



**ARKANSAS
DEPARTMENT OF
HUMAN
SERVICES**

State of Arkansas, Dept. of Human Services
Interpreter Service
Bid No. 710-23-0039



est. 1970

making connections nationwide

Original



interpretation



translation



transportation



sign language

Interpreters Unlimited, Inc.

8943 Calliandra Road, San Diego, CA 92126

p. 800.726.9891 | f. 800.726.9822

www.interpreters.com



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Corporation Name	ARKANSAS SPANISH INTERPRETERS & TRANSLATORS, INC.
Fictitious Names	
Filing #	100171809
Filing Type	For Profit Corporation
Filed under Act	Dom Bus Corp; 958 of 1987
Status	Good Standing
Principal Address	
Reg. Agent	PARACORP INCORPORATED
Agent Address	300 SOUTH SPRING STREET SUITE 900 LITTLE ROCK, AR 72201
Date Filed	06/04/1999
Officers	SEE FILE, Incorporator/Organizer SAYED ALI , Tax Preparer SAYED IMDAD ALI , President SHAMROZE ALI SAYED , Secretary SHAMROZE ALI SAYED , Vice-President SAYED IMDAD ALI , Treasurer SAYED IMDAD ALI , Controller
Foreign Name	N/A
Foreign Address	
State of Origin	N/A

[Purchase a Certificate of Good Standing for this Entity](#)

[Pay Franchise Tax for this corporation](#)

BID RESPONSE PACKET
710-23-0039

BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:	Arkansas Spanish Interpreters and Translators				
Address:	100 N. Rodney Parham Dr., Ste. 4A				
City:	Little Rock	State:	AR	Zip Code:	72205
Business Designation:	<input type="checkbox"/> Individual <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Public Service Corp <input type="checkbox"/> Partnership <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Nonprofit				
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Women-Owned <input checked="" type="checkbox"/> Asian American <input type="checkbox"/> Pacific Islander American				
	AR Certification #: <u>AZ01494</u> * See <i>Minority and Women-Owned Business Policy</i>				

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
<i>Provide contact information to be used for bid solicitation related matters.</i>			
Contact Person:	Desiree Lewis	Title:	Proposal Writer
Phone:	(858) 275-2590	Alternate Phone:	(800) 726-9891
Email:	desiree.lewis@interpreters.com		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input checked="" type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i>

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* will cause the Prospective Contractor's bid to be disqualified:


Authorized Signature:  **Title:** Vice President

Printed/Typed Name: Shamus Sayed **Date:** 5/4/2023

SECTIONS 1 - 4 VENDOR AGREEMENT AND COMPLIANCE


- Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception and should label the request to reference the specific solicitation item number to which the exception applies.
- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.
N/A

By signature below, vendor agrees to and **shall** fully comply with all requirements as shown in the bid solicitation.

Vendor Name:	Interpreters Unlimited, Inc.	Date:	5/4/2023
Signature:		Title:	Vice President
Printed Name:	Shamus Sayed		

ATTESTATION OF PERSONNEL EXPERIENCE

By providing a signature below, the Prospective Contractor attests that all personnel that can provide services defined in this solicitation and provided under an established contract will have at least one (1) year of experience providing interpreter and/or translation services within the last five (5) years.

Vendor Name:	Interpreters Unlimited, Inc.	Date:	5/4/2023
Signature:		Title:	Vice President
Printed Name:	Shamus Sayed		

SECTIONS 2.3 MINIMUM QUALIFICATIONS

- *Include a list of certified or registered interpreter employees who are on file with the Administrative Office of the Courts. For verification purposes, names will be validated against the Registry of Court Interpreters.*

TABLE 1: REGISTRY OF COURT INTERPRETERS	
Name	Grace Yoon Yi (Korean)
Hebba Abulsaad (Arabic)	Nicole Lee (Korean)
Tony Tadros (Arabic)	John Johnston (Laotian)
Vannara Kun (Khmer/Cambodian)	Paul Littana (Laotian)
Claudio Huang (Chinese)	Terry Davis (Marshallese)
Liping Zhao (Chinese)	Jakub Zaic (Polish)
Ali Talebinejad (Farsi)	Fatima Cornwall (Portuguese)
Gila Khabbaza (Farsi)	Susan Dix-Barboza (Portuguese)
Veronique Odekirk (French)	Oksana Dobbins (Russian)
Emilia D'Auteuil (French)	Val Kvitko-Simon (Russian)
Jacqueline Jugenheimer (German)	Elma Razic (Croatian, Serbian)
Claudine Sada (Haitian)	Anne Yancey (Spanish)
Enrica Ardemagni (Italian)	Sandra Theodore (Spanish)
Alessandro Steinhaus (Italian)	Shannon Tanner (Spanish)
Izumi Suzuki (Japanese)	My Le (Vietnamese)
Kaoru Tamura (Japanese)	Salima Bandali (Urdu)

