

National Joint Powers Alliance®

REQUEST FOR PROPOSAL

for the procurement of

AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES

RFP Opening

FEBRUARY 22, 2018

8:30 a.m. Central Time
At the offices of the
National Joint Powers Alliance®

202 12th Street Northeast, Staples, MN 56479

RFP #022118

The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal government, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution for the procurement of #022118 AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES. Details of this RFP are available beginning January 11, 2018. Details may be obtained by letter of request to Chris Robinson, NJPA, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479, or by e-mail at RFP@njpacoop.org. Proposals will be received until February 21, 2018 at 4:30 p.m. Central Time at the above address and opened February 22, 2018 at 8:30 a.m. Central Time.

RFP Timeline

| January 11, 2018 | Publication of RFP in the print and online version of USA Today, in the print and online version of the Salt Lake News within the State of Utah, in the print and online version of the Daily Journal of Commerce within the State of Oregon (note: OR entities this pertains to: http://www.njpacoop.org/oregon-advertising and also RFP Appendix B), in the print and online version of The State within the State of South Carolina, the NJPA website, MERX, Noticetobidders.com, PublicPurchase.com, Biddingo, and Onvia. |
|-----------------------------------|--|
| February 7, 2018 10:00 a.m. CT | Pre-Proposal Conference (the webcast/conference call). The connection information will be sent to all inquirers two business days before the conference. |
| February 14, 2018 | Deadline for RFP questions. |
| February 21, 2018 4:30 p.m. CT | Deadline for Submission of Proposals. Late responses will be returned unopened. |
| February 22, 2018 8:30 a.m. CT | Public Opening of Proposals. |

Direct questions regarding this RFP to: Chris Robinson at chris.robinson@njpacoop.org or (218) 895-4168.

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1 **DEFINITIONS**

A. CONTRACT

Contract means this RFP, current pricing information, fully executed Forms C, D, F, & P from the Proposer's response pursuant to this RFP, and a fully executed Form E ("Acceptance and Award") with final terms and conditions. Form E will be executed after a formal award and will provide final clarification of terms and conditions of the award.

B. PROPOSER

A Proposer is a company, person, or entity delivering a timely response to this RFP. This RFP may also use the terms "respondent" or "proposed Vendor," which is interchangeable with Proposer as the context allows.

C. SOURCED GOOD or OPEN MARKET ITEM

A Sourced Good or Open Market Item is a product within the RFP's scope 1) that is not currently available under the Vendor's NJPA contract, 2) that a member wants to buy under contract from an awarded Vendor, and 3) that is generally deemed incidental to the total transaction or purchase of contract items.

D. VENDOR

A Proposer whose response has been awarded a contract pursuant to this RFP.

2 ADVERTISEMENT OF RFP

- **2.1** NJPA advertises this solicitation: 1) in the hard copy print and online editions of the <u>USA Today</u>; 2) once each in Oregon's <u>Daily Journal of Commerce</u>, South Carolina's <u>The State</u> and Utah's <u>Salt Lake Tribune</u>; 3) on NJPA's website; and 4) on other third-party websites deemed appropriate by NJPA. Other third-party advertisers may include Onvia, PublicPurchase.com, MERX, and Biddingo.
- <u>2.2</u> NJPA also notifies and provides solicitation documentation to each state-level procurement departments for possible re-posting of the solicitation within their systems and at their option for future use and to meet specific state requirements.

3 INTRODUCTION

A. ABOUT NJPA

- <u>3.1</u> The National Joint Powers Alliance® (NJPA) is a public agency serving as a national municipal contracting agency established under the Service Cooperative statute by Minnesota Legislative Statute §123A.21 with the authority to develop and offer, among other services, cooperative procurement services to its membership. Eligible membership and participation includes states, cities, counties, all government agencies, both public and non-public educational agencies, colleges, universities and non-profit organizations.
- <u>3.2</u> Under the authority of Minnesota state laws and enabling legislation, NJPA facilitates a competitive solicitation and contracting process on behalf of the needs of itself and the needs of current and potential member agencies nationally. This process results in national procurement contracts with various Vendors of products/equipment and services which NJPA Member agencies desire to procure. These procurement contracts are created in compliance with applicable Minnesota Municipal Contracting Laws. A complete listing of NJPA cooperative procurement contracts can be found at www.njpacoop.org.
- <u>3.3</u> NJPA is a public agency governed by publicly elected officials that serve as the NJPA Board of Directors. NJPA's Board of Directors oversees and authorizes the calls for all new proposals and holds those resulting Contracts for the benefit of its own and its Members use.
- <u>3.4</u> NJPA currently serves over 50,000 member agencies nationally. Both membership and utilization of NJPA contracts continue to expand, due in part to the increasing acceptance of Cooperative Purchasing throughout the government and education communities nationally.

B. JOINT EXERCISE OF POWERS LAWS

- 3.5 NJPA cooperatively shares those contracts with its Members nationwide through various Joint Exercise of Powers Laws or Cooperative Purchasing Statutes established in Minnesota, other states and Canadian provinces. The Minnesota Joint Exercise of Powers Law is Minnesota Statute §471.59 which states "Two or more governmental units...may jointly or cooperatively exercise any power common to the contracting parties..." This Minnesota Statute allows NJPA to serve Member agencies located in all other states. Municipal agencies nationally can participate in cooperative purchasing activities under their own state law. These laws can be found on our website at http://www.njpacoop.org/national-cooperative-contract-solutions/legal-authority/.
 - 3.5.1 For Members within the Commonwealth of Virginia, this RFP is intended to be a "joint procurement agreement" as described in Vir. Code § 2.2-4304(A), and those Virginia Members identified in Appendix C may agree to be a Joint Purchaser under this RFP.
 - 3.5.2 For Members within Canada, this RFP is intended to include municipalities and publicly-funded academic institutions, schools boards, health authorities, and social services (MASH

sectors). In addition this RFP is intended to include current and potential Members of the Alberta Association of Municipal Districts and Counties (AAMDC), and their represented Associations (SARM, SUMA and AMM).

C. WHY RESPOND TO A NATIONAL COOPERATIVE PROCUREMENT CONTRACT

- **3.6** National Cooperative Procurement Contracts create value for Municipal and Public Agencies, as well as for Vendors of products/equipment and services in a variety of ways:
 - <u>3.6.1</u> National cooperative contracts potentially save time and effort for municipal and public agencies, who otherwise would have to solicit vendor responses to individual RFPs, resulting in individual contracts, to meet the procurement needs of their respective agencies. Considerable time and effort is also potentially saved by the Vendors who would have had to otherwise respond to each of those individual RFPs. A single, nationally advertised RFP, resulting in a single, national cooperative contract can potentially replace thousands of individual RFPs for the same equipment/products/services that might have been otherwise advertised by individual NJPA member agencies.
 - <u>3.6.2</u> NJPA contracts offer our Members nationally leveraged volume purchasing discounts. Our contract terms and conditions offer the opportunity for Vendors to recognize individual member procurement volume commitment through additional volume based contract discounts.
- <u>3.7</u> State laws that permit or encourage cooperative purchasing contracts do so with the belief that cooperative efficiencies will result in lower prices, better overall value, and considerable time savings.
- <u>3.8</u> The collective purchasing power of thousands of NJPA Member agencies nationwide offers the opportunity for volume pricing discounts. Although no sales or sales volume is guaranteed by an NJPA Contract resulting from this RFP, substantial volume is anticipated and volume pricing is requested and justified.
- **3.9** NJPA and its Members desire the best value for their procurement dollar as well as a competitive price. Vendors have the opportunity to display and highlight value-added attributes of their company, equipment/products and services without constraints of a typical individual proposal process.

D. THE INTENT OF THIS RFP

- 3.10. National contract awarded by NJPA: NJPA seeks the most responsive and responsible Vendor relationship(s) to reflect the best interests of NJPA and its Member agencies. Through a competitive proposal and evaluation process, the NJPA Proposal Evaluation Committee recommends vendors for a national contract awarded by the action of the NJPA Chief Procurement Officer. NJPA's primary intent is to establish and provide a national cooperative procurement contract that offer opportunities for NJPA and our current and potential Member agencies throughout the United States and Canada to procure quality product/equipment and services as desired and needed. The contracts will be marketed nationally through a cooperative effort between the awarded vendor(s) and NJPA. Contracts are expected to offer price levels reflective of the potential and collective volume of NJPA and the nationally established NJPA membership base.
- **3.11** Beyond our primary intent, NJPA further desires to:
 - 3.11.1 Award a four-year contract with a fifth-year contract option resulting from this RFP. Any fifth-year extension is exercised at NJPA's discretion and results from NJPA's contracting needs or from Member requests; this extension is not intended merely to accommodate an awarded Vendor's request. If NJPA grants a fifth-year extension, it may also terminate the

contract (or cause it to expire) within the fifth year if the extended contract is replaced by a resolicited or newly solicited contract. In exigent circumstances, NJPA may petition NJPA's Board of Directors to extend the contract term beyond five years. This rarely used procedure should be employed only to avoid a gap in contract coverage while a replacement contract is being solicited;

- <u>3.11.2</u> Offer and apply any applicable technological advances throughout the term of a contract resulting from this RFP;
- <u>3.11.3</u> Deliver "Value Added" aspects of the company, equipment/products and services as defined in the "Proposer's Response";
- <u>3.11.4</u> Deliver a wide spectrum of solutions to meet the needs and requirements of NJPA and NJPA Member agencies; and
- 3.11.5 Award an exclusive contract to the most responsive and responsible vendor when it is deemed to be in the best interest of NJPA and the NJPA Member agencies.
- 3.12 Exclusive or Multiple Awards: Based on the scope of this RFP and on the responses received, NJPA may award either an exclusive contract or multiple contracts. In some circumstances, a single national supplier may best meet the needs of NJPA Members; in other situations, multiple vendors may be in the best interests of NJPA and the NJPA Members and preferred by NJPA to provide the widest array of solutions to meet the member agency's needs. NJPA retains sole discretion to determine which approach is in the best interests of NJPA Member agencies.
- **3.13 Non-Manufacturer Awards:** NJPA reserves the right to make an award under this RFP to a non-manufacturer or dealer/distributor if such action is in the best interests of NJPA and its Members.
- 3.14 Manufacturer as a Proposer: If the Proposer is a manufacturer or wholesale distributor, the response received will be evaluated on the basis of a response made in conjunction with that manufacturer's authorized dealer network. Unless stated otherwise, a manufacturer or wholesale distributor Proposer is assumed to have a documented relationship with their dealer network where that dealer network is informed of, and authorized to accept, purchase orders pursuant to any Contract resulting from this RFP on behalf of the manufacturer or wholesale distributor Proposer. Any such dealer will be considered a sub-contractor of the Proposer/Vendor. The relationship between the manufacturer and wholesale distributor Proposer and its dealer network may be proposed at the time of the submission if that fact is properly identified.
- <u>3.15</u> Dealer/Reseller as a Proposer: If the Proposer is a dealer or reseller of the products and/or services being proposed, the response will be evaluated based on the Proposer's authorization to provide those products and services from their manufacturer. When requested by NJPA, Proposers must document their authority to offer those products and/or services.

E. SCOPE OF THIS RFP

- <u>3.16</u> Scope: The scope of this RFP is to award a contract to a qualifying vendor defined as a manufacturer, provider, or dealer/distributor, established as a Proposer, and deemed responsive and responsible through our open and competitive proposal process. Vendors will be awarded contracts based on the proposal and responders demonstrated ability to meet the expectations of the RFP and demonstrate the overall highest valued solutions which meet and/or exceed the current and future needs and requirements of NJPA and its Member agencies nationally within the scope of AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES.
- 3.17 Additional Scope Definitions: In addition to AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES, this solicitation should be read to include, but not to be limited to:

- 3.17.1 Type I, II, and III ambulance units;
- **3.17.2** Emergency medical transportation vehicles;
- <u>3.17.3</u> Equipment, accessories, and supplies related to production of a turnkey solution for ambulance or emergency transportation vehicles, all of which may be offered only in the context of the purchase of an ambulance or emergency medical transport unit(s).
- <u>3.17.4</u> NJPA reserves the right to limit the scope of this solicitation for NJPA, current and potential NJPA member agencies.
 - **3.17.4.1** This solicitation should NOT be construed to include any of the following:
 - a. firefighting apparatus (see NJPA RFP #022818);
 - b. chassis-only proposals (see NJPA RFP #081716) or,
 - c. proposals for only health & safety, medical, surgical, or first aid related equipment, supplies, accessories, and services (see NJPA RFP #061417).
 - <u>3.17.4.2</u> This solicitation should NOT be construed to include any vehicles intended for the primary purpose of law enforcement or mobile command uses.
- <u>3.18</u> Overlap of Scope: When considering equipment/products/services, or groups of equipment/products/services submitted as a part of your response, and whether inclusion of such will fall within a "Scope of Proposal," please consider the validity of an inverse statement.
 - 3.18.1 For example, pencils and post-it-notes can generally be classified as office supplies and office supplies generally include pencils and post-it-notes.
 - 3.18.2 In contrast, computers (PCs and peripherals) can generally be considered office supplies; however, the scope of office supplies does not generally include computer servers and infrastructure.
 - 3.18.3 In conclusion: With this in mind, individual products and services must be examined individually by NJPA, from time to time and in its sole discretion, to determine their compliance and fall within the original "Scope" as intended by NJPA.
- <u>3.19</u> Best and Most Responsive Responsible Proposer: It is the intent of NJPA to award a Contract to the best and most responsible and responsive Proposer(s) offering the best overall quality and selection of equipment/products and services meeting the commonly requested specifications of the NJPA and NJPA Members, provided the Proposer's Response has been submitted in accordance with the requirements of this RFP. Qualifying Proposers who are able to anticipate the current and future needs and requirements of NJPA and NJPA member agencies; demonstrate the knowledge of any and all applicable industry standards, laws and regulations; and possess the willingness and ability to distribute, market to and service NJPA Members in all 50 states are preferred. NJPA requests proposers submit their entire product line as it applies and relates to the scope of this RFP.
- <u>3.20</u> **Sealed Proposals:** NJPA will receive sealed proposal responses to this RFP in accordance with accepted standards set forth in the Minnesota Procurement Code and Uniform Municipal Contracting Law. Awards may be made to responsible and responsive Proposers whose proposals are determined in writing to be the most advantageous to NJPA and its current or qualifying future NJPA Member agencies.
- <u>3.21</u> Use of Contract: Any Contract resulting from this solicitation shall be awarded with the understanding that it is for the sole convenience of NJPA and its Members. NJPA and/or its members reserve the right to

obtain like equipment/products and services solely from this contract or from another contract source of their choice or from a contract resulting from their own procurement process.

- 3.22 Awarded Vendor's interest in a contract resulting from this RFP: Awarded Vendors will be able to offer to NJPA, and current and potential NJPA Members, only those products/equipment and services specifically awarded on their NJPA Awarded Contract(s). Awarded Vendors may not offer as "contract compliant," products/equipment and services which are not specifically identified and priced in their NJPA Awarded Contract.
- <u>3.23</u> Sole Source of Responsibility- NJPA desires a "Sole Source of Responsibility" Vendor. This means that the Vendor will take sole responsibility for the performance of delivered equipment/products/ services. NJPA also desires sole responsibility with regard to:
 - <u>3.23.1</u> Scope of Equipment/Products/Services: NJPA desires a provider for the broadest possible scope of products/equipment and services being proposed over the largest possible geographic area and to the largest possible cross-section of NJPA current and potential Members.
 - 3.23.2 Vendor use of sub-contractors in sourcing or delivering equipment/product/services: NJPA desires a single source of responsibility for equipment/products and services proposed. Proposers are assumed to have sub-contractor relationships with all organizations and individuals whom are external to the Proposer and are involved in providing or delivering the equipment/products/services being proposed. Vendor assumes all responsibility for the equipment/products/services and actions of any such Sub-Contractor. Suggested Solutions Options include:
 - <u>3.23.3</u> Multiple solutions to the needs of NJPA and NJPA Members are possible. Examples could include:
 - <u>3.23.3.1</u> Equipment/Products Only Solution: Equipment/Products Only Solution may be appropriate for situations where NJPA or NJPA Members possess the ability, either inhouse or through local third party contractors, to properly install and bring to operation those equipment/products being proposed.
 - <u>3.23.3.2</u> Turn-Key Solutions: A Turn-Key Solution is a combination of equipment/products and services that provides a single price for equipment/products, delivery, and installation to a properly operating status. Generally this is the most desirable solution because NJPA and NJPA Members may not possess, or desire to engage, personnel with the necessary expertise to complete these tasks internally or through other independent contractors
 - <u>3.23.3.3</u> Good, Better, Best: Where appropriate and properly identified, Proposers may offer the choice "of good, better, best" multiple-grade solutions to meet NJPA Members' needs.
 - <u>3.23.3.4</u> Proven Accepted Leading-Edge Technology: Where appropriate and properly identified, Proposers may provide a spectrum of technology solutions to complement or enhance the proposed solutions to meet NJPA Members' needs.
 - <u>3.23.4</u> If applicable, Contracts will be awarded to Proposer(s) able to deliver a proposal meeting the entire needs of NJPA and its Members within the scope of this RFP. NJPA prefers Proposers submit their complete product line of products and services described in the scope of this RFP. NJPA reserves the right to reject individual, or groupings of specific equipment/products and services proposals as a part of the award.

- 3.24 Geographic Area to be Proposed: This RFP invites proposals to provide AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES to NJPA and NJPA Members throughout the entire United States and possibly internationally. Proposers will be expected to express willingness to explore service to NJPA Members located abroad; however the lack of ability to serve Members outside of the United States will not be cause for non-award. The ability and willingness to serve Canada, for instance, will be viewed as a value-added attribute.
- <u>3.25</u> Contract Term: At NJPA's option, a Contract resulting from this RFP will become effective either on the date awarded by the NJPA Board of Directors or on the day following the expiration date of an existing NJPA procurement contract for the same or similar product/equipment and services.
 - 3.25.1 NJPA is seeking a Contract base term of four years as allowed by Minnesota Contracting Law. Full term is expected. However, one additional one-year renewal/extension may be offered by NJPA to Vendor beyond the original four year term if NJPA deems such action to be in the best interests of NJPA and its Members. NJPA reserves the right to conduct periodic business reviews throughout the term of the contract.
- <u>3.26</u> Minimum Contract Value: NJPA anticipates considerable activity resulting from this RFP and subsequent award; however, no commitment of any kind is made concerning actual quantities to be acquired. NJPA does not guarantee usage. Usage will depend on the actual needs of the NJPA Members and the value of the awarded contract.

3.27 [This section is intentionally blank.]

- <u>3.28</u> Contract Availability: This Contract must be available to all current and potential NJPA Members who choose to utilize this NJPA Contract to include all governmental and public agencies, public and private primary and secondary education agencies, and all non-profit organizations nationally.
 - <u>3.28.1</u> With respect to Members within the Commonwealth of Virginia, this RFP is intended to be a "joint procurement agreement" as described in Vir. Code § 2.2-4304(A), and those Virginia Members identified in Appendix C must be allowed to use this Contract as a Joint Purchaser.
- <u>3.29</u> Proposer's Commitment Period: In order to allow NJPA the opportunity to evaluate each proposal thoroughly, NJPA requires any response to this solicitation be valid and irrevocable for ninety (90) days after the date proposals are opened.

F. EXPECTATIONS FOR EQUIPMENT/PRODUCTS AND SERVICES BEING PROPOSED

- 3.30 Industry Standards: Except as contained herein, the specifications or solutions for this RFP shall be those accepted guidelines set forth by the AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES industry, as they are generally understood and accepted within that industry across the nation. Submitted products/equipment, related services and accessories, and their warranties and assurances are required to meet and/or exceed all current, traditional and anticipated standards, needs, expectations, and requirements of NJPA and its Members.
 - <u>3.30.1</u> **Deviations from industry standards** must be identified by the Proposer and explained how, in their opinion, the equipment/products and services they propose will render equivalent functionality, coverage, performance, and/or related services. Failure to detail all such deviations may comprise sufficient grounds for rejection of the entire proposal.
 - <u>3.30.2</u> **Technical Descriptions/Specifications.** Excessive technical descriptions and specifications that unduly enlarge the proposal response may cause NJPA to reduce the evaluation points awarded on Form G. Proposers must supply sufficient information to:

- <u>3.30.2.1</u> demonstrate the Proposer's knowledge of industry standards and Member agency needs and expectations;
- <u>3.30.2.2</u> Identify the equipment/products and services being proposed as applicable to the needs and expectations of NJPA Member agencies; and
- <u>**3.30.2.3**</u> differentiate equipment/products and services from other industry manufacturers and providers.
- <u>3.31</u> New Current Model Equipment/Products: Proposals submitted shall be for new, current model equipment/products and services with the exception of certain close-out products allowed to be offered on the Proposer's "Hot List" described herein.
- <u>3.32</u> Compliance with laws and standards: All items supplied on this Contract shall comply with any current applicable safety or regulatory standards or codes.
- <u>3.33</u> **Delivered and operational:** Products/equipment offered herein are to be proposed based upon being delivered and operational at the NJPA Member's site. Exceptions to "delivered and operational" must be clearly disclosed in the "Total Cost of Acquisition" section of the proposal.
- 3.34 Warranty: The Proposer warrants that all products, equipment, supplies, and services delivered under this Contract shall be covered by the industry standard or better warranty. All products and equipment should carry a minimum industry standard manufacturer's warranty that includes materials and labor. The Proposer has the primary responsibility to submit product specific warranty as required and accepted by industry standards. Dealer/Distributors agree to assist the purchaser in reaching a solution in a dispute over warranty's terms with the manufacturer. Any manufacturer's warranty that is effective past the expiration of the warranty will be passed on to the NJPA member. Failure to submit a minimum warranty may result in non-award.
- <u>3.35</u> Additional Warrants: The Proposer warrants that all products/equipment and related services furnished hereunder will be free from liens and encumbrances; defects in design, materials, and workmanship; and will conform in all respects to the terms of this RFP including any specifications or standards. In addition, Proposer/Vendor warrants the products/equipment and related services are suitable for and will perform in accordance with the ordinary use for which they are intended.

G. SOLUTIONS-BASED SOLICITATION

- <u>3.36</u> The NJPA solicitation and contract award process is not based on detailed specifications. Instead, this RFP is a "Solutions-Based Solicitation." NJPA expects respondents to understand and anticipate the current and future needs of NJPA and its members—within the scope of this RFP—and to propose solutions that are commonly desired or required by law or industry standards. Proposal will be evaluated in part on your demonstrated ability to meet or exceed the needs and requirements of NJPA and our member agencies within the defined scope of this RFP.
- <u>3.37</u> While NJPA does not typically provide product and service specifications, the RFP may contain scope refinements and industry-specific questions. Where specific items are specified, those items should be considered the minimum required, which the proposal can exceed in order to meet Members' needs. <u>NJPA</u> may award all of the respondent's proposal or may limit the award to a subset of the proposal.

3 INSTRUCTIONS FOR PREPARING YOUR PROPOSAL

A. INQUIRY PERIOD

<u>4.1</u> The inquiry period begins on the date of first advertisement and continues until to the Deadline for Submission." RFP packages will be distributed to potential Vendors during the inquiry period.

B. PRE-PROPOSAL CONFERENCE

4.2 A pre-proposal conference will be held at the date and time specified in the timeline on page one of this RFP. Conference information will be sent to all potential Proposers, and attendance is optional. The purpose of this conference is to allow potential Proposers to ask questions regarding this RFP and NJPA's competitive contracting process. Only answers issued in writing by NJPA to questions asked before or during the pre-proposal conference are binding on the parties to an awarded contract.

C. IDENTIFICATION OF KEY PERSONNEL

- **4.3** Awarded Vendors will designate one senior staff member to represent the Vendor to NJPA. This contact person will correspond with members for technical assistance, questions, or concerns that may arise, including instructions regarding different contacts for different geographical areas or product lines.
- <u>4.4</u> These designated individuals should also act as the primary contact for marketing, sales, and any other area deemed essential by the Proposer and NJPA.

