

REQUEST FOR QUALIFICATIONS

TOMPKINS COUNTY HOUSING SUMMIT: CONFERENCE ORGANIZER

Contact Person:
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Summary

The Tompkins County Planning Department (TCPD) seeks conference organizer consultant services for the planning, development, marketing, outreach, management, production, and post-production of a two-day event that will provide opportunities for the general public, municipal officials, planning and zoning board members, representatives of key housing-related organizations, and other professionals involved in the housing development process to engage with each other. The program is anticipated to include:

- One or two keynote speakers to help spark discussion
- Reports on recent local housing studies and plans
- A panel of housing developers to provide perspective on barriers to housing development
- Facilitated small-group discussions/break out sessions on a range of topics and targeted towards various audiences
- An opportunity for participants to provide feedback on a draft update of the Tompkins County Housing Strategy to help shape its final form.
- A reception to encourage continued informal networking beyond formal summit sessions.

Qualifications from interested contractors must be submitted by **12 PM (EST) August 8, 2016** to the Tompkins County Purchasing Department (submission details identified below). No pre-proposal meeting will be held for this RFQ.

The information in this RFQ is organized as follows:

1. Project Description and Background
2. Project Team
3. Project Administration
4. Timeline
5. Consultant Services Required
6. Submission Requirements
7. Consultant Selection
8. Other Important Information
9. Submission Directions

1. Project Description and Background

An inadequate supply and variety of housing options are long-standing challenges in Tompkins County that significantly impact the physical, psychological, social, and economic health and stability of many individuals and families in our community. The worsening “housing crisis” is generating increasing interest in, and concern about, housing throughout our community. As a complex topic with a large number of parties affected, it is challenging to provide a means to have a comprehensive conversation about housing challenges and how to overcome them. With a number of housing studies due to be completed between now and November 2016, there is a need and opportunity to build community consensus around the update of the Tompkins County Housing Strategy.

Given our current housing shortage and projections of increasing strain on the existing supply, this is an important time to bring the community together to focus the interest in housing issues in a productive way that can help lead to effective solutions. The Tompkins County Housing Summit will provide an opportunity to share information from recent studies regarding housing in the community, while engaging a broad cross-section of the public as well as housing experts in discussing challenges to meeting our housing needs and strategies to overcome them. An ad hoc Planning Committee will work with the conference organizer to develop the content and format of the program and plan for community outreach and next steps following the event.

The intended audience for the Housing Summit is diverse. Widespread marketing and outreach are needed throughout Tompkins County, including to the community of color, the faith community, other neighborhood and community groups, interested members of the public, elected municipal officials, planning and zoning boards and zoning officials, realtors, landlords, builders and developers, lenders, providers of affordable and supportive housing, the Downtown Ithaca Alliance, the Chamber of Commerce, Tompkins County Area Development, our three institutions of higher education, other major employers, and others. We anticipate that nearly all participants will be from the immediate area and there will be no need to arrange hotel accommodations for participants.

The event will also need to be evaluated following its conclusion to determine how well expected outcomes were met and what next steps are appropriate to harness the energy from the Housing Summit to overcome barriers to housing development in Tompkins County.

2. Project Team

TCPD staff will have primary responsibility for managing and administering the Conference Organizer contract for the Tompkins County Housing Summit. In addition, a Planning Committee will work with the Conference Organizer to guide preparations for the event and to develop content for event sessions. Committee members include:

- Martha Armstrong (Tompkins County Area Development, Vice President and Director of Economic Development Planning)
- Nels Bohn (Ithaca Urban Renewal Agency, Director)
- J.R. Clairborne (Loaves and Fishes, Advocacy Coordinator)
- JoAnn Cornish (City of Ithaca, of Planning and Economic Development)
- Sue Cosentini (New Earth Living, Founder and Chief Operating Officer)
- Bill Goodman (Town of Ithaca, Town Supervisor)
- Norma Jayne (Ithaca Board of Realtors, Executive Officer)
- Edward C. Marx (Tompkins County Planning Department, Commissioner of Planning)