- *Include the name, language(s), and certification number of all ATA certified interpreters and translators able to provide services defined in this solicitation and provided under an established contract in the table below. Prospective Contractor may use a separate document if additional space is required.*

TABLE 2: CERTIFIED		
Name	Language(s)	Certification Number
Aiman Haddad	Arabic	
Bill Tierney	Arabic	
Tingting Qin	Chinese	
Louay M. Abdulla	Farsi	
Roger J. Pieroni	French	
Maureen Lucier	French	
Joseph Hitti	French/Arabic	
Jacquelyn Pied	German	
Kent Hyde	German	
Lisa Nitti	Italian	
Hideyuki Takahashi	Japanese	
Junko Gilbert	Japanese	
Jack Lian	Korean	
Geoffrey Calson	Polish & Russian	
Bruce Taylor	Portuguese	
Paula G. Penovi	Portuguese	
Yelena Perel	Russian/French	
Eugenia Tietz – Sokolskaya	Russian	
Paula S. Gordon	Croatian	
Sandra G. Bravo	Spanish	
Kristen Jancuk	Spanish	
Nadia Bondarczuk	Spanish	
Diana V. Valori	Spanish	476718
Jianqing (Jane) Yu	Vietnamese/Chinese	
Jack Lian	Vietnamese	

Certification numbers are not typically included with ATA certificates. We can provide all additional credentials upon award.

- Include the name and language(s) of each non-certified interpreters and translators able to provide services defined in this solicitation and provided under an established contract in the table below. Prospective Contractor may use a separate document if additional space is required.

TABLE 3: NON-CERTIFIED	
Name	Language(s)
Raja Yousef	Arabic
Dounia Hamdi	Arabic
Mike Chea	Cambodian
Amir Khan	Cambodian
Alex Liu	Chinese
Ginger Wang	Chinese
Faye Farida Hesari	Farsi
Gila Khabbaza	Farsi
Sim Smiley	French
Alexis Farah Hughley	French
Stefan Brechtel	German
Mark R. Newton	German
Maria Spanos	Greek
Constantina Fronimos Baldwin	Greek
Karine Gentil	Haitian Creole
Frantzy Cadet	Haitian Creole
Juan B. Randazzo	Italian
Evelyn A. Harrison	Italian
Futa Sakamoto	Japanese
Yumi Mano	Japanese
Jini Cho	Korean
David Eom	Korean
Tippy Dollar	Laotian
Tammy P. Sumontha	Laotian
Ola Furmanek	Polish
Zbigniew Pienkowski	Polish
Sormane Gomes	Portuguese
Charles Castleberry	Portuguese
Kirill P. Maslakov	Russian
Olga K. Postnikova	Russian
Zeljka Brannigan	Croatian
Larisa Zlatic	Serbian
Greg Buchanan	Spanish
Enrica Julia Ardemagni	Spanish
Thu Maulden	Vietnamese
Karduz Nguyan	Vietnamese
Manzoor Hakimi	Urdu

- Contractor must have an operational toll-free number, within the United States, to access all services. Provide the toll-free number in the space below.

Toll-Free Number: (800) 726-9891

PROPOSED SUBCONTRACTORS FORM

- **Do not** include additional information relating to subcontractors on this form or as an attachment to this form.

PROSPECTIVE CONTRACTOR PROPOSES TO USE THE FOLLOWING SUBCONTRACTOR(S) TO PROVIDE SERVICES.

