

Native American Development Corporation

17 N 26th St Billings, MT 59101

Request for Proposal Web Design and Maintenance Services for the Period of: September 1, 2021 to September 30, 2022

Released: June 30, 2021

Questions submitted by: July 14, 2021

Proposals Due: July 30, 2021

Presentations for 3-5 top agencies: August 9-13, 2021

Inquiries and proposals should be directed to:

NADC

17 N 26th St

406-259-3804

NADC

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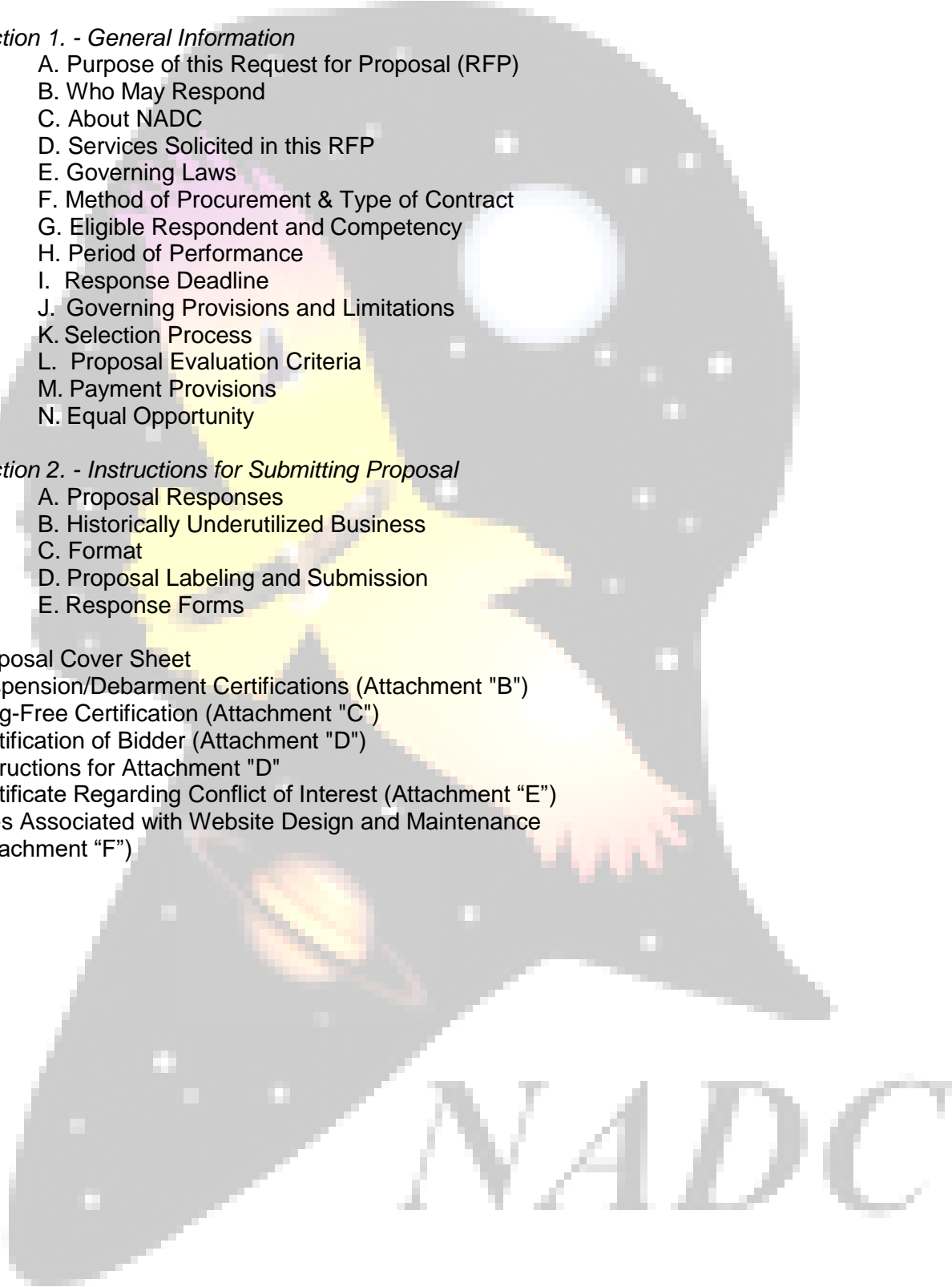
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The logo for NADC (National Association of Designers and Contractors) is a large, stylized graphic of a person's head and shoulders in profile, facing right. The person is wearing a white hard hat with a yellow stripe. The background of the head is dark grey with a pattern of small white stars, suggesting a night sky or a technical theme. The letters "NADC" are printed in a large, bold, white, sans-serif font across the bottom of the graphic.

