

## REQUEST FOR QUALIFICATIONS

The City of Scranton Office of Community Development is seeking separate sealed proposals for an individual or firm to provide Federal Government Affairs Services will be received by John Murray, City of Scranton Controller, 340 N. Washington Avenue, Scranton, Pa., 18503 until 10:15 a.m., Monday, April 11, 2022, at which time such proposals will be opened in City Council Chambers, 2nd Floor.

### **CITY OF SCRANTON Federal Government Affairs Services**

Proposals shall be made upon the specifications included in the official Proposal Request which may be obtained by visiting the City of Scranton Website, [www.scrantonpa.gov](http://www.scrantonpa.gov), under the Business Tab, and Open Bid Opportunities, as labeled above. If you intend to submit a proposal, you are required to notify Kelsey Widdick Project Manager, City of Scranton via email at [kwiddick@scrantonpa.gov](mailto:kwiddick@scrantonpa.gov). If you fail to notify the project manager of your intent to submit a bid, you will not receive any Addenda or answers to any questions that may be submitted by other bidders.

Two (2) copies of the proposal are to be submitted to John Murray, City of Scranton Controller, 2nd Floor, 340 North Washington Avenue, Scranton, PA 18503. Proposals must be plainly marked and identified as “**Proposal – RFQ – Federal Government Affairs Services**” so as to arrive by the date and time specified above. If you are hand delivering the Proposals, upon entering City Hall you must contact the Controller’s Office at 570-348-4125 to come down and accept the sealed proposals. The paper copy of your bid will be the time-stamped official submission.

All proposals must be accompanied by a certificate of insurance, a signed affirmative action, non-segregated facilities, non-collusion affidavits, and disclosure by current contractor.

If you have any questions, please contact Kelsey Widdick, Project Manager for the City of Scranton via email only at [kwiddick@scrantonpa.gov](mailto:kwiddick@scrantonpa.gov) as noted in the Request for Qualifications.

Eileen Cipriani  
Director Office of Community  
Development

## I. GENERAL INFORMATION

### A. PURPOSE

This Request for Qualifications (RFQ) provides interested parties with sufficient information to prepare and submit proposals for consideration by the City of Scranton for Federal Government Affairs Services.

### B. ISSUING OFFICE

1. This Request for Qualifications is issued for the City of Scranton. The submittal of proposals must be submitted no later than 10:00 a.m. on Monday April 11, 2022 via mail or hand delivery to:

**John Murray**  
**City Controller for the City of Scranton**  
**340 N. Washington Avenue**  
**Scranton, PA 18503**

Proposals shall be labeled clearly on the sealed envelope: **Proposal – RFQ – Federal Government Affairs Services.**

2. Proposals will be handled confidentially by the City during the pre-award process.
3. The proposal shall be binding for a period of ninety (90) days from the due date for submission.
4. The City will not be responsible for any expenses incurred by an entity submitting a proposal in connection with this procurement.

### C. SCOPE OF SERVICES

The City of Scranton seeks to procure the services of a qualified Government Affairs contractor to represent the City in federal matters and in such other areas as directed by the City of Scranton.

The agency selected will provide intelligence and analysis regarding legislative policy changes that may affect the City; executive regulatory and enforcement actions that may affect the City; help plan and advise on policy initiatives that require the approval of federal appointed or elected officials; assist in finding grant and other funding opportunities from the federal government and other sources; provide networking and engagement opportunities for the City in furtherance of its policy goals; and other related activities. The agency selected will work at the direction of City of Scranton, and will work cooperatively with the city's elected leadership to pursue the adopted policy agenda of the City Council.