D. PROPOSER'S EXCEPTIONS TO TERMS AND CONDITIONS

- <u>4.5</u> Any exceptions, deviations, or contingencies regarding this RFP that a Proposer requests must be documented on Form C, Exceptions To Proposal, Terms, Conditions And Solutions Request.
- <u>4.6</u> Exceptions, deviations or contingencies requested in the Proposer's response, while possibly necessary in the view of the Proposer, may result in lower scoring or disqualification of a proposal.

E. PROPOSAL FORMAT

- <u>4.7</u> All Proposers must examine the entire RFP package to seek clarification of any item or requirement that may not be clear and to check all responses for accuracy before submitting a proposal.
- 4.8 All proposals must be properly labeled and sent to "The National Joint Powers Alliance, 202 12th Street NE Staples, MN 56479."
- **4.9** All proposals must be physically delivered to NJPA at the above address with all required hard copy documents and signature forms/pages inserted as loose pages at the front of the Vendor's response. The proposal must include these items.
 - <u>4.9.1</u> Hard copy original of completed, signed, and dated Forms C, D, F; hard copy of the signed signature-page only from Forms A and P from this RFP;
 - **4.9.2** Signed hard copies of all addenda issued for the RFP;
 - 4.9.3 Hard copy of Certificate of Insurance verifying the coverage identified in this RFP; and
 - <u>4.9.4</u> A complete copy of your response on a flash drive (or other approved electronic means). The electronic copy must contain completed Forms A, B, C, D, F, and P, your statement of products and pricing (including apparent discount), and all appropriate attachments. In order to ensure that your full response is evaluated, you must provide an electronic version of any material that you provide in a hard copy format.

As a public agency, NJPA's proposals, responses, and awarded contracts are a matter of public record, except for such data that is classified as nonpublic. Accordingly, public data is available for

review through a properly submitted public records request. To redact nonpublic information from your proposal (under Minnesota Statute §13.37), you must make your request within thirty (30) days of the contract award or non-award date.

- **4.10** All Proposal forms must be submitted in English and must be legible. All appropriate forms must be executed by an authorized signatory of the Proposer. Blue ink is preferred for signatures.
- <u>4.11</u> Proposal submissions should be submitted using the electronic forms provided. Proposers that use alternative documents are responsible for ensuring that the content is substantially similar to the NJPA form and that the document is readable by NJPA.
- <u>4.12</u> The Proposer must ensure that the proposal is in the physical possession of NJPA before the submission deadline.
 - 4.12.1 Proposals must be submitted in a sealed envelope or box properly addressed to NJPA and prominently identifying the proposal number, proposal category name, the message "Hold for Proposal Opening," and the deadline for proposal submission. NJPA is not responsible for untimely proposals. Proposals received by the deadline for proposal submission will be opened and the name of each Proposer and other appropriate information will be publicly read.
- **4.13** Proposers are responsible for checking directly with the NJPA website for any addendums to this RFP. Addendums to this RFP can change the terms and conditions of the RFP, including the proposal submission deadline.

F. QUESTIONS AND ANSWERS ABOUT THIS RFP

- <u>4.14</u> Upon examination of this RFP document, Proposer should promptly notify NJPA of any ambiguity, inconsistency, or error they may discover. Interpretations, corrections, and changes to this RFP will be considered by NJPA through a written addendum. Interpretations, corrections, or changes that are made in any other manner are not binding, and Proposers must not rely on them.
- 4.15 Submit all questions about this RFP, in writing, referencing AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES to Chris Robinson at NJPA 202 12th Street NE, Staples, MN 56479 or to RFP@njpacoop.org. You may also call Chris Robinson at (218) 895-4168. NJPA urges potential Proposers to communicate all concerns well in advance of the submission deadline to avoid misunderstandings. Questions received within seven (7) days before the submission deadline generally cannot be answered. NJPA may, however, field purely procedural questions, questions about NJPA-issued addenda, or questions involving a Proposer withdrawing its response before the RFP submission deadline.
- **4.16** If NPJA deems that its answer to a question has a material impact on other potential Proposers or on the RFP itself, NJPA will create an addendum to this RFP.
- **4.17** If NJPA deems that its answer to a question merely clarifies the existing terms and conditions and does not have a material impact on other potential Proposers or the RFP itself, no further documentation of that question is required.
- 4.18 Addenda are written instruments issued by NJPA that modify or interpret the RFP. All addenda issued by NJPA become a part of the RFP. Addenda will be delivered to all Potential Proposers using the same method of delivery of the original RFP material. NJPA accepts no liability in connection with the delivery of any addenda. Copies of addenda will also be made available on the NJPA website at www.njpacoop.org (under "Current and Pending Solicitations") and from the NJPA offices. All Proposers must acknowledge their receipt of all addenda in their proposal response.

4.19 Any amendment to a submitted proposal must be in writing and must be delivered to NJPA by the RFP submission deadline.

4.20 through 4.21 [These sections are intentionally blank.]

G. MODIFICATION OR WITHDRAWAL OF A SUBMITTED PROPOSAL

4.22 A submitted proposal must not be modified, withdrawn, or cancelled by the Proposer for a period of ninety (90) days following the date proposals were opened. Before the deadline for submission of proposals, any proposal submitted may be modified or withdrawn by notice to the NJPA Procurement Manager. Such notice must be submitted in writing and must include the signature of the Proposer. The notice must be delivered to NJPA before the deadline for submission of proposals and must be so worded as not to reveal the content of the original proposal. The original proposal will not be physically returned to the potential Proposer until after the official proposal opening. Withdrawn proposals may be resubmitted up to the time designated for the receipt of the proposals if they fully conform with the proposal instructions.

H. PROPOSAL OPENING PROCEDURE

4.23 Sealed and properly identified responses for this RFP entitled AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES will be received by Chris Robinson, Procurement Manager, at NJPA Offices, 202 12th Street NE, Staples, MN 56479 until the deadline identified on page one of this RFP. All Proposal responses must be submitted in a sealed package. The outside of the package must plainly identify AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES and the RFP number. To avoid premature opening, the Proposer must label the Proposal response properly. NJPA documents the receipt of proposals by immediately time-and date-stamping them. At the time of the public opening, the NJPA Director of Procurement or a representative from the NJPA Proposal Evaluation Committee will read the Proposer's names aloud and will determine whether each submission has met Level-1 responsiveness.

I. NJPA'S RIGHTS RESERVED

- 4.24 NJPA may exercise the following rights with regard to the RFP.
 - **4.24.1** Reject any and all proposals received in response to this RFP;
 - 4.24.2 Disqualify any Proposer whose conduct or proposal fails to conform to the requirements of this RFP;
 - <u>4.24.3</u> Duplicate without limitation all materials submitted for purposes of RFP evaluation, and duplicate all public information in response to data requests regarding the proposal;
 - <u>4.24.4</u> Consider and accept for evaluation a late modification of a proposal if 1) the proposal itself was submitted on time, 2) the modifications were requested by NJPA, and 3) the modifications make the terms of the proposal more favorable to NJPA or its members;
 - 4.24.5 Waive any non-material deviations from the requirements and procedures of this RFP;
 - **4.24.6** Extend the Contract, in increments determined by NJPA, not to exceed a total Contract term of five years;
 - **4.24.7** Cancel the Request for Proposal at any time and for any reason with no cost or penalty to NJPA;

4.24.8 Correct or amend the RFP at any time with no cost or penalty to NJPA. If NJPA corrects or amends any segment of the RFP after submission of proposals and before the announcement of the awarded Vendor, all proposers will be afforded a reasonable opportunity to revise their proposals in order to accommodate the RFP amendment and the new submission dates. NJPA will not be liable for any errors in the RFP or other responses related to the RFP; and

4.24.9 Extend proposal due dates.

5 PRICING

- <u>5.1</u> NJPA requests that potential Proposers respond to this RFP only if they are able to offer a wide array of products and services at lower prices and with better value than what they would ordinarily offer to a single government agency, a school district, or a regional cooperative.
- <u>5.2</u> This RFP requests pricing for an indefinite quantity of products or related services with potential national sales distribution and service. While most RFP categories represent significant sales opportunities, NJPA makes no guarantees about the quantity of products or services that members will purchase. **The estimated annual value of this contract is \$10 Million.**

Vendors are expected to anticipate additional volume through potential government, educational, and not-for-profit agencies that would find value in a national contract awarded by NJPA.

- <u>5.3</u> Regardless of the payment method selected by NJPA or an NJPA member, the total cost associated with any purchase option of the products and services must always be disclosed in the proposal and at the time of purchase.
- <u>5.4</u> All proposers must submit "Primary Pricing" in the form of either "Line-Item Pricing," or "Percentage Discount from Catalog Pricing," or a combination of these pricing strategies. Proposers are also encouraged to offer optional pricing strategies such as "Hot List," "Sourced Products," and "Volume Discounts," as well as financing options such as leasing. All pricing documents should include a clear effective date.

A. LINE-ITEM PRICING

- <u>5.5</u> Line-item pricing is a pricing format in which individual products or services are offered at specific Contract prices. Products or services are individually priced and described by characteristics such as manufacture name, stock or part number, size, or functionality. This method of pricing may offer the least amount of confusion, but Proposers with a large number of items may find this method cumbersome. In these situations, a percentage discount from catalog or category pricing model may make more sense and may increase the clarity of the contract pricing format.
- <u>5.6</u> All line-item pricing items must be numbered, organized, sectioned (including SKUs, when applicable), and prepared to be easily understood by the Evaluation Committee and members.
- <u>5.7</u> Submit Line-Item Pricing items in an Excel spreadsheet format and include all appropriate identification information necessary to discern the line item from other line items in each Responder's proposal.
- <u>5.8</u> Line-item pricing must be submitted to NJPA in a searchable spreadsheet format (e.g., Microsoft[®] Excel[®]) in order to facilitate quickly finding any particular item of interest. For that reason, Proposers are responsible for providing the appropriate product and service identification information along with the pricing information that is typically found on an invoice or price quote for such product or services.
- <u>5.9</u> All products or services typically appearing on an invoice or price quote must be individually priced and identified on the line-item price sheet, including any and all ancillary costs.

<u>5.10</u> Proposers should provide both a published "List Price" as well as a "Proposed Contract Price" in their pricing matrix. Published List Price will be the standard "quantity of one" price currently available to government and educational customers, excluding cooperative and volume discounts.

B. PERCENTAGE DISCOUNT FROM CATALOG OR CATEGORY

- <u>5.11</u> This pricing model involves a specific percentage discount from a catalog or list price, defined as a published Manufacturer's Suggested Retail Price (MSRP) for the products or services being proposed.
- 5.12 Individualized percentage discounts can be applied to any number of defined product groupings.
- <u>5.13</u> A percentage discount from MSRP may be applied to all elements identified in MSRP, including all manufacturer options applicable to the products or services.
- <u>5.14</u> When a Proposer elects to use "Percentage Discount from Catalog or Category," Proposer will be responsible for providing and maintaining current published MSRP with NJPA, and this pricing must be included in its proposal and provided throughout the term of any Contract resulting from this RFP.

C. COST PLUS A PERCENTAGE OF COST

<u>5.15</u> "Cost plus a percentage of cost" as a primary pricing mechanism is not desirable. It is, however, acceptable for pricing sourced goods or services.

D. HOT LIST PRICING

- <u>5.16</u> Where applicable, a Vendor may opt to offer a specific selection of products or services, defined as "Hot List" pricing, at greater discounts than those listed in the standard Contract pricing. All product and service pricing, including the Hot List Pricing, must be submitted electronically in a format that is acceptable to NJPA. Hot List pricing must be submitted in a line-item format. Products and services may be added or removed from the Hot List at any time through an NJPA Price and Product Change Form.
- <u>5.17</u> Hot List program and pricing may also be used to discount and liquidate close-out and discontinued products and services as long as those close-out and discontinued items are clearly labeled as such. Current ordering process and administrative fees apply. This option must be published and made available to all NJPA Members.

E. CEILING PRICE

<u>5.18</u> Proposal pricing is to be established as a ceiling price. At no time may the proposed products or services be offered under this Contract at prices above this ceiling price without a specific request and approval by NJPA. Contract prices may be reduced at any time, for example, to reflect volume discounts or to meet the needs of an NJPA Member.

5.19 [This section is intentionally blank.]

F. VOLUME PRICE DISCOUNTS / ADDITIONAL QUANTITIES

5.20 through 5.23 [These sections are intentionally blank.]

G. TOTAL COST OF ACQUISITION

<u>5.24</u> The Total Cost of Acquisition for the equipment/products and related services being proposed, including those payable by NJPA Members to either the Proposer or a third party, is the cost of the proposed equipment/products product/equipment and related services delivered and operational for its intended purpose in the end-user's location. For example, if you are proposing equipment/products FOB Proposer's

dock, your proposal should reflect that the contract pricing does not provide for delivery beyond Proposer's dock, nor any set-up activities or costs associated with those delivery or set-up activities. Any additional costs for delivery and set-up should be clearly disclosed. In contrast, a proposal could state that there are no additional costs of acquisition if the product is delivered to and operational at the end-user's location.

H. SOURCED GOOD or OPEN MARKET ITEM

- <u>5.25</u> A Sourced Good or an Open Market Item is a product that a member wants to buy under contract that is not currently available under the Vendor's NJPA contract. This method of procurement can be satisfied through a contract sourcing process. Sourcing options serve to provide a more complete contract solution to meet our members' needs. Sourced items are generally deemed incidental to the total transaction or purchase of contract items.
- <u>5.26</u> NJPA or NJPA Members may request products, equipment, and related services that are within the related scope of this RFP, even if they are not included in an awarded Vendor's line-item price list or catalog. These items are known as Sourced Goods or Open Market Items.
- <u>5.27</u> An awarded Vendor may source such items to the extent that the items are identified as "Sourced Products/Equipment" or "Open Market Items" on any quotation issued in reference to an NJPA awarded contract, and that this information is provided to either NJPA or an NJPA Member. NJPA is not responsible for determining whether a Sourced Good is an incidental portion of the overall purchase or whether a Member is able to consider a Sourced Good a purchase under an NJPA contract.
- <u>5.28</u> "Cost plus a percentage" pricing is an acceptable option in pricing of Sourced Goods.

I. PRODUCT & PRICE CHANGES

- <u>5.29</u> Awarded Vendors may request product or service changes, additions, or deletions at any time throughout the contract term. All requests must be made in written format by completing the NJPA Price and Product Change Request Form (located at the end of this RFP and on the NJPA website), signed by an authorized Vendor representative. All changes are subject to review and approval by NJPA. Submit your requests through email to your assigned Contract Manager and to PandP@njpacoop.org.
- <u>5.30</u> NJPA will determine whether the request is both within the scope of the original RFP and in the best interests of NJPA and NJPA Members. Approved Price and Product Change Request Forms will be returned to the Vendor contact through email.
- 5.31 The Vendor must 1) complete this change request form and individually list or attach all items subject to change, 2) provide a sufficiently detailed explanation and documentation for the change, and 3) include a compete restatement of pricing document in appropriate format (preferably Excel). The pricing document must identify all products and services being offered and must conform to the following NJPA product and price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, "COMPANY 012411-CPY effective 02-12-2016."
- <u>5.32</u> The new pricing restatement must include *all* products and services offered, even for those items whose pricing remains unchanged, and must include a new effective date on the pricing documents. This requirement reduces confusion by providing a single, current pricing sheet for each vendor and creates a historical record of pricing.
- <u>5.33</u> ADDITIONS. New products and related services may be added to a Contract resulting from this RFP at any time during that Contract term to the extent that those products and related services are within the scope of this RFP. Allowable new products and related services generally include updated models of products and enhanced services that reflect new technology and improved functionality.

<u>5.34</u> DELETIONS. New products and related services may be deleted from a contract if an item is no longer available.

<u>5.35</u> PRICE CHANGES. A Vendor may request pricing changes by providing reasonable justification for the change. For example, a request for a 3% increase in a product line that relies heavily on petroleum products may be reasonable if the raw cost of required petroleum products has increased substantially. Conversely, a request for a 3% increase in prices based only on a 3% increase in a cost-of-living index may be considered unreasonable. Although NJPA is sensitive to the possibility of fluctuations in raw material costs, prospective Vendors should make every reasonable attempt to account for normal cost changes by proposing pricing that will be effective throughout the duration of the four-year Contract.

<u>5.35.1</u> *Price decreases:* NJPA expects Vendors to propose their very best prices and anticipates price reductions that are due to advancement in technology and marketplace efficiencies.

<u>5.35.2</u> *Price increases:* A Vendor must include reasonable documentation for price-increase requests, along with both current and proposed pricing. Appropriate documentation should be attached to the Price and Product Change Request Form, including letters from suppliers announcing price increases. Price increases must not exceed the industry standard.

5.36 through 5.37 [These sections are intentionally blank.]

<u>5.38</u> Proposers representing multiple manufacturers, or carrying multiple related product lines may also request the addition of new manufacturers or product lines to their Contract to the extent they remain within the scope of this RFP.

5.39 through 5.43 [These sections are intentionally blank.]

K. SALES TAX

<u>5.44</u> Sales and other taxes should not be included in the prices quoted. The Vendor will charge state and local sales and other applicable taxes on items for which a valid tax-exemption certification has not been provided. Each NJPA Member is responsible for providing verification of tax-exempt status to the Vendor. When ordering, NJPA Members must indicate that they are tax-exempt entities. Except as set forth herein, no party is responsible for taxes imposed on another party as a result of or arising from the transactions under a Contract resulting from this RFP.

L. SHIPPING

<u>5.45</u> Shipping costs can constitute a significant portion of the overall cost of procurement. Consequently, significant weight will be given to the quality of a prospective Vendor's shipping program. Shipping charges should reasonably reflect the actual cost of shipping. NJPA understands that Vendors may use other shipping cost methods for simplicity or for transparency. But to the extent that shipping costs are determined to disproportionately increase a Vendor's profit, NJPA may reduce the points awarded in the "Pricing" criteria.

5.46 through 5.47 [These sections are intentionally blank.]

<u>5.48</u> All shipping and restocking fees must be identified in the price program. Certain industries providing made-to-order products may not allow returns. Proposals will be evaluated not only on the actual costs of shipping, but on the relative flexibility extended to NJPA Members relating to restocking fees, shipping errors, customized shipping requirements, the process for rejecting damaged or delayed shipments, and similar subjects.

5.49 through 5.50 [These sections are intentionally blank.]

- <u>5.51</u> Delivered products must be properly packaged. Damaged products may be rejected. If the damage is not readily apparent at the time of delivery, the Vendor must permit the products to be returned within a reasonable time at no cost to NJPA or NJPA Member. NJPA and NJPA Members reserve the right to inspect the products at a reasonable time subsequent to delivery where circumstances or conditions prevent effective inspection of the products at the time of delivery.
- <u>5.52</u> The Vendor must deliver Contract-conforming products in each shipment and may not substitute products without the express approval from NJPA or the NJPA Member.
- <u>5.53</u> NJPA reserves the right to declare a breach of Contract if the Vendor intentionally delivers substandard or inferior products that are not under Contract and described in its paper or electronic price lists or sourced upon request of any Member under this Contract. In the event of the delivery of nonconforming products, the NJPA Member will notify the Vendor as soon as possible and the Vendor will replace nonconforming products with conforming products that are acceptable to the NJPA member.
- <u>5.54</u> Throughout the term of the Contract, Proposer agrees to pay for return shipment on products that arrive in a defective or inoperable condition. Proposer must arrange for the return shipment of the damaged products.

<u>6</u> EVALUATION OF PROPOSALS

A. PROPOSAL EVALUATION PROCESS

- <u>6.1</u> The NJPA proposal evaluation committee will evaluate proposals received based on a 1,000 point evaluation system. The committee establishes both the evaluation criteria and designates the relative weight of each criterion by assigning possible scores for each category on Form G of this RFP. The committee may adjust the relative weight of the criteria for each RFP. (For example, if the "Warranty" criterion does not apply to a particular RFP, the points normally awarded under "Warranty" may be used to increase the number of potential points in another evaluation category or categories.) The "Pricing" criterion will contain at least a plurality of points for every RFP.
- <u>6.2</u> NJPA uses a scoring system that gives primary importance to "Pricing." But pricing includes more than just the absolute lowest initial cost of purchasing, for example, a particular product. Other considerations include the total cost of the acquisition and whether the Proposer's offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting NJPA Members' needs. Pricing points may be awarded based on pricing clarity and ease of use. NJPA may also award points based on whether a response contains exceptions, exclusions, or limitations of liabilities.
- <u>6.3</u> The NJPA Board of Directors will consider making awards to the selected Proposer(s) based on the recommendations of the proposal evaluation committee. To qualify for the final evaluation, a Proposer must have been deemed responsive as a result of the criteria set forth under "Proposer Responsiveness," found just below.

B. PROPOSER RESPONSIVENESS

- <u>6.4</u> All responses are evaluated for Level-One and Level-Two Responsiveness. If a response does not substantially conform to substantially all of the terms and conditions in the solicitation, or if it requires unreasonable exceptions, it may be considered nonresponsive.
- $\underline{6.5}$ All proposals must contain suitable responses to the questions in the proposal forms. The following requirements must be satisfied in order to meet Level-One Responsiveness, which is typically ascertained

on the proposal opening date. If these standards are not met, your response may be disqualified as nonresponsive.

6.6 Level-One Responsiveness means that the response

- **<u>6.6.1</u>** is received before the deadline for submission or it will be returned unopened;
- <u>6.6.2</u> is properly addressed and identified as a sealed proposal with a specific RFP number and an opening date and time;
- **6.6.3** contains a pricing document (with apparent discounts) and all other forms fully completed, even if "not applicable" is the answer;
- **6.6.4** includes the original (hard copy) completed, dated, and signed RFP forms C, D, and F. In addition, the response must include the hard-copy signed signature page only from RFP Forms A and P and, if applicable, all signed addenda that have been issued in relation to this RFP;
- **<u>6.6.5</u>** contains an electronic (CD, flash drive, or other suitable) copy of the entire response; and
- <u>6.7</u> Level-Two Responsiveness (including whether the response is within the RFP's scope) is determined while evaluating the remaining items listed under Proposal Evaluation Criteria below. These items are not arranged in order of importance. Each item draws from multiple questions, and a Proposer's responses may affect scoring in multiple evaluation criteria. For example, the answers to Industry-Specific Questions may help determine scoring relative to a Proposer's marketplace success, ability to sell and service nationwide, and financial strength. Any questions not answered without an explanation will likely result in a loss of points and may lead to a nonaward if the proposal evaluation committee cannot effectively review your response.

C. PROPOSAL EVALUATION CRITERIA

- **6.8** Forms A and P include a series of questions that address the following categories:
 - **<u>6.8.1</u>** Company Information and Financial Strength
 - **6.8.2** Industry Requirements and Marketplace Success
 - **6.8.3** Ability to Sell and Deliver Service Nationwide
 - **6.8.4** Marketing Plan
 - **6.8.5** Other Cooperative Procurement Contracts
 - **6.8.6** Value-Added Attributes
 - **6.8.7** Payment Terms and Financing Options
 - **6.8.8** Warranty
 - **6.8.9** Equipment/Products/Services
 - **6.8.10** Pricing and Delivery
 - **6.8.11** Industry-Specific Questions

6.9 [This section is intentionally blank.]

D. OTHER CONSIDERATIONS

<u>6.10</u> In evaluating RFP responses, NJPA has no obligation to consider information that is not provided in the Proposer's response. NJPA may, however, consider additional information outside the Proposer's response. This research may include such sources as the Proposer's website, industry publications, listed references, and user interviews.

<u>6.11</u> NJPA may organize RFP responses into separate classes or subcategories, depending on the range of responses. For example, NJPA might receive numerous submissions for "Widgets and Related Products and Services." NJPA may organize these responses into subcategories, such as manufacturers of fully operational Widgets, manufacturers of component parts for Widgets, and providers of parts and service for Widgets. NJPA reserves the right to award Proposers in some or all of such subcategories without regard to the evaluation score given to Proposers in another subcategory. This specifically allows NJPA to award Vendors that might not have, for instance, the breadth of products of Proposers in another subcategory, but that nonetheless meet a substantial and articulated need of NJPA Members.

6.12 [This section is intentionally blank.]

<u>6.13</u> NJPA reserves the right to request and test equipment/products and related services and to seek clarification from Proposers. Before the Contract award, the Proposer must furnish the requested information within three (3) days (or within another agreed-to time frame) or provide an explanation for the delay along with a requested time frame for providing the requested information. Proposers must make reasonable efforts to supply test products promptly. All Proposer products remain the property of the Proposer, and NJPA will return such products after the evaluation process. NJPA may make provisional contract awards, subject to a Proposer's proper response to a request for information or products.