NADC

Section 1 - General Information

A. Purpose of this Request for Proposal (RFP)

Native American Development Corporation. (NADC) is soliciting proposals from qualified agencies / website service companies or individual(s) to update, design, build and maintain websites for NADC and its affiliates, for the initial period beginning August 1, 2021, and ending September 30, 2022. This proposal includes options for up to three (3) additional years in one year increments dependent on performance.

There are two main components of this project, and can be proposed separately or together:

- Website Refresh (One time project):
 - Evaluate, strategize and design/refresh 3 of the 5 company sites. Includes content development and brand work.
 - Sites in need of refresh: NADC, BUIHWC, AICS
- Ongoing maintenance across all 5 company sites:
 - Hosting, monitoring, updates, backups, performance reviews and ensure best practices are being used

B. Who May Respond

Agencies, firms, or individuals with comprehensive content development and / or website services may apply.

C. About NADC and its affiliate sites

NADC is a private, 501(c)3 nonprofit corporation. A hub for Native American businesses, NADC provides technical assistance, financial lending opportunities, and champions small businesses and tribes in order to empower Native communities toward economic and social stability. Established in 1996, the intent of the organization is to act as a liaison for state, regional, national and international economic development organizations and agencies for American Indian owned businesses in Montana, Wyoming, North and South Dakota. We aim to increase the quality of life in all that we do for our Native and local communities.

BACKGROUND:

As the organization has grown, so has the types of business entities we oversee. Our focus has been directed towards the efforts themselves, and less oversight has been given to our websites. With current company success and growth, we are now at a point where we need our sites to reflect the elevated level of professionalism and passion that we put into everything we do at NADC.

- **NADC** <http://www.nadc-nabn.org/> Our main hub that represents all business segments and the work being done across the programs, events, and communities being served.
 - In need of a content refresh and reorganization of information
 - In need of being a hub of information and being a more relevant information source
 - Needs to feature the programs and initiatives of NADC in a clear and concise format
 - Needs to house critical information, forms, details that can be easily found
 - A key section of the site: PTAC Procurement and Technical Assistance Center:

<http://www.nadc-nabn.org/about-nadc-ptac/> NADC serves as the host to a Native American Procurement Technical Assistance Center (PTAC). Funded in part through a cooperative agreement from the Department of Defense (DoD) through a program that is administered by the Defense Logistics Agency (DLA).

- **BUIHWC** Billings Urban Indian Health & Wellness Center: <http://billingsurbanindianhealth.org/> At BUIHWC, we serve Native American populations and all other members of our communities throughout the region looking for holistic, culturally competent healthcare. We accept all patients with or without health insurance, and connects them with necessary resources in and around the Billings area. Our patient reach stretches throughout Montana, Wyoming, North and South Dakota.
 - This site needs to function more as a healthcare portal of information and resources for patients
- **Triia:** <https://triiia.com/> Website is currently in development towards its intended purpose.
 - Triia is the official destination connecting Native American artists to the world, providing them with resources and community to develop their businesses. Triia celebrates the artists, and gives insight into the history, culture and intention behind the art. The purpose of the program is to elevate and showcase the talents of our Native artists, providing a web platform that is twofold:
 - For Artists – an artist membership option allowing artists to sign up and gain access to resources that aid them in developing their business (on-demand videos, connections to other artists, best practice resources like social media best practices, etc)
 - For Shoppers – an e-commerce platform allowing shoppers access to 100% authentic Native American art
- **AICS** American Indian Consulting Services (for profit arm): <http://www.aics-solutions.com> AICS is a mission driven company working to improve the economic well-being of Native Americans and strengthening the sovereignty of Native Nations on this continent. We support nation building and community empowerment through innovative and creative sustainable economic development strategies. AICS analyzes each project individually to determine the services needed to move the project forward and recommend the most appropriate courses of action. Understanding the unique challenges faced, we work closely with Natives, helping to address critical issues.
 - Current site is in need of some content refresh and organization
- **(Future site): Tourism site** with a two-fold purpose (not yet in development and funded through separate grant and program):
 - For Tourism Operators: to provide business resources to Native tourism operators in the greater Plains region, aligning with state and national travel partners and resources
 - For Travelers: to provide travel planning resources for travelers to the region, growing awareness of the unique travel excursions, art, history and culture rich in the Plains region.
- **(Future):** Two (2) microsites based on business growth opportunities. TBD

