



REQUEST FOR PROPOSALS

COMMUNITY NEEDS ASSESSMENT

Request for Proposals (RFP)

Cover Page

RFP/Solicitation Issue Date: Wednesday, April 15, 2020			
RFP/Solicitation Closing Date: Friday, May 15, 2020		RFP/Solicitation Closing Time: 2:00 PM (EST)	
Issued By: I-CARE, Inc.			
Physical Address: 1415 Shelton Avenue, Statesville, NC 28677			
Email Address: rfp@icare-inc.org			
Telephone Number: 704-872-8141			
I-CARE, Inc. is a non-profit agency in North Carolina founded in 1965 and is exempt from any state or federal tax.			
Only electronic responses will be accepted and they must be received via email at rfp@icare-inc.org on or before Friday, May 15, 2020 , by 2:00 PM (EST) . Please reference “2020 Community Needs Assessment RFP” in the subject line.			
For questions/information, please email Bryan Duncan, Executive Director, at bryan.duncan@icare-inc.org , referencing “2020 Community Needs Assessment RFP” in the subject line. Questions/information must be emailed no later than Wednesday, April 29, 2020 . All questions received by this date will be answered within three (3) business days and will be posted on the I-CARE, Inc. website (www.icare-inc.org).			
I-CARE, Inc. reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals, if necessary.			
Any objection to the above conditions must be clearly indicated in the offers.			
Women-owned, small business, or minority-owned businesses are encouraged to respond to this solicitation.			
Acknowledgement: In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal Tax ID:			
Acknowledgement	By signing below, I acknowledge I am authorized to make this proposal on behalf of the company listed above.		
Print Name	Title	Authorized Signature	Date

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I. PURPOSE

I-CARE, Inc. seeks proposals from qualified proposers to provide professional writing services to produce the 2020 I-CARE, Inc. Community Needs Assessment (CNA). The purpose of this RFP is to convey the requirements to select the most capable proposer offering the most competitive price, not to exceed **\$10,000**.

II. CONTRACT PERIOD

The term of any contract resulting from this RFP shall start on or about July 1, 2020 (or from the date the contract is executed) and shall expire on November 30, 2020 unless terminated earlier consistent with the terms of the contract. Production of the assessment to be completed/submitted by October 15, 2020.

III. I-CARE, INC. BACKGROUND

I-CARE, Inc. was founded in 1965 as a 501(c)(3) non-profit, human service organization and following passage of the Economic Opportunity Act of 1964, I-CARE, Inc. was initially designated as the [Community Action Agency](#) (CAA) for Iredell County, North Carolina. Over time, I-CARE, Inc. has grown to serve a four-county service area in various capacities. As the only designated CAA for Iredell and Alexander counties in North Carolina, I-CARE, Inc.'s 75 employees are responsible for providing leadership, support and advocacy to low-income residents as a means of attaining self-sufficiency by offering services/opportunities to more than 700 individuals annually.

The I-CARE, Inc. mission is to empower and assist individuals and families with low incomes to attain skills, knowledge, motivation, and opportunities to become self-sufficient and independent as well as to revitalize their communities. I-CARE, Inc. offers 3 major programs including:

- Community Services Block Grant funding (Iredell and Alexander counties)
- Head Start (Iredell and Catawba counties)
- Weatherization Assistance Program (Iredell and Lincoln counties)

IV. SCOPE OF SERVICES

The qualified proposer will be responsible for the coordination, research, and writing of a fully completed and comprehensive Community Needs Assessment with a focus on data gathering and analysis. The service areas to be included in this CNA include Iredell, Catawba, and Alexander counties in North Carolina. It is expected that the proposer shall have access to resources through which to gather and manipulate data like GIS (Geographic Information System) and any other technology to assist in obtaining relevant, up-to-date data at the census tract and block, zip code, neighborhood cluster, and any other geographic level deemed appropriate in addition to the following:

1. Write and perform data analyses that is easily understood by multiple audiences including lay audiences.
2. Collect quantitative, demographic data from multiple, relevant sources, with required citations.
3. Through coordination with and provided by designated I-CARE, Inc. staff, retrieve quantitative and qualitative data resulting from surveys, client feedback, and focus groups, and incorporate those data into the CNA.
4. Convey in-depth critical analyses of research findings and data that demonstrate the impact of poverty and its effect on residents, especially families, in the service areas.
5. Provide collection of relevant research and data relative to **Community Services Block Grant¹** (CSBG)

specific organizational standards in **Iredell and Alexander counties** including:

- a. Standard 1.2: An analysis of information collected directly from low income individuals to assess needs and resources (coordination of data with I-CARE, Inc.);
 - b. Standard 2.2: Collection of information from key sectors of the community to assess needs and resources. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions (coordination of data with I-CARE, Inc.);
 - c. Standard 3.2: Collection of current data specific to poverty and its prevalence related to gender, age and race/ethnicity;
 - d. Standard 3.3: Collection and analysis of both qualitative and quantitative data for the service areas at various levels; and
 - e. Standard 3.4: Description of key findings on the causes and conditions of poverty and the needs of residents of the service areas.
6. Provide collection of relevant research and data relative to **Early Head Start and Head Start**,² disaggregated by ages 0-3 and 4-5 year old children in **Iredell and Catawba counties** with a focus on the following:
- a. The demographic make-up of Early Head Start and Head Start eligible children and families, including estimated number, geographic location, and racial and ethnic composition;
 - b. Other child development and child care programs that are serving Early Head Start and Head Start eligible children, including publicly funded and local preschool programs, and the approximate number of Early Head Start and Head Start eligible children served by each;
 - c. Estimated number of children with disabilities (ages 0-3 and 4-5), including types of disabilities and relevant services and resources provided to these children by community agencies;
 - d. Data regarding the education, health, nutrition and social service needs of Early Head Start and Head Start eligible children and their families;
 - e. The education, health, nutrition and social service needs of Early Head Start and Head Start eligible children and their families as defined by families of Early Head Start and Head Start eligible children and by institutions in the community that serve young children;
 - f. Resources in the community that could be used to address the needs of Early Head Start and Head Start eligible children and their families, including assessments of their availability and accessibility;
 - g. In addition to the above, to the extent possible, provide the following:
 - i. Poverty analysis in the service areas at various geographical levels;

¹I-CARE, Inc., Request for Proposal for Community Needs Assessment (with modifications)

²ibid, with modifications

- ii. Basic needs trends (i.e. food, nutrition, housing, food, child care, health costs, transportation);
 - iii. Population trends;
 - iv. Location of low-income children 0-3 and 4-5 years;
 - v. Location of low-income seniors 60+;
 - vi. Migrant trends;
 - vii. Birth and death trends;
 - viii. Health (including pre-natal care, health insurance, immunizations, oral health, etc.)
 - ix. Nutrition trends (including overweight and underweight children, nutrition education offerings and free/reduced lunch counts, etc.);
 - x. Aging trends;
 - xi. Household composition;
 - xii. Education attainment (including school rankings, school dropout, etc.);
 - xiii. Supply and Demand of child development and child care programs;
 - xiv. Children ages 0-3 and 4-5 with disabilities;
 - xv. Type of disabilities;
 - xvi. Service providers for children with disabilities;
 - xvii. Foster care trends;
 - xviii. Social services (i.e. Supplemental Nutrition Assistance Program (SNAP); Temporary Assistance to Needy Families (TANF) and Women, Infant and Children Food and Nutrition Services (WIC);
 - xix. Race/ethnicity;
 - xx. Languages spoken;
 - xxi. Income trends/asset development;
 - xxii. Labor force/employment/unemployment trends/job opportunities;
 - xxiii. Veterans data;
 - xxiv. Housing data: rental vs. ownership/affordable housing availability;
 - xxv. Transportation; and
 - xxvi. Data on Homelessness.
7. The proposer will be responsible for the content layout, design, and research integrity of all sources of data and will include at least the following content areas, among others to be determined by proposer:
- a. Needs by demographics (age, gender, race, etc.) under subject areas including, but not limited to, the following: poverty, education, employment, health (maternal, smoking, drug and alcohol use and abuse, etc.), food security, transportation, and childcare accessibility;
 - b. Strengths and Assets including family resiliency, Community-based Organization support, case management/bundled service providers and referral agencies, and I-CARE, Inc. service linkages/partnerships;
 - c. Barriers including service accessibility (hours of operation), psychological barriers, and other barriers identified throughout the research process;
 - d. Priorities for Consideration including a listing of the top priorities identified by qualitative and quantitative data; and,
 - e. Recommendations and possible solutions.
8. Proposer's responsibilities and duties:
- a. Attend all meetings either face-to-face, or by telephone, or other electronic means with designated I-CARE, Inc. staff as necessary in a timely manner;

