



Request for Proposal to Provide Social Services For the City of Bloomington, Minnesota

Due Date: 4:00 p.m. Thursday, September 26, 2019

The City of Bloomington (the "City") is seeking written proposals from qualified organizations for social services throughout the City of Bloomington.

The application format for 2020 includes an electronic fill-in form. You can find the full instructions and application online at <https://www.bloomingtonmn.gov/cob/bids-and-requests-proposals>. The level of funding available for services is contingent upon City Council approval of the 2020 City of Bloomington budget. Units of service must be defined as one (1) unduplicated Bloomington resident.

SUBMITTAL PROCEDURES

As noted in the Proposal Request, all proposals must be delivered in a sealed envelope to:

Tracy Smith, Community Outreach and Engagement Coordinator
City of Bloomington, Community Outreach and Engagement Division
1800 West Old Shakopee Road
Bloomington, Minnesota 55431

All written proposals must be submitted no later than the due date above. No late proposals will be accepted. No responses will be accepted via facsimile or email. If proposals are sent by U.S. Mail or other delivery service, it is wholly the responsibility of the Proposer to ensure that the proposal package is properly addressed and physically delivered on time. The proposal should be titled "**Social Services RFP**". Each proposal must be clearly identified on the outside of an envelope with a description and shall show the name and address of the Proposer.

A person who is authorized to legally bind the responding organization must sign the Proposal. The organization shall acknowledge that the Proposal complies with any amendments, alterations or deletions to the RFP. After the submittal deadline, organizations may not modify, withdraw or cancel their Proposals for a minimum of sixty (60) days following that date. The City is not responsible for any costs incurred by the responding organization in the preparation of the Proposal or for any other cost to the organization associated with responding to the RFP. No reimbursement will be made by the City for any costs incurred prior to a formal notice to proceed should an award of contract result from this solicitation. This RFP does not obligate the City to award a contract or complete any specific Project. The City reserves the right to cancel this solicitation or to change its scope if it is considered to be in the best interest of the City.

2020
CITY OF BLOOMINGTON
Grant to Provide Social Services Application

City of Bloomington
Department of Community Services
Community Outreach and Engagement Division
1800 West Old Shakopee Road
Bloomington, Minnesota 55431

Applications are due Thursday, September 26, 2019, 4:00 p.m.

**NOTICE OF CITY OF BLOOMINGTON POLICY
OF NONDISCRIMINATION ON THE BASIS OF DISABILITY**

The City of Bloomington complies with all applicable provisions of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) and does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its services, programs, or activities. Upon request, accommodation will be provided to allow individuals with disabilities to participate in all City of Bloomington services, programs, and activities. The City has designated coordinators to facilitate compliance with the ADA and to coordinate compliance with Section 504 as mandated by the U.S. Department of Housing and Urban Development regulations. For information, contact the Outreach and Engagement Division, City of Bloomington, 1800 West Old Shakopee Road, Bloomington, Minnesota 55431-3027; (952)563-8733 (Voice); (952)563-8740 (TTY).

Upon request, this information can be available in Braille, large print, audio tape, and/or electronic format.

Grant Application Overview

Through Purchase of Service Agreements, the City of Bloomington intends to purchase direct social services that it does not already provide through existing programs. City Departments/Divisions are not eligible for funding.

For 2020, the City will be accepting applications from organizations that provide social services to priority target Bloomington residents, including people with disabilities; adults age 50 and older; immigrant and refugee individuals and families; multicultural individuals and families; individuals, children, youth, and families with low-income; and individuals and families who are homeless. Priority services have the following characteristics:

- **Results-oriented** – services that demonstrate both the process of service integration and the impact these services have on target population;
- **Community-based** – services which are readily accessible, through functional and/or physical presence in the community, to Bloomington residents;
- **Equitable** – services which proactively work to advance inclusivity and racial equity for underrepresented Bloomington populations;
- **Focused on prevention and early intervention** – services which respond to problems in their early stages and connect people of all ages to needed and appropriate services;
- **Designed to build on the strengths and resources of families** – services which are provided in conjunction with an individual or family's natural and extended support network.

The organization that submits the application shall be responsible for providing the service to the City of Bloomington.