- Paul Mazzarella (Ithaca Neighborhood Housing Services, Executive Director)
- Megan McDonald (Tompkins County Planning Department, Senior Planner)
- Martha Robertson (Tompkins County Legislature, Chair of the Legislature’s Planning, Development, and Environmental Quality Committee)
- Kathy Schlather (Human Services Coalition of Tompkins County, Executive Director)
- Jennifer Tavares (Tompkins County Chamber of Commerce, President & CEO)
- Jeremy Thomas (Cornell University, Senior Director of Real Estate)
- Irene Weiser (Tompkins County Council of Governments, Caroline Town Board)

3. Project Administration

TCPD will have administrative oversight responsibility and will coordinate the contractual agreement with the selected consultant.

4. Timeline

Work for the Conference Organizer services is expected to be contracted by mid-August 2016 for a mid-November 2016 event and the Conference Organizer services are expected to be complete in December 2016.

July 2016: Planning Committee convened.

August 2016: Select and hire conference organizer; identify and recruit keynote speaker(s); begin planning format for Summit; identify dates and venues.

September 2016: Finalize venue, dates, and format of Summit; formally book venue; begin outreach to intended audiences. Planning Committee meets bi-weekly through conference date.

October 2016: Planning Committee members review format with targeted groups (e.g., TCCOG, County and City Planning Committees, Ithaca Board of Realtors; Chamber of Commerce); develop supporting documents and materials for conference participants; begin publicizing event.

November 2016: Continue publicity; hold conference; distribute evaluation surveys; plan follow-up.

December 2016: Convene Planning Committee to review surveys and conduct follow-up, which may include identifying responsible entities to pursue recommended action steps.

5. Consultant Services Required

The following list of tasks is provided to give a sense of the types of services that will be required of the selected consultant. A more detailed scope of services will be developed by TCPD in consultation with the conference organizer selected and the Housing Summit Planning Committee to ensure the event meets goals using available funds.

- Coordination with Housing Summit Planning Committee: organize committee meetings, develop agendas, coordinate communication among members.
- Event development and design: work with the Planning Committee to determine specific event design, establish timelines, determine event dates, select venue, secure speakers, and design event evaluation/follow-up materials.

- Event logistics planning: negotiate and secure contracts with venues, caterers, and other suppliers as needed. Develop and implement registration process. Manage preparations to meet transportation needs, video recording of sessions, accommodate disabilities, and coordinate speaker travel arrangements.
- Outreach and marketing: with guidance from the Planning Committee and TCPD, develop and implement outreach and marketing strategy to engage target audiences in the event. Outreach and marketing are anticipated to include an event web page, use of social media, print and electronic communications, and coordination with local media and organizations able to reach intended audiences.
- Event production: manage event activities and attendees.
- Post-event evaluation and follow-up: process event evaluation materials; organize attendee contact information for post-summit communication; de-brief Planning Committee on feedback and key takeaways from the event and participate in discussion of next steps.

The contract for consultant services will tie reimbursement to the scope of services developed by TCPD with the selected consultant to assure that the project is completed in a timely fashion and within budget. Progress on tasks will be monitored by the Planning Committee throughout the project to ensure that the project remains on schedule and that adequate resources remain available to complete tasks throughout the duration of the project.

6. Submission Requirements

1. Lead Consultant Information. For the lead (or sole) consulting firm, provide the following information:
 - a. Firm name
 - b. Mailing address
 - c. Telephone
 - d. Website (if applicable)
 - e. Contact name, email, phone number
 - f. Form of Organization (partnership, corporation, sole proprietorship, etc.)
 - g. Where Organized
 - h. Names of principals, officers, and directors
2. Key Personnel. For key personnel to be involved in the project, please provide names, titles, period of service with the firm, and a resume or description of experience. Please limit responses to no more than two pages per person.
3. Additional Consultants (if applicable). For each member of the consultant team, provide the following:
 - a. Firm name
 - b. Mailing address
 - c. Telephone
 - d. Website (if applicable)
4. Statement of Qualifications. Provide a narrative description (up to five pages) of the qualifications of the consulting firm, or consulting team, for the proposed project.
5. Statement of Availability. Provide a brief statement on the availability of key personnel to undertake the proposed project, within the identified timeframe, starting on or about August 15, 2016 and finishing within approximately 4 ½ months of start date.

