

STATE OF WYOMING
DEPARTMENT OF ADMINISTRATION AND INFORMATION
PROCUREMENT SECTION
2323 CAREY AVENUE
CHEYENNE, WY 82002

REQUEST FOR PROPOSAL NUMBER 0283-G

WYOMING DEPARTMENT OF INSURANCE

**EDUCATIONAL PUBLIC SERVICE
CAMPAIGN FOR WYOMING'S HEALTH
INSURANCE MARKET**

PROPOSAL DUE DATE AND TIME
MAY 31, 2022 – 2:00 P.M. MOUNTAIN TIME

PURCHASING REPRESENTATIVE: DEBI WALKER
E-MAIL ADDRESS: debi.walker@wyo.gov
TELEPHONE NUMBER: (307) 777-6707

DEPARTMENT OF INSURANCE
REPRESENTATIVE: JEFFREY P RUDE, COMMISSIONER

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SECTION 1: REQUEST FOR PROPOSAL

1. SUBMISSION OF PROPOSALS:

The A&I Procurement Office will receive proposals for providing an educational public service campaign for Wyoming's health insurance market FOR THE STATE OF WYOMING, Department of Insurance, (Agency) through the public purchase online bidding system. Proposals are due no later than MAY 31, 2022, 2:00 p.m. Mountain Time.

The technical proposal and cost proposal should be uploaded as separate documents and identified as such.

- 1.1. Proposals should be accompanied by the attached Proposal Price Sheet and signed by the proper official of the firm. All proposals should be uploaded on the public purchase online bidding system. Proposals sent by FAX, email, or paper copy may be rejected.
- 1.2. Proposals should be submitted through the public purchase online bidding system on or before the time and date specified. Proposals received after the time and date specified may be rejected.
- 1.3. The State of Wyoming reserves the right to withdraw this Request for Proposal, without cause, at any time before a contract has been fully signed and submitted to the A&I Procurement Office.

2. MODIFICATIONS OR WITHDRAWAL OF PROPOSALS:

- 2.1. A proposal may be altered through the public purchase online bidding system before the proposal due date and time contained in this document.
- 2.2. The proposer may withdraw its proposal through the public purchase online bidding system up to the proposal due date and time contained in this document. If a proposal is accepted and the proposer then fails to furnish the service agreed to in the proposal, that proposer may be eliminated from future consideration.

3. PREPARATION OF PROPOSALS:

- 3.1. A proposal may be rejected if it modifies any of the provisions, specifications, or minimum requirements of the Request for Proposal.
- 3.2. In case of error in the extension of prices in the proposal, unit prices will govern.

4. AWARD AND CONTRACT INFORMATION:

- 4.1. The State of Wyoming will ensure that minority business enterprises are afforded full opportunity to submit proposals. The State of Wyoming will not discriminate on the grounds of age, race, color, sex, creed, national origin, or disability status.
- 4.2. The proposer also agrees that should it be awarded a contract, it will not discriminate against any person who performs work under the contract because of age, race, color, sex, creed, national origin, or disability. In addition, the successful proposer shall comply with the Americans with Disabilities Act and the Wyoming Fair Employment Practices Act.
- 4.3. The proposer expressly warrants to the State that it has the ability and expertise to perform the contract if awarded. In doing so it shall use the highest standards of professional

workmanship.

- 4.4. The State of Wyoming reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the State to do so. The A&I Procurement Office will award the contract to the firm determined to have the most responsive and responsible proposal by the Wyoming Department of Insurance.
- 4.5. The successful proposer will be required to agree to and execute a formal contract with the State containing terms required by the Attorney General with reasonable adjustments acceptable to the State.
- 4.6. If applicable, the State will negotiate payment terms based upon a schedule to be determined by the proposer and the State. Paying invoices will be based upon the proposer successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services.

DATED: APRIL 26, 2022

STATE OF WYOMING
Procurement Section
DEBI WALKER

SECTION 2: GENERAL PROVISIONS

1. INSURANCE:

- 1.1. The contract between the successful proposer and the State shall require the successful proposer to carry certain insurance policies. All such insurance policies, except workers' compensation and unemployment compensation policies, shall contain a waiver of subrogation against the Agency and the State, its agents and employees.

