



University of Arkansas at Fort Smith

5210 Grand Avenue
Fort Smith, AR 72904

Invitation for Bid AX-26-001

INTERIM DEPARTMENT HEAD ENGINEERING PLACEMENT

SOLICITATION INFORMATION			
Bid Number:	AX-26-001	Solicitation Issued:	July 2, 2025
Description:	Interim Department Head Engineering Placement		

SUBMISSION DEADLINE FOR RESPONSE			
Deadline:	July 9, 2025	Bid Deadline:	2:00 p.m., Central Time
<p>Proposals shall not be accepted after the designated bid deadline. In accordance with Arkansas Procurement Law and Rules, it is the responsibility of vendors to submit proposals on or before the bid deadline. Proposals received after the designated deadline shall be considered late and shall be returned to the Vendor without further review.</p> <p>In the event that UAFS is closed for inclement weather, the bid deadline shall be postponed until 3:00 p.m. the next fully open and operational workday.</p>			

DELIVERY OF RESPONSE DOCUMENTS	
Delivery Instructions:	Proposals must be received electronically by email no later than 2:00 pm CST on July 9, 2025. Proposals must be directed to Lance.Killough@uafs.edu , referencing RFP AX-26-001 in the subject line of the email. Submissions will receive a confirm receipt reply, or you may call 479-788-7041.

UAFS PROCUREMENT SERVICES CONTACT INFORMATION			
Issuing Officer:	Lance Killough, Director Procurement & Contracts	Phone Number:	479-788-7041
Email Address:	Lance.Killough@uafs.edu	UAFS Website	https://uafs.edu

PROJECT SCOPE

The Board of Trustees of the University of Arkansas, for and on behalf of, the University of Arkansas at Fort Smith (UAFS) seeks proposals from qualified firms to provide Interim Department Head Engineering Placement.

The immediate and urgent need of the University is for the position of interim Department Head, Engineering. This interim position is anticipated to be for an initial six-month term with a possible extension up to one year. The placement of a candidate must be on an independent contractor basis only. The successful firm will contract with UAFS to provide a highly qualified candidate willing to relocate to the Fort Smith, Arkansas area for a temporary six month to one-year position or work remotely at the discretion of the Chancellor for a temporary six month to one year position. The candidate placed through the successful firm will earn an annualized salary of \$131,578, will not be an employee of UAFS, will not be entitled to UAFS benefits, and will not be eligible for hire as a permanent Department Head for UAFS. Please see page 5 for the job duties and position description of the Department Head, Engineering.

Upon mutual agreement, the length of service of the interim consultant may be extended monthly for up to one additional year.

The University would not expect the interim head to teach in the 6 months of the initial contract, but that may be a possibility if it were extended another six months and there was interest from the candidate.

This Request for Proposal does not include “temp to hire” services. It also does not include services for temporary hourly services.

The University will be conducting a national search for the permanent position of Department Head, Engineering.

Written responses will be considered if received by 2:00 pm CST time on July 9, 2025 and shall include:

- 1) Describe your firm’s business model and what makes it unique
- 2) Current office size, personnel description, workload and all outside consultants to be used
- 3) Current contracts with State Agencies or Educational Facilities
- 4) Similar project experience
- 5) Submit three (3) references with contact name and telephone number
- 6) Sample contract or copy of past agreement (preferably with Arkansas higher education)
- 7) Background screening process
- 8) Describe your pool of candidates for the position of Vice Chancellor of Finance and Administration. Provide a curriculum vitae and professional references for each, and state the total cost of the placement, including compensation for the proposed consultant.
 - a) Explain the process of selecting and placement of an interim consultant and the anticipated timeline.
 - b) How soon is your firm’s availability to begin work on the immediate needs of our campus for the VCFA position?
 - c) Are candidates immediately available to be placed?

- 9) Price proposal and structure, including any other fees or reimbursement that UAFS would pay to your firm for placement of an interim Vice Chancellor of Finance and Administration.
- 10) Proof of current professional liability insurance coverage

INSTITUTION SUMMARY

The University of Arkansas at Fort Smith was established in 1928 as a junior college extension of the public-school system. Most of its history is that of a two-year institution that has operated under several names including Fort Smith Junior College, Westark Junior College, Westark Community College, and Westark College.