<u>6.14</u> A Proposer's past performance under previously awarded contracts to schools, governmental agencies, and not-for-profit entities is relevant in evaluating a Proposer's current response. Past performance includes the Proposer's record of conforming to published specifications and to standards of good workmanship, as well as the Proposer's history for reasonable and cooperative behavior and for commitment to Member satisfaction. Incumbency as an awarded Vendor does not, by itself, merit positive consideration for a future Contract award.

6.15 NJPA reserves the right to reject any or all proposals.

E. COST COMPARISON

<u>6.16</u> NJPA may use a variety of evaluation methods, including cost comparisons of specific products. NJPA reserves the right to use this process when the proposal evaluation committee determines that this will help to make a final determination.

<u>6.17</u> This direct cost comparison process will award points for being low to high Proposer for each cost evaluation item selected. A "Market Basket" of identical (or substantially similar) equipment/products and related services may be selected by the proposal evaluation committee, and the unit cost will be used as a basis for determining the point value. NJPA will select the "Market Basket" from all appropriate product categories as determined by NJPA.

F. MARKETING PLAN

<u>6.18</u> A Proposer's marketing plan is a critical component of the RFP response. An awarded Vendor's sales force will likely be the primary source of communication with NJPA Members and will directly affect the contract's success. Marketing success depends on communicating the contract's value, knowing the contract thoroughly, and communicating the proper use of contracted products and services to the end user. Much of the success and sales reward is a direct result of the commitment to the contract by the awarded Vendor's sales teams. NJPA reserves the right to deem a Proposer Level-Two nonresponsive or not to award a contract based on an unacceptable or incomplete marketing plan.

- **6.19** NJPA marketing expectations include the following components.
 - <u>6.19.1</u> An awarded Vendor must demonstrate the ability to deploy a national sales force or dealer network. The best RFP responses demonstrate the ability to sell, deliver, and service products through acceptable distribution channels to NJPA members in all 50 states. Proposers' responses should fully demonstrate their sales and service capabilities, should outline their national sales force network (both numerically geographically), and should describe their method of distribution of the offered products and related services. Service may be independent of the product sales pricing, but NJPA encourages related services to be a part of Proposers' response. Despite its preference for awarding contracts to Vendors that demonstrate nationwide sales and service, NJPA reserves the right to award contracts that meet specific Member needs locally or regionally.
 - <u>6.19.2</u> Proposers are invited to demonstrate their ability to successfully market, promote, and communicate the benefits of an NJPA contract to current and potential Members nationwide. NJPA desires a marketing plan that communicates the value of the contract to as many Members as possible.
 - <u>6.19.3</u> Proposers are expected to be receptive to NJPA trainings. Awarded Vendors must provide an appropriate training venue for both management and the sales force. NJPA commits to providing training on all aspects of communicating the value of the awarded contract, including the authority of NJPA to offer the contract to its Members, the value and utility the contract delivers to NJPA Members, the scope of NJPA Membership, the authority of Members to use NJPA procurement contracts, the preferred marketing and sales methods, and the successful use of specific business sector strategies.
 - 6.19.4 Awarded Vendors are expected to demonstrate a commitment to fully embrace the NJPA contract. Proposers should identify both the appropriate levels of sales management and sales force that will need to understand the value of the NJPA contract, as well as the internal procedures needed to deliver the appropriate messaging to NJPA Members. NJPA will provide a general schedule and a variety of methods describing when and how those individuals should be trained.
 - <u>6.19.5</u> Proposers should outline their proposed involvement in promoting an NJPA contract through applicable industry trade show exhibits and related customer meetings. Proposers are encouraged to consider participation with NJPA at NJPA-endorsed national trade shows.
 - <u>6.19.6</u> Proposers must exhibit the willingness and ability to actively market and develop contract-specific marketing materials including the following items.
 - <u>6.19.6.1</u> Complete Marketing Plan. Proposers must submit a marketing plan outlining how they will launch the NJPA contract to current and potential NJPA Members. NJPA requires awarded Vendors to embrace and actively promote the contract in cooperation with the NJPA.
 - <u>6.19.6.2</u> Printed Marketing Materials. Awarded Vendors will produce and maintain full color print advertisements in camera-ready electronic format, including company logos and contact information to be used in the NJPA directory and other approved marketing publications.
 - <u>6.19.6.3</u> Contract announcements and advertisements. Proposers should outline in the marketing plan their anticipated contract announcements, advertisements in industry periodicals, and other direct or indirect marketing activities promoting the awarded NJPA contract.

<u>6.19.6.4</u> Proposer's Website. Proposers should identify how an awarded Contract will be displayed and linked on the Proposer's website. An online shopping experience for NJPA Members is desired whenever possible.

<u>6.19.7</u> An NJPA Vendor contract launch will be scheduled during a reasonable time frame after the award and held at the NJPA office in Staples, MN unless the Vendor and NJPA agree to a different location.

<u>6.20</u> Proposer shall identify their commitment to develop a sales/communication process to facilitate NJPA membership and establish status of current and potential agencies/members. Proposer should further express their commitment to capturing sufficient member information as is deemed necessary by NJPA.

G. CERTIFICATE OF INSURANCE

<u>6.21</u> Proposers must provide evidence of liability insurance coverage identified below in the form of a Certificate of Insurance (COI) or an ACORD binder form with their proposal. Upon an award issued under this RFP and before the execution of any commerce relating to such award, the awarded Vendor must provide verification, in the form of a Certificate of Insurance, identifying the coverage required below and identifying NJPA as a "Certificate Holder." The Vendor must maintain such insurance coverage at its own expense throughout the term of any contract resulting from this solicitation.

<u>6.22</u> Any exceptions or assumptions to the insurance requirements must be identified on Form C of this RFP. Exceptions and assumptions will be considered as part of the evaluation process. Any exceptions or assumptions that Proposers submit must be specific. If a Proposer does not include specific exceptions or assumptions when submitting the proposal, NJPA will typically not consider any additional exceptions or assumptions during the evaluation process. Upon contract award, the awarded Vendor must provide the Certificate of Insurance identifying the coverage as specified.

<u>6.23</u> Insurance Liability Limits. The awarded Vendor must maintain, for the duration of its contract, \$1.5 million in general liability insurance coverage or general liability insurance in conjunction with an umbrella for a total combined coverage of \$1.5 million. Work on the Contract will not begin until after the awarded Vendor has submitted acceptable evidence of the required insurance coverage. Failure to maintain any required insurance coverage or an acceptable alternative method of insurance will be deemed a breach of contract.

<u>6.23.1</u> Minimum Scope and Limits of Insurance. An awarded Vendor must provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

6.23.1.1 Commercial General Liability—Occurrence Form

Policy shall include bodily injury, property damage and broad form contractual liability and XCU coverage.

6.23.1.2 Each Occurrence

\$1,500,000

<u>6.24</u> Insurance Requirements: The limits listed in this RFP are minimum requirements for this Contract and in no way limit any indemnity covenants contained in this Contract. NJPA does not warrant that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the performance of the work under this Contract by the Vendor, its agents, representatives, employees, or subcontractors, and the Vendor is free to purchase additional insurance as may be determined necessary.

<u>6.25</u> Acceptability of Insurers: Insurance is to be placed with insurers duly licensed or authorized to do business in the State of Minnesota and with an "A.M. Best" rating of not less than A-VII. NJPA does

not warrant that the above required minimum insurer rating is sufficient to protect the Vendor from potential insurer solvency.

<u>6.26</u> Subcontractors: Vendors' certificate(s) must include all subcontractors as additional insureds under its policies, or the Vendor must furnish to NJPA separate certificates for each subcontractor. All coverage for subcontractors are be subject to the minimum requirements identified above.

H. ORDER PROCESS AND/OR FUNDS FLOW

<u>6.27</u> NJPA Members typically issue a purchase order directly to a Vendor under a Contract resulting from this RFP. Alternatively, a separate contract may be created to facilitate acquiring products or services offered in response to this RFP. Nothing in this Contract restricts the Member and Vendor from agreeing to add terms or conditions to a purchase order or a separate contract provided that such terms or conditions must not be less favorable to NJPA's Members.

6.28 [This section is intentionally blank.]

I. ADMINISTRATIVE FEES

<u>6.29</u> Vendors will pay to NJPA an administrative fee in exchange for NJPA facilitating this Contract with its current and potential Members. NJPA may grant a conditional contract award to a Proposer if the proposed administrative fee is unclear, inadequate, or unduly burdensome for NJPA to administer. Sales under this Contract should not be processed until the parties resolve the administrative fee issue.

<u>6.29.1</u> The administrative fee is typically calculated as a percentage of the dollar volume of all products and services by NJPA Members under this Contract, including anything represented to NJPA Members as falling under this Contract.

<u>6.29.2</u> The administrative fee is included in, and not added to, the pricing included in Proposer's response to the RFP. Awarded Vendors must not charge NJPA Members more that permitted in the then current price list in order to offset the administrative fee.

<u>6.29.3</u> The administrative fee is designed to cover the costs of NJPA's involvement in contract management, facilitating marketing efforts, Vendor training, and any order processing tasks relating to the Contract. Administrative fees may also be used for other purposes as allowed by Minnesota law.

6.29.4 The administrative fee under this Contract can be expressed as a percentage of total contract sales or as a per-unit amount. While NJPA does not dictate the particular fee percentage, we require that the Proposer articulate a specific fee in its response. For example, merely stating that "we agree to pay an administrative fee" is considered nonresponsive. NPJA acknowledges that the administrative fee percentage may differ between vendors, industries, and responses.

<u>6.29.5</u> NJPA awarded Vendors are responsible for paying the administrative fee at least quarterly and for generating all related reporting. Vendors agree to cooperate with NJPA in auditing these reports to ensure that the administrative fee is paid on all items purchased under the Contract.

<u>6.29.6</u> Notwithstanding Sections 6.29.1 and 6.29.4 above, for Members within the State of Texas, pursuant to Texas Stat. §2301, the administrative fee to be proposed shall be a flat fee applicable to each purchase order irrespective of the quantity specified in the purchase order. A typical administrative fee in such cases is \$600.00 per purchase order. The fee is to be levied on and paid by the Member.

6.30 through 6.32 [This section is intentionally blank.]

J. VALUE-ADDED ATTRIBUTES

- <u>6.33</u> **Desirability of Value-Added Attributes:** Value-added attributes in an RFP response will be given positive consideration in NJPA's evaluation process. Such attributes may increase the benefit of a product or service by improving functionality, performance, maintenance, manufacturing, delivery, energy efficiency, ordering, or other items while remaining within the scope of this RFP.
- <u>6.34</u> Women and Minority Business Enterprise (WMBE), Small Business, and Other Favored Businesses: Some NJPA Members give formal preference to certain types of vendors or contractors. Proposers should document WMBE (or other) status for both their organization and for any affiliates (e.g., supplier networks) involved in fulfilling the terms of this RFP. The ability of a Proposer to provide preferred business entity "credits" to NJPA and NJPA Members under a Contract will be evaluated positively by NJPA and reflected in the "value added" area of the evaluation.
- <u>6.35</u> Environmentally Preferred Purchasing Opportunities: Many NJPA Members consider the environmental impact of the products and services they purchase. "Green" characteristics demonstrated by Proposers will be evaluated positively by NJPA and reflected in the "value added" area of the evaluation. Please identify any green characteristics of any offering in your proposal and identify the sanctioning body determining that characteristic. Where appropriate, please indicate which products have been certified as green and by which certifying agency.
- <u>6.36</u> Online Requisitioning Systems: When applicable, online requisitioning systems will be viewed as a value-added characteristic. Proposers should demonstrate how their system makes online ordering easier for NJPA Members, including how Members could integrate their current e-Procurement or enterprise resource planning (ERP) systems into the Proposer's ordering process.
- <u>6.37</u> **Financing:** The ability of the Proposer to provide financing solutions to Members for the products and services being proposed will be viewed as a value-added attribute.
- <u>**6.38</u> Technology**: Technological advances that appreciably improve the proposed products or services will be considered value-added attributes.</u>

K. WAIVER OF FORMALITIES

<u>6.39</u> NJPA reserves the right to waive minor formalities (or to accept minor irregularities) in any proposal, when it determines that considering the proposal may be in the best interest of its Members.

7 POST-AWARD OPERATING ISSUES

A. SUBSEQUENT AGREEMENTS

- <u>7.1</u> **Purchase Order.** Purchase orders for products and services may be executed between NJPA Members and the awarded Vendor (or Vendor's sub-contractors) under this Contract. NJPA Members and Vendors must indicate on the face of such purchase orders that "This purchase order is issued under NJPA contract #XXXXXX" (insert the relevant contract number). Purchase order flow and procedure will be developed jointly between NJPA and an awarded Vendor after an award is made.
- <u>7.2</u> Governing Law. Purchase orders must be construed in accordance with, and governed by, the laws of a competent jurisdiction with respect to the Member. (See also Section 8.5 of this RFP.) All provisions required by law to be included in the purchase order should be read and enforced as if they were included. If through mistake or otherwise any such provision is not included, then upon application of either party the Contract shall be physically amended to make such inclusion or correction. The venue for any litigation arising out of disputes related to purchase order will be a court of competent jurisdiction with respect to the Member.
- <u>7.3</u> Additional Terms and Conditions. Additional terms and conditions to a purchase order may be proposed by NJPA, NJPA Members, or Vendors. Acceptance of these additional terms and conditions is

optional to all parties to the purchase order. One purpose of these additional terms and conditions is to address job- or industry-specific requirements of law such as prevailing wage legislation. Additional terms and conditions may also include specific local policy requirements and standard business practices of the issuing Member or the Vendor. Such additional terms and conditions are not considered valid to the extent that they interfere with the general purpose, intent, or currently established terms and conditions contain in this RFP document. For example, a Vendor and Member may agree to add a "net 30" payment requirement to the purchase order instead of applying a "net 10" requirement. But the added terms and conditions must not be less favorable to the Member unless NJPA, the Member, and the Vendor agree to a Contract amendment or similar modification.

- <u>7.4</u> Specialized Service Requirements. In the event that the NJPA Member desires service requirements or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in the Contract resulting from this RFP, the NJPA Member and the Vendor may enter into a separate, standalone agreement, apart from a Contract resulting from this RFP. Any proposed service requirements or specialized performance requirements require pre-approval by the Vendor. Any separate agreement developed to address these specialized service or performance requirements is exclusively between the NJPA Member and Vendor. NJPA, its agents, and employees shall not be made a party to any claim for breach of such agreement. Product sourcing is not considered a service. NJPA Members will need to conduct procurements for any specialized services not identified as a part of or within the scope of the awarded Contract.
- 7.5 Performance Bond. At the request of the Member, a Vendor will provide all performance bonds typically and customarily required in their industry. These bonds will be issued pursuant to the requirements of purchase orders for products and services. If a purchase order is cancelled for lack of a required performance bond by the member agency, NJPA recommends that the current pending purchase order be canceled. Each Member has the final decision on purchase order continuation. Any performance bonding required by the Member, the Member's state laws, or by local policy is to be mutually agreed upon and secured between the Vendor and the Member.
- **7.6 Asset Management Contracts:** Asset Management-type Contracts can be initiated under a Contract resulting from this RFP at any time during the term of this Contract. Such a contract could involve, for example, picking up, storing, repairing, inventorying, salvaging, and delivery products falling within the scope of this Contract. The intention in using Asset Management Contracts is to promote the long-term efficiency of NJPA's contracts by (among other things) extending the use and re-use of products. Asset Management Contracts cannot be created under this Contract unless they are executed within the authorized term of a Contract resulting from this RFP. The actual term of the Asset Management Contract may, however, extend beyond the expiration date of this Contract.

B. NJPA MEMBER SIGN-UP PROCEDURE

<u>7.7</u> Awarded Vendors are responsible for familiarizing their sales and service forces with the various forms of NJPA membership documentation and will encourage and assist potential Members in establishing membership with NJPA. NJPA membership is available at no cost, obligation, or liability to the Member or the Vendor.

C. REPORTING OF SALES ACTIVITY

- <u>7.8</u> Awarded Vendors must report at least quarterly the total gross dollar volume of all products and services purchased by NJPA Members as it applies to this RFP and Contract. This report must include the name and address of the purchasing agency, Member number, amount of purchase, and a description of the items purchased.
 - <u>7.8.1</u> **Zero sales reports**: Awarded Vendors must provide a quarterly Contract sales report regardless of the amount of sales.

D. AUDITS

7.9 NJPA relies substantially on the reasonable auditing efforts of both Members and awarded Vendors to ensure that Members are obtaining the products, services, pricing, and other benefits under all NJPA contracts. Nonetheless, the Vendor must retain and make available to NJPA all order and invoicing documentation related to purchases that Members make from the Vendor under the awarded Contract. NJPA must not request such information more than once per calendar year, and NJPA must make such requests in writing with at least fourteen (14) days' notice. NJPA may employ an independent auditor at its own expense or conduct an audit on its own. In either event, the Vendor agrees to cooperate fully with NJPA or its agents in order to ensure compliance with this Contract.

E. HUB PARTNER

<u>7.10</u> **Hub Partner:** NJPA Members may request special services through a "Hub Partner" for the purpose of complying with a law, regulation, or rule that an NJPA Member deems to apply in its jurisdiction. Hub Partners may bring value to the proposed transactions through consultancy, through qualifying for disadvantaged business entity credits, or through other means.

7.11 Hub Partner Fees: NJPA Members are responsible for any transaction fees, costs, or expenses that arise under this Contract for special service provided by the Hub Partner. The fees, costs, or expenses levied by the Hub Vendor must be clearly itemized in the transaction documentation. To the extent that the Vendor stands in the chain of title during a transaction resulting from this RFP, the documentation must clearly indicate that the transaction is "Executed for the Benefit of [NJPA Member name]."

F. TRADE-INS

7.12 The value in US Dollars for Trade-ins will be negotiated between NJPA or an NJPA Member, and an Awarded Vendor. That identified "Trade-In" value shall be viewed as a down payment and credited in full against the NJPA purchase price identified in a purchase order issued pursuant to any Awarded NJPA procurement contract. The full value of the trade-in will be consideration.

G. OUT OF STOCK NOTIFICATION

7.13 The Vendor must immediately notify NJPA Members when they order an out-of-stock item. The Vendor must also tell the Member when the item will be available and whether there are equivalent substitutes. The Member must have the option of accepting the suggested substitute or canceling the item from the order. Under no circumstance may the Vendor make unauthorized substitutions. Unfilled or substituted items must be indicated on the packing list.

H. CONTRACT TERMINATION FOR CAUSE AND WITHOUT CAUSE

<u>7.14</u> NJPA reserves the right to cancel all or any part of this Contract if the Vendor fails to fulfill any material obligation, term, or condition as described in the following procedure. Before any such termination for cause, the NJPA will provide written notice to the Vendor, an opportunity to respond, and a reasonable opportunity to cure the breach. The following are some examples of material breaches.

- <u>7.14.1</u> The Vendor provides products or services that do not meet reasonable quality standards and that are not remedied under the warranty;
- <u>7.14.2</u> The Vendor fails to ship the products or to provide the services within a reasonable amount of time;
- <u>7.14.3</u> NJPA reasonably believes that the Vendor will not or cannot perform to the requirements or expectations of the Contract, NJPA issues a request for assurance, and the Vendor fails to respond;

- 7.14.4 The Vendor fails to fulfill any of the material terms and conditions of the Contract;
- <u>7.14.5</u> The Vendor fails to follow the established procedure for purchase orders, invoices, or receipt of funds as established by NJPA and the Vendor;
- <u>7.14.6</u> The Vendor fails to properly report quarterly sales;
- <u>7.14.7</u> The Vendor fails to actively market this Contract within the guidelines provided in this RFP and defined in the NJPA contract launch.
- 7.15 Upon receipt of the written notice of breach, the Vendor will have ten (10) business days to provide a satisfactory response to NJPA. If the Vendor fails to reasonably address all issues in the written notice, NJPA may terminate the Contract immediately. If NJPA allows the Vendor more time to remedy the breach, such forbearance does not limit NJPA's authority to immediately terminate the Contract for continued breaches for which notice was given to the Vendor. Termination of the Contract for cause does not relieve either party of the financial, product, or service obligations incurred before the termination.
- <u>7.16</u> NJPA may terminate the Contract if the Vendor files for bankruptcy protection or is acquired by an independent third party. The Vendor must disclose to NJPA any litigation, bankruptcy, or suspensions/disbarments that occur during the Contract period. Failure to disclose such information authorizes NJPA to immediately terminate the Contract.
- <u>7.17</u> NJPA may terminate the Contract without cause by giving the Vendor sixty (60) days' written notice of termination. Termination of the Contract without cause does not relieve either party of the financial, product, or service obligations incurred before the termination.
- 7.18 NJPA may immediately terminate any Contract without further obligation if any NJPA employee significantly involved in initiating, negotiating, securing, drafting, or creating the Contract on behalf of NJPA has colluded with any Proposer for personal gain. NJPA may also immediately cancel a Contract if it finds that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor, to any employee of NJPA. Such terminations are effective upon written notice from NJPA or at a later date designated in the notice. Termination of the Contract does not relieve either party of the financial, product, or service obligations incurred before the termination.

8 GENERAL TERMS AND CONDITIONS

8. ADVERTISING A CONTRACT RESULTING FROM THIS RFP

<u>8.1</u> Proposer/Vendor must not advertise or publish information concerning this Contract before the award is announced by NJPA. Once the award is made, a Vendor is expected to advertise the awarded Contract to both current and potential NJPA Members.

B. APPLICABLE LAW

8.2 [This section is intentionally blank.]

<u>8.3</u> NJPA Compliance with Minnesota Procurement Law: NJPA has designed its procurement process to comply with best practices in the State of Minnesota. NJPA's solicitation methods are also created to comply with many of the various requirements that our Members must satisfy in their own procurement processes. But these requirements may differ considerably and may change from time to time. So each NJPA Member must make its own determination whether NJPA's solicitation process satisfies the procurement rules in the Member's jurisdiction.

- <u>8.4</u> Governing law with respect to delivery and acceptance: All applicable portions of the Minnesota Uniform Commercial Code, all other applicable Minnesota laws, and the applicable laws and rules of delivery and inspection of the Federal Acquisition Regulations (FAR) laws will govern NJPA contracts resulting from this solicitation.
- **8.5 Jurisdiction:** Any claims that arise against NJPA pertaining to this RFP, and any resulting contract that develops between NJPA and any other party, must be brought only in courts in Todd County in the State of Minnesota unless otherwise agreed to.
 - <u>8.5.1</u> Purchase orders or other agreements created pursuant to a contract resulting from this solicitation must be construed in accordance with, and governed by, the laws of the issuing Member. Any claim arising from such a purchase order or agreement must be filed and venued in a court of competent jurisdiction of the Member unless otherwise agreed to.

8.6 through 8.7 [This section is intentionally blank.]

- **8.8 Indemnification:** Each party is responsible for its own acts and is not responsible for the acts of the other party and the results thereof. NJPA's liability is governed by the Minnesota Tort Claims Act (Minn. Stat. §3.736) and other applicable law.
- **8.9 Prevailing wage:** The Vendor must comply with applicable prevailing wage legislation in effect in the jurisdiction of the NJPA Member. The Vendor must monitor the prevailing wage rates as established by the appropriate federal governmental entity during the term of this Contract and adjust wage rates accordingly.
- <u>8.10</u> Patent and copyright infringement: The Vendor agrees to indemnify and hold harmless NJPA and NJPA Members against any and all suits, claims, judgments, and costs instituted or recovered against the Vendor, NJPA, or NJPA Members by any person on account of the use or sale of any articles by NJPA or NJPA Members if the Vendor supplied such articles in violation of applicable patent or copyright laws.

C. ASSIGNMENT OF CONTRACT

- <u>8.11</u> No right or interest in this Contract may be assigned or transferred by the Vendor without prior written permission by the NJPA. No delegation of any duty of the Vendor under this Contract may be made without prior written permission of the NJPA. NJPA will notify Members by posting approved assignments on the NJPA website (www.njpacoop.org).
- **8.12** If the original Vendor sells or transfers all assets or the entire portion of the assets used to perform this Contract, a successor-in-interest must perform all obligations under this Contract. NJPA reserves the right to reject the acquiring entity as a Vendor. A change of name agreement will not change the contractual obligations of the Vendor.