2. LAWS TO BE OBSERVED:

- 2.1 The proposer shall keep fully informed of, and comply with, all applicable federal and state laws or rules, all local bylaws, regulations, and all orders and decrees of bodies or tribunals having any jurisdiction or authority. The proposer shall protect and indemnify the State and its representatives against any claim or liability arising from or based on the violation of any law, rule, bylaw, ordinance, regulation, order or decree whether by itself or its employees.

3. ASSIGNMENT:

- 3.1 The proposal shall not be assigned by the proposer. Third party participation is authorized only as a joint venture that shall be clearly stated in detail in the proposal and signed by all parties participating.
- 3.2 The proposer shall not enter into any subcontracts for any of the work contemplated under this Request for Proposal without the State's prior written authorization.

4. ACCOUNT REPRESENTATIVE:

- 4.1 The successful proposer(s) shall appoint, by name, a company representative who shall be responsible for servicing its account. The representative shall provide the services required to ensure that the account will be administered in an organized, systematic manner.

5. EXTENSION AND AMENDMENT:

- 5.1 The proposer and the State covenant and agree that this proposal or subsequent contract may, with the mutual approval of the proposer and the State, be extended one year at a time for a total contract period not to exceed three (3) years.

6. AUDIT AND ACCESS TO RECORDS:

- 6.1 The State or any of its duly authorized representatives shall have access to the proposer's books, documents, papers, electronic data and records that are directly pertinent to this Request for Proposal.

7. CONFLICT OF INTEREST:

- 7.1 The proposer warrants that no kickbacks, gratuities, or contingency fees have been paid in connection with this Request for Proposal and none have been promised. The proposer warrants that no one being paid pursuant to the proposal is engaged in any activity that would constitute a conflict of interest with respect to the purposes of the proposal.

8. NO FINDER'S FEE:

- 8.1 The proposer warrants that no finder's fee, employment agency fee, or other fee related to the proposal shall be paid.

9. SOVEREIGN IMMUNITY:

- 9.1 Pursuant to Wyo. Stat. § 1-39-104(a), the State of Wyoming and the Agency expressly

reserve sovereign immunity and specifically retain all immunities and defenses available to them as sovereigns. The proposer acknowledges that the State of Wyoming has sovereign immunity and only the Wyoming Legislature has the power to waive sovereign immunity. Designation of venue, choice of law, enforcement actions, and similar provisions shall not be construed as a waiver of sovereign immunity. The parties agree that any ambiguity in this Request for Proposal shall not be strictly construed, either against or for either party, except that any ambiguity as to sovereign immunity shall be construed in favor of sovereign immunity.

10. INDEMNIFICATION:

- 10.1 The proposer shall release, indemnify, and hold harmless the State, the Agency, and its officers, agents, and employees from any and all claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the proposer's failure to perform any of the proposer's duties and obligations hereunder or in connection with the negligent performance of the proposer's duties or obligations, including, but not limited to, any claims, suits, liabilities, court awards, damages, costs, attorneys' fees, and expenses arising out of the proposer's negligence or other tortious conduct.

11. APPLICABLE LAW/VENUE:

- 11.1 The construction, interpretation, and enforcement of this Request for Proposal shall be governed by the laws of the State of Wyoming, without regard to conflicts of law principles. The terms "hereof," "hereunder," "herein," and words of similar import, are intended to refer to this Request for Proposal as a whole and not to any particular provision or part.

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SECTION 3: SPECIAL PROVISIONS

PROPOSALS SHOULD BE SUBMITTED THROUGH THE PUBLIC PURCHASE ONLINE BIDDING SYSTEM BY 2:00 p.m. MOUNTAIN TIME ON: MAY 31, 2022.

PROPOSALS RECEIVED AFTER THE TIME AND DATE SPECIFIED MAY BE REJECTED.

It is the responsibility of the proposer to clearly identify all information that is considered confidential in accordance with the Wyoming Public Records Act, W.S. § 16-4-201 through § 16-4-205. Please identify each confidential page with the word "CONFIDENTIAL" in capital, bold letters centered at the bottom of each page. Information not clearly marked may be considered public. If the proposer submits information that it believes is confidential, it must include a statement justifying its basis for that belief.

1. STATE PARTIES:

- 1.1. This Request for Proposal is issued by the A&I Procurement Office on behalf of the Wyoming Department of Insurance (Agency).
- 1.2. Throughout this document and others in connection with this project, various references are made, or will be made to the "State." Generally, whenever this reference appears, the term "State" incorporates all state agencies that will be working on this project.
- 1.3. It should be understood that the Director/Commissioner of the Wyoming Department of Insurance is empowered to be the signatory on all contracts, agreements, or modifications pertaining to this project. Any contracts, agreements, or modifications not bearing this signature or that of a designee are invalid.