CURRENT CHALLENGES:

- All sites are currently at varying stages of need in terms of content and development
- Need to establish NADC as the parent company in effort to gain credibility for all the business entities and show connectivity. Ensure sites are appropriately connected showing breadth of NADC work
- Currently no/limited CMS (Content Management System) tool for teams to go in and make content updates, which means that content is not refreshed as often as needed

- Lack of cohesion in tools: Various plug ins and tools are being used across sites
- Backend updates not taking place as often as needed
- Outdated content and content types
- As we've grown, we have simply added onto sites resulting in content areas that are not prioritized on the site according to business need / use, technologies cobbled together in some cases
- Because sites are not acting as true hubs and are not easy to navigate other technologies have been used to supplement or circumvent the website by the teams (i.e., using Facebook to notify communities about information updates, etc)
- Not able to keep up with web best practices
- No insight as to how sites are performing – none or limited data

OVERALL OBJECTIVES:

- Elevate portfolio of sites – in content as well as functionality
 - Provide sites that deliver on the overall NADC vision and reflect the corporate intention, providing credibility to the overall NADC parent brand
 - Each site to function as a separate entity according to its brand, business goals and varied audiences and intentions
- Create easy consumer navigation and search
 - Be intuitive use for the end user, driving them down the intended web path
- Institute best practices and technologies across sites (for hosting, content, themes, backend, etc.)
- Establish analytics reporting to understand performance, gain insights about audiences, providing insights that can be leveraged to further optimize
 - Establish quarterly reviews between agency and client to review analytics, performance, identify necessary updates and enhancements needed to keep sites relevant and optimized
- Establish CMS option for teams to be able to go in and make content edits
- Evaluate and establish best options for email integration

D. Services Solicited in this RFP

The intent of this RFP and resulting contract is to obtain web strategy, design, execution, hosting and maintenance associated services for NADC and its affiliates which includes 5 websites as listed above in section C. NADC has diversified and grown to service a large audience, representing Native American communities, individuals, businesses, tribes, corporations and government agencies. Therefore, it is important the company selected be able to recognize, manage and operate within culture relevance. Websites and content must maintain highest levels of cultural relevancy.

KEY FUNCTIONALITIES:

Most sites currently using some form of Wordpress, but agency should be aware of other technologies:

- E-commerce platform
 - Trija.com
 - WooCommerce, multi-vendor marketplace platform
- Member Patient Portal
 - BUIHWC
 - Need to integrate into hospital patient

- Member login
 - Triia.com
 - Memberpress
 - Future Tourism Site
 - TBD
- Future: Tourism Planner / Map functionality / Member Login / Payment
 - All TBD
- Email Platform Integration
 - Triia.com
 - Integration of Mailpoet
- Payment, donation and sponsorship
 - Triia.com
 - Member portal
 - Sponsorship, donation using Paypal
 - NADC
 - Sponsorship and donation using Paypal

OVERALL NEEDS:

- Site content refresh (brand, organization, content development, build):
 - NADC
 - Billings Urban Indian Health & Wellness Center
 - AICS
- Web development:
 - Maximize the use of builders vs custom builds
 - Simple and easily to follow web UI design
 - Collaborative design process
- Responsive Design: Websites to be responsive, allowing for optimal mobile viewing, and web accessibility
 - Ensure content and not just technology is mobile responsive
- CMS (Content Management System): provides access to NADC staff with the ability to update and edit content
- Security: Website must meet a high level of security to protect user and company information
- Hosting: hosting, serving and maintaining files, ensuring fast connectivity
- Ongoing backups and restorations
- Ability for technical integrations as outlined above in key functionality
- SEO best practices integrated across sites to increase higher ranking
- Ensure products and services and highlighted according to business need
- Performance, insights, tracking, ongoing reporting
- Staging: Websites must be review and test before going live
- Ongoing maintenance:
 - Document upload and download functionality features
 - Ability to handle multiple site visits and server request
 - Track leads from potential sponsors, etc.,
 - Any changes done in a timely manner
- Search Engine and Directory Submission
- Clear project timelines and deliverables to manage expectations and timing
- Ensure all credentials and assets used on site are shared with NADC and its affiliates
- Demonstrate customer service experience in proposal
- Demonstrate experience/past performance of cultural relevance.
- Any other best practices your organization would recommend

E. Governing Laws

Programs and activities solicited in this RFP are governed by all applicable Federal and State rules and regulations, including, but not limited to, those specifically governing each affiliate operated by NADC.