## Requirements

- Develop and maintain relationships with elected and appointed members of the federal government, and other governmental partners key to advancing the City's interests.
- Monitor federal legislative and regulatory issues with potential impact to the City of Scranton; consult and advise on these issues as needed with city leadership.
- Provide assistance in development and implementation of a government relations plan to support the City's policy goals, including but not limited to:
  - Organizing lobbying days for city leadership in Washington DC;
  - Facilitating meetings with executive and legislative leaders in Washington DC on an as needed basis;
  - Advising city leadership of important events and opportunities for networking with other government leaders.
  - At least annually meet with senior City staff leadership to become familiar with operational issues and policy obstacles that could be aided by policy changes at the federal level.
- Represent and advocate for the City on specific projects, issues, funding opportunities and legislation.
- Provide assistance in locating grant and other funding opportunities, particularly on the federal level, that the City may be eligible for or be able to utilize.
- Help coordinate and outreach with groups, cities, or influential individuals who have similar interests to the City of Scranton to create more effective partnerships.
- Develop, at the direction of the City of Scranton and in coordination with the City Council, a plan identifying the city's annual policy objectives, regulatory needs, and funding needs that could be achieved through lobbying activity.
- Develop, at the direction of the City of Scranton and in coordination with the City Council, a list of capital projects that could be financed with funding support through government funding opportunities such as earmarks, legislative action, grants, or other opportunities.
- Regularly communicate with the City of Scranton and the City Council concerning current and potential legislation or regulatory decisions that could have an impact on the City. Provide monthly updates in relevant activities. Be available to meet with City officials as needed.
- Meet at least quarterly with City Council to discuss legislative action and policy opportunities.
- Identify opportunities for the City to pursue that would result in positive recognition for the city, its residents, and other organizations.
- Work with the City of Scranton to prepare written communications that convey the city's position on federal legislation, policy, or intergovernmental issues.
- Handle all logistics related to City officials meeting with legislators or members of executive agencies or administrations and participating on policy work groups sanctioned by the government.
- File all licenses or registrations required for lobbying work in the federal government on behalf of any city employee who is required to file such paperwork.
- Have a strong working knowledge of legislative, administrative, and regulatory processes in the Commonwealth of Pennsylvania or the City of Scranton, or both, consistent with the proposed service.
- Describe a clear strategy for representing the City at meetings with key legislators at the federal level

- Demonstrate its experience in coordinating communications and meetings with officials or elected officials of the Commonwealth government or City government, or both.
- Provide such other representation and consulting duties as are determined to be in the interests of the City and as communicated by the City of Scranton as needed.

### **Experience**

Respondents are to provide a summary of their experience on similar types and sizes of engagements with emphasis on federal government agencies. This summary must include your firm's experience in providing Government Affairs Services as described in Scope of Services, provide detailed resumes of persons proposed to work directly with the City and indicate the level of responsibility of each person and any experience respective to the subject matter. List project team key personnel and provide a project staffing plan. Include a resume for each staff member that will be assigned to represent the City. Staff shall have at least 3 years of experience as registered federal lobbyists or supervisory staff with those years of experience being identified. Key personnel shall be available to commence work immediately upon award of contract. Do not list firm personnel who will not be assigned to represent the City.

### **Consultant's Proposal**

The consultants submitting proposals shall outline in detail the manner in which the consultant shall work with the City to fulfill the City's needs.

The outline at a minimum shall address:

- A. Staffing and personnel who will be assigned to the contract.
- B. Experience providing similar services to a municipal client.
- C. How the client will be responsive to each of the requirements outlined above.
- D. Information which will assist the City to determine the consultant's capability of performing the work.

Respondents must be duly registered with the applicable federal, state, or local oversight body charged with monitoring the activities of lobbyists. Proof of all required registration must be provided with each proposal. That registration must remain valid and current throughout any period of representation of the City. Failure to attach necessary proof at time of submittal as required may cause the proposal to be rejected.

### **Evaluation Process**

Upon receipt by the due date of responses to this Request for Qualifications by qualified proposers, the City will evaluate the proposals for completeness and adherence to the provisions of the Request for Qualifications. A City selection review group will evaluate all proposals submitted based on the following areas and weighting, and the City shall give consideration to the review group's evaluation in selecting a contractor. The City reserves the right to request additional information or clarifications.

The City will then schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and fee proposal.

The City reserves the right to waive the interview process and evaluate the offerors based on their proposals and fee schedules alone and open fee schedules before or prior to interviews.

The City will determine whether the final scope of the project to be negotiated will be entirely as described in this Request for Qualifications, a portion of the scope, or a revised scope.