2. CONTENT AND PROCUREMENT POINTS OF CONTACT:

- 2.1 The A&I Procurement Office is the primary point of contact from the date of release of the Request for Proposal until the contract is fully executed.
- 2.2 Written questions about the procurement process should be submitted through the Public Purchase online bidding system until 2:00 p.m. Mountain Time, MAY 20, 2022. Any questions received after the deadline may not be accepted or considered. **Each question should be submitted individually.** It is the proposer's responsibility to check the Public Purchase system for answers to questions, addenda, or bid tabulations. Telephone calls, emails, or faxes may not be accepted.
- 2.3 Written responses will be available through the Public Purchase online bidding system. Responses will not identify the firm that submitted the question. Only the written answers issued by the Agency are the official position on an issue, and these answers shall become part of the Request for Proposal.

3. RESTRICTIONS ON COMMUNICATIONS WITH STATE STAFF:

- 3.1. Until a proposer is selected and the selection is announced, proposers are not allowed to communicate with State staff except:
 - 3.1.1. Procurement Section;
 - 3.1.2. Via written questions through the Public Purchase online bidding system.

3.2. If a proposer violates, the State reserves the right to reject the proposal.

4. EFFECTIVE DATES OF PROPOSAL:

4.1. All terms, conditions, and costs quoted in the proposer's response will be binding on the proposer for 180 days from the effective date of the proposal.

5. ADVERTISING AWARD CONDITIONS:

5.1. A fully executed contract should be completed with the State before the successful proposer may advertise the award of the contract or the services being provided. The proposer should agree not to refer to awards in commercial advertising in a manner that states or implies that the firm or its services are endorsed or preferred by the State of Wyoming.

6. CONTRACT NEGOTIATIONS:

6.1. The State will notify the most qualified/successful proposer and negotiate a contract in accordance with the Wyoming Attorney General's contract guidelines. The successful proposer will be required to enter into and sign a formal contract with the State.

6.2. In the event the successful proposer fails to reach an agreement with the State, negotiations will be terminated, and at the State's sole discretion, negotiations may be initiated with the next most qualified/successful proposer, or the RFP may be withdrawn or reissued. This process will be followed until an agreement is reached, or until the State determines that the RFP will be withdrawn or reissued. The State assumes no obligation to a selected proposer until an agreement is reached and a contract is fully executed. The State will not negotiate concurrently with more than one proposer for the same award.

7. BEGINNING WORK:

7.1. The successful proposer may not perform any work that could be billed until a contract has been executed. The State will not pay for any work by the proposer before a contract is executed.

8. COPYRIGHT INFRINGEMENT:

8.1. The proposer warrants that no materials, products, and services proposed will infringe upon or violate any patent, copyright, trade secret, or other proprietary right of any third party. In the event of a claim by any third party against the State, the State shall promptly notify the proposer, and the proposer shall defend the claim. The defense will be at the proposer's expense.

9. COST OF PREPARING PROPOSALS:

9.1. All costs incurred for preparing the proposal and for other procurement related activities are solely the proposer's responsibility. The State of Wyoming will not provide reimbursement for these costs.

10. RISKS AND LIABILITY:

10.1. By submitting a proposal, a proposer assumes any and all risks and liability associated with information in the proposal and its release.

11. AMENDMENTS:

11.1. The State reserves the right to amend this Request for Proposal before the proposal submission date. Amendments will be uploaded to the Public Purchase system. It is the proposer's responsibility to check the Public Purchase system for amendments.

12. PROPERTY DAMAGE AND LIABILITY INSURANCE:

- 12.1. The proposer may be required to furnish proof of property damage and liability insurance in the amount deemed necessary by the Agency for the project, if applicable.
- 12.2. Questions regarding the required insurance coverages and limits for this project should be submitted in writing in accordance with instructions outlined in the special provisions.

13. MISREPRESENTATION OF INFORMATION:

- 13.1. Misrepresentation of a proposer's status, experience, or capability in the proposal may result in disqualification of that proposer from the selection process. Discovery of litigation or investigations in a similar area of endeavor may, at the discretion of the State and after consultation with the A&I Procurement Office, preclude the proposer from the selection process.

