

RFP/RFQ SUBMITTAL DISTRIBUTION

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.epls.gov](http://www.epls.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 \_\_\_\_\_