F. Method of Procurement & Type of Contract

All goods and services solicited under this RFP shall be procured by the competitive negotiation method. NADC's intent is to execute a fixed-price contract with the successful respondent.

G. Eligible Respondent and Competency

NADC is prohibited from awarding funds to any party debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs in accordance with the Department of Labor regulation at 29 CFR Part 98. Any interested and qualified individual, organization, or company may submit a proposal. Respondents shall demonstrate the necessary technical skills and other resources to deliver the solicited goods and services.

H. Period of Performance

The contract negotiated as a result of this solicitation may commence on or after September 1, 2021 and continue to September 30, 2022. After that, NADC will have the option to renew the contract in one year periods for up to three (3) additional years dependent on performance. The contract period may be varied by NADC as necessary in compliance with State and Federal regulations. Additionally, the term of the contract shall be contingent upon the continuation of NADC's contract for the operations and resulting funding of the programs.

I. Response Deadline

The response deadline for this RFP is due at 5:00pm MST on July 30, 2021. Proposals, delivered electronically to mwalksoverice@nadc-nabn.org. Official receipt of proposals will be by entry on the NADC log of proposals received.

Please email any questions to above email by end of day July 14, 2021 with answers provided by July 16, 2021.

The top 3-5 agencies will be asked to make one hour presentations and award of contract will be made by start date of September 1, 2021.

Proposers may respond to any or all of the five websites mentioned in scope of work.

Late proposals will be disqualified regardless of circumstances. Additions or deletions to the proposals must be submitted and included in the proposal on or before the deadline. Prior to the response deadline, withdrawal of a proposal is allowable via e-mail request with proper authorization. All proposals become the property of NADC.

J. Governing Provisions and Limitations

The purpose of this RFP is to ensure maximum, open, and free competition in the solicitation of and procurement of the goods and services described above. This RFP is not to be considered as a purchase agreement or contract or as a commitment of any kind; nor does it obligate NADC to award any contract or pay for costs incurred prior to the execution of a contract unless such costs are specifically authorized in writing by NADC.

NADC reserves the right to:

- Accept or reject any or all proposals received, or to cancel or reissue this RFP in part or its entirety;
- Award a contract for any goods and services in any quantity that NADC determines, at its sole discretion, is in its best interest;
- Award a contract to other than the lowest cost/priced respondent;
- Reject any proposal that fails to confirm the essential requirements of this RFP;
- Contact any individual or entity listed in the proposal or otherwise known to NADC, who may have knowledge of the respondent's experience, performance, and qualifications; and
- Request additional information from any and all respondents.
- Use any part of the website for additional advertisement

Respondents shall not, under penalty of law, offer to provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of NADC for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder. In addition, no employee, officer, or agent of NADC shall participate in the selection, award of administration of a contract supported by Federal funds, if a conflict of interest, real or apparent, would be involved.

Respondents shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposal to be rejected. This does not preclude joint ventures or subcontracts.

The contents of a successful proposal may become a contractual obligation if selected for award. Failure of the respondent to accept this obligation may result in cancellation of the award.

No pleas of error or mistake shall be available to successful respondent as a basis of release of proposed services at stated price/cost. Any damages accruing to NADC as a result of the respondent's failure to deliver the proposed goods and services may be recovered from the respondent.

A contract with the selected respondent may be withheld, at NADC's sole discretion, if issues or questions of compliance are not satisfactorily resolved. Award of goods and services may be withdrawn if resolution is not satisfactory to NADC.

NADC reserves the rights to clarify, explain, or verify any aspect of a response to this RFP, and to require the submission of any price, technical, or other revision to the RFP that results from negotiations conducted.

K. Selection Process

The proposal selection process includes the evaluation, rating, and ranking of the proposals by NADC staff. After evaluation, recommendation(s) for selection of top 3-5 agencies will be determined and contacted for presentation. Following presentations, selection and negotiation of a contract will be made between the President and CEO. All respondents to this RFP shall be notified of their status by e-mail.