14. DISPOSITION OF PROPOSALS:

- 14.1. All material submitted becomes the property of the State of Wyoming, which is under no obligation to return any of the material submitted.

15. LEGAL CONSIDERATIONS:

- 15.1. This Request for Proposal is issued under the provisions of Wyo. Stat. § 9-2-3204.
- 15.2. Proposers are presumed to know all requirements of the Request for Proposal and applicable law. Any proposal that fails to meet all requirements may, at the option of the State, be rejected without further consideration.

16. PROPOSER RELATIONSHIP WITH STATE:

- 16.1. Proposer staff will have an ongoing relationship with State staff that is based on trust, confidentiality, objectivity, and integrity. The proposer will operate at all times in the State's best interests and in a straightforward, trustworthy, and professional manner. The proposer shall:
 - 16.1.1. Work cooperatively with the State's staff and business partners whenever required.
 - 16.1.2. Work cooperatively with the staff of other proposers whenever required.

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SECTION 4: KEY DATES

The following schedule of events is subject to change at the sole discretion of the Department of Wyoming Department of Insurance:

Event Description	Date	Time
RFP Released	04/26/2022	N/A
Closing Date for Questions	05/20/2022	2:00 P.M. MT
Proposal Submission Due Date	05/31/2022	2:00 P.M. MT
Tentative Contract Award Date	06/15/2022	N/A
Tentative Work Begins Date	07/2022	N/A

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SECTION 5: SCOPE OF WORK

GENERAL INFORMATION:

In furtherance of the Department's plan for its State Flexibility to Stabilize the Market Cycle II Grant from the U.S. Center for Medicare and Medicaid Services (CMS), the Contractor may be assigned to produce and/or disseminate educational materials for Wyoming's health insurance market. Largely to the discretion of the Contractor, but with oversight from the Department, the process may involve:

- Production of educational materials in all formats including, but not limited to, all types of print media, social media, and broadcast media
- Targeted delivery of any educational materials produced to demographics most likely to achieve benefit from the individual health insurance marketplace
- Speaking engagements in collaboration with the Department and/or production of presentation materials in conjunction and conformity with any educational materials produced

The Department is particularly interested in the utilization of innovative ways of reaching those Wyomingites who do not know about the health insurance marketplace and/or are uninformed about the marketplace. The Department is also interested in informing the public of the potential cost savings due to federal premium subsidies and cost-sharing measures that are available on the marketplace. Some considerations internally have included streaming service advertising, internet advertising, publishing in less traditional print formats such as Wyoming-focused magazines, and radio advertising on more heavily trafficked stations. However, this Request largely leaves the discretion of production and implementation to the imagination of the Contractor.

The Department, in reviewing proposals, expects a swath of proposed educational campaigns of differing scopes, forms, and targets. Examples and exhibits are highly encouraged. Ideally, the Contractor would have conducted prior public service advertising for another State's individual health insurance marketplace under another Market Stability Grant, but also is willing to adapt its prior experiences to Wyoming's unique circumstances including its small population and rural nature. The Department welcomes all firms to propose its ideas without such experience, however.

The Contractor will provide any necessary staff, including but not limited to: production, marketing, advertising, accounting, and finance as required for the assigned tasks. It is possible that one firm may not be able to provide all required services; firms should specify which of the above services they are able to perform, and then detail how the services shall be performed in the proposal.

The Contractor will agree to credit CMS and the Department on any and all materials produced, and will agree to abide by any and all rules and regulations made by CMS for subawardees under The State Flexibility to Stabilize the Market Cycle II Grant Program.

The Contractor will attend any meetings and present information requested by the Department.

The Contractor will provide the Department with a monthly invoice of hours worked, hourly rate(s), and related expenses with copies of receipts.

EVALUATION CRITERIA:

CRITERIA	POSSIBLE POINTS
1. Approach to the assignment	45
2. General technical and professional experience in marketing and educational public service campaigns.	35
3. Price on an hourly rate for professional and administrative staff and travel expenses.	20
4. An interview (if an interview is conducted, it will receive a weight of 10 points and criteria #1 and #2 will each be reduced by 5 points)	100

The firm's services shall be non-exclusive, and the Department may engage other firms to render services. The firm is similarly free to avail itself of other opportunities, provided that such duties do not interfere with its ability to perform accepted duties under the agreement established. The firm shall apprise the Department of its other obligations and duties in advance as early as possible so as to avoid unexpected periods of unavailability, and shall comply with its duties regarding conflicts of interest as set forth in Paragraph 7 of the General Provisions.