- b. Be available during standard business hours and beyond those hours to ensure timely production of CNA;
- c. Prepare documented requests for additional information or data, assigning tasks to I-CARE, Inc. staff as necessary;
- d. Provide periodic (at least monthly) updates on the progress of the development of the CNA;
- e. Conduct research using methods and materials that ensure accurate, up-to-date, and ethical use of sources;
- f. Develop and submit multiple drafts from which to produce a final correctly-edited version of the CNA;
- g. Maintain the security of any and all information obtained from and related to I-CARE, Inc. and the CNA, not sharing it with anyone, except with whom express written permission has been granted by the I-CARE, Inc. Executive Director;
- h. Convey to I-CARE, Inc. any and all documentation related to production of CNA with the understanding that I-CARE, INC. is the sole owner of the CNA; and,
- i. Presentation of findings and review by management and Board for final approval. This presentation can be done via virtual means.

V. EVALUATION CRITERIA

- A. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.
- B. I-CARE, Inc. reserves the right to: (a) waive variances or reject any or all proposals, and (b) request clarifications from any or all proposers. Further, I-CARE, Inc. reserves the right to waive informalities and minor irregularities and to accept any portion of a proposal or all items proposed if deemed to be in the best interest of I-CARE, Inc.
- C. Proposals shall be rejected if they: (a) are received after closing date and time, (b) contain alterations not initialed by an authorized official, (c) are not meeting specifications, (d) are not meeting the general terms and conditions.
- D. Proposals will be evaluated on the basis of following criteria:
 - 1. **Background and Experience (30%)**: the extent to which the proposer and proposer's staff, if applicable, have the requisite experience of performing research-based projects with an emphasis on data analysis of similar scope and size.
 - 2. **Project Plan and Writing Sample (60%)**: the extent to which the proposer is able to demonstrate the ability to produce an effective work plan to complete the task, convey the vision of a layout of the needs assessment, and provide a writing sample that shows a mastery of data analysis and research efficacy.
 - 3. **Financial Proposal (10%)**: the extent to which the proposer is able to produce a cost-effective budget not to exceed \$10,000 to complete the task at hand.
- E. I-CARE, Inc. reserves the right to interview any potential contractor prior to making an award.

VI. AWARD OF CONTRACT

If an award is made as a result of this RFP, it shall be awarded to the highest-ranked proposer which is considered responsive and responsible and which is the most advantageous one to I-CARE, Inc. with respect to the technical and pricing factors combined together. In the event a contract cannot be negotiated with the top ranking proposer, I-CARE, Inc. may enter into negotiations with the second highest ranked proposer and/or may decide to call for new proposals.

VII. SOLICITATION REQUIREMENTS

Written proposals should follow the instructions provided under General Requirements and include the information in the format outlined below under Proposal Format.

A. General Requirements

1. In order to be considered for selection, proposers must submit a complete proposal in response to this RFP.
2. **Only electronic responses will be accepted and they must be received via email at rfp@icare-inc.org on or before Friday, May 15, 2020, by 2:00 PM (EST).** Please reference “2020 Community Needs Assessment RFP” in the subject line.
3. No other distribution of the proposals shall be made by the proposer.
4. A proposer may submit no more than one (1) proposal in response to this RFP.
5. Proposals shall be signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all information requested may result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information may be rejected by I-CARE, Inc.
6. Proposals should be prepared simply and as thorough and detailed as possible, providing a straightforward, concise description to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
7. All responses are to be submitted on standard 8.5” X 11” paper size, in 12 point font minimum type and double-spaced. Proposers shall respond to the items in the order they are shown in the RFP. The responses should describe the most favorable terms and shall remain firm for 90 days from the proposal opening date.
8. Ownership of all data, materials and documentation originated and prepared for this RFP by any proposer shall belong exclusively to I-CARE, Inc.
9. Proposers are required to acknowledge receipt of any Amendment by submitting a signed copy of each Amendment issued by I-CARE, Inc. with reference to this RFP. Signed copies must be submitted as part of the signed proposal submission.
10. All pages of the proposal should be numbered.