On December 15, 2000, the respective governing boards of Westark College and the University of Arkansas System entered into an agreement to merge Westark with the System as a four-year, baccalaureate institution. UAFS became a four-year university and joined the UA System on January 1, 2002.

UAFS is one campus with 922 total employees (575 full-time, 347 part-time). Today, UAFS is the third largest of the five universities in the University of Arkansas System and the sixth largest of the state's four-year institutions. In the fall of 2015, UAFS offered its first graduate degree, a Master of Science in healthcare administration. In 2019, it launched its second graduate degree, a Master of Education with emphasis areas of English and curriculum and instruction.

The University of Arkansas at Fort Smith is a vibrant mid-sized public university dedicated to breaking the higher education mold by bringing truly transformative, hands-on experiences to every student. From high school seniors to senior professionals, first-generation students to "second chancers", our goal is to provide a high-quality, future-focused education that honors each student's unique, personal situations and goals. Our tiered approach to learning offers students access to more than 80 degree plans and programs including certificate, associate, bachelor's, and master's degrees. We seek to recruit and retain a diverse workforce as a reflection of our commitment to serve the diverse population of Arkansas, to maintain the excellence of the University, and to offer students richly varied disciplines and perspectives.

The UAFS campus is comprised of 77 buildings and facilities located on 170 beautifully manicured acres and crowned with the Donald W. Reynolds Campus Plaza, Tower, and Campus Green. Students who choose to live on campus may do so in one of two residence hall complexes, complete with a full-service dining center, or the on-campus apartment complex for married students and upper-class students. Campus involvement is encouraged by participation in more than 100 registered student organizations, which includes academic societies, a dynamic Greek life system, intramural sports, and cultural/special interest groups. The UAFS Lions compete in the NCAA Division II MIAA Athletic Conference in men's baseball, women's volleyball, and men's and women's basketball, golf, cross country, and tennis.

Enrollment:

- Fall 2021 - 5,444
- Fall 2022 - 5,360
- Fall 2023 - 5,506
- Fall 2024 - 5,496

Location: Fort Smith, Arkansas

Website: <https://uafs.edu>

SUBMITTAL INSTRUCTIONS

Proposals must be received electronically by email no later than 2:00 pm CST on **July 9, 2025**. Proposals must be directed to lance.killough@uafs.edu, referencing RFP #AX-26-001 in the subject line of the email. Submissions will receive a confirm receipt reply, or you may call 479.788.7041.

AX-26-001 Interim Department Head Engineering Placement

AWARD

Award will be made to the firm whose proposal conforms to this RFP and, in the sole judgement of the University, will be the most advantageous to UAFS. The University reserves the right to negotiate with the firm selected for best and final offer.

Business model	15 points
Firm's availability	15 points
Experience and qualifications of firm	20 points
Experience and qualifications of candidates	20 points
Price proposal	<u>30 points</u>
TOTAL	100 points

Proposals that are substantially incomplete or lack key information will be rejected. The University reserves the right to reject any or all proposals, or any portion thereof, and re-advertise if deemed necessary.

TERM OF CONTRACT

UAFS seeks to enter into a contract immediately; however, any resulting contract of this RFP is subject to State approval processes which includes Legislative review

POSITION DESCRIPTION



Position Description

Department Head, Engineering College of Business and Industry

***Position Summary:** This 12-month position is both faculty and administration. Administrative responsibilities include leading and managing full-time and part-time engineering and industry faculty, developing and implementing new courses in advanced manufacturing engineering, and engaging with advisory boards and the business community. Faculty responsibilities include teaching 15 hours of undergraduate engineering courses annually, maintaining an active research agenda, and sustaining interaction with the engineering profession. Other duties will include collaboration with departments across the university; assessment/evaluation of instruction; career advisement, recruitment, and retention activities; and participation in college and University committees. The position reports to the dean of the College of Business and Industry.

**The Position Summary is for the permanent 12 month position and not all would apply to the interim position described in this solicitation. There will be no teaching expectation.*

Essential Job Duties and Responsibilities:

- Develop, implement, and assess effectiveness of curriculum.
- Provide classroom instruction and career advising.
- Coordinate recruiting, hiring, and retention of qualified faculty and staff.