MINIMUM QUALIFICATIONS AND REQUIREMENTS:

1. Market research, marketing, and advertising staff shall have at least two (2) years' experience in their area of expertise, with professional designations highly favored but not required. All staff utilized shall have a fundamental understanding of the health insurance market in Wyoming.
2. Contractors must agree to bill the Wyoming Department of Insurance for services provided at the approved cost.
3. Contractors must have prior experience in any area of review for which they submit proposals and must be able to show the nature and extent of the experience. No subcontractors will be allowed unless approved by the Department in writing.
4. Contractors must carry professional liability and/or errors & omissions insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence. Said policy should include coverage for negligence, failure to perform, over-promising, defamation, false advertising, and copyright/trademark infringement. A "claims made" professional liability policy will be acceptable if the Contractor agrees to:
 - Provide the Department of Insurance evidence of insurance for two (2) years after the contract terminates; or
 - Provide an extended reporting provision for two (2) years after the contract terminated.

FORM OF PROPOSALS:

Proposals must, at a minimum, contain the following information:

1. The name, address, and phone number of the Contractor;
2. The names of all professional staff and assistants who are associated with the firm who will be involved in the resulting contract and the nature of their association (partner, shareholder, associate, employee, etc.);
3. A statement that the Contractor agrees to bill the Wyoming Department of Insurance for services at the negotiated rates;

4. A copy of the Contractor's professional liability insurance policy or other acceptable evidence, such as an ACORD certificate of insurance. The Wyoming Department of Insurance requires insurance in an amount of not less than one million dollars (\$1,000,000) per occurrence;
5. A list of the professional staff and assistants that the contractor intends to assign to the performance of the contract. For each individual, provide the following information:
 - Name;
 - Area of participation/expertise;
 - Hourly rate;
 - Date licensed or credentialed (if applicable);
 - A summary of educational background, special training, certifications, and awards;
 - A summary of experience; and
 - Any other pertinent information.
6. A narrative description of the steps the Contractor routinely takes and procedures it routinely uses to initiate a government contract, and a summary of the information needed from the Department to assist in completing this contract;
7. A description of the hourly rates and billing units for any production costs for any and all content produced, whether by the firm as a whole, by any proposed team as a whole, or by its personnel individually (determination to be made by the Contractor in its proposal);
8. A description of the hourly rates and billing units for conducting ongoing educational public service campaigns by the firm as a whole, by any proposed team as a whole, or by its personnel individually (determination to be made by the Contractor in its proposal);
9. A description of the hourly rates and billing units for assistants and other personnel who may be assigned work on this contract as necessary;
10. A description of all other charges that would be included in negotiated fees under the contract, such as mileage and travel expenses;
11. A statement that the rates quoted in the proposal are equivalent to the firm's lowest rates for most favored regular clients, or an explanation as to why they are not; and
12. A statement that the firm does not have a conflict of interest with respect to the Department itself, any of the potential collaborators with respect to its federal grant, including any and all Wyoming state government agencies as well as the U.S. Center for Medicare and Medicaid Services, and either of the two health insurers providing plans on Wyoming's individual health insurance marketplace (Blue Cross Blue Shield of Wyoming and Mountain Health Co-Op). If a firm does have a conflict and still wishes to submit a bid, it may submit a signed waiver alongside its bid from the conflicting entity.

SECTION 6: EVALUATION METHODOLOGY

1. OVERVIEW:

- 1.1. Evaluation committees: The Agency will conduct a comprehensive, fair, objective, and impartial evaluation of proposals received in response to this Request for Proposal. Proposals will be evaluated independently by the evaluation committee members. The evaluation committee is made up of members representing the project subject expertise. The evaluation committee will review and score all proposals independently and consolidate the scores in order to determine award.

2. COMPLIANCE WITH MANDATORY REQUIREMENTS:

- 2.1 To be considered responsive, a submitted proposal must meet the minimum requirements defined in this RFP. The minimum requirements are intended to ensure that evaluation of the Technical Proposal can proceed and that the Contractor agrees to perform all responsibilities within the RFP.