D. LIST OF PROPOSERS

<u>8.13</u> NJPA will not maintain a list of interested proposers, nor will it automatically send RFPs to them. All interested proposers must request the RFP as a result of NJPA's national solicitation advertisements. Because of the wide scope of the potential Members and qualified national suppliers, NJPA has determined this to be the best method of fairly soliciting proposals.

E. CAPTIONS, HEADINGS, AND ILLUSTRATIONS

<u>8.14</u> The captions, illustrations, headings, and subheadings in this RFP are for convenience and ease of understanding and in no way define or limit the scope or intent of this request.

F. DATA PRACTICES

8.15 All materials submitted in response to this RFP become NJPA's property and become public records (under Minn. Stat. §13.591) after the evaluation process is completed. If the Proposer submits information in response to this RFP that it requests to be classified as nonpublic information (as defined by the Minnesota Government Data Practices Act, Minn. Stat. §13.37), the Proposer must meet the following requirements.

<u>8.15.1</u> The Proposer must make the request within thirty (30) days of the award/nonaward notification, and include the appropriate statutory justification. Pricing, marketing plans, and financial information is generally not redactable. The NJPA Legal Department will review the request to determine whether the information can be withheld or redacted. If NJPA determines that it must disclose the information upon a proper request for such information, NJPA will inform the Proposer of such determination.

<u>8.15.2</u> The Proposer must defend any action seeking release of the materials that it believes to be nonpublic information, and it must indemnify and hold harmless NJPA, its agents, and employees, from any judgments or damages awarded against NJPA in favor of the party requesting the materials, and any and all costs connected with that defense. This indemnification survives the term of any contract awarded under this RFP. In submitting a response to this RFP, the Proposer agrees that this indemnification survives as long as NJPA possesses the confidential information.

8.16 [This section is intentionally blank.]

G. ENTIRE AGREEMENT

8.17 This Contract, as defined herein, constitutes the entire agreement between the parties to this Contract. A Contract resulting from this RFP is formed when the NJPA Board of Directors approves and signs the applicable Contract Award & Acceptance document (Form E).

H. FORCE MAJEURE

8.18 Except for payments of sums due, neither party is liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented due to force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence including, but not limited to, the following: acts of God, acts of the public enemy, war, riots, strikes, mobilization, labor disputes, civil disorders, fire, flood, snow, earthquakes, tornadoes or violent wind, tsunamis, wind shears, squalls, Chinooks, blizzards, hail storms, volcanic eruptions, meteor strikes, famine, sink holes, avalanches, lockouts, injunctions-intervention-acts, terrorist events or failures or refusals to act by government authority and/or other similar occurrences where such party is unable to prevent by exercising reasonable diligence. The force majeure is deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and is deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with a Contract resulting from this RFP. Force majeure does not include late deliveries of products and services caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or other similar occurrences. If either party is delayed at any time by force majeure, then the delayed party must (if possible) notify the other party of such delay within forty-eight (48) hours.

8.19 through 8.20 [These sections are intentionally blank.]

I. LICENSES

8.21 The Vendor must maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with NJPA and NJPA Members.

<u>8.22</u> All responding Proposers must be licensed (where required) and must have the authority to sell and distribute the offered products and services to NJPA and NJPA Members. Documentation of the required licenses and authorities, if applicable, should be included in the Proposer's response to this RFP.

J. MATERIAL SUPPLIERS AND SUB-CONTRACTORS

<u>8.23</u> The awarded Vendor must supply the names and addresses of sourcing suppliers and sub-contractors as a part of the purchase order when requested by NJPA or an NJPA Member.

K. NON-WAIVER OF RIGHTS

8.24 No failure of either party to exercise any power given to it hereunder, nor a failure to insist upon strict compliance by the other party with its obligations hereunder, nor a custom or practice of the parties at variance with the terms hereof, nor any payment under a Contract resulting from this RFP constitutes a waiver of either party's right to demand exact compliance with the terms hereof. Failure by NJPA to take action or to assert any right hereunder does not constitute a waiver of such right.

L. PROTESTS OF AWARDS MADE

- <u>8.25</u> And protests must be filed with NJPA's Executive Director and must be resolved in accordance with appropriate Minnesota rules. Protests will only be accepted from Proposers. A protest of an award or nonaward must be filed in writing with NJPA within ten (10) calendar days after the public notice or announcement of the award or nonaward. A protest must include the following items.
 - **<u>8.25.1</u>** The name, address, and telephone number of the protester;
 - **8.25.2** The original signature of the protester or its representative (you must document the authority of the representative);
 - **8.25.3** Identification of the solicitation by RFP number;
 - **8.25.4** Identification of the statute or procedure that is alleged to have been violated;
 - **8.25.5** A precise statement of the relevant facts;
 - **8.25.6** Identification of the issues to be resolved;
 - **8.25.7** The aggrieved party's argument and supporting documentation;
 - **8.25.8** The aggrieved party's statement of potential financial damages; and
 - **8.25.9** A protest bond in the name of NJPA and in the amount of 10% of the aggrieved party's statement of potential financial damages.

M. SUSPENSION OR DISBARMENT STATUS

8.26 If within the past five (5) years, any firm, business, person or Proposer responding to an NJPA solicitation has been lawfully terminated, suspended, or precluded from participating in any public procurement activity with a federal, state, or local government or education agency, the Proposer must include a letter with its response setting forth the name and address of the public procurement unit, the effective date of the suspension or debarment, the duration of the suspension or debarment, and the relevant circumstances relating to the suspension or debarment. Any failure to supply such a letter or to disclose

pertinent information may result in the termination of a Contract. By signing the proposal affidavit, the Proposer certifies that no current suspension or debarment exists.

N. AFFIRMATIVE ACTION AND IMMIGRATION STATUS CERTIFICATION

<u>8.27</u> An Affirmative Action Plan, Certificate of Affirmative Action, or other documentation regarding Affirmative Action may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors must comply with any such requirements or requests.

<u>8.28</u> Immigration Status Certification may be required by NJPA or NJPA Members relating to a transaction from this RFP. Vendors must comply with any such requirements or requests.

O. SEVERABILITY

8.29 In the event that any of the terms of a Contract resulting from this RFP are in conflict with any rule, law, or statutory provision, or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms will be deemed stricken from the Contract, but such invalidity or unenforceability shall not invalidate any of the other terms of an awarded Contract resulting from this RFP.

P. RELATIONSHIP OF PARTIES

8.30 No Contract resulting from this RFP may be considered a contract of employment. The relationship between NJPA and an awarded Vendor is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. The parties neither intend the proposed Contract to create, nor is to be construed as creating, a partnership, joint venture, master-servant, principal-agent, or any other, relationship. Except as provided elsewhere in this RFP, neither party may be held liable for acts of omission or commission of the other party and neither party is authorized or has the power to obligate the other party by contract, agreement, warranty, representation, or otherwise in any manner whatsoever except as may be expressly provided herein.

Q. PROVISIONS FOR NON-FEDERAL ENTITY PROCUREMENTS UNDER FEDERAL AWARDS OR OTHER AWARDS

8.31 Procurements by NJPA or NJPA Members utilizing funds under a federal grant or contract may be subject to specific federal laws, regulations, and requirements in addition to those under state and local laws. Federal funding sources may include the Federal Aviation Administration (FAA) Airport Improvement Program or FAA Obligated Sponsors. Applicable law may include, but is not limited to, the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 CFR Part 200 (also referred to as the "Uniform Guidance" or "EDGAR"). The terms included in this section express Proposers willingness and ability to comply with certain requirements which may be applicable to specific NJPA Member purchases using federal grant or contract dollars. NJPA Members may also require Proposers to enter into ancillary agreements, in addition to the NJPA contract's general terms and conditions, to address the Member's specific contractual needs, including contract requirements for a procurement using federal grants or contracts. NJPA reserves the right at any time within a contract term to require an awarded Vendor to reaffirm or resubmit proper documentation relating to these requirements. The numbering and identification contained within this section is only for reference purposes and does not identify any actual Federal designation or location of the rule. Rules are located in 2 CFR Part 200.

<u>8.32</u> Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

National Joint Powers Alliance reserves all rights and privileges under the applicable laws and regulations with respect to this procurement process in the event of breach of contract by either party.

8.33 Contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

National Joint Powers Alliance reserves the right to terminate any agreement resulting from this procurement process pursuant to National Joint Powers Alliance RFP sections 7.13 and 7.17. Prior to any termination for cause, the NJPA will provide written notice to the Proposer, opportunity to respond and opportunity to cure. National Joint Powers Alliance reserves the right to terminate any agreement resulting from this procurement process without cause with a required 60-day written notice of termination. Termination of Contract shall not relieve either party of financial, product or service obligations incurred or accrued prior to termination.

8.34 Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." This provision is hereby incorporated by reference into all applicable contracts.

The equal opportunity clause is incorporated by reference herein.

8.35 Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

Proposer shall be in compliance with all applicable Davis-Bacon Act provisions.

8.36 Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are

unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into all applicable contracts.

Proposer certifies that during the term of an award for all contracts by National Joint Powers Alliance resulting from this procurement process, Proposer shall comply with applicable requirements as referenced above.

8.37 Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR § 401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.

Proposer certifies that during the term of an award for all contracts by National Joint Powers Alliance resulting from this procurement process, Proposer shall comply with applicable requirements as referenced above.

8.38 Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251- 1387). Violations shall be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

Proposer certifies that during the term of an award for all contracts by National Joint Powers Alliance resulting from this procurement process, Proposer shall comply with applicable requirements as referenced above.

8.39 Debarment and Suspension (Executive Orders 12549 and 12689). A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.

Proposer nor its principals shall be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

8.40 Byrd Anti-Lobbying Amendment, as amended (31 U.S.C. 1352). Proposers shall file any required certifications. Proposers shall not have used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Proposers shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

Proposers shall file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 USC 1352).

<u>8.41</u> Record Retention Requirements. To the extent applicable, Proposer shall comply with the record retention requirements detailed in 2 CFR § 200.333. The Vendor further certifies that Vendor will retain all

records as required by 2 CFR § 200.333 for a period of three years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

- **8.42** Energy Policy and Conservation Act Compliance. To the extent applicable, Proposer shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.
- **8.43** Buy American Provisions Compliance. To the extent applicable, Proposer shall comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act shall follow the applicable procurement rules calling for free and open competition.
- **8.44** Access to Records (2 CFR § 200.336). Proposer agrees that duly authorized representatives of an Agency shall have access to any books, documents, papers and records of Proposer that are directly pertinent to Proposer's discharge of its obligations under the Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Proposer's personnel for the purpose of interview and discussion relating to such documents.

9 FORMS

[THE REST OF THIS PAGE HAS BEEN LEFT INTENTIONALLY BLANK.]

Form A

PROPOSER QUESTIONNAIRE- General Business Information

(Products, Pricing, Sector Specific, Services, Terms and Warranty are addressed on Form P)

| Proposer Name: | Questionnaire completed by: |
|---|--|
| Please identify the person NJPA should correspond | with from now through the Award process: |
| Name: | E-Mail address: |

Please answer the questions below using the Microsoft Word® version of this document. This allows NJPA evaluators to cut and paste your answers into a separate worksheet. Place your answer directly below each question. NJPA prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation). Please create a response that is easy to read and understand. For example, you may consider using a different font and color to distinguish your answer from the questions.

Company Information & Financial Strength

- 1) Provide the full legal name, mailing and email addresses, tax identification number, and telephone number for your business.
- 2) Provide a brief history of your company, including your company's core values, business philosophy, and longevity in the AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES industry.
- 3) Provide a detailed description of the products and services that you are offering in your proposal.
- 4) What are your company's expectations in the event of an award?
- 5) Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters.
- 6) What is your US market share for the solutions that you are proposing? What is your Canadian market share, if any?
- 7) Has your business ever petitioned for bankruptcy protection? Please explain in detail.
- 8) How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization.
 - a) If your company is best described as a distributor/dealer/reseller (or similar entity), please provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned?
 - b) If your company is best described as a manufacturer or service provider, please describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?
- 9) If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.
- 10) Provide all "Suspension or Disbarment" information that has applied to your organization during the past ten years.
- 11) Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.

Industry Recognition & Marketplace Success

- 12) Describe any relevant industry awards or recognition that your company has received in the past five years.
- 13) Supply three references/testimonials from your customers who are eligible for NJPA membership. At a minimum, please include the entity's name, contact person, and phone number.
- 14) Provide a list of your top five governmental or educational customers (entity name is optional), including entity type, the state the entity is located in, scope of the projects, size of transactions, and dollar volumes from the past three years.
- 15) Indicate separately what percentages of your sales are to the government and education sectors in the past three years?
- 16) List any state or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?
- 17) List any GSA contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?

Proposer's Ability to Sell and Deliver Service Nationwide

- 18) Describe your company's capability to meet NJPA Member's needs across the country. Your response should address at least the following areas.
 - a) Sales force.
 - b) Dealer network or other distribution methods.
 - c) Service force.
 - Please include details, such as the locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employers (or employees of a third party), and any overlap between the sales and service functions.
- 19) Describe in detail the process and procedure of your customer service program, if applicable. Please include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.
- 20) a) Identify any geographic areas of the United States that you will NOT be fully serving through the proposed contract. b) Identify any NJPA Member sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Please explain your answer. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?
- 21) Define any specific contract requirements or restrictions that would apply to our Members in Hawaii and Alaska and in US Territories.

Marketing Plan

- 22) If you are awarded a contract, how will you train your sales management, dealer network, and direct sales teams (whichever apply) to ensure maximum impact? Please include how you will communicate your NJPA pricing and other contract detail to your sales force nationally.
- 23) Describe your marketing strategy for promoting this contract opportunity. Please include representative samples of your marketing materials in electronic format.
- 24) Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.

- 25) In your view, what is NJPA's role in promoting contracts arising out of this RFP? How will you integrate an NJPA-awarded contract into your sales process?
- 26) Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.

Value-Added Attributes

- 27) Describe any product, equipment, maintenance, or operator training programs that you offer to NJPA Members. Please include details, such as whether training is standard or optional, who provides training, and any costs that apply.
- 28) Describe any technological advances that your proposed products or services offer.
- 29) Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.
- 30) Describe any Women or Minority Business Entity (WMBE) or Small Business Entity (SBE) accreditations that your company or hub partners have obtained.
- 31) What unique attributes does your company, your products, or your services offer to NJPA Members? What makes your proposed solutions unique in your industry as it applies to NJPA members?
- 32) Identify your ability and willingness to provide your products and services to NJPA member agencies in Canada.
- 33) NJPA Members may intend to use funds from a federal grant or contract under the Federal Emergency Management Agency (FEMA). In that event, state your ability and willingness to complete, execute, and provide the "Required FEMA Terms and Conditions Certification" form attached as Appendix D to the RFP.

NOTE: Questions regarding Payment Terms, Warranty, Products/Equipment/Services, Pricing and Delivery, and Industry Specific Items are addressed on Form P.

| Signature: | Date: |
|------------|-------|

Form B



PROPOSER INFORMATION

| Company Name: | | |
|---|--|--------|
| | | |
| | | |
| Phone: | Fax: | |
| Toll-Free Number: | E-mail: | |
| Website Address: | | _ |
| | COMPANY PERSONNEL CONTACTS | |
| Authorized signer for your organiza | <u>ation</u> | |
| Name: | | |
| Email: | Phone: | |
| The person identified here must have of the Proposer. | proper signing authority to sign the "Proposer's Assurance of Compliance" on | behalf |
| Who prepared your RFP response? | | |
| Name: | Title: | |
| | Phone: | |
| Who is your company's primary co | ntact person for this proposal? | |
| Name: | Title: | |
| Email: | Phone: | |
| Other important contact information | <u>on</u> | |
| Name: | | |
| Email: | | |
| Name: | Title: | |
| Fmail: | Dhone: | |

Form C

EXCEPTIONS TO PROPOSAL, TERMS, CONDITIONS, AND SOLUTIONS REQUEST



| | Section/page Specification Exc | |
|-------------------------|--|-------|
| oser's Signature: | | |
| oser's Signature: Date: | | |
| oser's Signature: | | |
| oser's Signature: | | |
| oser's Signature: Date: | | |
| | oser's Signature: | Date: |
| | NJPA's clarification on exceptions listed above: | |
| | | |
| | | |

Contract Award RFP #022118

FORM D



Formal Offering of Proposal

(To be completed only by the Proposer)

AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES

In compliance with the Request for Proposal (RFP) for AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES, the undersigned warrants that the Proposer has examined this RFP and, being familiar with all of the instructions, terms and conditions, general and technical specifications, sales and service expectations, and any special terms, agrees to furnish the defined products and related services in full compliance with all terms and conditions of this RFP, any applicable amendments of this RFP, and all Proposer's response documentation. The Proposer further understands that it accepts the full responsibility as the sole source of solutions proposed in this RFP response and that the Proposer accepts responsibility for any subcontractors used to fulfill this proposal.

| Company Name: | Date: | |
|-------------------------------------|--------|-------------------------|
| Company Address: | | |
| City: | State: | Zip: |
| CAGE Code/Duns & Bradstreet Number: | | |
| Contact Person: | Title: | |
| Authorized Signature: | | (Name printed or typed) |



Contract Acceptance and Award

(To be completed only by NJPA)

| NJPA <u>#02211</u> | 8 | | |
|---|------------------------------|-----------------------------|---|
| | Proposer's fu | ll legal name | e e |
| | ained in your proposal offer | ring accordin | ded Proposer, you are now bound to provide the ag to all terms, conditions, and pricing set forth in ccepted by NJPA. |
| The effective start date of the C | Contract will be | <u> </u> | , 20 and continue until- m the expiration date of the currently awarded |
| contract or four years from the NJP discretion. | A Board's contract award d | ur years from ate). This co | n the expiration date of the currently awarded ntract may be extended for a fifth year at NJPA's |
| National Joint Powers Alliand | ce® (NJPA) | | |
| NJPA Authorized signature: | NJPA Executive I | Director | (Name printed or typed) |
| Awarded this day of | | , 20 | NJPA Contract Number #022118 |
| NJPA Authorized signature: | NJPA Board Mem | her | (Name printed or typed) |
| Executed this day of | | | NJPA Contract Number #022118 |
| The Proposer hereby accepts this C Vendor Name | | • | sceptions and NJPA clarifications. |
| Vendor Authorized signature: | | | |
| Title: | | | (Name printed or typed) |
| | | | NJPA Contract Number #022118 |

Form F

PROPOSER ASSURANCE OF COMPLIANCE



Proposal Affidavit Signature Page

PROPOSER'S AFFIDAVIT

The undersigned, authorized representative of the entity submitting the foregoing proposal (the "Proposer"), swears that the following statements are true to the best of his or her knowledge.

- 1. The Proposer is submitting its proposal under its true and correct name, the Proposer has been properly originated and legally exists in good standing in its state of residence, the Proposer possesses, or will possess before delivering any products and related services, all applicable licenses necessary for such delivery to NJPA members agencies. The undersigned affirms that he or she is authorized to act on behalf of, and to legally bind the Proposer to the terms in this Contract.
- 2. The Proposer, or any person representing the Proposer, has not directly or indirectly entered into any agreement or arrangement with any other vendor or supplier, any official or employee of NJPA, or any person, firm, or corporation under contract with NJPA, in an effort to influence the pricing, terms, or conditions relating to this RFP in any way that adversely affects the free and open competition for a Contract award under this RFP.
- 3. The Proposer has examined and understands the terms, conditions, scope, contract opportunity, specifications request, and other documents in this solicitation and affirms that any and all exceptions have been noted in writing and have been included with the Proposer's RFP response.
- 4. The Proposer will, if awarded a Contract, provide to NJPA Members the /products and services in accordance with the terms, conditions, and scope of this RFP, with the Proposer-offered specifications, and with the other documents in this solicitation.
- 5. The Proposer agrees to deliver products and services through valid contracts, purchase orders, or means that are acceptable to NJPA Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to NJPA Members under an awarded Contract.
- 6. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
- 7. The Proposer understands that NJPA will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statute §13.591, Subd. 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals generally become public data. Minnesota Statute §13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
- 8. The Proposer understands that it is the Proposer's duty to protect information that it considers nonpublic, and it agrees to defend and indemnify NJPA for reasonable measures that NJPA takes to uphold such a data designation.

[The rest of this page has been left intentionally blank. Signature page below]

| Company Name: | | |
|---|--------|----|
| Address: | | |
| City/State/Zip: | | |
| Telephone Number: | | |
| E-mail Address: | | |
| Authorized Signature: | | |
| Authorized Name (printed): | | |
| Title: | | |
| Date: | | |
| Notarized | | |
| Subscribed and arrows to before meethic | dovraf | 20 |
| Subscribed and sworn to before me this | | |
| Notary Public in and for the County of | | |
| My commission expires: | | |
| Signature: | | |

By signing below, Proposer is acknowledging that he or she has read, understands, and agrees to comply with the terms and conditions specified above.

Form G



OVERALL EVALUATION AND CRITERIA

For the Proposed Subject AMBULANCE AND EMERGENCY MEDICAL TRANSPORT VEHICLES, WITH RELATED EQUIPMENT, ACCESSORIES, AND SUPPLIES

| Conformance to RFP Terms and Conditions | 50 | |
|---|------|--|
| Financial Viability and Marketplace Success | 75 | |
| Ability to Sell and Deliver Service Nationwide | 100 | |
| Marketing Plan | 50 | |
| Value-Added Attributes | 75 | |
| Warranty | 50 | |
| Depth and Breadth of Offered Products and Related Services | 200 | |
| Pricing | 400 | |
| TOTAL POINTS | 1000 | |

| Reviewed by: | <u>Its</u> |
|--------------|------------|
| | |
| _ | Its |

Form P



PROPOSER OUESTIONNAIRE

Payment Terms, Warranty, Products and Services, Pricing and Delivery, and Industry-Specific Questions

| Proposer Name: | | |
|-----------------------------|------|--|
| | | |
| Questionnaire completed by: | | |

Payment Terms and Financing Options

- 1) What are your payment terms (e.g., net 10, net 30)?
- 2) Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions?.
- 3) Briefly describe your proposed order process. Please include enough detail to support your ability to report quarterly sales to NJPA. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the NJPA Members' purchase orders.
- 4) Do you accept the P-card procurement and payment process? If so, is there any additional cost to NJPA Members for using this process?

Warranty

- 5) Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may include in your response a copy of your warranties, but at a minimum please also answer the following questions.
 - Do your warranties cover all products, parts, and labor?
 - Do your warranties impose usage restrictions or other limitations that adversely affect coverage?
 - Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?
 - Are there any geographic regions of the United States for which you cannot provide a certified technician to perform warranty repairs? How will NJPA Members in these regions be provided service for warranty repair?
 - Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?
 - What are your proposed exchange and return programs and policies?
- 6) Describe any service contract options for the items included in your proposal.