AX-26-001 Interim Department Head Engineering Placement

- Complete annual faculty evaluations.
- Manage departmental meetings, course scheduling, faculty workload adjustments, and textbook adoption approvals.
- Manage departmental budget, faculty travel, purchases of departmental materials, and other expenses.
- Assess and monitor departmental equipment, lab, and safety needs.
- Work collaboratively with academic advising team in assessing and monitoring student progression and completion.
- Maintain scholarly activity and/or professional development sufficient for faculty appointment.
- Engage with advisory boards

Other Job Duties and Responsibilities:

- Oversee program assessment and accreditation activities.
- Participate in and support departmental and college grant writing efforts.
- Support student recruitment, retention, and yield activities.
- Participate in service at the department, college, university, community, and professional levels.
- Attend and participate in all faculty and administrative meetings, Student Research Symposium, commencement ceremonies, and other meetings/events as required.

Responsible for maintaining a positive work atmosphere by acting and communicating in a manner to foster teamwork and by providing leadership to subordinates. Requires consistent on-time attendance.

Knowledge, Skills, and Abilities:

To perform the job successfully, the following competencies are required for the essential functions of this position:

- Ability to effectively lead and work with a diverse body of students, faculty, and staff
- Commitment to excellence in teaching, including the utilization of technology
- Maintenance of an active applied research agenda
- Willingness to engage with external stakeholders
- Well-developed communication and teamwork skills
- Strong organization and prioritization skills

Required Education and/or Work Experience: Ph.D. in Engineering from an accredited institution and four years of teaching or industry experience.

Preferred Education and/or Work Experience: Record of professional accomplishments and scholarship that meets the qualifications for appointment to the rank of associate professor or professor; leadership experience, professional experience as an engineer in an advanced manufacturing setting; experience in developing and implementing new curriculum; experience with student recruitment and/or advising.

Working Relationships: Student, Faculty, Administration, Staff, and External Stakeholders

List Employees Supervised: Engineering and industry faculty and staff

Special Job Dimensions: Work performed primarily in an office/classroom setting. Occasional travel and extended hours required. While performing the duties of this job, the employee regularly exhibits digital dexterity when entering data into computer. Required abilities include walking, standing, and sitting for extended periods. Visual demands include close, relatively detailed vision when focusing on a computer screen. Employee regularly talks

and hears. Employee occasionally lifts items up to 10 pounds. Routine work schedule Monday through Friday, 8:00am to 5:00pm with occasional overtime and travel required.

Background Check Requirements. Criminal Background Check and Motor Vehicle Registry (MVR) Check

This job description is not designed to contain a comprehensive listing of activities, duties, and/or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with our without notice.

ADDITIONAL TERMS AND CONDITIONS

A. This solicitation incorporates all of the Procurement Terms and Conditions located on the UAFS Procurement Services website here: <https://uafs.edu/about/offices-and-services/finance-and-administration/procurement/terms.php>.

a. Any special terms and conditions included in this solicitation shall override the Solicitation Terms and Conditions.

GENERAL REQUIREMENTS

A. Insurance Requirements

- a. The vendor shall maintain liability insurance and shall file certificates of insurance with the university before contract commencement and every year thereafter.
- b. Insurance policies shall be written by a company or companies authorized to do business in the State of Arkansas.
- c. Failure to file certificates or acceptance by the university, which does not indicate the specified coverage, shall in no way relieve the vendor of their responsibility for maintaining adequate insurance.

B. Personnel Requirements

- a. The vendor(s) shall comply with all applicable governmental regulations related to the employment, compensation, and payment of personnel and shall abide by all rules and regulations concerning the employment of minors.
- b. The vendor(s) and all employees of the supplier(s) shall observe all university rules and regulations that apply to university employees while on campus.

TERMS AND CONDITIONS

Doing Business with the University of Arkansas at Fort Smith

- A. To conduct business with UAFS, all suppliers must be registered and approved in PaymentWorks, our secure supplier management system.
- B. Procurement Services will issue the apparent successful vendor an invitation to PaymentWorks (if applicable) upon completion of the evaluation, release of the Intent to Award letter.
- C. Failure to register in PaymentWorks may result in the cancellation of this award or resulting contract.

Piggyback Clause

Pursuant to Ark. Code Ann. § 19-11-249, any campus, unit, or division of the University of Arkansas System or any college or university in Arkansas will be eligible to acquire from the successful purchaser of bidder

goods or services that are the subject of this procurement, on all of the terms and conditions contained in any contract issued under this solicitation.