### **Evaluation Criteria**

Completeness and quality of the proposal	10%
Responsiveness of the proposal to the submission requirements set forth in the RFQ	25%
Professional qualifications and experience	25%
Proposed work plan	25%
Project fee and per hour rate for staff	15%

### **D. GENERAL CONSIDERATIONS**

#### **1. QUESTIONS**

Any questions regarding this Request for Qualifications should be directed to the City of Scranton Project Manager via email only to:

Kelsey Widdick  
[kwiddick@scrantonpa.gov](mailto:kwiddick@scrantonpa.gov)

All questions must be received by 3:00 p.m. on Monday, April 4, 2022. Inquiries received after 3:00 p.m. will not receive responses.

No telephone calls with questions will be taken.

#### **2. ADDENDA**

To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all will be made available to all respondents.

Responses to questions will be issued in the form of an Addendum to the Request for Qualifications.

## II. GENERAL CONDITIONS

A. No verbal information to bidders will be binding on the City. The written requirements will be considered clear and complete, unless written attention is called to any apparent discrepancies or incompleteness before the opening of the proposals. All alterations to the Request for Qualifications will be made in the form of a written communication emailed to all prospective proposers. The communications shall then be considered to be part of the Request for Qualifications.

B. Submission of a proposal will be considered as conclusive evidence of the proposer's complete examination and understanding of the request.

C. The City of Scranton reserves the right to reject any and all proposals submitted and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or proposals if it is deemed in the best interests of the City of Scranton. The City may elect, at its sole and absolute discretion, to award a Contract based on the initial proposals, or, to open negotiations, either written or oral, with one or more proposers to address performance, technical, pricing, delivery, or other provisions. If negotiations are opened, the City may elect, at its sole and absolute discretion, to conclude negotiations at any time if it is determined to be in its best interest, or they will be closed upon settlement of all questions and clarifications. Proposals may be rejected and negotiations terminated by the City. The award will be based on the offers submitted, as well as any and all negotiations conducted. The City further reserves the right to reject all proposals and seek new proposals when such procedure is considered to be in the best interest of the City.

D. The award will be made to that responsive and responsible proposer whose proposal, conforming to requirements of the request, will be most advantageous to the City, price and other factors considered. The award may or may not be made to the firm with the lowest cost.

E. The City shall have the right, without invalidating the contract, to make additions to or deductions from the items or work covered by the Request for Qualifications. In case such deductions or additions are made, an equitable price adjustment shall be made between the City and the Proposer. Any such adjustments in price shall be made in writing.

F. After notice from the City, the selected proposer will be required to enter into a contract upon receipt of a Notice of Award. If a contract is not executed by the selected proposer, then the City reserves the right to retract the Notice of Award and enter into a contract with another proposer.

G. Proposals must be in typewritten form. Unsigned proposals will not be accepted. Proposers are expected to examine the content of the request and respond accordingly. Failure to do so will be at the Proposer's risk.

H. No proposal will be accepted from or contract awarded to any person, firm or corporation that is in arrears or is in default to the City upon any contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City or who had failed to faithfully perform any previous contract with the City.

I. Unless otherwise specified, all formal proposals submitted shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

#### J. AUTHORITY

The Department of Business Administration has the sole responsibility to respond to inquiries regarding the Request for Qualifications.

#### K. COMPLIANCE WITH LAWS

The individual or firm selected shall at all times observe and comply with all laws, ordinances, regulations and codes of the federal, state, City and other local government agencies, which may in any manner affect the performance of the contract.

#### L. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements. Failure to be in compliance with City of Scranton local tax requirements may result in bid disqualification and/or voiding of any contract that may result therefrom.

#### M. CONTRACT TERMINATION

A contract may be canceled by the City by giving the respondent written notice of intent to cancel.

#### N. CONTROLLING LAW

This Request for Qualifications is governed by, and will be construed and enforced in accordance with the laws of the Commonwealth of Pennsylvania without regard to any conflict of law provisions.