I. REQUIRED APPLICATION INFORMATION

A. Organization Information

Applicant Organization	Type of Organization <input type="checkbox"/> Governmental <input type="checkbox"/> Non-Profit
Name of Program(s)	
Program Address	
Organization Representative and Title	Telephone Number
Name of Person Preparing Application	Telephone Number
E-Mail Address	

B. Scope of Service(s) and Criteria for Scoring: Applicants must respond to each question. This information may also be inserted into your Agreement if selected to provide services

Weight	Component	Description
20%	Service to Priority Target Residents (1,500 characters limit)	The proposed program(s)/service(s) will support City operations for <u>Bloomington priority target residents, which include persons with disabilities; adults age 50 and older; immigrant and refugee individuals and families; multicultural individuals and families; individuals, children, youth, and families with low income; and individuals and families who are homeless.</u> Please describe : <ul style="list-style-type: none"> • Priority target residents to be served • Estimated unduplicated residents to be served during term of agreement • Whether the target populations are engaged in program development and decision making and, if so, how • Demonstrate support/compatibility with City operations, functions and activities (e.g. Police, Legal, Public Health, Outreach and Engagement)
25%	Demonstrated Priority Services (3,500 characters limit)	The organization can demonstrate its ability to provide “priority services,” by identifying its proposed programs services and past results. Priority services have the characteristics of being results-oriented, community-based, equitable, focused on prevention and early intervention, and/or build on strengths and resources of families. Describe : <ul style="list-style-type: none"> • Proposed programs or services as they relate to your organization’s mission • Admission or eligibility criteria • Service locations or sites
15%	Program Evaluation (1,000 characters limit)	The organization’s program evaluation methodology is designed to clearly demonstrate the impact of the program. The method of measurement is clearly defined, and proposed results are achievable. Define: <ul style="list-style-type: none"> • Impact to target population • Method of evaluation • Past results • Racial demographics for participants served in past year

15%	Ability to Comply with City's Terms and Conditions (500 characters limit)	The applicant is able to comply with the terms and conditions included in the City's Services Agreement. (Included at the end of this document) <ul style="list-style-type: none"> The organization has a racial equity and inclusion policy The organization's policies and practices comply with the Americans with Disabilities Act
20%	Fiscal Responsibility	Costs and financial documentation are well defined and demonstrate maximization of resources to provide best services at an affordable price. This includes clear identification of both the estimated number of unduplicated Bloomington residents for each program and ability of applicant to provide the required 30% of funding for each unduplicated Bloomington resident during the term of the agreement. <ul style="list-style-type: none"> Complete attached financial services summary. Indicate any request for in-kind contributions (i.e. office space, meeting rooms, AV, support services)
5%	Comprehensive Application	Proposal is complete, clear and comprehensive.

I certify that, to the best of my knowledge and belief, all information contained in this application is correct and complete; that, if approved, programs/services will be conducted according to the application. I also understand that I will be required to enter into agreement with the City of Bloomington to perform the programs and services agreed upon. A sample of the City's required terms and conditions is available on request. The applicant agency has authorized me, as its representative, to give these assurances and to file this application.

AUTHORIZED OFFICIAL

Signature Title Date

II. APPLICATION PROCEDURES

A. Application Submissions Procedure and Format

- To be considered for funding, three (3) paper copies of the applications must be received at the address below **no later than 4:00 P.M., Thursday, September 26, 2019.**

City of Bloomington
Community Outreach and Engagement Division
1800 West Old Shakopee Road
Bloomington, MN 55431
- Application should be completed for a one-year (12 month) period of time from January 1, 2020 – December 31, 2020.
- Applications submitted without unduplicated Bloomington resident projections during the term of the agreement and requested financial information will **not** be considered for funding.
- Application need **not** include elaborate brochures, expensive bindings, etc.
- Legibility, clarity, and completeness are essential.
- Past funding does not guarantee future funding.

B. Inquiries

For inquiries or to request a paper version of the application contact Community Outreach and Engagement Division, 1800 West Old Shakopee Road, Bloomington, MN 55431. outreach@BloomingtonMN.gov
Questions related to the application or process are due by September 18, 2019 and may be directed to outreach@bloomingtonmn.gov.