In the selection and award of goods or Services procured under this RFP, NADC shall ensure:

- Awards shall be made only to responsible respondents who have demonstrated ability to perform based upon delivering comparable or related Services;
- Staff and organization qualifications, including a satisfactory record of past performance and experience;
- All proposals considered are received on time and are responsive to the specifications of the RFP Positive efforts are made to utilize Historically Underutilized Business' (HUB's) in the provisions of program Services.

L. Proposal Evaluation Criteria

Only proposals submitted on a timely basis will be evaluated, using the following criteria and point system.

- *Demonstrated Effectiveness - 60 points*
 - Capabilities: Please provide details in your proposal on how your agency meets our Service Needs in Section D
 - Please provide any relevant past work or case studies of similar client needs to illustrate experience.
 - .Identify why your company would be the optimal selection for NADC
 - Outline web development process
- *Reasonableness of Cost - 40 points. The reasonableness of cost for Services proposed.*
- Total points – 100

M. Payment Provisions

Payment on invoices to NADC will be made within the terms and processes usual and customary in the industry.

N. Equal Opportunity

It is the policy of NADC to encourage and support equal opportunity in the purchase of goods and Services. No person shall, on the grounds of race, color, religion, sex, handicap, origin, age, citizenship, sexual orientation, marital status, political affiliation, or belief, be discriminated against under any program or activity receiving Federal funds.

Participation shall be open to citizens and s of the United States, lawfully admitted resident aliens, and lawfully admitted refugees and parolees.

In compliance with the Department of Labor regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified disabled individual shall be discriminated against in the admission or access to, or treatment, or employment in any program or activity.

Section 2 - Instructions for Submitting Proposal

A. Proposal Responses

All proposals must include the following information in the order stated:

1. The proposal cover sheet must identify a primary contact person, as well as the signatory authority, with the legal authority to enter into legal agreements on behalf of the proposing organization.
2. The complete proposal will include:
 - Statement of Respondent's understanding of this RFP, its requirements, and services to be performed;
 - A statement from the authorized signatory that the proposal is valid for 90 days after the submittal deadline; and
 - A positive statement of commitment to perform the Services within the period specified.
 - Complete, detailed response to Section "D" above. The response should be organized by section, and within each section a response to every bullet should be provided.
 - A complete budget for this contract consisting of detailed fee information based initial web design, updates and maintenance. Costs should be inclusive of tax reporting, and other Services identified in section "C" of this RFP.
 - Costs for additional Services on a per-transaction or hourly basis.
 - Profile of the Respondent Firm including the location of the office(s) from which this work is to be performed.
 - Suspension/Debarment Certification (Attachment "B")
 - Drug-Free Workplace Certification (Attachment "C")
 - Certification of Bidder (Attachment "D")
 - Liability coverage of firm (submit proof of insurance).
 - Certificate regarding conflict of interest (attachment "E")
 - Fees associated with website design and maintenance (Attachment "F")

B. Format

Proposals are to be submitted in a format that is conducive to download for ease of access and review across our organization's stakeholders (i.e., Microsoft PPT, Word, Keynote, etc). We want to avoid presentation formats and documents that we are not able to download.

