

REQUEST FOR QUALIFICATIONS

Separate sealed submissions will be received by the City of Scranton, 340 North Washington Avenue, Scranton, Pa. 18503 until 11:00 a.m. Tuesday, February 22, 2022 at which time such submissions will be opened in City Council Chambers and made available for public viewing at www.youtube.com/user/electriccitytv570 for the following:

CITY OF SCRANTON POLICE ACCREDITATION CONSULTANT (PLEAC/CALEA) PROFESSIONAL SERVICES

All submissions shall be in accordance with the provisions of the Request for Qualifications which may be obtained from the City of Scranton website at: www.scrantonpa.gov under the Business Tab and Open Bid Opportunities as labeled above. If you intend to submit qualifications, you are required to notify Julie Reed, Purchasing Clerk for the City of Scranton via email at: jreed@scrantonpa.gov. If you fail to notify the Purchasing Clerk of your intent to submit qualifications, you will not receive any Addenda or answers to any questions that may be submitted by other participants.

Qualifications will be received and identified by “**The City of Scranton – PLEAC Accreditation Consulting Services**”. All qualifications shall be submitted electronically to John Murray, City Controller for the City of Scranton via: <https://www.dropbox.com/request/jNYOtC> so as to arrive by the date and time specified above. The City of Scranton will require a PDF document of the submissions.

All submissions **must** be accompanied by a certificate of insurance and signed affirmative action, non-segregated facilities, a non-collusion affidavit and disclosure forms.

All participants are hereby notified that minority and women-owned businesses will be afforded the full opportunity to respond to this notice and they will not be subjected to discrimination based on race, color, religion, sex, national origin, disability, or family status in consideration of this award. The successful bidder must utilize, to the greatest extent feasible, minority and/or women owned business concerns, which are located within the municipality.

If you have any questions, please contact Christopher Hallock, Accreditation Manager for the Scranton Police Department via email only at: challock@scrantonpa.gov.

Christopher Hallock
Accreditation Manager for SPD

Objectives

A. General.

The City of Scranton is seeking a consultant to work with the Police Department, Mayor, and other interested parties for the purposes of developing updated policies and procedures for the City's Police Department. The Consultant's services will include a complete rewrite/revision of the existing City Police Department's standards and operating procedures (SOP's), policies, procedures, rules, and regulations to ensure compliance with all federal and state laws and regulations, in addition to the Pennsylvania Chiefs of Police standards, and other related services as required by the Scranton Police Department resulting in accreditation by the Pennsylvania Chiefs of Police (PLEAC).

B. Specific.

Proposers must provide adequate documentation in their response to this RFQ that clearly confirms that the following minimum requirements are satisfied:

- Must be staffed by experienced and credentialed law enforcement professionals, who, in total, have an established and verifiable record of success in helping a minimum of three (3) law enforcement agencies in Pennsylvania in providing similar services. Please provide references including the contact names, titles, addresses and phone numbers. If proposers have not assisted the minimum of three (3) law enforcement agencies in Pennsylvania but have assisted law enforcement agencies in other states with similar services those proposers may submit the documentation for consideration and if determined to be comparable will be counted towards the minimum requirement (I.E., assisted agency meet standards set by Chiefs of Police of that state and/or CALEA National Accreditation).
- Must be staffed by experienced and credentialed assessors, who in total have an established and verifiable record of performing official on-site PLEAC assessments for minimum of three (3) law enforcement agencies. Please provide references including the contact names, titles, addresses and phone numbers. If proposers have not performed the minimum of three (3) official on-site assessments but have performed mock assessments those proposers may submit the documentation for consideration and if determined to be comparable will be counted towards the minimum requirement.
- Must be able to work with other law enforcement professionals.
- Must be able to work under pressure and meet short deadlines.
- Must be able to start immediately.

- Ability to provide necessary recommendations for training in new policies and procedures to the Scranton Police Department personnel.
- Responsible for drafting new policies and procedures for the Scranton Police Department. In addition, update SOPs to support new Standard Operating Procedures for the Police Department that meet Pennsylvania Chiefs of Police Accreditation Standards and receive such Accreditation.
- Ability to work with and provide the Scranton Police Department Records Management System with the necessary documentation (SOPs, Policies, etc.) in a compatible electronic format
- Identify Proofs of Compliance and assist the Department Accreditation Manager and other Department members with input of the Proof into the Accreditation in PowerDMS.
- Attend any meetings that may be required by the City of Scranton.
- Be on site and assist Department members during mock assessments and work to correct any out of compliance issues discovered during the assessment.
- Be on site and assist Department members during PLEAC accreditation assessment and work to correct any out of compliance issues discovered during the assessment.
- All policies and procedures mutually agreed upon by the hired consultant and the City of Scranton shall be protected by the insurance carrier of the consultant for any legal action taken against the City as a result of a fault in the Policy.

Nature and Scope of the Project

The selected bidder will work closely with the City's Police Department to achieve PLEAC accredited status. This accreditation process will likely take a full year but the key timeframe for the selected bidder will be in configuration, a phase stated for 12 to 16 months. The selected bidder should be prepared to work with and leverage a variety of disciplines to make recommendations.

Minimum filing Requirements

The contract period will begin on April 1, 2022 and end on March 31, 2023 with the option to renew the contract for up to twelve additional months. Bidders must demonstrate superior experience and relevant qualifications which will contribute to the successful implementation of the objectives outlined above.