City of Bloomington, MN Social Services Grant Application

I. REQUIRED APPLICATION INFORMATION

A. Organization Information

Applicant Organization	Type of Organization <input type="checkbox"/> Governmental <input type="checkbox"/> Non-Profit
Name of Program(s)	
Program Address	
Organization Representative and Title	Telephone Number
Name of Person Preparing Application	Telephone Number
E-Mail Address	

B. Scope of Service(s) and Criteria for Scoring: Applicants must respond to each question. This information may also be inserted into your Agreement if selected to provide services.

Service to Priority Target Residents (20%) (1,500 characters limit)	
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Demonstrated
Priority Services (25%)
(3,500 characters limit)

Program Evaluation (15%) (1,000 characters limit)	
Ability to Comply with City's Terms and Conditions (15%) (500 characters limit)	
Fiscal Responsibility (20%)	Please use provided spreadsheet.
Comprehensive Application (5%)	Proposal is complete, clear and comprehensive.

I certify that, to the best of my knowledge and belief, all information contained in this application is correct and complete; that, if approved, programs/services will be conducted according to the application. I also understand that I will be required to enter into agreement with the City of Bloomington to perform the programs and services agreed upon. A sample of the City's required terms and conditions is available on request. The applicant agency has authorized me, as its representative, to give these assurances and to file this application.

AUTHORIZED OFFICIAL

Signature	Title	Date
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ORGANIZATION/PROGRAM FINANCIAL SUMMARY

Applicant Organization						
Name of Person Preparing Application			Telephone Number			Date
COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7
Revenues	2019 Budget**	\$ Amount allocated to Unduplicated Bloomington Residents	30% of column 3-amount allocated to unduplicated Bloomington Residents	Proposed 2020 budget**	\$ Amount allocated to unduplicated Bloomington Residents	30% of column 6-amount allocated to Unduplicated Bloomington Residents
United Way						
City of Edina						
City of Richfield						
City of Bloomington						
School Districts						
Hennepin County						
State of MN						
Federal						
Other						
Program Service Fees						
Contribution/Donations						
Foundation Grants (List)						
(R) TOTAL REVENUE	\$ -	\$ -		\$ -	\$ -	
Expenses						
Salaries, Benefits & Taxes						
All Other Operating Expenses						
(E) TOTAL EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Service Numbers						
	2018	2019	2020 Estimated			
Unduplicated Bloomington Residents Served						

Summary	2020
2020 Proposed annual expenditures for the total organization <i>Column 5E on Financial Summary</i>	\$ -
2020 Portion of annual expenditures ALLOCATED TO SERVE BLOOMINGTON RESIDENTS <i>Column 6E on Financial Summary</i>	\$ -
2020 (30%) Maximum allowed reimbursement for unduplicated Bloomington Residents <i>Column 7E on Financial Summary</i>	\$ -

2020 Funding Request	Values
If applicable, 2019 award amount	
2020 grant request. Final awards are contingent on City Council approval.	
If applicable, potential 2020 value of in-kind contributions from the City of Bloomington (i.e. office space, meeting rooms, A/V, support staff)	

SERVICES AGREEMENT

INSERT CONTRACTOR'S LEGAL NAME –ALL CAPS/BOLD

THIS AGREEMENT is made this ___ day of _____, 2019 (“Effective Date”) by and between **INSERT CONTRACTOR LEGAL NAME – ALL CAPS/BOLD**, a **choose type of business from drop down** located at **enter Contractor’s registered business address** (“Contractor”), and the **CITY OF BLOOMINGTON, MINNESOTA**, a Minnesota municipal corporation located at 1800 West Old Shakopee Road, Bloomington, Minnesota 55431-3027 (“City”):

RECITALS

- A. Contractor is engaged in the business of providing **enter type of services the Contractor will provide** services.
- B. The City desires to secure a contract to provide **enter specific services the City wants the Contractor to provide**.
- C. Contractor represents that it has the expertise and capabilities to provide the City with the requested services.
- D. City desires to engage Contractor to provide the services described in this Agreement and Contractor is willing to provide such services on the terms and conditions in this Agreement.