Equal Employment Opportunity Policy

In compliance with Arkansas Code Annotated § 19-11-104, UAFS must have a copy of the vendor's Equal Opportunity Policy before issuing a contract award. UAFS will maintain a file of all vendor EO policies submitted in response to solicitations issued by this office.

- A. EO Policies may be submitted electronically to the following email address: lance.killough@uafs.edu, but a hard copy should also be included with the bid response.
- B. Submitting an EO Policy to UAFS is a one-time Requirement. Vendors are responsible for providing updates or changes to their policies and supplying EO Policies upon request to other state agencies, which must also comply with this statute.
- C. Prospective Vendors who are not required by law to have an EO Policy must submit a written statement to that effect.

Prohibition Of Employment Of Illegal Immigrants

- A. Pursuant to Arkansas Code Annotated § 19-11-105, Contractor(s) providing services of \$25,000 or greater shall certify with UAFS that they do not employ or contract with illegal immigrants.
- B. By signing and submitting a response to this Bid Solicitation, a Prospective Contractor for services of \$25,000 or greater agrees and certifies that they do not employ or contract with illegal immigrants. In addition, if selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

Restriction Of Boycott Of Israel

- A. Pursuant to Arkansas Code Annotated § 25-1-503, a public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of Israel.
- B. This prohibition does not apply to:
 - a. A company that offers to provide the goods or services for at least twenty percent (20%) less than the lowest certifying business.
 - b. Contracts with a total potential value of less than \$1,000.
- C. By checking the designated box on the first page of this bid, a Prospective Contractor agrees and certifies that they do not, and will not, for the duration of the contract, boycott Israel.

Restriction Of Boycott Of Energy, Fossil Fuel, Firearms, and Ammunition Industries

In accordance with Ark. Code Ann. § 25-1-1002, the respondent certifies that it is not currently engaged in a boycott of the energy, fossil fuel, firearms, and ammunition industries and agrees for the duration of its agreement not to engage in a boycott of the energy, fossil fuel, firearms or ammunition industries.

- A. The preceding does not apply to:
 - a. A financial services provider as defined at Ark. Code Ann. § 25-1-1001(8)(A),
 - b. An agreement with a total potential value of less than \$75,000, or
 - c. A contract under which the supplier's price for the goods or services is at least 20% less than the lowest certifying business.

Restriction Of Contracts with Scrutinized Companies

- A. In accordance with Ark. Code Ann. § 25-1-1001, the respondent certifies that the government of the People’s Republic of China (“PRC”) does not wholly own the bidder or hold a majority interest in the bidder. Bidder further certifies that the PRC does not own or hold a majority interest in a for-profit parent company, subsidiary, or affiliate of the bidder or in a subsupplier to be employed by the bidder.
- B. A “scrutinized company” is an entity in which the People’s Republic of China holds 51% or greater ownership and includes any for-profit parent, subsidiary, or affiliate of such a company.
- C. This restriction applies regardless of the source of the funds but does not apply to exempt commodities and services.

Payment and Provisions

- A. Invoices are accepted by mail or email. Supplier shall send invoices to one of the following:

PHYSICAL ADDRESS	EMAIL
University of Arkansas at Fort Smith ATTN: Accounts Payable 5210 Grand Avenue Fort Smith, Arkansas 72904	ACCOUNTSPAYABLE@UAFS.EDU

- B. Payment shall be made in accordance with applicable State of Arkansas accounting procedures upon acceptance by the university. UAFS may not be invoiced before delivery and acceptance of any equipment, service or commodity.
- C. Payment will be made only after the supplier has successfully satisfied the university as to the goods and/or services purchased.
- D. Vendors shall provide an itemized invoice for all charges.
- E. The Purchase Order number should be referenced on each invoice.

BID SIGNATURE PAGE
AX-26-001 INTERIM DEPARTMENT HEAD ENGINEERING PLACEMENT

The undersigned affirms they are duly authorized to execute any resulting contract, that this bid has not been prepared in collusion with any other Offeror, and that the contents of this bid have not been communicated to any other Offeror or any employee of the University of Arkansas at Fort Smith prior to the official review of this bid.

