TO: Karen Gahm
Superior Court

FROM: Sue Ryan
Purchasing Division

RFQ-05-12 DESCRIPTION: Community Coordination Reclaiming Futures Project

Opening Date March 8, 2013 Dept/Div. Superior Court/Juvenile

___________________________________________________________________________________________

Vendor Street Address City/State/Zip Rec.
1. ______________________________________________________ ____________________  __________
2. ______________________________________________________ ____________________  __________
3. ______________________________________________________ ____________________  __________
4. ______________________________________________________ ____________________  __________
5. ______________________________________________________ ____________________  __________
6. ______________________________________________________ ____________________  __________
7. ______________________________________________________ ____________________  __________
8. ______________________________________________________ ____________________  __________

I have picked up the above listed competitive proposals/submittals and take full responsibility for them.

It is my understanding that if a professional or consultant contract is ultimately entered into with one or more firms, Executive or Council approval is required. It is our Department’s responsibility to obtain this approval.

If a contract is entered into, upon approval by the proper authority, I will see that a copy of the approved contract and a properly completed purchase requisition are forwarded to Purchasing along with this form. It will be at this time that the funds are encumbered and a purchase order issued.

FEDERAL SUSPENSION/DEBARMENT:
To comply with Federal Grant Guidelines, the Purchasing Division will verify, prior to any contract award recommendation, that the highest ranking proposer (the proposed awardee) is not suspended or debarred by the General Services Administration from participation in contracts funded with federal dollars.

However, as the Department responsible for the contract awarded under this RFP/RFQ, I understand that it is our Department’s responsibility to insure that sub-contractors, if any, are not suspended or debarred by the General Services Administration from participation in contracts funded with federal dollars (verify at www.epis.gov) and to insure compliance with all other post award compliance requirements.

Signature __________________________ Name __________________________ Department __________________________ Date __________________________

Please complete this form and sign below, and return to the Purchasing Division, when the contract is completed under this RFP/RFQ, together with a copy of the signed contract.

_____ Contract awarded to: _____________________________. Copy of executed contract, and approval documents, attached.
_____ No contract awarded.
_____ Other: __________________________________________

Department Director or Designee __________________________ Date __________________________ Telephone __________________________

Revised 6/19/12, Purchasing Division