C. Number of Copies

One (1) electronic copy

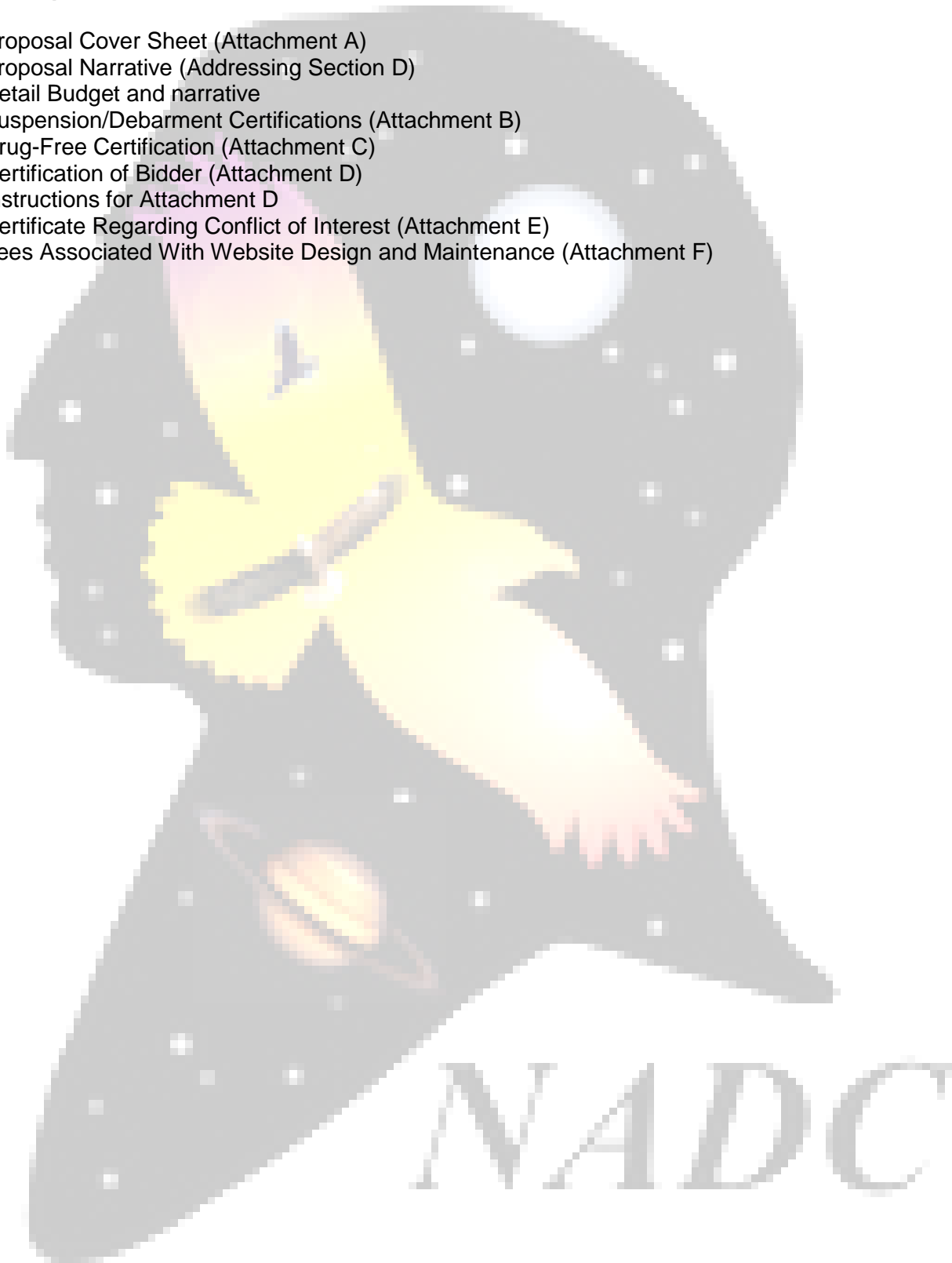
D. Proposal Labeling and Submission

Proposals must be submitted via e-mail to Mary Walks Over Ice at mwalksoverice@nadc-nabn.org

Dated Material: Web design and maintenance RFP responses are due at 5:00pm MST on July 30, 2021.

E. Response Forms

Proposal Cover Sheet (Attachment A)
Proposal Narrative (Addressing Section D)
Detail Budget and narrative
Suspension/Debarment Certifications (Attachment B)
Drug-Free Certification (Attachment C)
Certification of Bidder (Attachment D)
Instructions for Attachment D
Certificate Regarding Conflict of Interest (Attachment E)
Fees Associated With Website Design and Maintenance (Attachment F)



NADC

RFP Dated Issued, June 30, 2021; Web Design and Maintenance Services

PROPOSAL COVER SHEET

Legal Name of Organization: _____

Authorized Signer: _____

Title: _____

Mailing Address: _____

Physical Address (If Different): _____

Telephone Number: _____

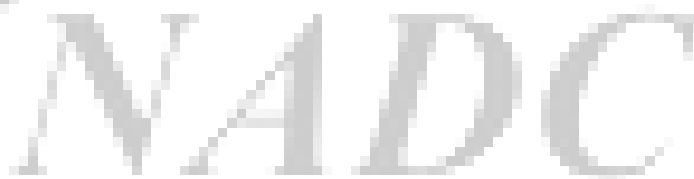
FAX Number: _____

Contact Person Name: _____

Contact Person Title: _____

Entity Type: Corporation Sole Proprietor

Partnership Other



Attachment B - Certification Regarding Debarment Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Covered Transactions

This Certification is required by regulations implementing Executive Order 12549, Debarment and Suspension, 20 CFR Part 98. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 1916019211).

1. The prospective recipients of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participants shall attach an explanation to this proposal.

