedback; and
- F. Provide for feedback as needed from supervisors and employees within the established timeframe.

Salary Study Requirements:

- A. Determine data required for analysis and identify source of said data.
- B. Analyze the effectiveness of the existing salary structure and recommend changes, if needed, based on best practices for governmental organizations with the market.
 - 1. The effectiveness of the current salary structure;
 - 2. The appropriateness of the pay ranges;
 - 3. Recommendations for changes and implementation of changes.
- C. Analyze internal equity (primary focus) and provide potential solutions to address any inequities identified. The analysis should include data points appropriate for comparing internal equity such as job class, grade, title, base pay, organizational hierarchy, and comparison. Other data points such as time in position, and tenure should be included in order to determine whether these factors are affecting pay. Make recommendations to adjust individual pay accordingly.
- D. Analyze the regional market (secondary focus) and recommend adjustments to ensure salaries remain competitive.
- E. Define and identify similar markets and survey sources, as well as benchmark positions, to be approved by the County.
- F. Analyze pay of comparable public employers in the region and provide recommended benchmarking.
- G. Understand the specific concerns of County employees including administrative personnel, sheriff, emergency management services, etc.
- H. Provide recommendations for hiring employees above the minimum of the suggested pay range.

- I. Review the classification and provide recommendations for career ladders. The Sheriff's Department, EMS Department, and Public Works Department currently use a pay grid with salary steps.

Required Tasks:

- A. The contractor shall schedule an initial meeting with the County to discuss the below information:
 1. The tasks to be performed, timelines, and assignment of key personnel;
 2. Establish a communication plan to gather information from and keep everyone informed throughout the process;
 3. Attend meetings, if required, throughout the contract period;
 4. Clarifying expectations of the process and outcomes, roles, tasks, and responsibilities.
- B. Compile, verify, and analyze salary data:
 1. Collaborate with Commission staff to review and refine the salary data collected. Provide draft of the survey results and discuss with County staff.
- C. Develop Report
 1. Provide preliminary findings and draft report for internal review by County staff within a timeline identified by the contractor and agreed to by the County. Results must include the following with explanations:
 - a. Results of the internal equity analysis;
 - b. Results of compensation regional market benchmarking analysis;
 - c. Recommendations to ensure the County is "competitive";
 - d. Recommendations for individual pay adjustments;
 - e. Recommendations and strategies for addressing and lessening compression;
 - f. Recommendations for any changes to the County's salary grade structure;
 - g. Recommendations for a policy for hiring new employees above the minimum of the pay range;
 - h. Description of the financial impact of implementing any recommended changes to the existing salary structure, recommended changes to the existing salary structure, recommended solutions to address pay inequities, and recommended pay adjustments to maintain the County's competitive position in the labor market; and
 - i. Provide strategies to relieve compression going forward and any salary placement strategies that would assist with and minimize creating any compression in the future.
- D. Present a final report, recommendations and deliverables to the County Commissioners, Elected Officials, and Department Directors.

3.3 **BID SUBMITTAL.** Proposals must include the following:

- Letter of interest;
- Description of the qualifications and experience of the firm and key personnel to be assigned to this project;
- Work plan and project approach with project tasks defined which demonstrates the ability and the strategy that will be used to complete the scope of work and a tentative timeline for each task and deliverable;

- References – a minimum of three (3) professional references with physical addresses, phone numbers, and email addresses which represents a project similar to this project;
- Identification of any subcontractors to be used, how they will be used, and their experience;
- Attachment A – Cost Form
- Attachment B – Anti-Collusion Affidavit
- Attachment C - Affidavit of Compliance with Section 285.525-285.550 RSMo

COST FORM – ATTACHMENT A

Proposers shall indicate a firm, fixed pricing for the items below. Any additional fees must be fully described. The County is requested a firm, fixed pricing for (A) Cost with County providing the job descriptions and (B) Cost with the proposer providing the job descriptions.

Service Description	Unit of Measure	Total Cost
Option A – Salary Study to include all recommendations and strategies for implementation with the County providing the job descriptions.	Lump Sum	
Option B – Salary Study to include all recommendations and strategies for implementation with the proposers providing the job descriptions.	Lump Sum	

This bid is firm for _____ days prior to award.

I/We the undersigned do hereby certify that the information presented in this bid is true and accurate and agree to provide the specified products and services at the price and time stated if awarded the bid.

NAME OF COMPANY: _____

AGENT AND TITLE: _____

ADDRESS: _____

TELEPHONE: _____

EMAIL ADDRESS: _____

SIGNATURE OF PROPOSER: _____

DATE: _____

ANTI-COLLUSION STATEMENT

STATE OF _____)

COUNTY OF _____)

_____ being first

duly sworn, deposes and says that he is _____
(title of person signing)

of _____

(Name of Bidder)

that all statements made and facts set out in the proposal for the attached bid are true and correct; and that the bidder (The person, firm, association, or corporation making said bid) has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such bid of any contract which result from its acceptance.

Affiant further certifies that bidder is not financially interested in, or financially affiliated with, any other bidder for the attached bid.

(BY) _____

(BY) _____

Sworn to before me this _____ day of _____, 20 ____

Notary Public

My Commission expires: _____

Sample E-Verify Memo of Understanding – MOU Electronic Signature Page



Company ID Number: XXXXXXXX

Approved by:

Employer	
<i>Your Company Name</i>	
Name (Please Type or Print) <i>John Doe</i>	Title
Signature <i>Electronically Signed</i>	Date <i>11/30/2023</i>
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 11/30/2023