Type or Print the following information

Subcontractor's Company Name	Street Address	City, State, ZIP

☒ **PROSPECTIVE CONTRACTOR DOES NOT PROPOSE TO USE SUBCONTRACTORS TO PERFORM SERVICES.**



American Translators Association

Founded in 1959

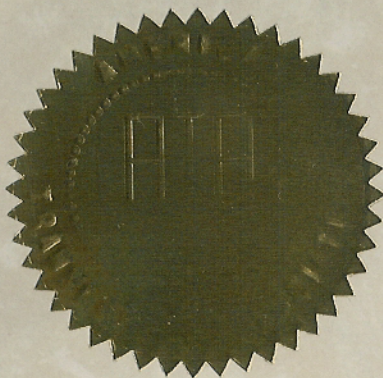
Having successfully completed the examination required by the Certification Committee.

Bill Tierney

a Member in good standing of the Association, subscribing to its
Code of Professional Conduct and Business Practices, is granted

ATA Certification

for Translation from Arabic into English



Issued under the seal of the
American Translators Association

June 10, 2005

Lilian Van Vranken

Lilian Van Vranken
Chair, ATA Certification Committee

Scott Brennan

Scott Brennan
President, ATA

Alan K. Melby

Alan K. Melby
Secretary, ATA

*Certification requires the above certificate holder to maintain membership in the American Translators Association
and to meet the Association's continuing education requirements.*



American Translators Association

Founded in 1959

Having successfully completed the examination required by the Certification Committee.

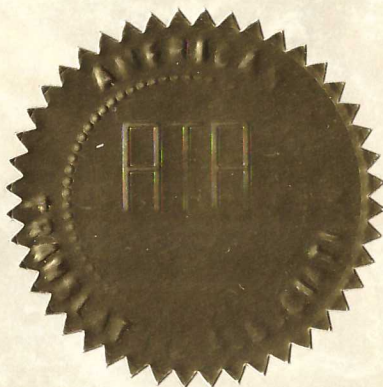
Nadia Bondarczuk

a Member in good standing of the Association, subscribing to its
Code of Professional Conduct and Business Practices, is granted

ATA Certification

for Translation from English into Spanish

Issued under the seal of the
American Translators Association
June 1, 2009



Jutta Diel-Dominique
Chair, ATA Certification Committee

Jiri Stejskal
President, ATA

Virginia Perez-Santalla
Secretary, ATA

*Certification requires the above certificate holder to maintain membership in the American Translators Association
and to meet the Association's continuing education requirements.*



American Translators Association

Founded in 1959

Having successfully completed the examination required by the Certification Committee.