NOW, THEREFORE, in consideration of the terms and conditions expressed in this Agreement, the City and Contractor agree as follows:

AGREEMENT

1. **Services to be Provided.** Contractor agrees to provide the City with **enter type of services the Contractor will provide – same as A. above** services as described in Contractor’s Scope of Services attached to this Agreement as Exhibit A or any supplemental letter agreements, or both, entered into between the City and Contractor (the “Services”). The Services referenced in the attached Exhibit A or any supplemental letter agreements shall be incorporated into this Agreement by reference. All Services shall be provided in a manner consistent with the level of care and skill ordinarily exercised by contractors currently providing similar services.
2. **Time for Completion.** This Agreement shall remain in force and effect commencing from Effective Date and continuing until the earlier of **enter completion date of contract** or completion of the project unless terminated by the City or amended pursuant to the Agreement.
3. **Consideration.** The consideration, which City shall pay to Contractor and shall not exceed **\$enter total \$ amount of contract**.00, for both the Services performed by Contractor and

the expenses incurred by Contractor in performing the Services, shall be as set forth in Exhibit A and incorporated into this Agreement. City shall make progress payments, based on monthly invoices from Contractor. City's payment shall be made within 30 days after Contractor's statement. Contractor's statement shall contain a detailed list of project labor and hours, rates, titles, and amounts undertaken by the Contractor during that billing period.

4. **Expense Reimbursement.** The Contractor will not be compensated separately for necessary incidental expenses. All expenses of the Contractor shall be built into the Contractor's fixed compensation rates, unless reimbursement is provided for an expense that received the prior written approval of the City, which approval may be provided via electronic mail.
5. **Approvals.** The Contractor will secure the City's written approval before making any expenditures, purchases, or commitments on the City's behalf beyond those listed in the Services. The City's approval may be provided via electronic mail.
6. **Termination.** Notwithstanding any other provision hereof to the contrary, this Agreement may be terminated as follows:
 - a. The parties, by mutual written agreement, may terminate this Agreement at any time;
 - b. Contractor may terminate this Agreement in the event of a breach of the Agreement by the City upon providing thirty (30) days' written notice to the City;
 - c. The City may terminate this Agreement at any time at its option, for any reason or no reason at all; or
 - d. City may terminate this Agreement immediately upon Contractor's failure to have in force any insurance required by this Agreement.In the event of a termination, City shall pay Contractor for Services performed to the date of termination and for all costs or other expenses incurred prior to the date of termination.
7. **Amendments.** No amendments may be made to this Agreement except in writing signed by both parties.
8. **Remedies.** In the event of a termination of this Agreement by City because of a breach by Contractor, City may complete the Services either by itself or by contract with other persons or entities, or any combination thereof. The foregoing remedies provided to the City for breach of this Agreement by Contractor shall not be exclusive. City shall be entitled to exercise any one or more other legal or equitable remedies available because of Contractor's breach.
9. **Records/Inspection.** Pursuant to Minnesota Statutes § 16C.05, Subd. 5, the Contractor agrees that the books, records, documents, and accounting procedures and practices of the Contractor, that are relevant to the contract or transaction, are subject to examination by the City and the state auditor or legislative auditor for a minimum of six years. The Contractor shall maintain such records for a minimum of six years after final payment.