Pricing, Delivery, Audits, and Administrative Fee

- 7) Provide a general narrative description of the equipment/products and related services you are offering in your proposal.
- 8) Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the NJPA discounted price) on all of the items that you want NJPA to consider as part of your RFP response. Provide a SKU for each item in your proposal. (Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract. See the body of the RFP and the Price and Product Change Request Form for more detail.)

| | range presented in this response. For example, indicate that the pricing in your response iscount from the MSRP or your published list. |
|--|--|
| 10) The pricing offered in this pro | oposal is |
| a. the s | ame as the Proposer typically offers to an individual municipality, university, or school ict. |
| | same as the Proposer typically offers to GPOs, cooperative procurement organizations, ate purchasing departments. |
| | er than the Proposer typically offers to GPOs, cooperative procurement organizations, or purchasing departments. |
| d. other | r than what the Proposer typically offers (please describe). |
| 11) Describe any quantity or volu | ame discounts or rebate programs that you offer. |
| | ing "sourced" products or related services, which may be referred to as "open market" s". For example, you may supply such items "at cost" or "at cost plus a percentage," or ach such request. |
| cost includes all additional c | uisition costs that are <u>NOT</u> included in the pricing submitted with your response. This harges that are not directly identified as freight or shipping charges. For example, list in, set up, mandatory training, or initial inspection. Identify any parties that impose such the Proposer. |
| 14) If delivery or shipping is an ac program. | dditional cost to the NJPA Member, describe in detail the complete shipping and delivery |
| 15) Specifically describe those sh | nipping and delivery programs for Alaska, Hawaii, Canada, or any offshore delivery. |
| 16) Describe any unique distribut | tion and/or delivery methods or options offered in your proposal. |
| proposed Contract with NJPA | ny self-audit process or program that you plan to employ to verify compliance with your A. This process includes ensuring that NJPA Members obtain the proper pricing, that the rethe Contract each quarter, and that the Vendor remits the proper administrative fee to |
| Contract in the event that you | rative fee that you will pay to NJPA for facilitating, managing, and promoting the NJPA us are awarded a Contract. This fee is typically calculated as a percentage of Vendor's a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See RFP or details.) |
| Industry-Specific Questions | |
| | solutions that you propose are compliant with standards or requirements in the ble in the various states and provinces. Identify all related certifications or |
| | omize or provide unique alternative solutions and identify the process to be rehase of custom or alternate solutions. |
| 21) State whether your proposal i offerings of demo units, if ap | includes the sale of "demo" units and describe the process related to plicable. |
| Signature: | Date: |





| | | | Electronic Copy |
|------------|--|-------------------------|------------------|
| Check when | | Hard Copy Required | Required - CD or |
| Completed | Contents of Your Bid Proposal | Signed and Dated | Flash Drive |
| | Form A: Proposer Questionnaire with all | | |
| | questions answered completely | X - signature page only | X |
| | | | |
| | Form B: Proposer Information | | Х |
| | Form C: Exceptions to Proposal, Terms, | | |
| | Conditions, and Solutions Request | x | X |
| | | | |
| | Form D: Formal Offering of Proposal | x | х |
| | | | |
| | Form E. Contract Acceptance and Award | | Х |
| | | | |
| | Form F: Proposers Assurance of Compliance | x | х |
| | Form P: Proposer Questionnaire with all | | |
| | questions answered completely | X-signature page only | х |
| | | | |
| | Certificate of Insurance with \$1.5 million coverage | x | х |
| | | | |
| | Copy of all RFP Addendums issued by NJPA | x | X |
| | Pricing for all Products/Equipment/Services | | |
| | within the RFP being proposed | | Х |
| | Entire Proposal submittal including signed | | |
| | documents and forms. | | Х |
| | All faces in the Head Company in different and | | |
| | All forms in the Hard Copy Required Signed and | | |
| | Dated should be inserted in the front of the | | |
| | submitted response, unbound. | | |
| | Package containing your proposal labeled and | | |
| | sealed with the following language: | | |
| | "Competitive Proposal Enclosed, Hold for Public | | |
| | Opening XX-XX-XXXX" | | |
| | Response Package mailed and delivered prior to | | |
| | deadline to: | | |
| | NJPA, 202 12th St NE, Staples, MN 56479 | | |

11 NJPA VENDOR PRICE AND PRODUCT CHANGE REQUEST FORM

Section 1. Instructions for Vendor

Requests for product or service changes, additions, or deletions will be considered at any time throughout the awarded contract term. All requests must be made in writing by completing sections 2, 3, and 4 of this NJPA Price and Product Change Request Form and signed by an authorized Vendor representative in section 5. All changes are subject to review by the NJPA Contracts & Compliance Manager and to approval by NJPA's Chief Procurement Officer. Submit request through email to your assigned NJPA Contract Administrator.

NJPA will determine whether the request is 1) within the scope of the original RFP, and 2) in the best interests of NJPA and NJPA Members. Approved Price and Product Change Request Forms will be signed and emailed to the Vendor contact.

The Vendor must complete this change request form and individually list or attach all items or services subject to change, must provide sufficiently detailed explanation and documentation for the change, and must include a complete restatement of pricing documentation in an appropriate format (preferably Microsoft® Excel®). The pricing document must identify all products and services being offered and must conform to the following NJPA product/price change naming convention: (Vendor Name) (NJPA Contract #) (effective pricing date); for example, "Acme Widget Company #012416-AWC eff. 01-01-2017."

NOTE: New pricing restatements must include all products and services offered regardless of whether their prices have changed and must include a new "effective date" on the pricing documents. This requirement reduces confusion by providing a single, current pricing sheet for each Vendor and creates a historical record of pricing.

ADDITIONS. New products and related services may be added to a contract if such additions are within the scope of the original RFP.

DELETIONS. New products and related services may be deleted from a contract if, for example, they are no longer available or have been modified to a point where they are outside the scope of the RFP.

PRICE CHANGES: Vendors may request price changes if they provide sufficient rationale for the change. For example, a Vendor that manufactures products that require substantial petroleum-related material might request a 3% price increase because of a 20% increase in petroleum costs.

Price decreases: NJPA expects Vendors to propose their very best prices and anticipates that price reductions might occur because of improved technologies or marketplace efficiencies.

Price increases: Acceptable price increases typically result from specific Vendor cost increases. The Vendor must include reasonable justification for the price increase and must not, for example, offer merely generalized statements about an increase in a cost-of-living index. Appropriate documentation should be attached to this form, including such items as letters from suppliers announcing price increases.

Refer to the RFP for complete "Pricing" details.

Section 2. Vendor Name and Type of Change Request

| | CHECK ALL CHANG | ES THAT APPLY: |
|-----------------------|-----------------|--------------------------------------|
| AWARDED VENDOR NAME: | | Adding Products/Services vices |
| | | Deleting Products/Services |
| | | Price Increase |
| NJPA CONTRACT NUMBER: | | Price Decrease |

Section 3. Detailed Explanation of Need for Changes

| List the products and/or services that are changing or being added or deleted from the previous contract price list, along with the percentage change for each item or category. (Attach a separate, detailed document if changing more |
|--|
| than 10 items.) |
| |
| |
| Provide a general statement and documentation explaining the reasons for these price and/or product changes. EXAMPLES: 1) "All pricing for paper products and services are increased 5% because of increased raw material and transportation costs (see attached documentation of fuel and raw materials increase)." 2) "The 6400 series floor polisher is being added to the product list as a new model, replacing the 5400 series. The 6400 series 3% increase reflects technological changes that improve the polisher's efficiency and useful life. The 5400 series is now included in the "Hot List" at a 20% discount from the previous pricing until the remaining inventory is liquidated." |
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| If adding products, state how these are within the scope of the original RFP. |
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| |
| If changing prices or adding products or services, state how the pricing is consistent with existing NJPA contract pricing. |
| pricting. |
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| |

Section 4. Complete Restatement of Pricing Submitted

| | tement of the pricing, including all new and existing prod to the Vendor's Contract Administrator. | lucts and services is attached |
|------------------------|---|--------------------------------|
| ☐ Yes | □ No | |
| Section 5. Signatures | | |
| Vendor Authorized Si | gnature | Date |
| Print Name and Title o | f Authorized Signer | |
| Jeremy Schwartz, NJP | A Director of Cooperative Contracts and Procurement/CPO | Date |



Appendix A

NJPA The National Joint Powers Alliance® (NJPA), on behalf of NJPA and its current and potential Member agencies, which includes all governmental, higher education, K-12 education, not-for-profit, tribal governmental, and all other public agencies located in all fifty states, Canada, and internationally, issues this Request For Proposal (RFP) to result in a national contract solution.

For your reference, the links below include some, but not all, of the entities included in this proposal.

http://www.usa.gov/Agencies/Local Government/Cities.shtml

http://nces.ed.gov/globallocator/

https://www.census.gov/2010census/partners/pdf/FIPS StateCounty Code.pdf

http://nccs.urban.org/sites/all/nccs-archive/html//PubApps/search.php

http://www.usa.gov/Government/Tribal-Sites/index.shtml

http://www.usa.gov/Agencies/State-and-Territories.shtml

Oregon

Hawaii

Washington



Appendix B - Political Subdivision List for HI, ID, OR, SC, UT, WA

| nty C | daho | Oregon County | South Carolina County | Utah County | Washington County |
|---|--|--|--|--|--|
| lawaii County | Ada County | Baker County | Abbeville County | Beaver County | Adams County |
| waii County uai County | Ada County Adams County | Baker County Benton County | Abbeville County Aiken County | Box Elder County | Adams County Asotin County |
| | | | | | |
| ui County | Bannock County | Central Oregon Intergovernmental Council | Allendale County | Cache County | Benton County |
| ality | Bear Lake County | Clackamas County | Anderson County | Carbon County | Chelan County |
| and County of Honolulu | Benewah County | Clackamas County Service District No. 1 | Bamberg County | Daggett County | Clallam County |
| ucation | Bingham County | Clatsop County | Barnwell County | Davis County | Clark County |
| iii Community College | Blaine County | Columbia County | Beaufort County | Duchesne County | Columbia County |
| | | | | | |
| olulu Community College | Boise County | Coos County | Berkeley County | Duchesne County Special Service District No. 2 | Cowlitz County |
| ersity of Hawaii | Bonner County | Crook County | Calhoun County | Emery County | Douglas County |
| versity of Hawaii Research Corporation | Bonneville County | Curry County | Catawba Regional Council of Governments | Five County Association of Governments | Ferry County |
| dward Community College | Boundary County | Deschutes County | Central Midlands Council of Governments | Garfield County | Franklin County |
| n (K-12) | Butte County | Douglas County | Charleston County | Grand County | Garfield County |
| | Camas County | Gilliam County | | Iron County | |
| alani Schools | | | Cherokee County | | Grant County |
| ehameha Schools | Canyon County | Grant County | Chester County | Juab County | Grays Harbor County |
| District | Caribou County | Harney County | Chesterfield County | Kane County | Island County |
| vaii Community Development Authority | Cassia County | Hood River County | Clarendon County | Millard County | Jefferson County |
| vaii Public Housing Authority | Clark County | Jackson County | Colleton County | Morgan County | King County |
| | | | | | |
| vali Tourism Authority | Clearwater County | Jefferson County | Darlington County | Piute County | King County Directors' Association |
| olulu Authority for Rapid Transportation | Custer County | Josephine County | Dillon County | Rich County | Kitsap County |
| ural Energy Laboratory of Hawaii Authority | Elmore County | Klamath County | Dorchester County | Salt Lake County | Kittitas County |
| | Franklin County | Lake County | Edgefield County | San Juan County | Klickitat County |
| vaii Department of Accounting and General Service | Fremont County | Lane Council of Governments | Fairfield County | Sanpete County | Lewis County |
| | | | | | |
| vaii Department of Finance and Administration | Gem County | Lane County | Florence County | Sevier County | Lincoln County |
| aii Department of Health | Gooding County | Lincoln County | Georgetown County | Summit County | Mason County |
| aii Employer-Union Health Benefits Trust Fund | Idaho County | Linn County | Greenville County | Tooele County | Okanogan County |
| vaii Health Systems Corporation | Jefferson County | Malheur County | Greenwood County | Uintah County | Pacific County |
| te Of Hawaii | Jerome County | Marion County | Hampton County | Utah County | Pend Oreille County |
| ite Or Hawaii | | | | | |
| | Kootenai County | Marion County Housing Authority | Horry County | Wasatch County | Pierce County |
| | Latah County | Morrow County | Jasper County | Washington County | San Juan County |
| | Lemhi County | Multnomah County | Kershaw County | Wayne County | Skagit County |
| | Lewis County | Polk County | Lancaster County | Weber County | Skamania County |
| | | | | | |
| | Lincoln County | Sherman County | Laurens County | Municipality | Snohomish County |
| | Madison County | Tillamook County | Lee County | Centerfield City | Spokane County |
| | Minidoka County | Umatilla County | Lexington County | City of Alpine City | Stevens County |
| | Nez Perce County | Union County | Lower Savannah Council of Governments | City of American Fork | Thurston County |
| | Oneida County | Wallowa County | Marion County | City of Aurora | Thurston Regional Planning Council |
| | | | | | |
| | Owyhee County | Wasco County | Marlboro County | City of Ballard | Wahkiakum County |
| | Payette County | Washington County | McCormick County | City of Beaver | Walla Walla County |
| | Power County | Wheeler County | Newberry County | City of Blanding | Whatcom County |
| | Shoshone County | Yamhill County | Oconee County | City of Bluffdale | Whitman County |
| | Teton County | Municipality | Orangeburg County | City of Bountiful | Yakima County |
| | | | | | |
| | Twin Falls County | City of Adair Village | Pickens County | City of Brigham | Yakima County Public Services |
| | Valley County | City of Adrian | Richland County | City of Castle Dale | Yakima Valley Conference of Governments |
| | Washington County | City of Albany | Saluda County | City of Cedar City | Municipality |
| | Municipality | City of Amity | Spartanburg County | City of Cedar Hills | City of Aberdeen |
| | | | | | |
| | City of Aberdeen | City of Arlington | Sumter County | City of Centerville | City of Airway Heights |
| | City of Albion | City of Ashland | Union County | City of Clearfield | City of Algona |
| | City of American Falls | City of Astoria | Williamsburg County | City of Clinton | City of Anacortes |
| | City of Ammon | City of Athena | York County | City of Coalville | City of Arlington |
| | City of Arco | City of Aumsville | Municipality | City of Colorado City | City of Asotin |
| | | | | | |
| | City of Arimo | City of Aurora | City of Abbeville | City of Corinne City | City of Auburn |
| | City of Ashton | City of Baker City | City of Aiken | City of Cottonwood Heights | City of Bainbridge Island |
| | City of Athol | City of Bandon | City of Anderson | City of Delta | City of Battle Ground |
| | | | | | |
| | | | | City of Donous | |
| | City of Atomic City | City of Banks | City of Barnwell | City of Draper | City of Bellevue |
| | City of Bancroft | City of Bay City | City of Beaufort | City of Duchesne | City of Bellingham |
| | City of Bancroft City of Bellevue | City of Bay City City of Beaverton | | | |
| | City of Bancroft City of Bellevue | City of Bay City City of Beaverton | City of Beaufort | City of Duchesne | City of Bellingham |
| | City of Bancroft City of Bellevue City of Blackfoot | City of Bay City City of Beaverton City of Bend | City of Beaufort City of Belton City of Bennettsville | City of Duchesne City of East Carbon City of Elk Ridge | City of Bellingham City of Benton City City of Bingen |
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| Idaho | Oregon | South Carolina | Utah | Washington |
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| City of Dover | City of Dayton | City of Hartsville | City of Huntington | City of Connell |
| City of Downey | City of Dayville | City of Inman | City of Hurricane | City of Cosmopolis |
| City of Driggs | City of Depoe Bay | City of Isle of Palms | City of Hyde Park | City of Covington |
| City of Dubois | City of Detroit | City of Johnsonville | City of Hyrum | City of Davenport |
| City of Eagle | City of Donald | City of Lake City | City of lyins | City of Dayton |
| City of Eden | City of Drain | City of Lancaster | City of Kamas | City of Deer Park |
| City of Elk River | City of Dundee | City of Landrum | City of Kanab | City of Des Moines |
| City of Emmett | City of Dunes City | City of Laurens | City of Kaysville | City of DuPont |
| City of Fairfield | City of Durham | City of Liberty | City of La Verkin | City of Duvall |
| City of Fernan Lake Village | City of Eagle Point | City of Liberty City of Loris | City of Layton | City of East Wenatchee |
| City of Filer | City of Echo | City of Manning | City of Lehi | City of Edgewood |
| City of Firth | City of Elgin | City of Marion | City of Lewiston | City of Edgewood City of Edmonds |
| City of Firth | City of Enterorise | | | |
| | City of Enterprise City of Estacada | City of Mauldin City of Mullins | City of Lindon | City of Electric City |
| City of Fruitland | | | City of Logan | City of Ellensburg |
| City of Garden City | City of Eugene | City of Myrtle Beach | City of Manti | City of Elma |
| City of Genesee | City of Fairview | City of New Ellenton | City of Mapleton | City of Entiat |
| City of Georgetown | City of Falls City | City of Newberry | City of Marriott-Slaterville | City of Enumclaw |
| City of Glenns Ferry | City of Florence | City of North Augusta | City of Mendon | City of Ephrata |
| City of Gooding | City of Forest Grove | City of North Charleston | City of Midvale | City of Everett |
| City of Grace | City of Fossil | City of North Myrtle Beach | City of Midway | City of Everson |
| City of Grand View | City of Garibaldi | City of Orangeburg | City of Milford | City of Federal Way |
| City of Grangeville | City of Gaston | City of Pickens | City of Millville | City of Ferndale |
| City of Greenleaf | City of Gates | City of Rock Hill | City of Moab | City of Fife |
| City of Hagerman | City of Gearhart | City of Seneca | City of Mona | City of Fircrest |
| City of Hailey | City of Gervais | City of Simpsonville | City of Monroe | City of Forks |
| City of Hansen | City of Gladstone | City of Spartanburg | City of Monticello | City of George |
| City of Harrison | City of Glendale | City of Sumter | City of Morgan | City of Gig Harbor |
| City of Hayden | City of Gold Beach | City of Tega Cay | City of Moroni | City of Gold Bar |
| City of Hazelton | City of Gold Hill | City of Travelers Rest | City of Mt. Pleasant City | City of Goldendale |
| City of Heyburn | City of Grants Pass | City of Union | City of Murray | City of Grand Coulee |
| City of Hollister | City of Greenhorn | City of Walhalla | City of Myton | City of Grandview |
| City of Homedale | City of Gresham | City of Walterboro | City of Naples | City of Granger |
| City of Hope | City of Haines | City of Walterboro | City of Naples | City of Granite Falls |
| City of Hope City of Horseshoe Bend | City of Halfway | City of West Columbia | City of Nibley | City of Harrington |
| | | | | |
| City of Huetter | City of Halsey | City of Westminster | City of North Logan | City of Hoquiam |
| City of Idaho City | City of Happy Valley | City of Woodruff | City of North Ogden | City of Ilwaco |
| City of Idaho Falls | City of Harrisburg | City of York | City of North Salt Lake | City of Issaquah |
| City of Inkom | City of Helix | Town of Allendale | City of Oakley | City of Kahlotus |
| City of Island Park | City of Heppner | Town of Andrews | City of Ogden | City of Kalama |
| City of Jerome | City of Hermiston | Town of Atlantic Beach | City of Orangeville | City of Kelso |
| City of Juliaetta | City of Hillsboro | Town of Awendaw | City of Orem | City of Kenmore |
| City of Kamiah | City of Hines | Town of Aynor | City of Panguitch | City of Kennewick |
| City of Kellogg | City of Hood River | Town of Batesburg-Leesville | City of Park City | City of Kent |
| City of Kendrick | City of Hubbard | Town of Bethune | City of Parowan | City of Kettle Falls |
| City of Ketchum | City of Huntington | Town of Blacksburg | City of Payson | City of Kirkland |
| City of Kimberly | City of Idanha | Town of Blackville | City of Perry | City of Kittitas |
| City of Kooskia | City of Imbler | Town of Blenheim | City of Plain City | City of La Center |
| City of Kuna | City of Independence | Town of Bluffton | City of Pleasant Grove | City of Lacey |
| City of Ranki | City of Irrigon | Town of Blythewood | City of Pleasant View | City of Lake Forest Park |
| City of Lava Hot Springs | City of Island City | Town of Bowman | City of Price | City of Lake Stevens |
| City of Lewiston | City of Jacksonville | Town of Branchville | City of Providence | City of Lakewood |
| City of Mackay | City of Jefferson | Town of Briarcliffe Acres | City of Providence | City of Langley |
| City of Malad City | City of Jefferson City of John Day | Town of Brunson | City of Richfield | City of Langley City of Leavenworth |
| | | | | |
| City of Marsing | City of Johnson City | Town of Calhoun Falls | City of Richmond | City of Liberty Lake |
| City of McCall | City of Joseph | Town of Cameron | City of River Heights | City of Long Beach |
| City of McCammon | City of Junction City | Town of Campobello | City of Riverdale | City of Longview |
| City of Melba | City of Keizer | Town of Central | City of Riverton | City of Lynden |
| City of Menan | City of King City | Town of Chapin | City of Roosevelt | City of Lynnwood |
| City of Meridian | City of Klamath Falls | Town of Cheraw | City of Roy | City of Mabton |
| City of Middleton | City of La Grande | Town of Chesterfield | City of Salem | City of Maple Valley |
| City of Midvale | City of La Pine | Town of Clio | City of Salina | City of Marysville |
| City of Moscow | City of Lafayette | Town of Clover | City of Salt Lake City | City of Mattawa |
| City of Mountain Home | City of Lake Oswego | Town of Cottageville | City of Sandy | City of McCleary |
| City of Mullan | City of Lakeside | Town of Coward | City of Santa Clara | City of Medical Lake |
| City of Murtaugh | City of Lebanon | Town of Cowpens | City of Santaquin | City of Medina |
| City of Nampa | City of Lincoln City | Town of Denmark | City of Saratoga Springs | City of Mercer Island |
| City of New Meadows | City of Lonerock | Town of Donalds | City of Smithfield City | City of Mesa |
| City of New Plymouth | City of Lostine | Town of Due West | City of South Jordan | City of Mill Creek |
| City of Newdale | City of Lowell | Town of Duncan | City of South Ogden | City of Milton |
| City of Nezperce | City of Lyons | Town of Eastover | City of South Salt Lake City | City of Monroe |
| City of Notus | City of Madras | Town of Edgefield | City of South Weber | City of Montesano |
| City of Orofino | City of Malin | Town of Edisto Beach | City of Spanish Fork | City of Morton |
| City of Osburn | City of Manzanita | Town of Ehrhardt | City of Spring City | City of Moses Lake |
| City of Parker | City of Maupin | Town of Elgin | City of Spring City City of Springville | City of Mossyrock |
| City of Parma | City of McMinnville | Town of Elloree | City of St. George | City of Mountlake Terrace |
| City of Paul | City of Medford | Town of Estill | City of Sunnyside | City of Moxee |
| City of Pavette | City of Metalius | Town of Eutawville | City of Sunnyside | City of Mt. Vernon |
| City of Pierce | City of Mill City | Town of Fairfax | City of Suracuse | City of Mt. Vernon City of Mukilteo |
| City of Pierce City of Pinehurst | City of Mill City City of Millersburg | Town of Ft. Mill | City of Syracuse City of Taylorsville | City of Mukilteo City of Napavine |
| | | | | |
| City of Plummer | City of Milton-Freewater | Town of Furman | City of Tooele | City of Newcastle |
| City of Pocatello | City of Milwaukie | Town of Gaston | City of Toquerville | City of Newport |
| City of Ponderay | City of Molalla | Town of Gifford | City of Tremonton | City of Nooksack |
| City of Post Falls | City of Monmouth | Town of Gilbert | City of Tropic | City of Normandy Park |
| City of Potlatch | City of Monroe | Town of Govan | City of Uintah | City of North Bend |
| City of Preston | City of Monument | Town of Gray Court | City of Vernal | City of North Bonneville |
| City of Priest River | City of Moro | Town of Great Falls | City of Washington | City of Oak Harbor |
| City of Rathdrum | City of Mosier | Town of Greeleyville | City of Washington Terrace | City of Oakville |
| City of Reubens | City of Mt. Angel | Town of Hampton | City of Wellington | City of Ocean Shores |
| City of Rexburg | City of Mt. Vernon | Town of Harleyville | City of Wellsville | City of Okanogan |
| City of Richfield | City of Myrtle Creek | Town of Heath Springs | City of Wendover | City of Olympia |
| City of Rigby | City of Myrtle Point | Town of Hemineway | City of West Bountiful | City of Omak |
| City of Riggins | City of Nehalem | Town of Hilda | City of West Bounding | City of Oroville |
| City of Ririe | City of Newberg | Town of Hilton Head Island | City of West Jordan | City of Orting |
| City of Roberts | City of Newport | Town of Hodges | City of West Point | City of Othello |
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| Idaho | Oregon | South Carolina | Utah | Washington |
|--|--|--|--|---|
| City of Rockland | City of North Bend | Town of Holly Hill | City of West Valley City | City of Pacific |
| City of Rupert | City of North Plains | Town of Hollywood | City of Willard | City of Palouse |
| City of Salmon | City of North Powder | Town of Honea Path | City of Woodland Hills | City of Pasco |
| City of Sandpoint | City of Nyssa | Town of Irmo | City of Woods Cross | City of Pateros |
| City of Shelley | City of Oakland | Town of Iva | Town of Alta | City of Pomeroy |
| City of Shoshone | City of Oakridge | Town of Jackson | Town of Altamont | City of Port Angeles |
| City of Smelterville | City of Ontario | Town of James Island | Town of Alton | City of Port Orchard |
| City of Soda Springs | City of Oregon City City of Paisley | Town of Jamestown Town of Jefferson | Town of Amalga Town of Annahella | City of Port Townsend City of Poulsho |
| City of Spirit Lake City of St. Anthony | City of Paisley City of Pendleton | Town of Jetterson Town of Jenkinsville | Town of Annabella Town of Antimony | City of Poulsbo City of Prosser |
| City of St. Anthony City of St. Charles | City of Penaleton City of Philomath | Town of Johnston | Town of Apple Valley | City of Pullman |
| City of Stanley | City of Phoenix | Town of Jonesville | Town of Ballard | City of Puyallup |
| City of Star | City of Pilot Rock | Town of Kershaw | Town of Bear River City | City of Quincy |
| City of Stites | City of Port Orford | Town of Kiawah Island | Town of Bicknell | City of Rainier |
| City of Sugar City | City of Portland | Town of Kingstree | Town of Big Water | City of Raymond |
| City of Sun Valley | City of Powers | Town of Lake View | Town of Boulder | City of Redmond |
| City of Tensed | City of Prairie City | Town of Lamar South Carolina | Town of Brian Head | City of Renton |
| City of Tetonia | City of Prineville | Town of Lane | Town of Bryce Canyon City | City of Republic |
| City of Troy | City of Rainier City of Redmond | Town of Latta | Town of Cannonville | City of Richland |
| City of Twin Falls | | Town of Lexington Town of Lincolnville | Town of Castle Valley Town of Cedar Fort | City of Ridgefield |
| City of Ucon City of Victor | City of Reedsport City of Richland | Town of Little Mountain | Town of Centerfield | City of Ritzville City of Rock Island |
| City of Victor City of Wallace | City of Riddle | Town of Lockhart | Town of Centerried Town of Central Valley | City of Roslyn |
| City of Weippe | City of Rockaway Beach | Town of Lyman | Town of Circleville | City of Rosy |
| City of Weiser | City of Rogue River | Town of Lynchburg | Town of Clarkston | City of Royal City |
| City of Wendell | City of Roseburg | Town of Mayesville | Town of Clawson | City of Sammamish |
| City of Weston | City of Rufus | Town of McBee | Town of Cleveland | City of SeaTac |
| City of White Bird | City of Salem | Town of McClellanville | Town of Cornish | City of Seattle |
| City of Wilder | City of Sandy | Town of McColl | Town of Daniel | City of Sedro-Woolley |
| City of Winchester | City of Scappoose | Town of McCormick | Town of Deweyville | City of Selah |
| Higher Education Roise State University | City of Scio City of Scotts Mills | Town of Meggett Town of Moncks Corner | Town of Eagle Mountain Town of Filmo | City of Sequim |
| Boise State University College of Southern Idaho | City of Scotts Mills City of Seaside | Town of Moncks Corner Town of Mt. Pleasant | Town of Elmo Town of Elsinore | City of Shelton City of Shoreline |
| College of Southern Idaho College of Western Idaho | City of Seneca | Town of Neeses | Town of Elsinore Town of Elwood | City of Snohomish |
| Eastern Idaho Technical College | City of Shady Cove | Town of New Ellenton | Town of Emery | City of Snoqualmie |
| Idaho Division of Professional Technical Education | City of Sheridan | Town of Nichols | Town of Fairfield | City of Soap Lake |
| Idaho State University | City of Sherwood | Town of Ninety Six | Town of Francis | City of South Bend |
| Lewis-Clark State College | City of Siletz | Town of Norris | Town of Garden City | City of Spokane |
| North Idaho College | City of Silverton | Town of North | Town of Genola | City of Spokane Valley |
| University of Idaho | City of Sisters | Town of Norway | Town of Glendale | City of Sprague |
| Education (K-12) | City of Sodaville | Town of Olanta | Town of Glenwood | City of Stanwood |
| Aberdeen School District No. 58 | City of Spray | Town of Pacolet Town of Pageland | Town of Goshen Town of Hanksville | City of Stevenson |
| Arbon Elementary School District No. 383 Avery School District | City of Springfield City of St. Helens | Town of Pamplico | Town of Hatch | City of Sultan City of Sumas |
| Basin School District No. 72 | City of St. Paul | Town of Patrick | Town of Henefer | City of Sumner |
| Bear Lake County School District No. 33 | City of Stanfield | Town of Pawleys Island | Town of Henrieville | City of Sunnyside |
| Bear Lake School District No. 33 | City of Stayton | Town of Pelion | Town of Hideout | City of Tacoma |
| Blackfoot School District No. 55 | City of Sublimity | Town of Pelzer | Town of Hinckley | City of Tekoa |
| Blaine County School District No. 61 | City of Sumpter | Town of Pendleton | Town of Holden | City of Tenino |
| Bliss Joint School District No. 234 | City of Sutherlin | Town of Perry | Town of Howell | City of Tieton |
| Bonneville Joint School District No. 93 | City of Sweet Home | Town of Port Royal | Town of Huntsville | City of Toledo |
| Boundary County School District No. 101 | City of Talent | Town of Prosperity | Town of Joseph | City of Tonasket |
| Bruneau-Grand View Joint School District Buhl Joint School District No. 412 | City of Tangent | Town of Ravenel Town of Reidville | Town of Junction Town of Kanarraville | City of Toppenish |
| Butte County Joint School District No. 412 Butte County Joint School District No. 111 | City of The Dalles City of Tigard | Town of Ridge Spring | Town of Kanash | City of Tukwila City of Tumwater |
| Caldwell School District No. 132 | City of Figard City of Tillamook | Town of Ridgeland | Town of Kingston | City of Union Gap |
| Camas County School District No. 121 | City of Toledo | Town of Ridgeville | Town of Knosharem | City of University Place |
| Cambridge School District | City of Troutdale | Town of Ridgeway | Town of Leeds | City of Vader |
| Cascade School District No. 422 | City of Tualatin | Town of Saint Matthews | Town of Levan | City of Vancouver |
| Cassia County Joint School District No. 151 | City of Turner | Town of Saint Stephen | Town of Loa | City of Waitsburg |
| Castleford Joint School District No. 417 | City of Ukiah | Town of Salem | Town of Manila | City of Walla Walla |
| Challis Joint School District No. 181 | City of Umatilla | Town of Salley | Town of Mantua | City of Wapato |
| Clark County School District No. 161 | City of Union | Town of Saluda | Town of Marysvale | City of Warden |
| Coeur d'Alene School District No. 271 Cottonwood Joint School District No. 242 | City of Unity | Town of Santee Town of Scranton | Town of Meadow Town of Minersville | City of Washougal |
| Council School District No. 242 Council School District No. 13 | City of Vale City of Veneta | Town of Scranton Town of Seabrook Island | Town of New Harmony | City of Wenatchee City of West Richland |
| Culdesac Joint School District No. 342 | City of Vernotia | Town of Sellers | Town of Newton | City of West Nichand |
| Dietrich School District No. 314 | City of Waldport | Town of Sharon | Town of Ophir | City of White Salmon |
| Emmett Independent School District No. 221 | City of Wallowa | Town of Six Mile | Town of Orderville | City of Winlock |
| Filer School District No. 413 | City of Warrenton | Town of Snelling | Town of Paradise | City of Woodinville |
| Firth School District No. 59 | City of Wasco | Town of Society Hill | Town of Paragonah | City of Woodland |
| Fremont County School District No. 215 | City of West Linn | Town of South Congaree | Town of Portage Utah | City of Yakima/Yakima County |
| Fruitland School District No. 373 | City of Westfir | Town of Springdale | Town of Randolph | City of Yelm |
| Garden Valley School District Genesee Joint School District No. 282 | City of Weston City of Wheeler | Town of St. George Town of St. Matthews | Town of Redmond Town of Rockville | City of Zillah Consolidated Borough of Quil Ceda Village |
| Glenns Ferry Joint School District No. 192 | City of Willamina | Town of Stuckey | Town of Rocky Ridge | Grays Harbor Council of Governments |
| Gooding Joint School District No. 192 | City of Wilsonville | Town of Stuckey | Town of Rush Valley | Town of Almira |
| Grace Joint School District No. 148 | City of Winston | Town of Summerton | Town of Scipio | Town of Beaux Arts Village |
| Hagerman Joint School District No. 233 | City of Wood Village | Town of Summerville | Town of Scofield | Town of Bucoda |
| Hansen School District No. 415 | City of Woodburn | Town of Summit | Town of Sigurd | Town of Carbonado |
| Highland Joint School District No. 305 | City of Yachats | Town of Surfside Beach | Town of Springdale | Town of Cathlamet |
| Homedale School District No. 370 | City of Yamhill | Town of Swansea | Town of Stockton | Town of Clyde Hill |
| Horseshoe Bend School District No. 73 | City of Yoncalla | Town of Timmonsville | Town of Toquerville | Town of Colton |
| Idaho Falls School District No. 91 | Town of Bonanza Town of Butte Falls | Town of Trenton Town of Turbeville | Town of Torrey Town of Trenton | Town of Conconully Town of Concrete |
| Independent School District of Boise City Jefferson County School District No. 251 | Town of Butte Falls Town of Canyon City | Town of Turbeville Town of Ulmer | Town of Trenton Town of Tropic | Town of Concrete Town of Coulee City |
| Jerrerson County School District No. 251 Jerome Joint School District No. 261 | Town of Canyon City Town of Lakeview | Town of Varnville | Town of Uintah | Town of Coulee City Town of Coulee Dam |
| Joint School District No. 2 | Town of Lexington | Town of Wagener | Town of Vernon | Town of Coupeville |
| Kamiah School District No. 304 | Higher Education | Town of Ward | Town of Vineyard | Town of Creston |
| Kellogg Joint School District 391 | Blue Mountain Community College | Town of Ware Shoals | Town of Virgin | Town of Cusick |
| Kendrick Joint School District No. 283 | Central Oregon Community College | Town of West Pelzer | Town of Wales | Town of Darrington |
| Kimberly School District No. 414 | Chemeketa Community College | Town of West Union | Town of Wallsburg | Town of Eatonville |
| Kootenai School District No. 274 Kuna Joint School District No. 3 | Clackamas Community College Clatsop Community College | Town of Whitmire Town of Williamston | Uintah Basin Association of Governments Higher Education | Town of Elmer City Town of Endicott |
| Kuria JOINE SCHOOL DISTRICT NO. 3 | Ciacop Community Conege | LOWILOL MILITARISTOLI | Algher coucation | TOWN OF ENGICOLE |