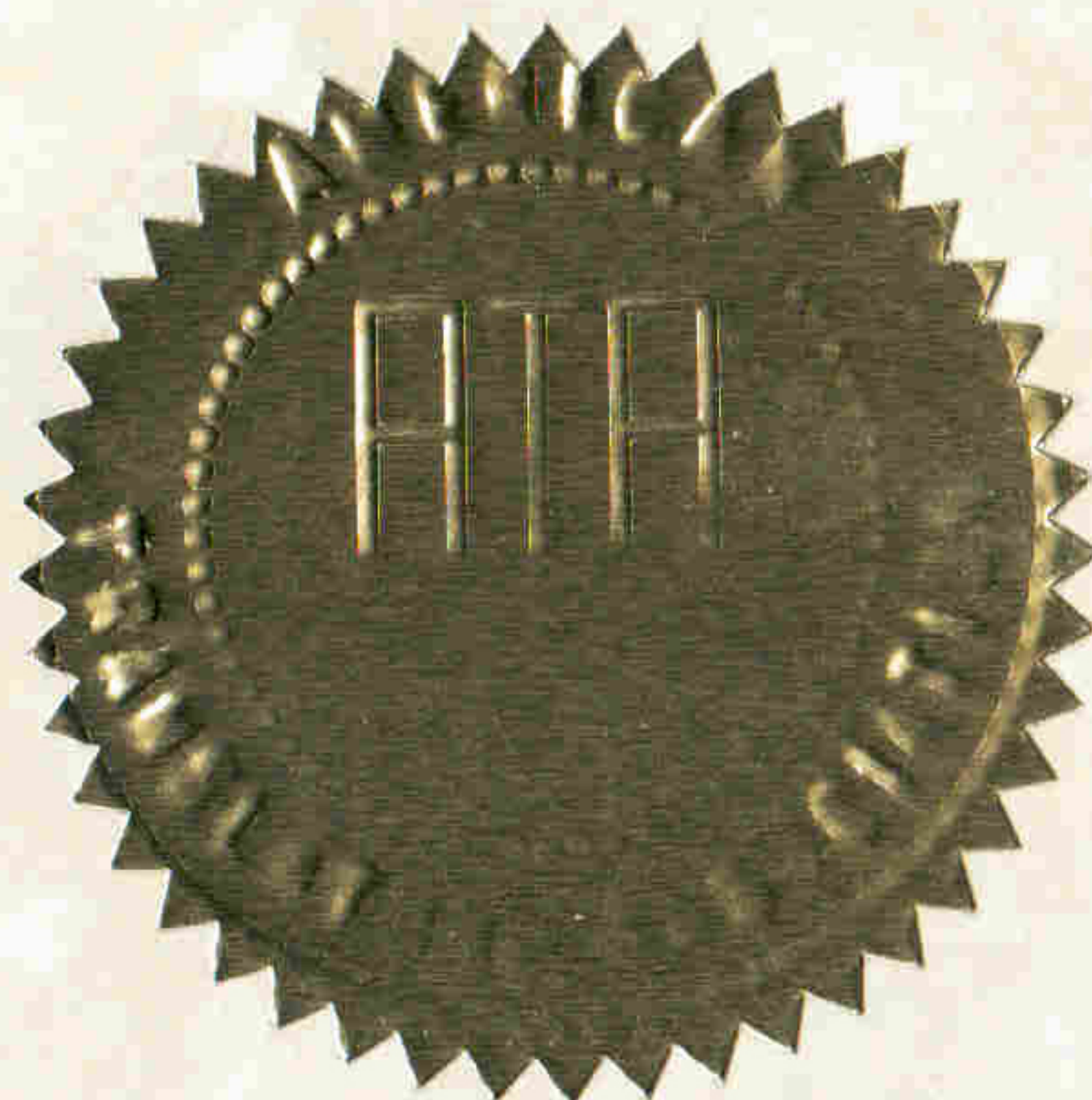
Jianqing (Jane) Yu

a Member in good standing of the Association, subscribing to its
Code of Professional Conduct and Business Practices, is granted

ATA Certification

for Translation from English into Chinese

Issued under the seal of the
American Translators Association
May 21, 2010



Geoffrey S. Koby
Chair, ATA Certification Committee

Nicholas Hartmann
President, ATA

Virginia Perez-Santalla
Secretary, ATA

*Certification requires the above certificate holder to maintain membership in the American Translators Association
and to meet the Association's continuing education requirements.*

DOCUMENTATION CHECKLIST

As outlined in section 2.3 Minimum Qualifications in the solicitation document, please provide the following:

- Official documentation of active registration from the Arkansas Secretary of State's Office
- Official Bid Price Sheet
- All documents provided in the bid response packet
- Copy of Vendor's Equal Opportunity Policy
- Signed Addenda, if applicable
- EO 98-04 Disclosure Form (Attachment A)



Affirmative Action Plan: EEO Policy and Procedures

Objective

Interpreters Unlimited, Inc. is an equal opportunity employer. It is the policy of Interpreters Unlimited to prohibit discrimination and harassment of any type and to afford equal employment opportunities to employees and applicants, without regard to race, color, religion, sex, national origin, age, disability, genetic information, gender identity or expression, or veteran status. Interpreters Unlimited, Inc. will conform to the spirit as well as the letter of all applicable laws and regulations. Interpreters Unlimited, Inc. will take action to employ, advance in employment and treat qualified Vietnam era veterans and disabled veterans without discrimination in all employment practices.

Scope of Policy

The policy of equal employment opportunity and anti-discrimination applies to all aspects of the relationship between Interpreters Unlimited and its employees, including but not limited to:

- Recruitment
- Employment
- Promotion
- Transfer
- Training
- Working conditions
- Wages and salary administration
- Employee benefits and application of policies

The policies and principles of equal employment opportunity also apply to the selection and treatment of independent contractors, personnel working on our premises who are employed by temporary agencies and any other persons or firms doing business for or with Interpreters Unlimited.

Dissemination and Implementation of Policy

The officers of Interpreters Unlimited will be responsible for the dissemination of this policy. Directors, managers and supervisors are responsible for implementing equal employment practices within each department. The Human Resources Department is responsible for Interpreters Unlimited's overall compliance, and shall maintain personnel records in compliance with applicable laws and regulations.