10. **Indemnification.** To the fullest extent permitted by law, the Contractor, and the Contractor's successors or assigns, agree to protect, defend, indemnify, save, and hold harmless the City, its officers, officials, agents, volunteers, and employees from any and all claims; lawsuits; causes of actions of any kind, nature, or character; damages; losses; or the costs, disbursements, and expenses of defending the same, including but not limited to attorneys' fees, professional services, and other technical, administrative or professional assistance resulting from or arising out of Contractor's (or its subcontractors, agents, volunteers, members, invitees, representatives, or employees) performance of the duties required by or arising from this Agreement, or caused in whole or in part by any negligent act or omission or willful misconduct, or arising out of the failure to obtain or maintain the insurance required by this Agreement. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the City is entitled. The parties agree that these indemnification obligations will survive the completion or termination of this Agreement.
11. **Insurance.** Contractor shall maintain reasonable insurance coverage throughout this Agreement. Contractor agrees that before any work related to the approved Project can be performed, Contractor shall maintain at a minimum: Worker's Compensation Insurance as required by Minnesota Statutes, Section 176.181; Auto Liability in an amount not less than \$1,000,000.00 per occurrence; and Commercial General Liability in an amount of not less than \$1,500,000.00 per occurrence for bodily injury or death arising out of each occurrence, and \$1,500,000.00 per occurrence for property damage. To meet the Commercial General Liability and Auto Liability requirements, the Contractor may use a combination of Excess and Umbrella coverage. The Contractor shall provide the City with a current certificate of insurance including the following language: "The City of Bloomington is named as an additional insured with respect to the commercial general liability, automobile liability and umbrella or excess liability, as required by the contract. The umbrella or excess liability policy follows form on all underlying coverages." Such certificate of liability insurance shall list the City as an additional insured and contain a statement that such policies of insurance shall not be canceled or amended unless thirty (30) days' written notice is provided to the City, or ten (10) days' written notice in the case of non-payment.
12. **Subcontracting.** Neither the City nor the Contractor shall assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that may become due or moneys that are due) in the Agreement without the written consent of the other except to the extent that the effect of this limitation may be restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement. Nothing contained in this paragraph shall prevent the Contractor from employing such independent consultants, associates, and subcontractors, as it may deem appropriate to assist it in the performance of services required by this Agreement. Any instrument in violation of this provision is null and void.
13. **Assignment.** Neither City nor Contractor shall assign this Agreement or any rights under or interest in this Agreement, in whole or in part, without the other party's prior written consent. Any assignment in violation of this provision is null and void.

14. **Independent Contractor.** Contractor shall be deemed an independent contractor. Contractor's duties will be performed with the understanding that Contractor has special expertise as to the services which Contractor is to perform and is customarily engaged in the independent performance of the same or similar services for others. All required equipment and personnel shall be provided or contracted for by Contractor. The manner in which the services are performed shall be controlled by Contractor; however, the nature of the services and the results to be achieved shall be specified by City. The parties agree that this is not a joint venture and the parties are not co-partners. Contractor is not to be deemed an employee or agent of City and has no authority to make any binding commitments or obligations on behalf of City except to the extent expressly provided in this Agreement. All services provided by the Contractor pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the City for any purpose, including but not limited to: income tax withholding, workers' compensation, unemployment compensation, FICA taxes, liability for torts and eligibility for employee benefits.
15. **Compliance with Laws.** Contractor shall exercise due care to comply with applicable federal, state and local laws, rules, ordinances and regulations in effect as of the date Contractor agrees to provide the applicable services detailed in Exhibit A or any supplemental letter agreement. Contractor's guests, invitees, members, officers, officials, agents, employees, volunteers, representatives, and subcontractors shall abide by the City's policies prohibiting sexual harassment, firearms, and smoking, as well as all other reasonable work rules, safety rules, or policies regulating the conduct of persons on City property, at all times while performing duties pursuant to this Agreement. Contractor agrees and understands that a violation of any of these policies or rules constitutes a breach of the Agreement and sufficient grounds for immediate termination of the Agreement by the City.
16. **Entire Agreement.** This Agreement, any attached exhibits and any addenda or amendments signed by the parties shall constitute the entire agreement between the City and the Contractor, and supersedes any other written or oral agreements between the City and the Contractor. This Agreement can only be modified in writing signed by the City and the Contractor. If there is any conflict between the terms of this Agreement and referenced or attached items, the terms of this Agreement shall prevail.
17. **Third Party Rights.** The parties to this Agreement do not intend to confer on any third party any rights under this Agreement.
18. **Choice of Law and Venue.** This Agreement shall be governed by and construed in accordance with the laws of the state of Minnesota. Any disputes, controversies, or claims arising out of this Agreement shall be heard in the state or federal courts of Hennepin County, Minnesota, and all parties to this Agreement waive any objection to the jurisdiction of these courts, whether based on convenience or otherwise.