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| Idaho Lake Pend Oreille School District No. 84 | Oregon So Columbia Gorge Community College | outh Carolina L Town of Williston | Jtah V College of Eastern Utah | Vashington Town of Fairfield |
| Lake Pend Oreille School District No. 84 Lakeland School District No. 272 | Columbia Gorge Community College Eastern Oregon University | Town of Williston Town of Winnshoro | College of Eastern Utah Davis Applied Technology College | Town of Farmington |
| Lakeland School District No. 2/2 Lanwai School District No. 341 | Klamath Community College District | Town of Yemassee | Davis Applied Technology College Dixie Applied Technology College | Town of Friday Harbor |
| | | | | |
| Lewiston Independent School District No. 1 | Lane Community College | igher Education | Dixie State University | Town of Hamilton |
| Mackay School District No. 182 | Linn-Benton Community College | Aiken Technical College | Mountainland Applied Technology College | |
| Madison School District No. 321 | Mt. Hood Community College | Beaufort Jasper Higher Education Commission | Rocky Mountain University of Health Professions | Town of Harrah |
| Marsh Valley Joint School District No. 21 | Oregon Coast Community College | Central Carolina Technical College | Salt Lake Community College | Town of Hatton |
| Marsing Joint School District No. 363 | Oregon Department of Community Colleges and Workforce Developms | Clemson University | Snow College | Town of Hunts Point |
| McCall-Donnelly Joint School District No. 421 | Oregon Health and Science University | Coastal Carolina University | Southern Utah University | Town of Index |
| Meadows Valley School District No. 11 | Oregon Institute of Technology | College of Charleston | Tooele Applied Technology College | Town of lone |
| Melba School District No. 136 | Oregon State University | Denmark Technical College | Uintah Basin Applied Technology College | Town of La Conner |
| Middleton School District No. 134 | Oregon State University, Oregon Agricultural Experiment Station | Florence-Darlington Technical College | University of Utah | Town of LaCrosse |
| Midvale School District No. 433 | Oregon University System | Francis Marion University | University of Utah Hospitals and Clinics | Town of Lamont |
| Minidoka County School District No. 331 | Portland Community College | Greenville Technical College | Utah State University | Town of Latah |
| Moscow School District No. 281 | Portland State University | Horry-Georgetown Technical College | Utah System of Higher Education | Town of Lind |
| Mountain Home School District No. 193 | Reed College | Lander University | Utah Valley University | Town of Lyman |
| Mountain View School District No. 244 | Rogue Community College | Medical University of South Carolina | Weber State University | Town of Malden |
| Mullan School District 392 | Southern Oregon University | Midlands Technical College E | Education (K-12) | Town of Mansfield |
| Murtaugh Joint School District No. 418 | Southern Oregon University Family Housing | Northeastern Technical College | Alpine School District | Town of Marcus |
| Nampa Christian Schools Inc. | Southwestern Oregon Community College | Orangeburg-Calhoun Technical College | Beaver County School District | Town of Metaline |
| Nampa School District No. 131 | Tillamook Bay Community College | Piedmont Technical College | Box Elder School District | Town of Millwood |
| Nampa School District No. 131 New Plymouth School District | | | Cache County School District | Town of Naches |
| | Treasure Valley Community College | South Carolina State Board for Technical and Comprehensive Education | | |
| Nez Perce Joint School District No. 302 | Umpqua Community College | South Carolina State University | Canyons School District | Town of Nespelem |
| North Gem School District No. 149 | University of Oregon | South Carolina Technical College System | Carbon School District | Town of Northport |
| Notus School District | Western Oregon University | Spartanburg Community College | Centro De La Familia De Utah Head Start Program School District | Town of Oakesdale |
| | Education (K-12) | Technical College of the Lowcountry | Daggett School District | Town of Odessa |
| Orofino Joint School District No. 171 | Adel School District 21 | The Citadel | Davis School District | Town of Pe EII |
| Parma School District No. 137 | Adrian School District | Tri-County Technical College | Duchesne County School District | Town of Prescott |
| Payette School District No. 371 | Alsea School District No. 7J | Trident Technical College | Emery County School District | Town of Reardan |
| Plummer-Worley Joint School District No. 44 | Amity School District 4J | University of South Carolina | Freedom Preparatory Academy School District | Town of Riverside |
| Pocatello-Chubbuck School District No. 25 | Annex School District 29 | University of South Carolina, Aiken | Garfield County School District | Town of Rockford |
| Post Falls School District No. 273 | Arlington School District No. 3 | University of South Carolina, Upstate | Grand County School District | Town of Rosalia |
| Potlatch School District No. 285 | Arock School District No. 81 | Williamsburg Technical College | Granite School District | Town of Ruston |
| Preston Joint School District No. 201 | Ashland School District No. 5 | Winthrop University | Iron County School District | Town of Skykomish |
| Richfield School District No. 316 | Ashwood School District | York Technical College | Jordan School District | Town of South Cle Elum |
| Ririe Joint School District No. 252 | | ducation (K-12) | Juab School District | Town of South Prairie |
| Rockland School District No. 382 | Athena-Weston School District No. 29RJ | Abbeville County School District | Kane County School District | Town of Spanele |
| Salmon River Joint School District No. 243 | Baker School District No. 5J | Alken County Public Schools | Logan City School District | Town of Springdale |
| Salmon Kiver Joint School District No. 243 Salmon School District No. 291 | Bardon School District No. 53 Bandon School District | Allendale County School District | Millard School District | Town of St. John |
| | | | | |
| Shelley School District No. 60 | Banks School District No. 13 | Anderson County School Districts 1 and 2 Career and Technology Cent | Morgan School District | Town of Steilacoom |
| Shoshone Joint School District No. 312 | Beaverton School District No. 48 | Anderson School District No. 1 | Mountainland Head Start Program School District Office | Town of Twisp |
| Snake River School District | Bend-La Pine Public Schools | Anderson School District No. 2 | Murray City School District | Town of Uniontown |
| Soda Springs Joint School District No. 150 | Bethel School District No. 52 | Anderson School District No. 3 | Nebo School District | Town of Washtucna |
| South Lemhi School District No. 292 | Blachly School District | Anderson School District No. 4 | North Sanpete County School District | Town of Waterville |
| St. Maries Joint School District No. 41 | Blachly School District 90 | Anderson School District No. 5 | North Sanpete School District | Town of Waverly |
| Sugar-Salem Joint District No. 322 | Brookings Harbor School District | Bamberg School District No. 1 | North Summit School District | Town of Wilbur |
| Swan Valley Elementary School District No. 33 | Camas Valley School District | Bamberg School District No. 2 | Ogden City School District | Town of Wilkeson |
| Swan Valley School District No. 92 | Canby School District No. 86 | Barnwell School District No. 45 | Park City School District | Town of Wilson Creek |
| Teton County School District No. 401 | Cascade School District No. 5 | Beaufort County School District | Piute County School District | Town of Winthrop |
| Three Creek Joint School District No. 416 | Centennial School District No. 28J | Berkeley County School District | Provo City School District | Town of Woodway |
| Troy School District No. 287 | Central Curry School District No. 1 | Blackville-Hilda Public Schools | Rich County School District | Town of Yacolt |
| Twin Falls School District No. 411 | Central Linn School District | Calhoun County School District | Rich School District | Town of Yarrow Point |
| Valley School District No. 262 | Central Point School District No. 6 | Charleston County School District | Rural Utah Child Development Head Start Program School District Off I | |
| Vallivue School District No. 139 | Central School District No. 13J | Cherokee County School District | Salt Lake City School District | Bates Technical College |
| Vision Charter School District # 463 | Clackamas Education Service District | Chester County School District | San Juan School District | Bellevue Community College |
| Wallace School District # 463 Wallace School District No. 393 | Clatskanie School District No. 6J | Chester County School District Chesterfield County School District | Sevier School District Sevier School District | Bellingham Technical College |
| | Colton School District No. 53 | | Sevier School District South Sangete School District | Big Bend Community College |
| Weiser School District No. 431 | | Clarendon County School District No. 1 | | |
| Wendell School District No. 232 | Columbia Gorge Education Service District | Clarendon County School District No. 2 | South Summit School District | Cascadia Community College |
| West Bonner County School District No. 83 | Condon School District No. 25J | Clarendon County School District No. 3 | Suu Head Start Program School District | Central Washington University |
| West Jefferson School District No. 253 | Coos Bay School District No. 9 | Clover School District No. 2 | Thomas Edison Charter Schools | Centralia College |
| West Side School District No. 202 | Coquille School District No. 8 | Colleton County School District | Tintic School District | Clark College |
| Whitepine Joint School District No. 288 | Corbett School District No. 39 | Darlington County School District | Tooele County School District | Clover Park Technical College |
| Wilder School District No. 133 | Corvallis School District No. 509J | Delta R-V School District | Uintah School District | Columbia Basin Community College |
| Special District | Cove School District No. 15 | Dillon County School District No. 1 | Wasatch County School District | Community Colleges of Spokane |
| Ada County Emergency Medical Services District | Crane Elementary School District | Dillon County School District No. 2 | Washington County School District | Eastern Washington University |
| Ada County Highway District | Creswell School District No. 40 | Dillon County School District No. 3 | Wayne County School District | Edmonds Community College |
| Adams County Recreation District | Crook County School District | Dillon County School District No. 4 | Weber School District | Everett Community College |
| Absahka Water and Sewer District | Crow-Applegate-Lorane School District No. 66 | | Special District | Evergreen State College |
| Albion Highway District | Culver School District No. 4 | Dorchester School District No. 2 | Ash Creek Special Service District | Grays Harbor College |
| Alpine Meadows Water and Sewer District | Dallas School District No. 2 | Dorchester School District No. 2 Dorchester School District No. 4 | Ashley Valley Water and Sewer Improvement District | Green River Community College |
| | | | Asnley Valley Water and Sewer Improvement District Ballard Water and Sewer Improvement District | |
| American Falls Free Library District | David Douglas School District No. 40 | Edgefield County Schools | | Highline Community College |
| American Falls Housing Authority | Dayton School District No. 8 | Fairfield County School District | Bear Lake Special Service District | Lake Washington Institute of Technology |
| Atlanta Highway District | Dayville School District No. 16J | Florence County School District No. 1 | Bear River Water Conservancy District | Lower Columbia College |
| Avery Water and Sewer District | Douglas County School District | Florence County School District No. 2 | Benchland Water District | Northwest Indian College |
| Avondale Irrigation District | Douglas County School District No. 4 | Florence County School District No. 3 | Benson Culinary Water Improvement District | Olympic College |
| Bayview Water and Sewer District | Douglas Education Service District | Florence County School District No. 4 | Bona Vista Water Improvement District | Peninsula College |
| Bear Lake County Library District | Dufur School District No. 29 | Florence County School District No. 5 | Cache Mosquito Abatement District | Pierce College |
| Bench Sewer District | Eagle Point School District No. 9 | Ft. Mill School District No. 4 | Cache Valley Transit District | Renton Technical College |
| Benewah County Free Library District | Echo School District No. 5 | Georgetown County School District | Canyonlands Health Care Special Service District | Seattle Community Colleges District VI |
| Big Canyon Fire District | Elgin School District | Greenville County School District | Carbon County Housing Authority | Shoreline Community College |
| Blaine County Housing Authority | Elkton School District No. 34 | Greenwood School District No. 50 | Carbon County Municipal Building Authority | Skagit Valley College |
| Blaine County Recreation District | Enterprise School District No. 21 | Greenwood School District No. 52 | Carbon County Recreation Transportation Special Service District | South Puget Sound Community College |
| Bliss Fire District | Estacada School District No. 108 | Hampton County School District No. 2 | Carbon Water Conservancy District | Tacoma Community College |
| Boise Basin Library District | Eugene School District No. 4J | Hampton School District No. 2 | Castle Valley Special Service District | University of Washington |
| Boise Basin Library District Boise City/Ada County Housing Authority | Falls City School District No. 4J | Hampton School District No. 1 Horry County Schools | Castle Valley Special Service District Cedar City Housing Authority | University or Washington Walla Walla Community College |
| | | | | |
| Boise-Kung Irrigation District | Fern Ridge School District No. 28J | Jasper County School District | Cedar Mountain Fire Protection District | Washington State Board for Community and Technical Colleges |
| Bonneville County Fire District No. 1 | Forest Grove School District | John de la Howe School District | Cedarview-Montwell Special Service District | Washington State Higher Education Facilities Authority |
| Bruneau Valley District Library | Fossil School District 21J | Kershaw County School District | Central Davis County Sewer District | Washington State Student Achievement Council |
| Bruneau Water and Sewer District | Gaston School District 511 J | Lancaster County School District | Central Iron County Water Conservancy District | Washington State University |
| Buhl Highway District | Gervais School District | Laurens County School District No. 55 | Central Utah Water Conservancy District | Washington State University, Vancouver |
| Buhl Rural Fire Protection District | Gladstone School District | Laurens County School District No. 56 | Central Weber Sewer Improvement District | Wenatchee Valley College |
| Burley Highway District | Glendale School District No. 77 | Lee County School District | Charleston Water Conservancy District | Western Washington University |
| Caldwell Housing Authority | Glide School District | Legacy Charter Schools | Copperton Improvement District | Whatcom Community College |
| Canyon Highway District No. 4 | Grant County Education Service District | Lexington County School District No. 1 | Cottonwood Improvement District | Yakima Valley Community College |
| | | - ****** | * · · · · · · · · · · · · · · · · · · · | |