#### O. PROPOSAL INSURANCE REQUIREMENTS

The Successful Proposer, at the time of execution of the contract, shall also furnish the City with insurance certificates of adequate limits, as later indicated, to protect the City of Scranton, its agents, and employees from any litigation involving Worker's Compensation, Public Liability and Property Damage, involved in the work. All subcontractors must also furnish copies of their liability insurance and Worker's Compensation Insurance certificates to the City. No subcontractor will be allowed to perform any work under this contract by the City unless such certificates are submitted to and approved by the City beforehand.\

The status of the Proposer in the work to be performed is that of any independent Proposer and as such, he shall properly safeguard against any and all injury or damage to the public, to public and private property, materials and things, and as such he alone shall be responsible for any and all damage, loss or injury to persons or property that may arise, or be incurred, in or during the conduct or progress of said work without regard to whether or not the Proposer, subcontractors, agents, or employees have been negligent, and the

Proposer shall keep the City free and discharged of and from any and all responsibility and liability therefore of any sort or kind. The Proposer shall assume all responsibility for risks or casualties of every description, for any or all damage, loss or injury to persons or property arising out of the nature of the work from the action of the elements, or from any unforeseen or unusual difficulty, including all legal defense costs incurred by the City. The Proposer shall assume and be liable for all blame and loss of whatsoever nature by reason of neglect or violation of any Federal, State, County or Local laws, regulations, or ordinances; the Proposer shall indemnify and save harmless the City from all suits or actions at law of any kind whatsoever in connection with this work and shall if required by the City, produce evidence of settlement of any such action before final payment shall be made the City. Proposer's Liability Insurance Certificate shall include the save harmless clause and shall be filed with the City.

The Proposer shall maintain such insurance as will protect the proposer from claims under worker's compensation acts and from claims for damages because of bodily injury, including death, and property damage, which may arise from and during operations under this Contract, whether such operations be by himself, by any subcontractor or anyone directly, or indirectly employed by either of them. Proposer's liability insurance shall be in the names of the Proposer and the City as their respective interests may appear. Each policy and Certificate of Insurance shall contain an endorsement naming the City of Scranton as additionally insured. Certificates of such insurance shall be filed with the City.

The minimum amount of liability insurance to be maintained by the Contractor during the life of the contract shall be as follows:

Professional Liability – in minimum amounts of \$1,000,000 per occurrence and \$2,000,000 aggregate.

Prior to commencement of performance of this Agreement, Contractor shall furnish to the City a certificate of insurance evidencing all required coverage in at least the limits required herein, naming the City of Scranton, its elected officials, agents, and employees as additional insureds under the Comprehensive General Liability coverage, and providing that no policies may be modified or cancelled without thirty (30) days advance written notice to the City. Such certificate shall be issued to City of Scranton, Law Department, 340 North Washington Avenue, Scranton, PA 18503. All policies shall be in effect with companies holding an A.M. Best rating of "A-" or better and shall be licensed to do business in the Commonwealth of Pennsylvania. Such companies shall also be acceptable to the City.

Please forward a certificate of insurance verifying these insurance requirements.

All subcontractors performing work under this contract must furnish to the City a copy of their Certificate of Insurance for Worker's Compensation and liability for bodily injury and property damage.

#### P. BIDDER'S ETHICS AND COLLUSION

**Collusive Bidding:** Any firm that submits more than one proposal in such a manner as to make it appear that one of the proposals submitted is competitive with that of a different proposer, or any two or more firms that agree to fix their respective proposals in such a manner as to be awarded the contract shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.



**Bribery:** Any firm that attempts to influence a City official to award this contract to such proposer's firm by promising to provide or by providing to such City official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the contract to such firm shall be disqualified from further consideration of award of this contract and shall be subject to any applicable penalties under the law.

**Conflict of Interest:** Any firm that knows of any City official having a material direct or indirect financial interest in such proposer's firm shall be required to submit a written statement, along with the Form of Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the firm's disqualification from further consideration of award of this contract.

#### Q. INDEMNIFICATION

This agreement shall be binding on the parties hereto, their heirs, successors and assigns.

#### R. OPEN RECORDS LAW/PUBLIC INFORMATION

Under the Pennsylvania Right-to-Know Law (the "Law"), 65 P. S. Section 67.101 et. seq., a record in the possession of the City is presumed to be a public record subject to disclosure to any legal resident of the United States, upon request, unless protected by a statutory exception.

Any contract dealing with the receipt or disbursement of funds by the City or the City's acquisition, use or disposal of services, supplies, materials, equipment or property is subject to disclosure under the Law. The following are not subject to disclosure under an exception in the Law:

1. A proposal pertaining to the City's procurement or disposal of supplies, services or construction prior to the award of a contract or prior to the opening and rejection of all bids; and
2. Financial information of a bidder or proposer requested in an invitation to bid or request for qualifications to demonstrate the bidder's or proposer's economic capability.