B. Proposal Format

The proposal shall be submitted in two parts i.e. (1) Technical Proposal, and (2) Financial Proposal, as detailed below:

1. **Technical Proposal:** The technical proposal, not exceeding 10 pages, shall be comprised mainly of the narrative section of the proposal including the **Background & Experience** and the **Project Plan & Writing Sample**, per the following details:
 - a. **Background and Experience**
 - i. Brief explanation of research projects of similar size and scope that demonstrate proposer's ability to conduct complex data analyses, retrieve up-to-date data from reliable and relevant sources with a focus on communities, assessments, and families. Be sure to include the dates or periods of those research products. If applicable, note any familiarity or experience with conducting CSBG and/or Head Start needs assessments.
 - ii. Brief explanation of history, mission/vision of proposer's enterprise including any areas of expertise (i.e., health, education, social services, etc.).
 - iii. Listing of any honors, recognitions, or certifications (including training certifications).
 - iv. Listing of names, titles, skill level and project responsibilities of staff and/or consultants who will be working on this project. Please attach all resumes of principal staff or consultants who will be working on this project (resumes as attachments do not count toward the 10-page technical proposal total).
 - v. Listing of at least three references who can corroborate experience, including email addresses and telephone numbers.
 - b. **Project Plan and Writing Sample**
 - i. **Work Plan:** The work plan should include, but not limited to, steps in the process of producing the CNA, responsible parties, due dates, expected outcomes, and content areas, among other information the proposer deems appropriate. The work plan layout should also demonstrate the proposer's ability to display complex information in a readable and visually amenable format. The plan should convey how the end product, the CNA, will be produced within a 90-day period.
 - ii. **Layout and Design:** Describe the layout of the assessment including descriptive details of visual content (charts, graphs, graphics, etc.), projected table of contents (including Section IV.7 of the Scope of Services), and brief explanation of the type of content to be included in the narrative sections. Include tools/technology that are planned to be used to produce visual representations.
 - iii. **Writing Sample:** include a writing sample that demonstrates proposer's ability to produce and present data, verbally analyze those data, and effectively use cited sources to support research findings. Writing samples can be redacted to protect the anonymity of owners, if using originally written sources owned by others. The writing sample shall be no longer than two pages in length and counts toward the total 10 pages of the technical proposal.
2. **Financial Proposal:** Include a project budget, including a budget narrative that details each line item expense. The budget (financial proposal) does not count toward the 10-page technical proposal. Unallowable expenses include food, entertainment and equipment. Total proposal amount shall not exceed \$10,000.

VIII. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Goods or Services: I-CARE, Inc. reserves the right to add and/or delete goods or services to any contract entered into with the proposer. Should a requirement be deleted, payment to the proposer will be reduced proportionally to the amount of goods or services reduced in accordance with the proposed price. Should additional goods or services be required from the contract, prices for such additions will be negotiated between the proposer and I-CARE, Inc.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the proposer of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the proposer.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner proposer's fulfillment of the contract.
4. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of I-CARE, Inc. for the purpose of obtaining this or any other agreement, purchase order or contract from I-CARE, Inc. and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. Non-Collusion/Fraud: By submitting a proposal, proposer warrants and certifies that neither proposer nor its employees or associates has contacted any unauthorized I-CARE, Inc. employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, proposer's proposal shall be immediately rejected. Any contract awarded prior to the I-CARE, Inc.'s discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the I-CARE, Inc. as a result of proposer's collusion.
6. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age (except minimum age and retirement provision), marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or state law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by I-CARE, Inc. which may result in ineligibility for future I-CARE, Inc. contracts. The proposer shall at all times in the proposal and contract process comply with all applicable I-CARE, Inc., state, and federal anti-discrimination laws, rules, regulations and requirements thereof.