3. COST ANALYSIS:

- 3.1 The State of Wyoming reserves the right to conduct a cost analysis of the Proposer's budget proposal. The analysis will include a review of the associated costs based on the technical content of their submission. The firm which best meets the conditions of each of the individual criterion will be awarded the highest (not necessarily maximum) points for that specific criterion. The balance of the proposing contractors will be rated based on their evaluated points.

4. FINAL RANKING OF PROPOSALS:

- 4.1. The State of Wyoming will be the sole authority for evaluating proposals. The firm that best meets the conditions of each of the criterion will be awarded the highest (not necessarily maximum) points for that criterion. The balance of the proposals will be rated based on their evaluated points. After each criterion is evaluated, the proposer with the highest number of points will be notified. The State of Wyoming reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed in the best interest of the State to do so.

5. PAYMENT TERMS (IF APPLICABLE):

- 5.1 The State will negotiate payment terms based upon a schedule to be determined by the proposer and the State. Paying invoices will be based upon the proposer successfully completing the deliverables within the stated deadlines, and upon the Agency's written acceptance of the deliverables or services.

6. RIGHT OF OWNERSHIP AND MARKETING OF INTELLECTUAL PROPERTY AND INTELLECTUAL ASSETS SUBMITTED FOR THE RFP (IF APPLICABLE):

- 6.1. It is acknowledged and agreed that the only party with a right to market, trademark, patent, copyright, or any like right to any intellectual property and intellectual assets submitted in relation to the Request for Proposal shall be and is solely vested in the State. This includes all intellectual property and intellectual assets related to both the written proposal and the oral presentation and any and all documents, pitches, products, media pitches, web screens, layouts, etc. produced for the written proposal and the oral presentation, and any updates, changes, alterations, or modifications to or derivative works.

SECTION 7: PROPOSAL PRICE SHEET

The undersigned agrees to provide an educational public service campaign for Wyoming's health insurance market to the Wyoming Department of Insurance in accordance with the Request for Proposal, General Provisions, Special Provisions and Proposal Price Sheet for Request for Proposal Number 0283-G.

DESCRIPTION	LUMP SUM PRICE (Written in Words and Number)
<hr/>	
Educational Public Service Campaign for Wyoming's Health Insurance Market	_____

	\$ _____
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1. BY SUBMITTING A PROPOSAL, THE PROPOSER CERTIFIES:

- 1.1 Prices in this proposal have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition.
- 1.2 Proposer has not and will not attempt to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- 1.3 The person signing this proposal certifies that he/she is authorized to represent the company and is legally responsible for the price and supporting documentation provided as a result of this advertisement.
- 1.4 Proposer will comply with all applicable state and federal regulations, policies, guidelines and requirements.
- 1.5 Prices in this proposal has not been knowingly disclosed by the proposer nor will they be disclosed prior to an award.

2. GENERAL INFORMATION:

Proposer Name _____ Phone () _____

Email Address _____ FAX () _____

Mailing Address _____

City _____ State _____ Zip _____

Employer Identification Number _____

3. OWNERSHIP AND CONTROL:

Proposer's Legal Structure:

_____ Sole Proprietorship _____ General Partnership

_____ Corporation _____ Limited Partnership

_____ Limited Liability

_____ Other _____

The proposer shall provide to the Agency a certificate of good standing from the Wyoming Secretary of State or other proof that the proposer is authorized to conduct business in the State of Wyoming before performing work under the contract. The proposer shall ensure that all annual filings and corporate taxes due and owing to the Wyoming Secretary of State's office are up to date before signing the contract. Proposers may contact the Wyoming Secretary of State's Office, Corporation Division at (307) 777-7311 for assistance.

If the proposer is a sole proprietorship, list:

Owner Name _____ Phone () _____

Mailing Address _____

City _____ State _____ Zip _____

Employer Identification Number _____

Beginning date as owner of sole proprietorship _____

Provide the names of all individuals authorized to sign for the proposer:

NAME (printed or typed)

TITLE

_____ All awards contingent upon verification of Resident Number (if applicable)
(Resident #)

Proposers may contact the Department of Workforce Services, Division of Labor Standards at (307) 777-7261 for assistance in obtaining a resident certification number.

VENDOR VERIFICATION

I certify under penalty of perjury that I am a responsible official (as identified above) for the business entity described above as the proposer, that I have personally examined and am familiar with the information submitted in this disclosure and all attachments, and that the information is true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including criminal sanctions that can lead to fines or imprisonment.

(Signature)

(Name and Title) (Typed or Printed)

(Date)