19. **Conflict of Interest.** The Contractor shall use reasonable care to avoid conflicts of interest and appearances of impropriety in representation of the City. In the event of a conflict of interest, Contractor shall advise the City and either secure a waiver of the conflict or advise the City that it will be unable to provide the requested services.
20. **Work Products and Ownership of Documents.** All records, information, materials and other work products, including, but not limited to the completed reports, drawings, plans, and specifications prepared and developed in connection with the provision of services pursuant to this Agreement shall become the property of the City, but reproductions of such records, information, materials and other work products in whole or in part may be retained by the Contractor. Regardless of when such information was provided, the Contractor agrees that it will not disclose for any purpose any information the Contractor has obtained arising out of or related to this Agreement, except as authorized by the City or as required by law. These obligations survive the termination of this Agreement.
21. **Agreement Not Exclusive.** The City retains the right to hire other **enter type of services the Contractor will provide – same as A. above** service providers for other matters, in the City’s sole discretion.
22. **Data Practices Act Compliance.** Any and all data provided to the Contractor, received from the Contractor, created, collected, received, stored, used, maintained, or disseminated by the Contractor pursuant to this Agreement shall be administered in accordance with, and is subject to the requirements of the Minnesota Government Data Practices Act, Minnesota Statutes, Chapter 13. Contractor agrees to notify the City within three (3) business days if it receives a data request from a third party. This paragraph does not create a duty on the part of the Contractor to provide access to public data to the public if the public data are available from the City, except as required by the terms of this Agreement. These obligations survive the termination of this Agreement.
23. **No Discrimination.** Contractor agrees not to discriminate in providing products and services under this Agreement on the basis of race, color, sex, creed, national origin, disability, age, sexual orientation, status with regard to public assistance, or religion. Violation of any part of this provision may lead to immediate termination of this Agreement. Contractor agrees to comply with Americans with Disabilities Act, as amended (“ADA”), Section 504 of the Rehabilitation Act of 1973, and the Minnesota Human Rights Act, Minnesota Statutes, Chapter 363A. Contractor agrees to hold harmless and indemnify the City from costs, including but not limited to damages, attorney's fees and staff time, in any action or proceeding brought alleging a violation of these laws by the Contractor or its guests, invitees, members, officers, officials, agents, employees, volunteers, representatives and subcontractors. Upon request, the Contractor shall provide accommodation to allow individuals with disabilities to participate in all services under this Agreement. Contractor agrees to utilize their own auxiliary aid or service in order to comply with ADA requirements for effective communication with people with disabilities.
24. **Authorized Agents.** The City’s authorized agent for purposes of administration of this contract is **enter City’s department contact for this contract**, the **enter title of City**

must not use the City's logo or state that the City endorses its services without the City's advanced written approval.

31. **Severability.** In the event that any provision of this Agreement shall be illegal or otherwise unenforceable, such provision shall be severed, and the balance of the Agreement shall continue in full force and effect.
32. **Signatory.** Each person executing this Agreement ("Signatory") represents and warrants that he or she is duly authorized. In the event the Contractor did not authorize the Signatory to sign on its behalf, the Signatory agrees to assume responsibility for the duties and liability of the Contractor, as described in this Agreement, personally.
33. **Counterparts and Electronic Communication.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument. This Agreement may be transmitted by electronic mail in portable document format ("pdf") and signatures appearing on electronic mail instruments shall be treated as original signatures.
34. **Recitals.** City and the Contractor agree that the Recitals are true and correct and are fully incorporated into this Agreement.

[The balance of this page left blank intentionally.]

IN WITNESS WHEREOF, the City and the Contractor have caused this Services Agreement to be executed by their duly authorized representatives in duplicate on the respective dates indicated below.

**CITY OF BLOOMINGTON,
MINNESOTA**

DATED: _____ BY: _____

James D. Verbrugge
Its: City Manager

Reviewed and approved by the City Attorney.

Melissa J. Manderschied

**INSERT CONTRACTOR LEGAL
NAME – ALL CAPS/BOLD**

DATED: _____ BY: _____

Its: _____

EXHIBIT A TO AGREEMENT BETWEEN
THE CITY OF BLOOMINGTON, MINNESOTA AND **INSERT CONTRACTOR'S LEGAL
NAME -ALL CAPS/BOLD**

SCOPE OF SERVICES

SAMPLE