GENERAL INFORMATION

A. PURPOSE

This Request for Qualifications (RFQ) provides interested parties with sufficient information to prepare submissions for consideration by the City of Scranton for PLEAC Accreditation Services.

B. ISSUING OFFICE

This Request for Qualifications is issued for the City of Scranton's Police Department. Christopher Hallock, Accreditation Manager is the sole point of contact for questions pertaining to this Request for Qualifications. The submittals must be put forward no later than 11:00 a.m. on February 22, 2022 to:

John Murray
City Controller for the City of Scranton
340 N Washington Ave. Scranton PA 18503

Via Drop Box link: <https://www.dropbox.com/request/jNYOtC>
Submissions shall be submitted as a **PDF document** labeled:

“The City of Scranton – PLEAC Accreditation Consulting Services”

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

1. QUESTIONS

Any questions regarding this Request for Qualifications should be directed to the Scranton Police Department via email only to:

Christopher J Hallock
Patrolman/ Accreditation Manager - City of Scranton
340 North Washington Avenue
Scranton, PA 18503
Email: challock@scrantonpa.gov

All questions must be received by 2:00 p.m. exactly one (1) week prior to the due date of submissions. Inquiries received after 2:00 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. All questions must be submitted via email to challock@scrantonpa.gov.

Responses to questions will be issued in the form of an Addendum to the Request for Qualifications and will be sent via email only.

II. GENERAL CONDITIONS

A. No verbal information to proposers 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 submissions. Any 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 submissions and to request additional information from any Proposer. The City of Scranton reserves the right to waive minor irregularities in the procedures or submissions 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 submissions, 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. Submissions 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 submissions, seek new submissions when such procedure is 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. 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 submissions shall be binding for ninety (90) calendar days following the bid opening date and may be extended at the agreement of both parties.

J. COMPLIANCE WITH LAWS

The bidder selected for representation shall always 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.

K. CONTRACTOR COMPLIANCE

If applicable, each respondent is required to be in compliance with the City of Scranton local tax requirements.

L. CONTRACT TERMINATION

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

M. 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.

N. PROPOSAL INSURANCE REQUIREMENTS

Certificate of Insurance-A certificate of insurance of the prospective bidder's insurance coverage is **required** by the City of Scranton. The City **requires** the successful bidder to carry Professional Liability insurance at a minimum of \$1,000,000 occurrence/aggregate. All insurance coverage must be kept in effect during the contract period. The loss of insurance coverage could result in voiding the contract.

O. 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 submissions is competitive with that of a different proposer, or any two or more firms that agree to fix their respective submissions 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.

P. INDEMNIFICATION

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

Q. 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.

R. 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 process digitization experience.

A. REJECTION OF QUALIFICATIONS

The City of Scranton reserves the right to reject any and all submissions 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. REFERENCES

As a requirement for consideration, submissions must include at least **two (2)** references, including contact information, who can attest to the attributes of the proposer. Experience in municipal or state level consulting will be given greater consideration in the evaluation of the submissions.

IV. CRITERIA FOR SELECTION

A. EVALUATION PROTOCOL

All submissions received by the City of Scranton will be reviewed by the Scranton Police Department and Law Department. The selection committee 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 of Scranton Police Department will be deemed to respond most favorably to the requirements of the Request.

Oral interviews will be scheduled with top scoring applicants. Oral interviews may take place in person or via video conference.

V. SUBMISSION REQUIREMENTS

Submissions 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 properly market the city.

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 in marketing efforts.

D. PERSONNEL

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

E. COST AND PRICE PROPOSAL

Fees should be solely in the form of a billable hourly rate plus costs. Varying billable rates between partners, associates, and support staff should be provided, along with all reimbursable costs to be billed. Total payment to contractor shall not exceed \$58,000.

F. RELATIONSHIPS

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

G. AFFIDAVITS

The following affidavits are required by the City of Scranton:

- Affirmative Action Certificate
- Certificate of Non-Segregated Facilities
- Non-Collusion Affidavit

H. CONTRACT

The party selected for legal services will execute the City of Scranton's standard professional services contract.

I. INSURANCE COVERAGE

All submissions to the City of Scranton shall include the following:

- Certificate of Insurance. A certificate of insurance of the prospective bidder's insurance coverage is **required** by the City of Scranton. The City **requires** the successful bidder to carry Professional Liability insurance at a minimum of \$1,000,000 occurrence/aggregate. All insurance coverage must be kept in effect during the contract period. The loss of insurance coverage could result in voiding the contract.
- 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 or has any conflict with 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 is for purchase of goods manufactured outside of Pennsylvania, the facilities at which such goods are actually produced.

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

Signature: _____

Print Name: _____

Title: _____

SUBSCRIBED AND SWORN TO BEFORE ME

THIS _____ DAY OF _____
_____, 20 _____

(TITLE)

MY COMMISSION EXPIRES _____
_____, 20 _____

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. Since January 1, 2011, 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. Since January 1, 2011, 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. Since January 1, 2011 has any agent, officer, director, or employee of the Contractor solicited a third party to make a political contribution to any municipal official or candidate for municipal office in the City of Scranton or to the political party or political committee for whom the solicitation was made. 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. Since January 1, 2011, 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. Since January 1, 2011, 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 at any time since January 1, 2011; (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 in the Commonwealth of Pennsylvania or to an individual who holds that office, or to a political committee of a candidate for public office in the Commonwealth of Pennsylvania or of an individual who holds that office. 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: _____