Procedures

Company practices that support this policy include the following:

- Interpreters Unlimited displays posters regarding equal employment opportunity in areas highly visible to employees.
- All advertising for job applicants includes the statement “An Equal Opportunity Employer -----M/F/D/V.”
- Interpreters Unlimited will post all required job openings with the appropriate state agency.
- Interpreters Unlimited forbids retaliation against any individual who files a charge of discrimination, reports harassment, or who assists, testifies or participates in an equal employment proceeding.
- Employees are required to report to a member of management, Human Resources representative or the General Counsel any apparent discrimination or harassment. The report should be made within forty-eight hours of the incident.
- The Human Resources representative should promptly notify the General Counsel of all incidents or reports of discrimination or harassment.

Harassment

Harassment is a form of discrimination and violates this policy. Prohibited sexual harassment, for example, is defined as unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual’s employment.
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals.
- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment.

Remedy for Violation of Policy

Violations of this policy, regardless of whether or not an actual law has been violated, will not be tolerated. Interpreters Unlimited will promptly and thoroughly investigate every issue that is brought to its attention in this area and will take appropriate disciplinary action, up to and including termination of employment.

Reviewed/Revised January 2023

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 1

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: April 28, 2023
SUBJECT: 710-23-0039 Language Interpreter and Translation Services

The following change(s) to the above referenced IFB have been made as designated below:

- ☐ Change of specification(s)
☐ Additional specification(s)
☒ Change of bid opening date and time
☐ Cancellation of bid
☒ Other

CHANGE OF BID OPENING DATE AND TIME

- The bid submission date and time has been changed to May 16, 2023, at 1:30 p.m. Central Time.
- The bid opening date and time has been changed to May 16, 2023, at 2:00 p.m. Central Time.

OTHER

- Section 1.29 Schedule of Events, has been changed to the following dates and times. All other dates will remain the same:

Response to Written Questions, On or About May 4, 2023
 Date and Time for Bid Submission, May 16, 2023 @ 1:30 p.m.
 Date and Time for Bid Opening, May 16, 2023 @ 2:00 p.m.
 Intent to Award Announced, On or About May 25, 2023

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Nawania Williams, DHS.OP.Solicitations@dhs.arkansas.gov, and 501-320-6511.



Vendor Signature

5/4/2023
Date

Interpreters Unlimited, Inc.
Company

State of Arkansas
DEPARTMENT OF HUMAN SERVICES
700 South Main Street
P.O. Box 1437 / Slot W345
Little Rock, AR 72203

ADDENDUM 2

TO: All Addressed Vendors
FROM: Office of Procurement
DATE: May 5, 2023
SUBJECT: 710-23-0039 Language Interpreter and Translation Services

The following change(s) to the above referenced IFB have been made as designated below:

- ☒ Change of specification(s)
☒ Additional specification(s)
☐ Change of bid opening date and time
☐ Cancellation of bid
☒ Other

CHANGE OF SPECIFICATION(S)

- Section 2.3.A in the solicitation, remove and replace with the following:
The Contractor **must** be registered to do business in the State of Arkansas and in good standing by the initial start of any resulting contract. For verification purposes, Contractor **must** provide a [Certificate of Good Standing](#), [Certificate of Authority](#), other required [Arkansas Secretary of State](#) documentation such as non-filing or nonqualifying statements, upon DHS request.
- Section 2.3.C in the solicitation, remove and replace with the following:
Contractor **shall** use qualified interpreters for the area of expertise requested. Prospective Contractor **must** provide both certified and non-certified interpreters and translators. For purposes of this solicitation, certified interpreters refer to those that are certified by the American Translators Association (ATA) and non-certified interpreters refer to those that are qualified and have been assessed for professional skills including proficiency, training, and experience. For verification purposes, Prospective Contractor **shall** provide the names and language(s) for each certified and non-certified interpreter and translator on pages five (5) and six (6) Tables 2 and 3 of the bid response packet.
- Section 2.4.D in the solicitation, remove and replace with the following:
The Contractor **shall** provide certified and non-certified (qualified) foreign language. DHS reserves the right to request simultaneous interpretation services.
- Remove Section 2.10 in the solicitation, remove and replace with the following:
 - A. Applicable to all in-person and all court interpreter services and pursuant to Arkansas Code Annotated (A.C.A.) § 19-11-273, Contractor shall comply with A.C.A. §21-15-101 et seq, or any amendments thereto, Should an applicant, Vendor's agent or employee be found to have been convicted of a crime listed in A.C.A. §21-15-101 et seq, that individual shall be prohibited from providing services. Should an applicant, Vendor's agent or employee be found to have been named as an offender or perpetrator in a true, substantiated, or founded report from the Child Maltreatment Central Registry, the Adult Abuse Central Registry, or the Certified Nursing Assistant/ Employment Clearance Registry, the individual/applicant/employee shall be immediately disqualified.
 1. Prior to contract start or when requested by DHS, the Contractor **must** provide, at no cost to the State of Arkansas, the following Criminal Background Check Reports on individuals providing services in person:
 - The Contractor
 - The Supervisors and Employees
 2. All employees or agents of Vendor, providing interpreter services in-person **must** pass a criminal background check prior to the commencement of their work. No employee or agent of Vendor shall