6. List of Relevant Projects. Provide a list, with brief event descriptions, of no fewer than two and up to six projects equal in size or nature to the proposed event that have been successfully completed within the last seven years by the consulting firm, consulting team, and key personnel.
7. References. Provide names, telephone numbers, and emails of persons to be called for references regarding past performance of the consulting firm, consulting team, or key personnel on similar projects.

Incomplete proposals that do not address all of the requested components will not be accepted for review and consideration.

7. Consultant Selection

Consultant qualifications will be reviewed by the Commissioner of Planning, in consultation with members of the Housing Summit Planning Committee. All contract documents will be executed with Tompkins County and will conform to the County's policies and procedures. The selection process should be completed within 5 to 15 days of the submission of responses.

Consultant qualifications will be evaluated using the following criteria

- Experience and expertise in the tasks included in the list of consultant services.
- Consultant experience in planning, developing, and producing events, ideally involving a range of public as well as professional audiences.
- Demonstration of understanding the proposed services required.
- Knowledge of and familiarity with the Tompkins County community.
- Experience developing similar events in Tompkins County.
- Ability to accomplish projects in a professional, thorough, and timely manner.
- Reputation with previous clients.
- Ability to complete all tasks on time and on budget.
- Qualifications of people and resources assigned to the project.
- Ability to work well with County Planning Department staff and Housing Summit Planning Committee.

8. Other Important Information

Hold Harmless and Insurance Requirements

The successful contractor will be required to comply with the hold harmless and insurance requirements detailed in the Attachments.

9. Submission Directions

The deadline for submission of proposals is **12 PM (EST) August 8, 2016**. Submissions must be submitted online at www.tompkinscountyny.gov/purchase.

The County reserves the right to reject any or all responses and to negotiate with any company submitting a response. Responses will not be accepted by fax.

ANTI-DISCRIMINATION CLAUSE

During the performance of this agreement, **the Contractor** hereby agrees as follows:

- (a) The **Contractor** will not discriminate against any employee or applicant for employment because of age, creed, race, color, sex, sexual orientation, gender identity, national origin, marital status, disability, military status, arrest record, conviction record, and domestic violence victim status. Such action shall be taken with reference, but not be limited, to: recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff or termination, rates of pay or other forms of compensation, and selection for training or retraining, including apprenticeship and on-the-job training.
- (b) The **Contractor** will send to each labor union or representative of workers with which he has or is bound by a collective bargaining or other agreement or understanding, a notice, to be provided by the State Commissioner for Human Rights, advising such labor union or representative of the contractor's agreement under clauses (a) through (f) hereinafter called "non-discrimination clauses". If the contractor was directed to do so by the contracting agency as part of the bid or negotiation of this contract, the contractor shall request such labor union or representative to furnish him with as written statement that such labor union or representative either will affirmatively cooperate, within the limits of its legal and contractual authority, in the implementation of the policy and provisions of these non-discrimination clauses or that it consents and agrees that recruitment, employment and the terms and conditions of employment under this contract shall be in accordance with the purposes and provisions of these non-discrimination clauses. If such labor union or representative fails or refuses to comply with such a request that it furnish such a statement, the contractor shall promptly notify the State Commission for Human Rights of such failure or refusal.
- (c) The **Contractor** will post and keep posted in conspicuous places, available to employees and applicants for employment, notices to be provided by the State Commission for Human Rights setting forth the substance of the provisions of clauses (a) and (b) and such provisions of the State's and local Tompkins County Laws against discrimination as the State Commission for Human Rights shall determine.
- (d) The **Contractor** will state, in all solicitations or advertisements for employees placed by or on behalf of the contractor, that all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color or national origin.
- (e) The **Contractor** will comply with the provisions of Sections 291-299 of the Executive Law and the Civil Rights Law, will furnish all information and reports deemed necessary by the State Commission for Human Rights under these non-discrimination clauses and such sections of the Executive Law, and will permit access to his books, records and accounts by the State Commission for Human Rights, the Attorney General and the Industrial Commissioner for purposes of investigation to ascertain compliance with these non-discrimination clauses and such sections of the Executive Law and Civil Rights Law.
- (f) This contract may be forthwith cancelled, terminated or suspended, in whole or in part, by the contracting agency upon the basis of a finding made by the State Commission for Human Rights that the Contractor may be declared ineligible for future contracts made by or on behalf of the State or a public authority or agency of the State, until he satisfies the State Commission for Human Rights that he has established and is carrying out a program in conformity with the provisions of these non-discrimination clauses. Such finding shall be made by the State Commission for Human Rights after conciliation efforts by the Commission have failed to achieve compliance with these non-discrimination clauses and after a verified complaint has been filed with the Commission, notice thereof has been given to the Contractor and opportunity has been afforded him to be heard publicly before three members of the Commission. Such sanctions may be imposed and remedies invoked independently of or in addition to sanctions and remedies otherwise provided by law. The Contractor will include the provisions of clauses (a) through (f) in every subcontract or purchase order in such a manner that such provisions be performed within the State of New York. The Contractor will take such action in enforcing such provisions of such subcontract or purchase order as the contracting agency may direct, including sanctions or remedies for non-compliance. If the Contractor becomes involved in or is threatened with litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor shall promptly so notify the Attorney General, requesting him to intervene and protect the interests of the State of New York.

GENERAL CONDITIONS ACCEPTED BY:

Firm: _____

By: _____

Date: _____

Title: _____

ATTACHMENT 1 Attach to Tompkins County contracts as of November 2014

Contractor’s Representation—Livable Wage Policy

Livable Wage Policy: By policy, Tompkins County must “consider the wage levels and benefits, particularly health care, provided by contractors when awarding bids or negotiating contracts, and to encourage the payment of livable wages whenever practical and reasonable.”

Paying the living wage rate to all employees directly involved in providing the contracted County service is not mandatory. However, the attainment of a broadly-applied living wage is a County goal and is therefore an important consideration applied by the County when reviewing contract proposals.

The Current Living Wage: The Living Wage in Tompkins County is computed by the Alternatives Federal Credit Union and is currently \$13.77 per hour if the employer contributes at least half the cost of an employee’s health insurance/benefit cost and \$14.34 per hour if the employer does not make such a contribution. The rate will be adjusted again in May 2017.

Requirement of All Contractors: As a part of its proposal or contract representations, a prospective service contractor must advise the County whether it will pay the AFCU livable wage rate to all Covered Employees directly involved in the provision of the contracted service, including employees of any subcontractor engaged to assist in providing the service.

Additionally, contractors are asked to estimate the number of employees who will be directly involved in the provision of the contracted service. If not all employees are going to be paid the Living Wage, contractors are asked to estimate how many full-time, and how many part-time, covered employees will NOT be paid the living wage.

Covered Employees include all full- and part-time employees, other than those Excluded Employees described below, who are directly involved in the provision of the contracted service, including employees of sub-contractors engaged to assist in providing the service.