RECEIPT OF THE FOLLOWING ADDENDA ARE HEREBY ACKNOWLEDGED (LIST ALL / ANY ADDENDA)	CONFIRMATION OF REDACTED COPY
ADDENDUM NO. _____	<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is not enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
ADDENDUM NO. _____	
ADDENDUM NO. _____	
MINORITY AND WOMEN-OWNED DESIGNATION	
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"><input type="checkbox"/> Not Applicable</div> <div style="width: 33%;"><input type="checkbox"/> American Indian</div> <div style="width: 33%;"><input type="checkbox"/> Service-Disabled Veteran</div> <div style="width: 33%;"><input type="checkbox"/> African American</div> <div style="width: 33%;"><input type="checkbox"/> Hispanic American</div> <div style="width: 33%;"><input type="checkbox"/> Women-Owned</div> <div style="width: 33%;"><input type="checkbox"/> Asian American</div> <div style="width: 33%;"><input type="checkbox"/> Pacific Islander American</div> </div>	

Pursuant to Arkansas law, a Vendor must submit the below certifications prior to entering into a contract with a public entity for an amount as designated by the applicable laws.

1. **Israel Boycott Restriction:** For contracts valued at \$1,000 or greater. A public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in a boycott of Israel. If at any time after signing this certification the contractor decides to engage in a boycott of Israel, the contractor must notify the contracting public entity in writing. See Arkansas Code Annotated § 25-1-503.
2. **Illegal Immigrant Restriction:** For contracts exceeding \$25,000. No state agency may enter into or renew a public contract for services with a contractor who employs or contracts with an illegal immigrant. A contractor shall certify that it does not employ, or contract with, illegal immigrants. See Arkansas Code Annotated § 19-11-105.
3. **Energy, Fossil Fuel, Firearms, and Ammunition Industries Boycott Restriction:** For contracts valued at, or exceeding, \$75,000. A public entity shall not enter into a contract with a company unless the contract includes a written certification that the person or company is not currently engaged in, and agrees for the duration of the contract not to engage in, a boycott of an Energy, Fossil Fuel, Firearms, or Ammunition Industry. If a company does boycott any of these industries, see Arkansas Code Annotated § 25-1-1102.

By signing this form, the contractor agrees and certifies that it does not, and shall not for the remaining aggregate term of the contract, participate in the activities checked below:

- ☐ Do not boycott Israel.
☐ Do not employ illegal immigrants.
☐ Do not boycott Energy, Fossil Fuel, Firearms, or Ammunition Industries.

Name of Vendor/Contractor	
---------------------------	--

Contractor Signature

Date

EQUAL OPPORTUNITY (EO) POLICY
AX-26-001 INTERIM DEPARTMENT HEAD ENGINEERING PLACEMENT

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, responding to a request for proposal, request for qualifications, or negotiating a contract with the State for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Submitting the EO Policy is a one-time requirement. The University of Arkansas at Fort Smith Procurement Department will maintain a database of policies or written responses from bidder.

NOTE: This is a mandatory requirement when submitting an offer as described above.

Please complete this form and include policy with your bid.

Should you have any questions regarding this requirement, please contact this office by calling (479)788-7073.

REQUIRED EQUAL OPPORTUNITY POLICY INFORMATION (to be completed by businesses or person submitting response)

Check appropriate box:

- ☐ EO Policy attached
- ☐ EO Policy previously submitted to UAFS Procurement Department

Company Name _____

Print Name and Title _____

Signature of Authorized Person _____

Date _____

Contract and Grant Disclosure and Certification Form

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SOCIAL SECURITY NUMBER	FEDERAL ID NUMBER	SUBCONTRACTOR:	SUBCONTRACTOR NAME:
TAXPAYER ID #: ----	OR ----	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TAXPAYER ID NAME:		IS THIS FOR: <input type="checkbox"/> Goods? <input type="checkbox"/> Services? <input type="checkbox"/> Both?	
YOUR LAST NAME:		FIRST NAME:	M.I.:
ADDRESS:			
CITY:	STATE:	ZIP CODE: ---	COUNTRY:

AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:

F O R I N D I V I D U A L S *

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

☐ None of the above applies

F O R A N E N T I T Y (B U S I N E S S) *

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

☐ None of the above applies

Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.
2. I will include the following language as a part of any agreement with a subcontractor:

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.
3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature _____ **Title** _____ **Date** _____

Vendor Contact Person _____ **Title** _____ **Phone No.** _____

Agency use only:

Agency Number _____	Agency Name _____	Agency Contact Person _____	Contact Phone No. _____	Contract or Grant No. _____
---------------------	-------------------	-----------------------------	-------------------------	-----------------------------