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| Idaho | Oregon | South Carolina | Utah | Washington |
|--|---|---|--|---|
| Cascade Rural Fire District | Grant School District No. 3 | Lexington County School District No. 2 | Davis Community Housing Authority | Education (K-12) |
| Castleford Rural Fire District | Grants Pass School District No. 7 | Lexington County School District No. 3 | Davis County Housing Authority | Aberdeen School District No. 5 |
| Central Fire District | Greater Albany Public School District 8J | Lexington County School District No. 4 | Davis-Salt Lake Aerial Spray Authority | Adna School District No. 226 |
| Central Orchards Sewer District | Gresham-Barlow School District | Lexington-Richland Counties School District No. 5 | Duchesne County Upper Country Water Improvement District | Almira School District No. 17 |
| Central Shoshone County Water District | Harney County School District No. 3 | Marion County School District | Duchesne County Water Conservancy District | Anacortes School District No. 103 |
| Clark County District Library | Harney Education Service District | Marion County School District No. 7 | Emery County Housing Authority | Arlington Public Schools |
| Clarkia Free Library District | Harper School District No. 66 | Marlboro County School District | Emery County Municipal Building Authority | Asotin-Anatone School District |
| Clarkia Highway District | Harrisburg School District No. 7 | McCormick County School District | Emery County Special Service District No. 1 | Auburn School District No. 408 |
| Clearwater Free Library District | Helix School District No. 1-R | Newberry County School District | Emery Water Conservancy District | Bainbridge Island School District No. 303 |
| Clearwater Highway District | Hermiston School District | Oconee County School District | Emigration Improvement District | Battle Ground School District No. 119 |
| Clearwater Soil and Water Conservation District | High Desert Education Service District | Orangeburg Consolidated School District Four | Fruitland Special Service District | Bellevue Christian School District |
| Clearwater Water District | Hillsboro School District No. 1J | Orangeburg County Consolidated School District No. 3 | Garden City Fire District | Bellevue School District No. 405 |
| Consolidated Free Library District | Hood River County School District | Orangeburg County Consolidated School District No. 5 | Grand County Housing Authority | Bellingham School District No. 501 |
| Cottonwood Highway District | Huntington School District No. 16J | Pickens County School District | Granger-Hunter Improvement District | Benge School District No. 122 |
| Custer Soil and Water Conservation District | Imbler School District No. 11 | Richland County School District No. 1 | Heber Valley Special Service District | Bethel School District No. 403 |
| Dietrich Fire District | InterMountain Education Service District | Richland County School District No. 2 | Hooper Water Improvement District | Bickleton School District |
| Dietrich Highway District | Ione School District R2 | Rock Hill School District No. 3 | Jensen Water Improvement District | Blaine School District No. 503 |
| Doumecq Highway District | Jackson County School District No. 9 | Saluda School District No. 1 | Johnson Water Improvement District | Boistfort School District No. 234 |
| Downey Swan Lake Highway District | Jackson Education Service District | South Carolina Public Charter School District | Jordan Valley Water Conservancy District | Bremerton School District |
| Dry Creek Cemetery Maintenance District | Jefferson County School District No. 509-J | Spartanburg County School District No. 1 | Jordanelle Special Service District | Brewster School District No. 111 |
| Eagle Fire Protection District | Jefferson School District | Spartanburg County School District No. 2 | Juab Special Service Fire District | Bridgeport School District No. 75 |
| Eagle Sewer District | Jewell School District No. 8 | Spartanburg County School District No. 3 | Kane County Water Conservancy District | Brinnon School District No. 46 |
| East Bonner County Free Library District | John Day School District No. 3 | Spartanburg County School District No. 4 | Kearns Improvement District | Burlington-Edison School District No. 100 |
| East Bonner County Library District | Jordan Valley School District No. 3 | Spartanburg County School District No. 5 | Lake Point Improvement District | Camas School District |
| East Greenacres Irrigation District | Joseph School District No. 6 | Spartanburg County School District No. 6 | Logan-Cache Airport Authority | Cape Flattery School District No. 401 |
| Eastern Idaho Public Health District | Junction City School District No. 69 | Spartanburg County School District No. 7 | Maeser Water and Sewer Improvement District | Capital Region Educational Service District No. 113 |
| Eastern Idaho Regional Wastewater Authority | Klamath County School District | Sumter School District | Magna Mosquito Abatement District | Carbonado Historical School District No. 19 |
| Elk River Free Library District | Klamath Falls City Schools | Sumter School District No. 17 | Magna Water District | Cascade Christian Schools |
| Elmore Soil and Water Conservation District | Knappa School District | Sumter School District No. 2 | Metropolitan Water District of Salt Lake and Sandy | Cascade School District No. 228 |
| Fenn Highway District | La Grande School District No. 1 | Union County School District | Midvalley Improvement District | Cashmere School District No. 222 |
| Ferdinand Highway District | Lake County School District No. 7 | Ware Shoals School District No. 51 | Midway Sanitation District | Castle Rock School District No. 401 |
| Fish Haven Mosquito Abatement District | Lake Ed Service District | Williamsburg County Schools | Milford Area Healthcare Service District | Central Kitsap School District No. 401 |
| Fremont County District Library | Lake Oswego School District No. 7J | Williston School District No. 29 | Moab Mosquito Abatement District | Central Valley School District No. 356 |
| Friedman Memorial Airport Authority | Lakeview School District No. 7 | York School District No. 1 | Moab Valley Fire Protection District | Centralia School District No. 401 |
| Garden Valley District Library | Lane Education Service District | Special District | Mountain Green Sewer Improvement District | Chehalis School District No. 302 |
| Garden Valley Fire Protection District | Lebanon Community School District No. 9 | Abbeville Housing Authority | Mountain Regional Water Special Service District | Cheney School District No. 360 |
| Garden Valley Recreation District | Lincoln County School District | Aiken Housing Authority | Mountain View Special Service District | Chewelah School District No. 36 |
| Gateway Fire Protection District | Linn-Benton-Lincoln Education Service District | Anderson Housing Authority | Mt. Olympus Improvement District | Chief Leschi School System |
| Gem County Fire Protection District | Long Creek School District No. 17 | Atlantic Beach Housing Authority | North Davis County Sewer District | Chimacum School District No. 49 |
| Gem County Mosquito Abatement District | Lowell School District No. 71 | Beaufort Housing Authority | North Davis Fire District | Clarkston School District No. J250-185 |
| Glenns Ferry Highway District | Mapleton School District No. 32 | Beaufort-Jasper Water and Sewer Authority | North Emery Water Users Special Service District | Cle Elum-Roslyn School District |
| Golden Gate Highway District No. 3 | Marcola School District No. 79J | Beech Island Rural Community Water District | North Fork Special Services District | Clover Park School District No. 400 |
| Gooding County Memorial Hospital District | McKenzie School District | Belton-Honea Path Water Authority | North Pointe Solid Waste Special Service District | Colfax School District No. 300 |
| Grace District Library | McMinnville School District No. 40 | Bennettsville Housing Authority | North Summit Fire District | College Place School District No. 250 |
| Grangeville Highway District | Medford School District No. 549C | Berea Public Service District | North Tooele County Fire Protection District | Colton School District No. 306 |
| Granite Reeder Water and Sewer District | Milton-Freewater School District No. 7 | Berkeley County Water and Sanitation Authority | North Utah Water Conservancy District | Columbia School District No. 206 |
| Greater Boise Auditorium District | Mitchell School District No. 55 | Big Creek Water and Sewerage District | North View Fire District | Columbia School District No. 206, Stevens County |
| Greater Middleton Parks and Recreation District | Molalla River School District | Bluffton Township Fire District | Ogden Housing Authority | Columbia School District No. 400 |
| Greater Swan Valley Fire Protection District No. 2 | Monument School District | Boiling Springs Fire District, Greenville County | Ouray Park Water Improvement District | Colville School District No. 115 |
| Groveland Water and Sewer District | Morrow County School District | Broad Creek Public Service District | Park City Fire Service District | Concrete School District No. 11 |
| Harbor View Estates Water and Sewer District | Mt. Angel School District | Buffalo-Mt. Pisgah Fire Protection District | Price River Water Improvement District | Conway Consolidated School District No. 317 |
| Hayden Lake Irrigation District | Multnomah Education Service District Consortium | Burton Fire District | Provo Housing Authority | Cosmopolis School District |
| Hayden Lake Recreational Water and Sewer District | Myrtle Point School District | Central Midlands Regional Transit Authority | Rockville/Springdale Fire Protection District | Coulee-Hartline School District No. 151 |
| Hillsdale Highway District | Neah-Kah-Nie School District No. 56 | Charleston Area Regional Transportation Authority | Roosevelt City Housing Authority | Coupeville School District No. 204 |
| Homedale Highway District | Nestucca Valley School District No. 101 | Charleston County Aviation Authority | Salt Lake City Housing Authority | Crescent School District |
| Hoo Doo Water and Sewer District | New Hope Christian Schools | Charleston County Housing and Redevelopment Authority | Salt Lake City Mosquito Abatement District | Creston School District No. 73 |
| Horseshoe Bend Fire Protection District | Newberg School District No. 29J | Charleston Housing Authority | Salt Lake County Housing Authority | Curlew School District No- 50 |
| Idaho Soil and Water Conservation District | North Bend School District No. 13 | Charleston Naval Complex Redevelopment Authority | Sandy Suburban Improvement District | Cusick School District |
| Indian Valley Rural Fire District | North Central Education Service District | Charleston Soil and Water Conservation District | Scofield Reservoir Special Service District | Darrington School District No. 330 |
| Iona-Bonneville Sewer District | North Clackamas School District No. 12 | Cheraw Housing Authority | Sevier County Special Service District No. 1 | Davenport School District No. 207 |
| Island Park Fire District | North Douglas School District No. 22 | Chester Housing Authority | Skyline Mountain Special Service District | Dayton School District No. 2 |
| Jerome Highway District | North Lake School District | Chester Metropolitan District | Snyderville Basin Special Recreation District | Deer Park School District No. 414 |
| Jerome Recreation District | North Marion School District No. 15 | Chester Sewer District | Snyderville Basin Water Reclamation District | Dieringer School District |
| Jerome Rural Fire District No. 1 | North Santiam School District No. 29 | Coast Regional Transportation Authority | Solid Waste Special Service District No. 1 | Dixie School District |
| Kamiah Fire Protection District | North Wasco County School District No. 21 | Columbia Housing Authority | South Davis Sewer District | East Valley School District No. 361 |
| Kamiah Highway District | Northwest Regional Education Service District | Conway Housing Authority | South Davis Water District | East Valley School District No. 361, Spokane County |
| Ketchum Rural Fire Protection District | Nyssa School District No. 26 | Daniel Morgan Water District | South Ogden Conservation District | East Valley School District No. 90, Yakima County |
| Kidder Harris Highway District | Oakland School District | Darlington County Fire District | South Salt Lake Valley Mosquito Abatement District | Eastmont School District No. 206 |
| Kingston Water District | Oakridge School District No. 76 | Darlington County Water and Sewer Authority | South Summit Fire Protection District | Eatonville School District No. 404 |
| Kootenai County Water District No. 1 | Ontario School District No. 8C | Darlington Housing Authority | South Utah Valley Solid Waste District | Edmonds School District No. 15 |
| Kootenai Ponderay Sewer District | Oregon City School District No. 62 | Donalds-Due West Water and Sewer Authority | South Valley Sewer District | Educational Service District No. 112 |
| Kootenai-Shoshone Soil and Water Conservation Distr | Oregon Trail School District No. 46 | Dorchester County Sales Tax Transportation Authority | Southeastern Utah Housing Authority | Ellensburg School District No. 401 |
| Kuna Library District | Paisley School District No. 11 | Dorchester County Water Authority | Spanish Valley Water and Sewer Improvement District | Elma School District No. 68 |
| Laclede Water District | Parkrose School District No. 3 | Duncan Chapel Fire District | St. George Housing Authority | Endicott School District No. 308 |
| Lakes Highway District | Pendleton School District No. 16 | Easley Housing Authority | Stansbury Park Improvement District | Entiat School District No. 127 |
| Latah County Library District | Perrydale School District No. 21J | Easley-Central Water District | Strawberry Electric Service District | Enumclaw School District No. 216 |
| Latah Soil and Water Conservation District | Philomath School District No. 17J | East Richland County Public Service District | Sugar House Park Authority | Ephrata School District No. 165 |
| Lemhi Soil and Water Conservation District | Phoenix-Talent School District | Edgefield County Water and Sewer Authority | Tabby Valley Park Special Service District | Evaline School District No. 36 |
| Lewiston Orchards Irrigation District | Pilot Rock School District No. 2 | Florence Housing Authority | Taylorsville-Bennion Improvement District | Everett School District No. 2 |
| Lewiston-Nez Perce County Regional Airport Authority | Pine Eagle School District No. 61 | Fort Mill Housing Authority | Thompson Special Service District | Evergreen School District No. 114, Clark County |
| Lincoln County Recreation District | Pinehurst School District | Fripp Island Public Service District | Timpanogos Special Service District | Evergreen School District No. 205 |
| Little Blacktail Ranch Water District | Pleasant Hill School District | Gaffney Housing Authority | Tooele County Housing Authority | Federal Way Public Schools |
| Little Wood River Library District | Plush School District 18 | Gaston Rural Community Water District | Tooele County Recreation Special Service District | Ferndale School District No. 502 |
| Lizard Butte Library District | Port Orford-Langlois School District No. 2CJ | Georgetown County Water and Sewer District | Tridell-Lapoint Water Improvement District | Fife School District No. 417 |
| Lost River Highway District | Portland Public School District No. 1 | Georgetown Housing Authority | Uintah Animal Control and Shelter Special Service District | Finley School District |
| M&T Water and Sewer District | Powers School District No. 31 | Gilbert-Summit Rural Water District | Uintah County Municipal Building Authority | Franklin Pierce School District No. 402 |
| Mackay Free Library District | Prairie City School District No. 4 | Grand Strand Water and Sewer Authority | Uintah Fire Suppression Special Service District | Freeman School District No. 358 |
| Madison Library District | Prospect School District | Greenville Arena District | Uintah Health Care Special Service District | Garfield School District No. 302 |
| Marsing Rural Fire District | Rainier School District No. 13 | Greenville County Recreation District | Uintah Highlands Water and Sewer Improvement District | Glenwood School District |
| McCall Fire Protection District | Redmond School District No. 2J | Greenville County Redevelopment Authority | Uintah Mosquito Abatement District | Goldendale School District |
| McCall Memorial Hospital District | Reedsport School District No. 105 | Greenville Housing Authority | Uintah Recreation District | Grand Coulee Dam School District |
| Meridian Cemetery Maintenance District | Region 9 Education Service District | Greenville Transit Authority | Uintah Transportation Special Service District | Grandview School District No. 200 |
| Meridian Library District | Reynolds School District No. 7 | Greenwood Metropolitan District | Uintah Water Conservancy District | Granger School District No. 204 |
| Meridian Rural Fire Protection District | Riddle School District No. 70 | Greer Housing Authority | Unified Fire Authority | Granite Falls School District No. 332 |
| | | | | |

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| Idaho | 01 | egon | South Carolina | Utah | Washington |
|----------------------|--|--|--|--|--|
| | Fire Protection District | Riverdale School District No. 51J | Hartsville Housing Authority | Utah County Housing Authority | Grapeview School District No. 54 |
| Middleton Rural F | | Rogue River School District No. 35 | Hilton Head No. 1 Public Service District | Utah Paiute Housing Authority | Great Northern School District |
| Midvale Fire Prote | ection District | Roseburg Public Schools | Holly Springs Fire-Rescue District | Utah Transit Authority | Green Mountain School District No. 103 |
| | Fire Protection District | Salem-Keizer Public School District No. 24J | Homeland Park Water and Sewer District | Utah Valley Dispatch Special Service District | Griffin School District No. 324 |
| Minidoka County | Highway District | Santiam Canyon School District No. 129J | James Island Public Service District | Wasatch County Fire District | Harrington Public Schools |
| Moreland Water a | and Sewer District | Santiam Christian Schools | Kingstree Housing Authority | Wasatch Front Waste and Recycling District | Highland School District No. 203 |
| Mountain Home H | | Scappoose School District No. 1J | Lady's Island-St. Helena Fire District | Wasatch Integrated Waste Management District | Highline School District No. 401 |
| | ransportation Authority | Scio School District No. 95C | Lake City Housing Authority | Washington County Water Conservancy District | Hockinson School District |
| | dian Irrigation District | Seaside School District | Lancaster County Water and Sewer District | Waste Management Service District No. 5 | Hood Canal School District No. 404 |
| Nampa Highway D | | Sheridan School District No. 48J | Lancaster Housing Authority | Weber Basin Water Conservancy District | Hoquiam School District No. 28 |
| Nampa Housing A | Authority | Sherman County School District | Lancaster Soil and Water Conservation District | Weber Fire District | Inchelium School District No. 70 |
| New Plymouth Fir | | Sherwood School District No. 88J | Laurens Housing Authority | Weber Mosquito Abatement District | Issaquah School District No. 411 |
| | ounty District Library | Silver Falls School District No. 4J | Lexington County Health Services District, Inc. | Weber-Box Elder Conservation District | Kahlotus School District No. 56 |
| North Custer Hosp | pital District Vater and Sewer District | Sisters School District No. 6 Siuslaw School District No. 97J | Liberty-Chesnee-Fingerville Water District Local Housing Authority | Wellsville-Mendon Conservancy District White City Water Improvement District | Kalama School District No. 402 Keller School District No. 3 |
| | vater and Sewer District ational Sewer and Water District | South Coast Education Service District, Region No. 7 | Local Housing Authority Lowcountry Regional Transportation Authority | Woodruff Fire District | Kelso School District No. 3 Kelso School District No. 458 |
| | ational Sewer and Water District hty Highway District | South Loast Education Service District, Region No. 7 South Lane School District No. 4513 | Lowcountry Regional Transportation Authority Lugoff-Elgin Water Authority | State | Keiso School District No. 458 Kennewick School District No. 17 |
| Northern Lakes Fir | | South Umpgua School District No. 19 | Marion Housing Authority | State Of Utah | Kent School District No. 17 |
| Northside Fire Dis | | South Wasco County School District No. 1 | Marlboro County Housing Authority | Utah Department of Administrative Services | Kettle Falls School District No. 212 |
| | hway District No. 2 | Southern Oregon Education Service District | McColl Housing Authority | Utah Department of Health | Kiona-Benton City School District No. 52 |
| Oakley Highway D | | Spray School District No. 1 | Medical University Hospital Authority | Utah State Legislature | Kittitas School District |
| Oakley Library Dis | | Springfield School District No. 19 | Metropolitan Sewer Sub-District | Utah State Treasurer | Klickitat School District No. 402 |
| Ola District Librar | | St. Helens School District No. 502 | Mitford Water and Sewer District | Tribal | La Center School District |
| Oneida County Fir | | St. Paul School District No. 45 | Mullins Housing Authority | Confederated Tribes of the Goshute Reservation | La Conner School District No. 311 |
| Oregon Trail Recre | | Stanfield School District No. 61 | Murrells Inlet-Garden City Fire District | Kanosh Band of the Paiute Indian Tribe of Utah | LaCrosse School District |
| Outlet Bay Water | and Sewer District | Sutherlin School District No. 130 | Myrtle Beach Air Force Base Redevelopment Authority | Koosharem Band of the Paiute Indian Tribe | Lake Chelan School District No. 129 |
| Panhandle Health | District | Sweet Home School District No. 55 | Myrtle Beach Housing Authority | Northwestern Band of Shoshone Nation | Lake Quinault School District No. 97 |
| Parma Rural Fire F | Protection District | Three Rivers School District | Newberry County Water and Sewer Authority | Northwestern Band of the Shoshone Nation Housing Authority | Lake Stevens School District No. 4 |
| Pine Ridge Water | and Sewer District | Tigard-Tualatin School District No. 23J | Newberry Housing Authority | Paiute Indian Tribe of Utah | Lake Washington School District No. 414 |
| Pinehurst Water D | District | Tillamook School District No. 9 | North Charleston Housing Authority | Skull Valley Band of Goshute Indians | Lakewood School District No. 306 |
| Pioneer Irrigation | District | Ukiah School District 80 R | North Charleston Sewer District | Ute Indian Tribe | Lamont School District |
| Placerville Fire Pro | otection District | Umatilla School District No. 6 | North Greenville Fire District | | Liberty School District No. 362 |
| Pocatello Housing | g Authority | Union School District 5 | Oconee County Joint Regional Sewer Authority | | Lind School District |
| Pocatello-Chubbu | uck Auditorium District | Vale School District No. 84 | Parker Sewer and Fire Subdistrict | | Longview School District No. 122 |
| Portneuf District L | | Vernonia School District No. 47J | Patriots Point Development Authority | | Loon Lake School District No. 183 |
| Post Falls Highway | y District | Wallowa School District No. 12 | Pee Dee Regional Airport District | | Lopez Island School District No. 144 |
| Power County Hig | ghway District | Warrenton-Hammond School District No. 30 | Pee Dee Regional Transportation Authority | | Lyle School District No- 406 |
| Prairie Highway D | District | West Linn-Wilsonville School District | Piedmont Public Service District | | Lynden School District No. 504 |
| Prairie-River Libra | ary District | Willamette Education Service District | Pioneer Rural Water District | | Mabton School District No. 120 |
| Progressive Irrigat | ation District | Willamina School District No. 30J | Powdersville Water District | | Mansfield School District No. 207 |
| Raft River Highwa | ay District | Winston-Dillard School District No. 116 | Richland-Lexington Airport District | | Manson School District |
| Rapid River Water | r and Sewer District | Woodburn School District No. 103 | Richland-Lexington Riverbanks Park District | | Mary M. Knight School District |
| Richfield District L | Library | Yamhill-Carlton School District No. 1 | Rock Hill Housing Authority | | Mary Walker School District No. 207 |
| Riverside Indepen | ndent Water District | Yoncalla School District No. 32 | Saluda County Water and Sewer Authority | | Marysville School District No. 25 |
| Rock Creek Fire Di | District Sp | ecial District | Sandy Springs Water District | | McCleary School District No. 65 |
| Rockland Rural Fir | ire District | Adair Rural Fire Protection District | Santee Fire Service District | | Mead School District No. 354 |
| Rogerson Water D | District | Amity Fire District | Santee Wateree Regional Transportation Authority | | Medical Lake School District No. 326 |
| Ross Point Water | District | Applegate Valley Fire District No. 9 | Sheldon Township Fire District | | Mercer Island School District No. 400 |
| Sagle Fire District | t | Arch Cape Sanitary District | Slater-Marietta Fire District | | Meridian School District No. 505 |
| Salmon River Clini | nic Hospital District | Arch Cape Water District | South Carolina Housing Authority Bond Council | | Methow Valley School District |
| Sam Owen Fire Di | istrict | Arnold Irrigation District | South Carolina Public Employee Benefit Authority | | Monroe School District No. 103 |
| Santa-Fernwood V | Water and Sewer District | Aumsville Rural Fire District | South Carolina Regional Housing Authority No. 1 | | Montesano School District No. 66 |
| Schweitzer Fire-Re | | Baker County Library District | South Carolina Regional Housing Authority No. 3 | | Morton School District No. 214 |
| Settlers Irrigation | District | Baker Rural Fire Protection District | South Carolina State Education Assistance Authority | | Moses Lake School District No. 161 |
| Shelley/Firth Fire | District | Baker Valley Soil and Water Conservation District | South Carolina State Fiscal Accountability Authority | | Mossyrock School District No. 206 |
| Shoshone City & R | Rural Fire District | Bandon Rural Fire Protection District | South Carolina State Housing Finance and Development Authority | | Mt. Adams School District No. 209 |
| Shoshone County | Fire Protection District No. 2 | Barlow Water Improvement District | South Carolina State Ports Authority | | Mt. Baker School District No. 507 |
| Shoshone Highwa | ay District No. 2 | Bay Area Hospital District | South Greenville Fire District | | Mt. Vernon School District No. 320 |
| South Bannock Lib | brary District | Bend Parks and Recreation District | South Island Public Service District | | Mukilteo School District No. 6 |
| South Bingham So | oil Conservation District | Beverly Beach Water District | Southside Rural Community Water District | | Naches Valley School District No. 3 |
| South Boundary Fi | Fire Protection District | Black Butte Ranch Rural Fire Protection District | Spartanburg Housing Authority | | Napavine School District No. 14 |
| South Custer Fire | District | Blue Mountain Hospital District | Spartanburg Regional Health Services District | | Naselle-Grays River Valley School District No.165 |
| South Fork Coeur | d'Alene River Sewer District | Blue River Water District | St. Andrews Public Service District South Carolina | | Nespelem School District No. 14 |
| South Latah Highv | | Boardman Park and Recreation District | St. John's Fire District | | Newport School District No. 56-415 |
| | and Sewer District | Boardman Rural Fire Protection District | Starr-Iva Water and Sewer District | | Nine Mile Falls School District No. 325/179 |
| | ho Cooperative Housing Authority | Boring Water District No. 24 | Startex-Jackson-Wellford-Duncan Water District | | Nooksack Valley School District No. 506 |
| St. Maries Fire Pro | | Boulder Creek Retreat Special Road District | Sumter Housing Authority | | North Beach School District No. 64 |
| Star Joint Fire Dist | | Brownsville Rural Fire District | Talatha Rural Community Water District | | North Franklin School District No. 51 |
| Star Sewer and W | | Buell-Red Prairie Water District | Taylors Fire and Sewer District | | North Kitsap School District No. 400 |
| Sun Valley Water | | Bunker Hill Sanitary District | Three Rivers Solid Waste Authority | | North Mason School District |
| Sunset Heights Wa | /ater District | Burlington Water District | Tigerville Fire District | | North Thurston Public Schools |
| | Public Transit Authority | Camellia Park Sanitary District | Tri-County Solid Waste Authority | | Northport School District No. 211 |
| | Public Transportation Authority | Cannon Beach Rural Fire Protection District | Union Housing Authority | | Northshore School District No. 417 |
| | Protection District | Central Lincoln People's Utility District | Valley Public Service Authority | | Oak Harbor School District No. 201 |
| Three Creek High | | Central Oregon Irrigation District | Waccamaw Regional Transportation Authority | | Oakesdale School District No. 324 |
| Three Mile Water | | Central Oregon Park and Recreation District | Wedgefield Stateburg Water District | | Oakville School District No. 400 |
| Timberlake Fire Pr | | Central Oregon Regional Housing Authority | West Anderson Water District | | Ocean Beach School District No. 101 |
| Twin Falls Highwa | | Charleston Fire District | Westview-Fairforest Fire District | | Ocosta School District No. 172 |
| Twin Falls Housing | | Charleston Sanitary District | Whitney Fire Protection District | | Odessa School District No. 105 |
| | ire Protection District | Chehalem Park and Recreation District | Williamsburg County Transit Authority | | Okanogan School District No. 105 |
| Twin Ridge Rural I | | Chenowith Water Public Utility District | Williamsburg County Water and Sewer Authority | | Olympia School District No. 111 |
| | nt Highway District | Chiloquin-Agency Lake Rural Fire Protection District | Woodruff Housing Authority | | Olympic Educational Service District |
| | ek Rural Fire District | Christmas Valley Domestic Water Supply District | Woodruff-Roebuck Water District | | Omak School District No. 19 |
| | eational Water District | Christmas Valley Park and Recreation District | York County Natural Gas Authority | | Onalaska School District No. 300 |
| Wendell Highway | District | | State | | Onion Creek School District No. 30 |
| West Boise Sewer | | Clackamas County Housing Authority | Santee-Lynches Regional Council of Governments | | Orcas Island School District No. 137 |
| West Bonner Libra | | Clackamas County Soil and Water Conservation District | South Carolina Department of Health and Environmental Control | | Orchard Prairie School District No. 123 |
| | ter and Sewer District | Clatskanie Park and Recreation District | South Carolina Department of Mental Health | | Orient School District No. 65 |
| West Pend Oreille | | Clatskanie People's Utility District | South Carolina Department of Revenue | | Oroville School District No. 410 |
| Western Ada Recr | | Clatskanie Rural Fire Protection District | South Carolina General Services Division | | Orting School District No. 344 |
| | County Recreation District | Clatsop Care Center Health District | South Carolina Office of Regulatory Staff | | Othello School District |
| Wilder Irrigation [| | Clatsop County Housing Authority | South Carolina State Budget and Control Board | | Palisades School District No. 102 |
| Wilder Public Libra | | Cloverdale Rural Fire Protection District | South Carolina State Treasurer's Office | | Palouse School District No. 301 |
| Wilder Rural Fire I | Protection District | Coburg Rural Fire Protection District | State Of South Carolina | | Pasco School District No. 1 |
| | | | | | |