#### S. TRANSFERS AND ASSIGNMENTS

1. Consultant shall not, without written consent of the City, assign, hypothecate or mortgage this agreement. Any attempted assignment, hypothecation or mortgage without the consent of the City shall render this agreement null and void.
2. Neither this agreement nor any interest therein shall be transferable in proceedings in attachment or execution against bidder or in voluntary or involuntary proceedings in bankruptcy or insolvency or receivership taken by or against the respondent, or by any process of law including proceedings under Chapter X and XI of the Bankruptcy Act.

### III. PROBLEM STATEMENT

The Request for Qualifications format for professional services enables the City to thoroughly evaluate the conditions for selection such as prior class action legal experience with sufficient flexibility in awarding the contract.

#### A. REJECTION OF PROPOSALS

The City of Scranton reserves the right to reject any and all proposals received resulting from this request and to negotiate with those respondents deemed finalists.

#### B. INCURRING COSTS

The City of Scranton will not be liable for costs incurred by the selected proposer prior to the issuance of a contract.

#### C. PRE-PROPOSAL CONFERENCE

A pre-proposal conference will not be held.

#### D. REFERENCES

As a requirement for consideration, proposals must include at least two (2) references, including contact information, who can attest to the attributes of the proposer.

### **IV. CRITERIA FOR SELECTION**

#### A. EVALUATION PROTOCOL

All proposals received by the City of Scranton will be reviewed by the Department of Business Administration. A City selection review group will review the merits of content and select the proposal which most closely meets the requirements of the Request for Qualifications. The final selection may not be the lowest cost proposal but that which most closely meets the requirements of the City.

#### B. SELECTION BASED ON QUALIFICATIONS

The proposal selected by the City Department of Business Administration will be deemed to respond most favorably to the requirements of the Request.

### **V. PROPOSAL REQUIREMENTS**

Proposals must meet the identified criteria and format. Consideration will be based on compliance with those requirements. All other information considered relevant by the proposer will be included as addenda information to the proposal.

#### A. STATEMENT OF SERVICES RENDERED

The proposer will identify the scope of services provided to the City of Scranton for its Project.

#### B. MANAGEMENT SUMMARY

Provide a narrative description of the proposed effort and a list of services delivered by the proposer.

#### C. EXPERIENCE

Include examples of experience. The documentation of experience should include primary and secondary services, if applicable, and any pertinent experience of the support staff. References related to prior activities should be listed in the addenda section, including contact information.

#### D. PERSONNEL

Include the names of executive and professional personnel who will be assigned including support staff. Resumes for those assigned directly to the activities of this project may be included in the addenda section.

#### F. REGISTRATION

Respondents must be duly registered with the applicable federal, state, or local oversight body charged with monitoring the activities of lobbyists. Proof of all required registration must be provided with each proposal. That registration must remain valid and current throughout any period of representation of the City.

#### G. COST AND PRICE PROPOSAL

The selected Contractor(s) shall submit monthly invoices to the City for fees in performing the contracted services during each such period. The City anticipates an annual fee divided into 12 equal monthly installments.

#### H. RELATIONSHIPS

The proposal must identify any relationships of the firms and its principals and assigned employees with any official of the City of Scranton.

#### I. AFFIDAVITS

The following affidavits are required by the City of Scranton:

- Affirmative Action Certificate
- Certificate of Non-Segregated Facilities
- Non-Collusion Affidavit
- Disclosures by Current Contractors

## J. INSURANCE COVERAGE

All proposals submitted to the City of Scranton shall include the following:

- A statement of the prospective proposer's insurance coverage. The City requires the successful proposer to carry the types and amounts of insurance listed hereinabove. All insurance coverages should name the City of Scranton as an additional insured. All insurance coverages must be kept effective during the contract period. The loss of insurance coverages could result in contract termination;
- A statement of assurance attesting that the prospective proposer is not currently in violation of any regulatory rules and regulations that may impact its operations;
- A statement that the prospective proposer is not involved in any current litigation against the City of Scranton.