7. Right to Audit: I-CARE, Inc. shall have the right to audit all invoices submitted by the proposer. The organization shall have the right to audit all relevant data upon which the proposer's fees are based.
8. Informal Communications: From the date of receipt of this RFP by each proposer until a binding contractual agreement exists with the selected proposer and all other proposers have been notified, or when I-CARE, Inc. rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at I-CARE, Inc. with the exception of contact for information, comments, etc., and they shall be emailed.
9. Formal Communications: From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected proposer, and all other proposers have been notified, or when I-CARE, Inc. rejects all proposals, all communications between I-CARE, Inc. and the proposers will be formal emails.
10. Proposal Preparation Cost: Any costs incurred by proposers in preparing or submitting a proposal shall be the proposer's sole responsibility.
11. Women-owned, Small Business, and Minority-Owned Enterprises: Pursuant to Federal Acquisition Regulations and I-CARE, Inc.'s procurement policy, I-CARE, Inc. may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.
12. Federal, State and Local Taxes: I-CARE, Inc. is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the proposer to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.
13. Payments Terms: In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the proposer under the contract may be retained by I-CARE, Inc. as necessary to satisfy any outstanding claim which I-CARE, Inc. may have against the proposer. At any time or times before final payment and three years thereafter, I-CARE, Inc. may have the proposers' invoices or vouchers and statement of cost audited.
14. Indemnification: Proposer shall indemnify, protect, defend and hold harmless I-CARE, Inc., its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by proposer or (2) any act or omission by proposer for services rendered under the contract and as may be allowed under applicable law. Monies due or to become due to the proposer under the contract may be retained by I-CARE, Inc. as necessary to satisfy any outstanding claim which I-CARE, Inc. may have against the proposer.
15. Insurance: Proposer shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Proposer shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the state of the proposer's business and shall be kept in force for 90 days after the last payment under the contract.

The proposer shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.
16. RFP Amendment: In the event that it becomes necessary to revise this RFP, in whole or in part, an Amendment will be posted on the I-CARE, Inc. website. Amendment(s) to this RFP may be issued at any time prior to its closing date and time. Proposers are required to acknowledge receipt of any Amendment by submitting a signed copy of each Amendment issued. Signed copies must be

submitted as part of the signed proposal submission.

17. **Completed Proposals:** A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.
18. **Withdrawal of Proposals:** At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and deadline for submission. After the deadline for submitting proposals, no proposer will be permitted to withdraw the proposal unless the award is delayed for a period exceeding 60 days.
19. **Receipt and Opening of Proposals:** Proposers are responsible to assure their proposal is delivered to I-CARE, Inc. by the scheduled date and time. Only those proposals which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late proposals will be dated, marked as received late, and placed unread in the proposal file. Proposers must pay particular attention to ensure the proposal is properly addressed. **I-CARE, Inc. is not responsible for any electronic submission failures. I-CARE, Inc. is not responsible if the proposal does not reach the destination specified by the appointed date and time.**
20. **Contract Award Notification:** When the evaluation process of the proposals is completed, the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. **Confidential or Proprietary Information:** If a proposer believes that parts of an offer are confidential, then the proposer must so specify. The proposer must stamp or watermark in bold letters the term CONFIDENTIAL on that part of the offer which the proposer believes to be confidential. The proposer must submit in writing specific detailed reasons, including any relevant legal authority, stating why the proposer believes the material to be confidential. Vague and general claims as to confidentiality will not be accepted. All offers and parts of offers, which are not marked as confidential, will be automatically considered public information after the contract is awarded. The successful proposal will be considered public information even though parts are marked confidential.
22. **Contract Administration:** I-CARE, Inc. shall be responsible for administration of the contract for compliance with the interpretation of scope, schedule, and budget. Contact information will be provided upon award of the Contract.
23. **Substantive Proposals:** The proposer shall certify (a) that his/her proposal is genuine and is not made in the interest of, or on behalf of, any undisclosed person, firm, or corporation; (b) that he/she has not directly or indirectly induced or solicited any other proposer to put in a false or sham offer; and (c) that he/she has not solicited or induced any other person, firm, or corporation from proposing.
24. **Governing Law:** Any contract between I-CARE, Inc. and the successful candidate responding to this RFP shall be governed by and enforced in accordance with the laws of the state of North Carolina, without regard for the Conflicts of Laws provisions. The place of performance and the transaction of business under such contract shall be deemed to be the state of North Carolina and the exclusive venue and place of jurisdiction with respect to all matters pertaining to such contract shall be the local and federal courts within the state of North Carolina.

25. By submitting a proposal, the proposer represents that:

- The proposer has read and understands the RFP and submits the proposal in accordance therewith.
- The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
- The proposer has all required licenses and insurance.

26. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.

Appendix A



VENDOR IDENTIFICATION (must be completed and returned with the proposal)

Company/Individual's Name:			
Doing Business As (DBA):			
Company Federal ID # or Social Security #:			
Address:			
Remit To Address:			
Telephone:			
Fax:			
Email:			
Web address:			
Main Contact Person:			
Person responsible for response (if different):			
Print Name	Title	Authorized Signature	Date