Name of Authorized Representative

Title

Signature

Date

MADC

Attachment C - Certification Regarding Drug-Free Workplace

- A. The grantee certifies that it will or will continue to provide a drug-free workplace by:
1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 2. Establishing an outgoing drug-free awareness program to inform employees about
 - a. The dangers of drug abuse in the workplace;
 - b. The grantee's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
 3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1.
 4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will:
 - a. Abide by the terms of this statement;
 - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such violation.
 5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4b from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification numbers(s) of each affected grant.
 6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4b, with respect to any employee who is so convicted:
 - a. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

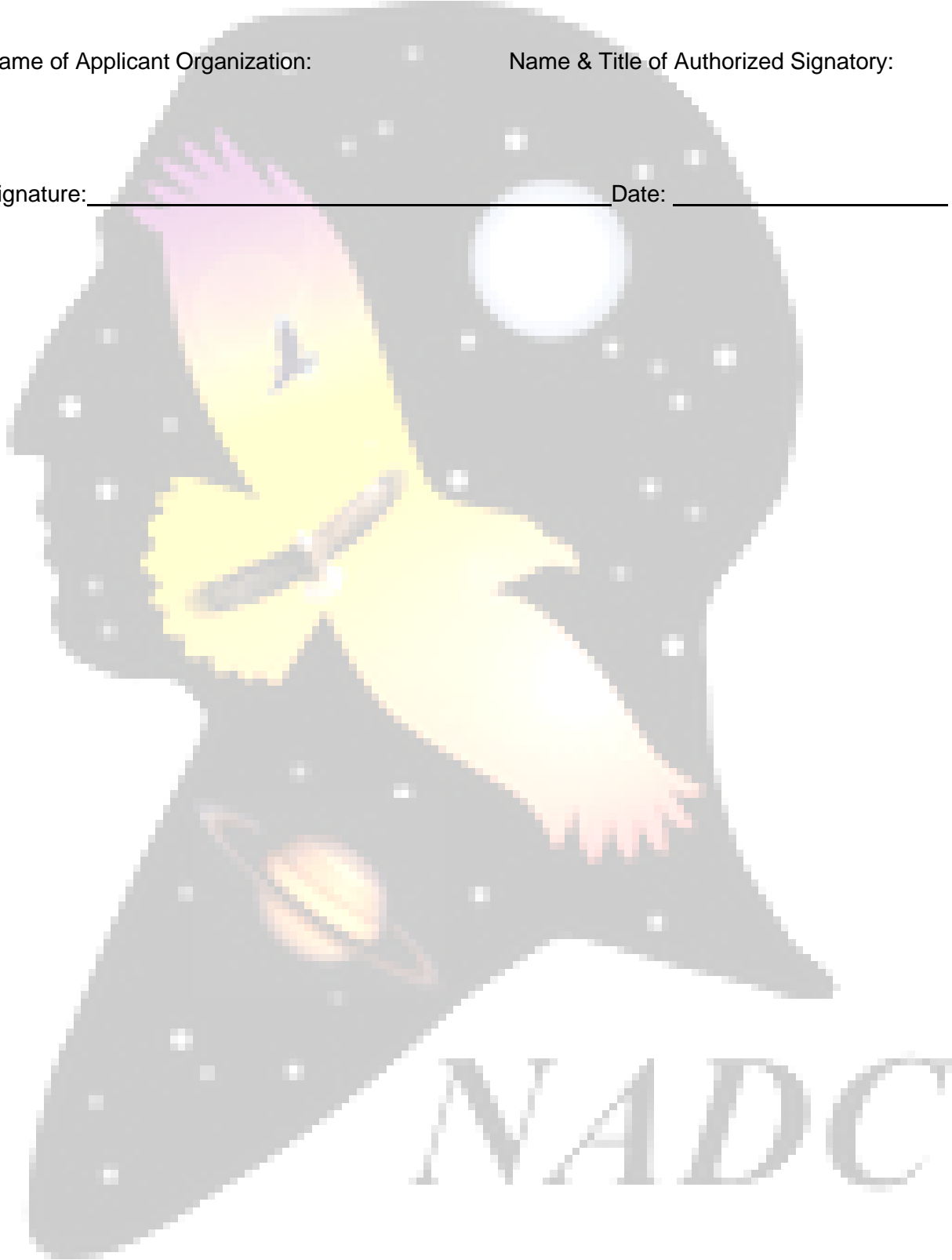
7. Making good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Name of Applicant Organization: _____

Name & Title of Authorized Signatory: _____

Signature: _____

Date: _____



Attachment D - Certification of Bidder

- 8. The individual signing certifies that he/she is authorized to contract on behalf of the Respondent.
- 9. The individual signing certifies that the Respondent is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Respondent.
- 10. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- 11. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Respondent prior to an award to any other Respondent or potential Respondent.
- 12. The individual signing certifies that there has been no attempt by the Respondent to discourage any potential Respondent from submitting a proposal.
- 13. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal.

