SER-Jobs for Progress National, Inc.®

Cultivating America's Greatest Resource: People тм 100 East Royal Lane Suite 130 • Irving, Texas 75039

Request for Proposal Managed Information Technology Services for Period of:

January 17, 2017- June 30, 2020

Released: November 18, 2016

Inquiries and proposals should be directed to:

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Proposal Cover Sheet

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D. Funding

Any contract awarded as a result of this RFP is contingent upon available Federal funding at currently existing levels. SER may unilaterally terminate a contract in the event that funding from Federal, State, or other resources becomes no longer available. If funding is limited in any way, this contract is subject to renegotiation under the new funding limitations and conditions. Such action is effective upon receipt of written notification from SER.

E. Description of SER

2017. This first contract period is an 18 month contract, from January 17, 2017 to June 30, 2018. After that, SER will have the option to renew the contract in one year periods for up to two (2) additional years dependent on performance. The contract period may be varied by SER as necessary in compliance with State and Federal regulations. Additionally, the term of the contract shall be contingent upon the continuation of SER's contract for the operations and resulting funding of the programs. SER may exercise a Month-to-Month contract during transition period.

J. Response Deadline

The response deadline for this RFP is due at 12:00pm on December 19, 2016. Proposals,

Respondents shall not, under penalty of law, offer to provide any gratuities, favors,

point system.

- Demonstrated Effectiveness 60 points
 - Comprehensiveness of Services Provided
 - Overall capabilities of the vendor to meet service levels requested in this RFP
 - Non-Profit Experience

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- Vendor's experience in providing services to the Non-Profit sector
- Service Enhancements
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SER-Jobs for Progress National, Inc. RFP Dated Issued, September 9, 2016; Multifunction Copiers and Managed Print Services

PROPOSAL COVER SHEET

| Legal Name of Organization: | | |
|----------------------------------|----------------|--------------------|
| Authorized Signer: | | |
| Title: | | |
| Mailing Address: | | |
| Physical Address (If Different): | | |
| Telephone Number: | | |
| FAX Number: | | |
| Contact Person Name: | | |
| Contact Person Title: | | |
| Entity Type: | () Corporation | () Sole Proprietor |

Attachment C - Certification Regarding Drug-Free Workplace

- A. The grantee certifies that it will or will continue to provide a drug-free workplaceby:
 - 1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace

- 7. Making good faith effort to continue to maintain a drug-free workplacethrough implementation of paragraphs 1, 2, 3, 4, 5, and 6.
- B. The grantee may insert in the space provided below the site(s) for the performance

Attachment D - Certification of Bidder

- **1.** The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.
- 2. The individual signing certifies that the Respondent is not involved in any agreement to pay money or other

ATTACHMENT E CERTIFICATE REGARDING CONFLICT OF INTEREST

By signature of this Certificate, Respondent covenants and affirms that:

- 1. No manager, employee or paid consultant of the Respondent is a member of the Policy Board, the President, or an employee of SER;
- **2.** No manager or paid consultant of the Respondent is married to a member of the Policy Board, the President, or an employee of SER;
- 3. No member of the

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