Excluded Employees are:

- Employees under the age of 18
- Seasonal or temporary employees (90 days or less)
- Employees in a probationary status (90 days or less)
- Those employed in a sheltered or supported work environment
- Employees participating in a limited-duration (90 day) job training program
- Employees participating in an academic work-study or academic internship program
- Volunteers
- Employees participating in mandated welfare-to-work programs
- Employees paid pursuant to a collective bargaining agreement

Contractor’s Living Wage Representation

1. Approximately how many Covered Employees, including employees of any subcontractor involved in providing the service, will be involved in the provision of the contracted service? _____

2. Will all Covered Employees, including employees of any subcontractors directly involved in the provision of County services, be paid at least the living wage?

Yes No

3. If the answer is “No”, approximately how many covered employees will NOT be paid at the living wage?

Full-time _____ Part-time _____

Contractor Name: _____

If you answered “Yes” to the Living Wage Representation and are awarded the County contract, you will be expected to maintain all employees directly involved in the provision of services under this contract at or above the living wage as of the time of execution of the contract for the duration of the contract.

If you answered “No,” your response will be among the considerations applied by the County in making its contract award. As a part of contract negotiations, the County may request additional information from you regarding the basis of this response.

**COUNTY OF TOMPKINS
GENERAL CONDITIONS**

AFFIDAVIT OF NON-COLLUSION

NAME OF RESPONDER: _____ PHONE NO.: _____ FAX NO.: _____

BUSINESS ADDRESS: _____ EMAIL: _____

I hereby attest that I am the person responsible within my firm for the final decision as to the price(s) and amount of the proposal, or If not, that I have written authorization, enclosed herewith, from that person to make the statements set out below on his/her behalf and on behalf of my company.

I further attest that:

1. The prices in this bid/proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition with any other contractor, responder or potential bidder; and
2. Neither the price(s), nor the amount of this bid/proposal, have been disclosed to any other firm or person who is a responder or potential responder on this project, and will not be so disclosed prior to bid/proposal opening; and
3. No attempt has been made or will be made to solicit, cause or induce any company or person to refrain from responding to this RFB/RFP, or to submit a bid/proposal higher than the proposal of this company, or any intentionally high or non-competitive bid/proposal or other complementary proposal; and
4. The bid/proposal of my company is made in good faith and not pursuant to any agreement or discussion with, or inducement from any firm or person to submit a complementary proposal; and
5. My company has not offered or entered into a subcontract or agreement regarding the purchase of materials or services from any other company or person, offerer, promised or paid cash of anything of any value to any company or person, whether in connection with this or any other project, in consideration for an agreement or promise by a company or person to refrain from responding to this RFB/RFP or to submit a complementary bid/proposal on this project; and
6. My company has not accepted or been promised any subcontract or agreement regarding the sale of materials or services to any company or person, and has not been promised or paid cash or anything of value by and company or person, whether in connection with this or any project, in consideration for my company's submitting a complementary bid/proposal or agreeing to do so on this project; and
7. I have made a diligent inquiry of all members, officers, employees, and agents of my company with responsibilities relating to the preparation, approval or submission of my company's proposal on this project and have been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion act or other conduct inconsistent with any statements and representations made in this affidavit.
8. **By submission of this proposal I certify that I have read, am familiar with, and will comply with any and all segments of these specifications.**

The person signing this proposal, under the penalties of perjury, affirms the truth thereof.