I, _____ am the _____ of the
(Type Name of Signatory Authority) (Title)

Corporation, partnership, association, public agency, or other entity named as the respondent herein and that I am legally authorized to sign this proposal and submit it to NADC, Inc. on behalf of said organization by the authority of its governing body. I also certify that I have read and understand the "Governing Provisions and Limitations" sections presented in this RFP and will comply with the terms, thereof.

Respondent:

Attest:

(Respondent Signature) / Date

(Collateral Signature) / Date

(Typed Name)

(Typed Name)

(Typed Title)

(Typed Title)

Subscribed and sworn before me this _____ day of _____, in
_____ County, State of _____.

(SEAL)

Notary Public in and for _____ County, State of _____

Date Commission Expires: _____

Attachment D - Instructions for Certification. Lower Tier Recipients of Federal Funds
(Do not return with proposal)

1. All proposals submitted to obtain an agreement with the primary recipient of Federal funds must be accompanied by a signed copy of the certificate. By way of explanation of the effect of the certification, the following is provided:
2. The inability to provide the required certification can result in denial of participation to enter into an agreement with the primary recipient of Federal funds. The prospective lower tier recipient of Federal funds shall submit an explanation of why it cannot provide the certification. The certification or explanation will receive due consideration in determining whether to enter into an agreement. However, failure of the prospective lower tier recipient to furnish a certification or an explanation shall result in disqualification.
3. The certification is a material representation of fact upon which reliance was placed when determination was made to enter into an agreement. If it is later determined that the prospective lower tier recipient of Federal funds knowingly rendered an erroneous certification, in addition to the remedies available to the primary recipient of Federal funds, The Texas Workforce Commission may pursue suspension, debarment or terminate the agreement for cause or default.
4. The lower tier recipient of Federal funds shall provide immediate written notice to the primary recipient of Federal funds if at any time the lower tier recipient learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The term "debarred", "suspended", "ineligible", "primary", "lower tier", and "voluntarily excluded" as used in these instances have the meanings set out in the Definitions and Coverage of rules implementing Executive Order 12549,
6. The Texas Workforce Commission will decide the method and frequency by which lower tier recipients are determined eligible. Each primary recipient may, but is not required to check the "List of Parties Excluded from Procurement and Non-procurement Programs." Those interested in obtaining subscriptions for the listing should contact the Supervisor of Documents, US Government Printing Office, Washington, DC 20402. The telephone number is (202) 783-3238. The list may be accessed through the use of a computer modern. Specific inquiries regarding Contractor Sub-Contractor eligibility status may be directed to The Texas Workforce Commission, Workforce Development Division, Procurement and Contracting Services Supervisor at (512) 320-9693, or the GSA Office of Acquisition Policy at (202) 501-0688.
7. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render good faith in the required certification. The knowledge and information of a lower tier recipient of Federal funds is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

**ATTACHMENT E
CERTIFICATE REGARDING CONFLICT OF INTEREST**

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

1. No manager, employee or paid consultant of the Respondent is a member of the Policy Board, the President, or an employee of NADC;
2. No manager or paid consultant of the Respondent is married to a member of the Policy Board, the President, or an employee of NADC;
3. No member of the Policy Board, the President or an employee of NADC owns or controls more than a 10 percent share in the Respondent's organization;
4. No spouse of a member of the Policy Board, President, or employee of NADC receives compensation from Respondent for lobbying activities as defined in Chapter 305 of the Texas Government Code;
5. Respondent has disclosed within the proposal response any interest, fact or circumstance, which does or may present a potential. conflict of interest;
6. Should Respondent fail to abide by the foregoing covenants and affirmations regarding conflict of interest, Respondent shall not be entitled to the recovery of any costs or expenses incurred in relations to any contract with NADC and shall immediately refund to NADC any fees or expenses that may have been paid under the contact and shall further be liable for any others costs incurred or damages sustained by NADC relating to that contract.

Name of Individual or Organization submitting application.

Name and Title of Authorized Signatory.

Signature

Date

NADC