be scheduled to commence in-person work until and unless they have passed a criminal background check.

- B. For services provided via telephone or by internet video conference by non-certified qualified interpreters, all individuals must submit a criminal background check as outlined above, or otherwise provide a commercially run criminal background check to the state upon request. If Vendor cannot provide a criminal background check on an individual who will be providing services, then that individual may be prevented from providing interpreter services, unless otherwise approved by the DHS Privacy Office or Office of Chief Counsel.
- C. DHS reserves the right to determine if a company employee or hired individual passes or fails the criminal background check based on the results of the report. If the individual fails, they shall not be allowed to provide services under any resultant contract resulting from this IFB.
- D. Online Background Reports Will Be Accepted.
 - 1. Arkansas State Police (ASP) certified background reports on all employees or individuals providing in-person services **shall** be provided to DHS prior to providing services, including employees or individuals that may be added at a later date.
 - a. Background reports **must** be current. Current is defined as background reports which are dated and received by DHS within (72) hours of being sent by the Arkansas State Police (ASP) or other commercial entity, as applicable. Background reports which are not current **shall** not be considered.
 - b. Should ASP or other commercial entity be delayed in sending the Criminal Background reports to DHS, DHS will accept proof of payment and application from Contractor to receive the reports as compliant with this requirement.
 - c. DHS reserves the right to terminate any resultant contract resulting from this IFB should evidence show tampering of any background reports.
 - d. The Contractor **shall** utilize the Arkansas State Police (ASP) for all background reports for in-person services. Commercial background reports for other individuals providing services are permissible.
 - e. Contractor **shall** immediately notify DHS of any changes or substitution of any employees assigned to the locations.
 - f. Background reports **shall** be sent by ASP directly to DHS for review, or by the commercial entity as applicable.
 - 2. Online background reports will be accepted through the Arkansas State Police website only. <http://asp.arkansas.gov/services-and-programs/detail/criminal-background-checks> .
- E. Additional Background Checks
 - 1. DHS reserves the right to require, at no cost to the State, additional background checks of any employee at any time during the initial or any subsequent terms of the contract should good cause exist and is provided to the Contractor. DHS **shall** have sole authority to determine good cause.
 - 2. Contractor **shall** complete the form and send it directly to the ASP after written notification has been provided.
- F. Renewal Periods
 - 1. DHS requires, at no cost to the State, current reports. Current is defined as background reports which are dated and received by DHS within (72) hours of being sent by the Arkansas State Police (ASP) or commercial entity. (Background reports which are not current **shall** not be considered).
 - 2. Contractor **shall** complete the form for each employee or individual pursuant and submit it to the ASP or the commercial entity, as applicable, not more than thirty (30) days prior to the start of the renewal period.

ADDITIONAL SPECIFICATIONS

- Section 2.4.F.7 in the solicitation, add the following:
Pursuant to such circumstances, the Contractor may apply a set fee for expedited services at the submitted bid price for such circumstances.

OTHER

- Add Attachment H – Historical Language Information
- Remove the Official Bid Price Sheet and replace with the Revised Official Bid Price Sheet

The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Buyer's name, Buyer's email address and phone number.



Vendor Signature

5/10/2023

Date

Arkansas Spanish Interpreters & Translators
Company

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.

SUBCONTRACTOR:

SUBCONTRACTOR NAME:

☐ Yes ☐ No

IS THIS FOR:

TAXPAYER ID NAME:

Goods? Services? 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 [senator, representative, name of board/ commission, data entry, etc.]	For How Long?		What is the person(s) name and how are they related to you? [i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]	
	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 [senator, representative, name of board/commission, data entry, etc.]	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. _____