### **Attachment A. Affirmative Action Certification**

During the term of this contract, Bidder agrees as follows:

- (1) Bidder shall not discriminate against any employee, applicant for employment, independent contractor or any other person because of race, color, religious creed, ancestry, national origin, age, sex or handicap. Bidder shall take affirmative action to insure that applicants are employed, and that employees or agents are treated during employment, without regard to their race, color, religious creed, ancestry, national origin, age, sex or handicap. Such affirmative action shall include, but is not limited to the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training. Bidder shall post in conspicuous places, available to employees, agents, applicants for employment, and other persons, a notice to be provided by the contracting agency setting forth the provision of this affirmative action certification.
- (2) Bidder shall, in advertisements or requests for employment placed by it or on its behalf, state all qualified applicants will received consideration for employment without regard to race, color, religious creed, ancestry, national origin, age, sex or handicap.
- (3) Bidder shall send each labor union or workers' representative with which it has a collective bargaining agreement to other contract or understanding, a notice advising said labor union or worker's representative of its commitment to this affirmative action certification. Similar notice shall be sent to every other source of recruitment regularly utilized by bidder.
- (4) It shall be no defense to a finding of noncompliance with this affirmative action certification that bidder has delegated some of its employment practices to any union, training program, or other source of recruitment which prevents it from meeting its obligations. However, if the evidence indicates that the bidder was not on notice of the third-party discrimination or made a good faith effort to correct it, such a factor shall be considered in mitigation in determining appropriate sanctions.
- (5) Where the practices of a union or of any training program or other source of recruitment will result in the exclusion of minority group persons, so bidder will be unable to meet its obligations under this affirmative action certification, bidder shall then employ and fill vacancies through other affirmative action employment procedures.
- (6) Bidder shall comply with all state and federal laws prohibiting discrimination in hiring or employment opportunities. In the event of bidder's noncompliance with affirmative action certification of this contract or with

any such laws, this contract may be terminated or suspended, in whole or in part, and bidder may be declared temporarily ineligible for further City of Scranton contracts, and other sanctions may be imposed and remedies invoked.

- (7) Bidder shall furnish all necessary employment documents and records to, and permit access to its books, records, and accounts by, the City of Scranton Department of Business Administration, for purposes of investigation to ascertain Compliance with the provision of this certification. If bidder does not possess documents or records reflecting the necessary information requested, it shall furnish such information on reporting forms supplied by the City of Scranton Department of Business Administration.
- (8) Bidder shall actively recruit minority subcontractors or subcontractors with substantial minority representation among their employees.
- (9) Bidder shall include the provisions of this affirmative action certification in every subcontract, so that such provisions will be binding upon each subcontractor.
- (10) Bidder's obligations under this clause are limited to the bidder's facilities within Pennsylvania, or where the contract id for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produces.

DATE: \_\_\_\_\_

\_\_\_\_\_

(Name of Bidder)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

**Attachment B. Certificate of Non-Segregated Facilities**

The bidder certifies that he does not maintain or provide for his employees and segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal opportunity clause in any contract resulting from acceptance of his bid. As used in this certification, the term "segregated Facilities," means any waiting rooms, work areas, restrooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise. The Bidder agrees that (except where he has obtained identical certifications from proposal sub-contractors for specific time periods) he will obtain identical certifications from proposed sub-contractors prior to the award of sub-contracts exceeding \$10,000 which are not exempt from the provisions of the Equal Opportunity clause, and that he will retain such certification in his files.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. §1001.

DATE: \_\_\_\_\_

\_\_\_\_\_

(Name of Bidder)

BY \_\_\_\_\_

TITLE \_\_\_\_\_

**Attachment C. Non-Collusion Affidavit of Prime Bidder**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

\_\_\_\_\_, being  
first duly sworn, deposes and says that:

1. He is \_\_\_\_\_  
(Owner, partner, officer, representative or agent)

of \_\_\_\_\_, the Bidder that has  
submitted the bid;

2. He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, Representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, or to Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Scranton (Local Public Agency) or any person interested in the proposed Contract; and;
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the bidder or any of its agents, representatives, owners, employees or parties in interest, including this affiant.