Signature & Company Position: _____

Print Name & Company Position: _____

Company Name: _____

Date Signed _____ Federal I.D. Number _____

Tompkins County Vendor Responsibility Questionnaire

VENDOR IS: <input type="checkbox"/> PRIME CONTRACTOR		<input type="checkbox"/> SUB-CONTRACTOR	
IDENTIFICATION NUMBER :		WEBSITE ADDRESS:	
VENDOR'S LEGAL BUSINESS NAME:		D/B/A – DOING BUISNESS AS: (if applicable)	
ADDRESS OF PRIMARY PLACE OF BUSINESS:		ADDRESS OF PRIMARY PLACE OF BUSINESS IN <i>NEW YORK STATE</i> (if different):	
TELEPHONE:		TELEPHONE:	
FAX:		FAX:	
AUTHORIZED CONTACT FOR THIS QUESTIONNAIRE:			
NAME:			
TITLE:			
TELEPHONE:			
EMAIL:			
LIST ALL OF THE VENDOR'S PRINCIPLE OWNERS:			
NAME:		TITLE:	
NAME:		TITLE:	
A DETAILED EXPLANATION IS RQUIRED FOR EACH QUESTION ANSWERED WITH A "YES", AND MUST BE PROVIDED AS ANO ATTACHMENT TO THE COMPLETE QUESTIONNAIRE. YOU MUST PROVIDE ADEQUATE DETAILS OR DOCUMENTS TO AID THE COUNTY IN MAKING A DETERMINATION OF VENDOR RESPONSIBILITY. YOU MUST NUMBER EACH RESPONSE TO MATCH THE QUESTION NUMBER.			
<p>1. DOES THE VENDOR USE, OR HAS IT USED IN THE PAST FIVE (5) YEARS, ANY OTHER BUSINESS NAME, FEIN, OR D/B/A OTHER THAN THOSE LISTED ABOVE? List all other business name(s), Federal Employer Identification Number(s) or D/B/A names and the dates that these names or numbers were/are in use. Explain the relationship to the vendor.</p> <p style="text-align: center;"><input type="checkbox"/> YES <input type="checkbox"/> NO</p>			
<p>2. ARE THERE ANY INDIVIDUALS NOW SERVING IN A MANAGERIAL OR CONSULTING CAPACITY TO THE VENDOR, INCLUDING PRINCIPAL OWNERS AND OFFICERS, WHO NOW SERVE OR IN THE PAST ONE (1) YEARS HAVE SERVED AS:</p> <p>a) An elected or appointed public official or officer? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>List each individual's name, business title, the name of the organization and position elected or appointed to, and dates of service.</i></p> <p>b) An officer of any political party organization in Tompkins County, whether paid or unpaid? <input type="checkbox"/> YES <input type="checkbox"/> NO <i>List each individual's name, business title or consulting capacity and the official political position held with applicable service dates.</i></p>			
<p>3. WITHIN THE PAST FIVE (5) YEARS HAS THE VENDOR, ANY INDIVIDUAL(S) SERVING IN A MANAGERIAL OR CONSULTING CAPACITY, PRINCIPAL OWNER(S), OFFICER(S), MAJOR STOCKHOLDER(S), AFFILIATE OR ANY PERSON INVOLVED IN THE BIDDING OR CONTRACTING PROCESS:</p> <p>a) 1. Been suspended or terminated by a local, state or federal authority in connection with a contract or contracting process; 2. Been disqualified for cause as a bidder on any permit, license, concession franchise or lease; 3. Entered into an agreement to a voluntary exclusion from bidding/contracting; 4. Been subject to an administrative proceeding or civil action seeking specific performance or restitution in connection with any local, state, or federal government contract; 5. Been denied an award of a local, state or federal government contract, had a contract suspended or had a contract terminated for non-responsibility; or 6. Had a local, state, or federal government contract suspended or terminated for cause prior to the completion of the term of the contract. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>b) Been indicted, convicted, received a judgment against them or a grant of immunity for any business related conducting constituting a crime under local, state or federal including but not limited to, fraud, extortion, bribery, racketeering, price-fixing, bid collusion or any crime related to truthfulness and/or business conduct? <input type="checkbox"/> YES <input type="checkbox"/> NO</p>			

<p>c) Been issued a citation, notice, violation order, or are pending an administrative hearing or proceeding or determination of violations of:</p> <p>1. Federal, state or local health laws, rules or regulations. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>4. IN THE PAST THREE (3) YEARS, HAS THE VENDOR OR ITS AFFILIATES HAD ANY CLAIMS, JUDGMENTS, INJUNCTIONS, LIENS, FINES OR PENALTIES SECURED BY ANY GOVERNMENTAL AGENCY? Indicate if this is applicable to the submitting vendor or affiliate. State whether the situation(s) was a claim, judgment, injunction, lien or other with an explanation. Provide the name(s) and address(es) of the agency, the amount of the original and outstanding balance. If any of these items are open, unsatisfied, indicate the status of each item as "open" or "unsatisfied". <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>5. DURING THE PAST THREE (3) YEARS, HAS THE VENDOR FAILED TO:</p> <p>a) File any returns or pay any applicable federal, state or city taxes? Identify the taxing jurisdiction, type of tax, liability year(s), and tax liability amount the vendor failed to file/pay and the current status of the liability. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>b) File returns or pay New York State unemployment insurance? Indicate the year(s) the vendor failed to file/pay the insurance and the current status of the liability. <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>c) Property Tax Indicate the year(s) the vendor failed to file. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>6. HAVE ANY BANKRUPTCY PROCEEDINGS BEEN INITIATED BY OR AGAINST THE VENDOR OR IT'S AFFILIATES WITHIN THE PAST SEVEN (7) YEARS (WHETHER OR NOT CLOSED) OR IS ANY BANKRUPTCY PROCEEDING PENDING BY OR AGAINST THE VENDOR OR IT'S AFFILIATES REGARDLESS OF THE DATE OF FILING? Indicate if this is applicable to the submitting vendor or affiliate. If it is an affiliate, include the affiliate's name and FEIN. Provide the court name, address and docket number. Indicate if the proceedings have been initiated, remain pending, or have been closed. If closed, provide the date closed. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>7. IS THE VENDOR CURRENTLY INSOLVENT, OR DOES VENDOR CURRENTLY HAVE REASON TO BELIEVE THAT AN INVOLUNTARY BANKRUPTCY PROCEEDING MAY BE BROUGHT AGAINST IT? Provide financial information to support the vendor's current position, for example, Current Ration, Debt Ration, Age of Accounts Payable, Cash Flow and any documents that will provide the agency with an understanding of the vendor's situation. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
<p>8. IN THE PAST FIVE (5) YEARS, HAS THE VENDOR OR ANY AFFILIATES:</p> <p>a) Defaulted or been terminated on, or had its surety called upon to complete any contract (public or private) awarded; Indicate if this is applicable to the submitting vendor or affiliate. Detail the situation(s) that gave rise to the negative action, any corrective action taken by the vendor and the name of the contracting agency. <input type="checkbox"/> YES <input type="checkbox"/> NO</p>

**TOMPKINS COUNTY
VENDOR RESPONSIBILITY QUESTIONNAIRE**

FEIN#

CERTIFICATION:

The undersigned: recognizes that this questionnaire is submitted for the express purpose of assisting Tompkins County in making a determination regarding an award of contract or approval of a subcontract; acknowledges that the County may in its discretion, by means which it may choose, verify the truth and accuracy of all statements made herein; acknowledges that intentional submission of false or misleading information may constitute a felony under Penal Law Section 210.40 or a misdemeanor under Penal Law Section 210.35 or Section 210.45, and may also be punishable by a fine and/or imprisonment of up to five years under 18 USC Section 1001 and may result in contract termination; and states that the information submitted in this questionnaire and any attached pages is true, accurate and complete.

The undersigned certifies that he/she:

- Has not altered the content of the questions in the questionnaire in any manner;
- Has read and understands all of the items contained in the questionnaire and any pages attached by the submitting vendor;
- Has supplied full and complete responses to each item therein to the best of his/her knowledge, information and belief;
- Is knowledgeable about submitting vendor's business and operations;
- Understands that Tompkins County will rely on the information supplied in the questionnaire when entering into a contract with the vendor;
- Is under duty to notify the Tompkins County Purchasing Division of any material changes to the vendor's responses.

Name of Business: _____ Signature of Owner _____

Address: _____ Printed Name of Signatory _____

City, State, Zip _____ Title _____

Sworn before me this _____ day of _____, 20____;

Notary Public

Printed Name

Signature

Date