Non-Collusion Affidavit  
Signature Page

Signed \_\_\_\_\_

\_\_\_\_\_

(TITLE)

SUBSCRIBED AND SWORN TO BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

\_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(TITLE)

MY COMMISSION EXPIRES \_\_\_\_\_

\_\_\_\_\_, 20 \_\_\_\_\_

### **Attachment D. Disclosures by Current Contractors**

1. Provide the names and titles of all individuals providing professional services to the City of including advisors and subcontractors, if any. After each name, please provide the responsibilities of that person with regard to the professional services provided to the City of Scranton.
  - List the names of any of the above individuals who are current or former officials or employees of the City of Scranton and their position;
  - List the names of any of the above individuals who has been a registered federal or state lobbyist and the date of the most recent renewal/registration.
2. Within the last 10 years, have any of the individuals identified in paragraph two above been employed by the City of Scranton. If yes, please identify the individual by his/her name and position with the City of Scranton and dates of employment.
3. Within the last 10 years, has the Contractor employed paid compensation to a third party intermediary, agent, or lobbyist to directly or indirectly communicate with any individual on the list of municipal officials in connection with any transaction or investment involving the Contractor and the City of Scranton. This question does not apply to any officer or employee of the Contractor who is acting within the scope of the Contractor's standard professional duties on behalf of the Contractor including the actual provision of legal, accounting, engineering, real estate, or other professional advice, services, or assistance pursuant to its professional services contract with the City of Scranton.
4. Within the last 10 years, has any agent, officer, director, or employee of the Contractor solicited a third party to make a political contribution to any municipal official in the City of Scranton; any candidate for municipal office in the City of Scranton; any local, county, or district political party of such official or candidate; or any political committee of such official or candidate. If yes, please identify the agent, officer, director, or employee who made the solicitation; the individual or individuals who were solicited; and the municipal officers, candidates, political party, or political committee for whom the solicitation was made.
5. Within the last 10 years, has the contractor made any Contribution to a municipal official or candidate for municipal office in the City of Scranton. If yes, please identify the recipient, the amount, and the date of the contribution.
6. Does the Contractor have a direct financial, commercial, or business relationships with any individual on the List of Municipal Officials. With regard to every municipal official for which the answer is yes, identify that individual and provide a detailed written description of that relationship.
7. Within the last 10 years, has the Contractor conferred any gift of more than nominal value to any individual on the List of Municipal Officials. A gift includes money, services, loans, travel, and entertainment, at value or discounted value. With regard to every municipal official for which the answer is yes, identify the recipient, the gift, and the date it was conferred.

8. Did the Contractor make political contributions the meet all of the following four criteria:
- (i) The contribution was made within the last 10 years;
  - (ii) The contribution was made by an officer, director, executive-level employee, or owner of at least five percent (5%) of the Contractor;
  - (iii) The amount of the contribution was at least \$500.00 in the form of either a single contribution by an officer, director, executive-level employee or owner of at least five percent (5%) or the aggregate of all contributions by all officers, directors, executive-level employees, and owners of at least five percent (5%); and
  - (iv) The contribution was made to a candidate for any public office of the City of Scranton, of Lackawanna County, or of a district within or containing the City of Scranton; to an individual who holds such office; or to a political committee of such candidate or office-holder. If yes, then the Contractor shall provide the following information: the name and address of the contributor, the contributor's relationship to the Contractor, the name and office or position of each recipient, the amount of the contribution, and the date of the contribution.
9. Regarding the provision of professional services to the City of Scranton, are you aware of any conflicts of interest, whether apparent, potential, or actual, with respect to any officer, director, or employee of the Contractor and officials or employees of the City of Scranton. If yes, please provide a detailed written explanation of the circumstances which you believe provide a basis to conclude that an apparent, potential, or actual conflict of interest may exist.
10. Please provide the name(s) and person(s) completing this form. One of the individuals identified by the Contractor in paragraph two must participate in completing this form and must sign the verification statement below.

### VERIFICATION

I, \_\_\_\_\_, hereby state that I am \_\_\_\_\_  
for \_\_\_\_\_, and am authorized to make this verification.

I verify that the facts set forth in the foregoing Act 44 Disclosure Form for entities providing professional services to the City of Scranton are true and correct to the best of my knowledge, information, and belief. I understand that false statements herein are made subject to penalties of 18 P.A.C.S section 4904 relating to unsworn falsification to authorities.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_