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Oregon Wilderness Ranch Fire Protection District Colton Fire District Township Township of Grand Meadow Winona Highway District Colton Water District Worley Fire District Columbia Corridor Drainage Districts Joint Contracting Authority Tribal Catawba Indian Nation Columbia Health District Worley Highway District Columbia Improvement District Idaho Department of Administration Columbia River People's Utility District Idaho Department of Health and Welfare Columbia Soil and Water Conservation District State Of Idaho Coos County Airport District Coos County Library Service District Tribal Coeur d'Alene Tribe Coquille Indian Housing Authority Kontenai Tribe of Idaho Conville Valley Hospital District Nez Perce Tribal Enterprises Corbett Water District Nez Perce Tribe Corvallis Rural Fire Protection District Shoshone-Bannock Tribes Cove Rural Fire Protection District Crooked River Ranch Rural Fire Protection District Crooked River Ranch Special Road District Curry Health District Curry Public Library District Dallas Cemetery District No. 4 Dean Minard Water District Dee Rural Fire Protection District Deschutes County 911 Service District Deschutes County Rural Fire District No. 1 Deschutes Valley Water District Devils Lake Water Improvement District Dexter Rural Fire Protection District Douglas County Fire District No. 2 Douglas County Housing Authority Douglas Soil and Water Conservation District Drakes Crossing Rural Fire Protection District Dufur Recreation District Eagle Valley Soil and Water Conservation District East Fork Irrigation District East Multnomah Soil and Water Conservation District East Umatilla County Health District East Valley Water District Echo Rural Fire District
Elsie-Vinemaple Rural Fire Protection District No. 11 Emerald People's Utility District Estacada Rural Fire District No. 69 Fairview Water District Falcon Cove Beach Water District Farmers Irrigation District Gardiner Sanitary District Gaston Rural Fire District Gates Rural Fire Protection District Gearbart Rural Fire Protection District Glendale Rural Fire Protection District Gleneden Sanitary District Goshen Fire District Government Camp Sanitary District Grand Ronde Sanitary District Grant County Transportation District Grant Soil and Water Conservation District Grants Pass Irrigation District Green Sanitary District Hahlen Road Special District Halsey-Shedd Rural Fire Protection District Hamlet Rural Fire Protection District Harbor Sanitary District Harbor Water Public Utility District Harney District Hospital Harney Soil and Water Conservation District Harriman Rural Fire Protection District Hazeldell Rural Fire Protection District Hebo Joint Water and Sewer Authority Heceta Water District Hermiston Cemetery District Hermiston Fire and Emergency Services District Hermiston Irrigation District Hood River County Library District Hood River County Transportation District Hood River Valley Parks and Recreation District Hoodland Fire District No. 74 Hubbard Rural Fire Protection District Ice Fountain Water District Illinois Valley Rural Fire Protection District Ione Rural Fire Protection District Irrigon Community Park and Recreation Maintenance District Jackson County Airport Authority Jackson County Fire District No. 3 Jackson County Fire District No. 5 Jackson County Housing Authority Jackson County Library District Jackson County Vector Control District Jackson Soil and Water Conservation District Jefferson Rural Fire Protection District John Day/Canyon City Parks and Recreation District Junction City Rural Fire Protection Distric Juniper Flat Rural Fire Protection District Keating Soil and Water Conservation District Keizer Rural Fire Protection District Kenn Fire Protection District

Paterson School District No. 50 Pe Ell School District No. 301 Peninsula School District Pioneer School District No. 402 Pomerov School District No. 110 Port Angeles School District No. 121 Part Townsend School District No. 50 Prescott School District No. 402-37 Pride Prep Schools Prosser School District No. 116 Puget Sound Educational Service District Pullman School District No. 267 Puyallup School District No. 3 Queets-Clearwater School District No. 20 Quilcene School District No. 48 Quillayute Valley School District No. 402 Quincy School District No. 144 Rainier School District No. 307 Raymond School District No. 116 Reardan-Edwall School District Renton School District No. 403 Republic School District Richland School District No. 400 Ridgefield School District No. 122 Ritzville School District Riverside School District Riverview School District No. 407 Rochester School District Rosalia School District No. 320 Royal School District San Juan Island School District No. 149 Satsop School District No. 104 Seattle Public Schools Sedro-Woolley School District No. 101 Selah School District No. 119 Selkirk School District No. 70 Seguim School District No. 323 Shaw Island School District No. 10 Shelton School District No. 309 Shoreline School District No. 412 Skykomish School District Snohomish School District No. 201 Snoqualmie Valley School District No. 410 Soap Lake School District No. 156 South Bend School District No. 118 South Kitsap School District No. 402 South Whidbey School District No. 206 Southside School District Spokane Public Schools Sprague School District St. John School District No. 322 Stanwood-Camano School District No. 401 Steilacoom Historical School District No. 1 Steptoe School District No. 304 Stevenson-Carson School District No. 303 Sultan School District No. 311 Summit Valley School District 202 Sumner School District No. 320 Sunnyside School District No. 201 Tacoma School District No. 10 Taholah School District No. 77 Tahoma School District No. 409 Tekna School District No. 265 Tenino School District No. 402 Thorp School District No. 400 Toledo School District No. 237 Tonasket School District Tonnenish School District No. 202 Touchet School District No. 300 Toutle Lake School District No. 130 Trout Lake School District No. R-400 Tukwila School District No. 406 Tumwater School District No. 33 Union Gap School District No. 2 University Place School District No. 83 Valley School District Valley School District No. 70 Vancouver School District No. 37 Vashon Island School District No. 402 Wahkiakum School District No. 200 Wahluke School District No. 73 Waitsburg School District Walla Walla School District No. 140 Wapato School District No. 207 Warden School District No. 146-161 Washington Schools Risk Management Pool Washington State Educational Service District Washougal School District Washtucna School District Waterville School District No. 209 Wellpinit School District Wenatchee School District No. 246 West Valley School District No. 208, Yakima County

Washington

Pateros School District

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Kernville-Gleneden Beach-Lincoln Beach Water District

Oregon Washington

Klamath County Fire District No. 1 Klamath County Library Service District Klamath Housing Authority Klamath Irrigation District Klamath Vector Control District La Grande Rural Fire Protection District La Pine Park and Recreation District La Pine Rural Fire Protection District La Pine Water District Lake District Hospital Lake Grove Water District Lakeside Fire District No. 4 Lane County Fire District No. 1 Lane Library District Lane Transit District Langlois Water District LaPine Special Sewer District Lebanon Aquatic District Lebanon Fire District Lewis and Clark Rural Fire Protection District Libby Drainage District Linn Benton Housing Authority Lookingglass Rural Fire District Lorane Rural Fire Protection District Lowell Rural Fire Protection District Lower Umpqua Hospital District Lusted Water District Madras Aquatic Center District Malheur County Housing Authority Malin Rural Fire Protection District Mapleton Water District Marion County Fire District No. 1 Marion Soil and Water Conservation District Medford Irrigation District Merrill Rural Fire Protection District Mid-County Cemetery Maintenance District Middle Fork Irrigation District Miles Crossing Sanitary Sewer District Mill City Rural Fire Protection District Milton-Freewater Water Control District Mist-Birkenfeld Rural Fire Protection District Mohawk Valley Rural Fire District Molalla River Improvement District Molalla Rural Fire Protection District No. 73 Monroe Rural Fire Protection District Morrow County Health District Mountain View Hospital District Mt. Angel Fire District Multnomah County Drainage District No. 1 Multnomah County Rural Fire Protection District No. 10 Multnomah County Rural Fire Protection District No. 14 Nesika Beach-Ophir Water District Neskowin Regional Sanitary Authority Neskowin Regional Water District Nestucca Rural Fire Protection District Netarts Oceanside Sanitary District Netarts-Oceanside Rural Fire Protection District North Bay Rural Protection Fire District North Bend City/Coos-Curry Housing Authority North Central Public Health District North Clackamas Parks and Recreation District North County Recreation District North Gilliam Cemetery District North Gilliam County Rural Fire Protection District North Lincoln Fire and Rescue District No. 1 North Powder Rural Fire Protection District
North Sherman County Rural Fire Protection District North Unit Irrigation District Northeast Oregon Housing Authority Northern Wasco County Park and Recreation District Northern Wasco County People's Utility District Northwest Oregon Housing Authority Nyssa Road Assessment District No. 2 Nyssa Rural Fire Protection District Oak Hill Sanitary District Oak Lodge Sanitary District Oak Lodge Water District Oceanside Water District Ochoco West Sanitary District Odell Sanitary District Ontario Library District Oregon Fire Districts Associatio Oregon Infrastructure Finance Authority Oregon Trail Library District Oregon Water Wonderland Unit II Sanitary District Owyhee Irrigation District
Pacific City Joint Water Sanitary Authority Pacific Communities Health District Palatine Hill Water District Peninsula Drainage District No. 1 Peninsula Drainage District No. 2 Pilot Rock Fire Protection District Pine Grove Rural Fire Protection District

West Valley School District No. 363. Spokane County White Pass School District No. 303 White River School District No. 416 White Salmon Valley School District No. 405-17 Wilbur School District No. 200 Willapa Valley School District No. 160 Wilson Creek School District Winlock School District No. 232 Wishkah Valley School District No. 117 Woodland School District No. 404 Yakima School District No. 7 Yelm Community School District No. 2 Zillah School District No. 205 Special District

Acme Water District No. 18

Adams County Fire Protection District No. 1 Adams County Mosquito Control Distric Aeneas Lake Irrigation District Alderwood Water and Wastewater District Alpine Water District Anacortes Housing Authority Annapolis Water District Asotin County Cemetery District No. 1 Asotin County Conservation District Asotin County Fire District No. 1 Asotin County Housing Authority Asotin County Public Utility District No. 1 Badger Mountain Irrigation District Bainbridge Island Metropolitan Park and Recreation District Basin City Water/Sewer District Bayview Beach Water District Beacon Hill Water and Sewer District

Beehive Irrigation District Belfair Water District No. 1 Bellevue Convention Center Authority Bellingham Housing Authority

Bellingham Public Development Authority Benton County Diking District No. 1

Benton County Fire Protection District No. 1 Renton County Fire Protection District No. 2 Benton County Fire Protection District No. 4

Renton County Fire Protection District No. 5 Benton County Fire Protection District No. 6 Benton County Mosquito Control District Benton County Public Utility District No. 1

Benton Irrigation District Benton-Franklin Health District

Beverly Water District Birch Bay Water and Sewer District Black Diamond Water District Bremerton Housing Authority

Buckhannon-Upshur County Airport Authority Burbank Irrigation District No. 4 Carnhope Irrigation District No 7

Cascadia Conservation District Cedar River Water and Sewer District Central Klickitat County Park and Recreation District Central Pierce Fire and Rescue District No. 6

Central Puget Sound Regional Transit Authority Central Valley Ambulance Authority

Chelan County Fire District No. 1 Chelan County Fire District No. 3

Chelan County Fire District No. 5 Chelan County Fire District No. 6 Chelan County Fire District No. 7 Chelan County Fire District No. 8 Chelan County Fire District No. 9

Chelan County Public Hospital District No. 1 Chelan County Public Utility District No. 1 Chelan County/Wenatchee Housing Authority

Chelan-Douglas Health District Chinook Water District

Chuckanut Community Forest Park District Clallam Conservation District

Clallam County Fire District No. 2 Clallam County Fire District No. 5 Clallam County Fire District No. 6

Clallam County Fire Protection District No. 1 Clallam County Fire Protection District No. 3 Clallam County Fire Protection District No. 4 Clallam County Hospital District No. 1 Clallam County Housing Authority

Clallam County Parks and Recreation District No. 1 Clallam County Public Hospital District No. 2 Clallam County Public Utility District No. 1

Clark County Fire District No. 10 Clark County Fire District No. 11 Clark County Fire District No. 13 Clark County Fire District No. 5 Clark County Fire Protection District No. 3 Clark County Fire Protection District No. 6 Clark County Public Utility District No. 1 Clark Regional Wastewater District

Cline Irrigation District

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Pleasant Hill Rural Fire Protection District

Pleasant Home Water District Polk County Fire District No- 1 Polk County Housing Authority Polk Soil and Water Conservation District Portland Metropolitan Area Water District Public Procurement Authority Rainbow Water District Raleigh Water District Redmond Area Park and Recreation District Riddle Rural Fire District River Forest Acres Special Road District River Road Park and Recreation District Rivergrove Water District Roads End Sanitary District Roberts Creek Water District Rockwood Water People's Utility District Rogue River Cemetery Maintenance District Rogue Valley Transportation District Roseburg Urban Sanitary Authority Sable Drive Road District Salem Area Mass Transit District Salem Housing Authority Salem-Keizer Transit District Santa Clara Rural Fire Protection District Santiam Water Control District Scappoose Rural Fire District Scio Rural Fire District Scottsburg Rural Fire District Seal Rock Fire District Seal Rock Water District Shangri-La Water District Shasta View Irrigation District Siletz Rural Fire Protection District Silverton Fire District Sisters-Camp Sherman Rural Fire Protection District Siuslaw Public Library District South Clackamas Transportation District South Suburban Sanitary District Southern Curry Cemetery Maintenance District Southwest Lincoln County Water District Spring River Special Road District Springfield Utility District Stanfield Fire District No. 7-402 Stayton Fire District Suburban East Salem Water District Sunrise Water Authority Sunset Empire Transportation District Swalley Irrigation District Sweet Home Fire and Ambulance District Talent Irrigation District Terrebonne Domestic Water District Three Sisters Irrigation District Tillamook County Transportation District Tillamook People's Utility District Tiller Rural Fire District Toledo Rural Fire Protection District Tri City Rural Fire District No. 4 Tri City Water District Tri-City Service District Tri-County Metropolitan Transportation District Tualatan Hills Park and Recreation District Tualatin Hills Park and Recreation District Tualatin Valley Irrigation District Tualatin Valley Water District Tumalo Irrigation District Twin Rocks Sanitary District Umatilla County Housing Authority Umatilla Hospital District Umatilla Land Redevelonment Authority Umatilla Morrow Radio and Data District Umatilla Reservation Housing Authority Umatilla Rural Fire Protection District Union Cemetery District Vale Oregon Irrigation District Valley View Water District Vandevert Acres Special Road District Vineyard Mountain Water and Improvement District Walla Walla River Irrigation District Wallowa County Health Care District Wamic Water and Sanitary Authority Warm Springs Housing Authority Wasco County Soil and Water Conservation District Washington County Fire District No. 2 Washington County Housing Authority Water Wonderland Improvement District Wedderburn Sanitary District West Slope Water District West Valley Housing Authority Western Lane Ambulance District Westport Wauna Rural Fire Protection District Westwood Hills Road District Wiard Memorial Park District Wickiup Water District

Clinton Water District Coal Creek Utility District Columbia Conservation District Columbia County Fire District No. 3 Columbia County Public Hospital District No. 1 Columbia County Rural Library District Columbia Irrigation District Columbia Valley Water District Colville Indian Housing Authority Consolidated Irrigation District No. 14 Covington Water District Cowiche Sewer District Cowlitz County Cemetery District No. 2 Cowlitz County Fire District No. 6 Cowlitz County Public Utility District No. 1 Cowlitz Transit Authority Cross Valley Water District Dallesport Water District Douglas County Fire District No. 2 Douglas County Fire Protection District No. 5 Douglas County Public Utility District No. 1 Douglas County Sewer District No. 1 Douglas-Okanogan County Fire District No. 15 East Columbia Basin Irrigation District East Gig Harbor Water District East Lewis County Public Development Authority East Pierce Fire and Rescue District No. 22 East Spokane Water District No. 1 East Wenatchee Water District Eastmont Metropolitan Park District Eastsound Sewer and Water District Edmonds Public Facilities District Ellensburg Business Development Authority Enterprise Cemetery District No. 7 Entiat Irrigation District Everett Housing Authority Everett Public Facilities District Evergreen Water-Sewer District No. 19 Fall City Water District Ferry County Public Utility District No. 1 Ferry/Okanogan County Fire Protection District No. 13 Fisherman Bay Sewer District Foster Creek Conservation District Four Lakes Water District No. 10 Franklin Conservation District Franklin County Cemetery District No. 2 Franklin County Fire District No. 1 Franklin County Fire Protection District No. 3 Franklin County Irrigation District No. 1 Franklin County Public Utility District No. 1 Freeland Water and Sewer District Ft. Worden Public Development Authority Gardena Farms Irrigation District No. 13 Goforth Special Utility District Grand Coulee Project Hydroelectric Authority Grandview Irrigation District Grant County Airport District No. 1 Grant County Fire District No. 10 Grant County Fire District No. 11 Grant County Fire District No. 3 Grant County Fire District No. 4 Grant County Fire District No. 7 Grant County Fire Protection District No. 5 Grant County Housing Authority
Grant County Mosquito Control District No. 1 Grant County Mosquito District No. 2 Grant County Port District No. 4 Grant County Port District No. 6 Grant County Port District No. 7 Grant County Public Hospital District No. 1 Grant County Public Hospital District No. 2 Grant County Public Hospital District No. 3 Grant County Public Hospital District No. 4 Grant County Public Utility District No. 2 Grant Transit Authority Grays Harbor Conservation District Grays Harbor County Fire Protection District No. 1 Grays Harbor County Fire Protection District No. 12 Gravs Harbor County Fire Protection District No. 14 Grays Harbor County Fire Protection District No. 2 Gravs Harbor County Fire Protection District No. 7 Grays Harbor County Housing Authority Grays Harbor County Water District No. 1 Gravs Harbor County Water District No. 2 Grays Harbor Drainage District No. 1 Grays Harbor Fire District No. 10 Grays Harbor Historical Seaport Authority Grays Harbor Public Utility District No. 1 Grays Harbor Transportation Authority Greater Wenatchee Irrigation District Greater Wenatchee Regional Events Center Public Facilities District Green Tank Irrigation District No. 11 Hartstene Pointe Water-Sewer District Highland Water District

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Willamalane Park and Recreation District

Oregon Washington Highlands Sewer District Highline Water District

Williams Rural Fire Protection District Willow Creek Park District Winchester Bay Sanitary District Winston-Dillard Fire District Winston-Dillard Water District Woodburn Rural Fire Protection District Yamhill County Housing Authority Vambill Fire Protection District Youngs River-Lewis and Clark Water District Oregon Department of Administrative Services Oregon Department of Revenue Oregon Health Licensing Agency
Oregon Higher Education Coordinating Commission Oregon Secretary of State Oregon State Board of Nursing State of Oregon Tribal

Burns Paiute Tribe

Klamath Tribes

Confederated Tribes of Coos, Lower Umpqua and Siuslaw Indians Confederated Tribes of Grand Ronde Community Confederated Tribes of Siletz Indians Confederated Tribes of the Umatilla Indian Reservation Confederated Tribes of the Warm Springs Coquille Indian Tribe

Historic Seattle Preservation and Development Authority Holmes Harbor Sewer District Hunters Water District Hydro Irrigation District No. 9 Icicle Irrigation District Inchelium Water District Irvin Water District No. 6 Island County Fire District No. 3 Island County Fire Protection District No. 1 Island County Housing Authority Jefferson County Conservation District Jefferson County Fire District No. 5 Jefferson County Fire Protection District No. 1
Jefferson County Fire Protection District No. 3 Jefferson County Public Utility District No. 1 Jefferson County Water District No. 3 Jefferson Transit Authority Juniper Beach Water District Kapowsin Water District Kelso Housing Authority Kennewick Housing Authority Kennewick Irrigation District Kennewick Public Facilities District Kennewick Public Hospital District Kent Fire Department Regional Fire Authority Kev Peninsula Metro Parks District King County Airport District No. 1 King County Ferry District King County Fire Protection District No. 16 King County Fire Protection District No. 2 King County Fire Protection District No. 20 King County Fire Protection District No. 25 King County Fire Protection District No. 27 King County Fire Protection District No. 28 King County Fire Protection District No. 34
King County Fire Protection District No. 37 King County Fire Protection District No. 40 King County Fire Protection District No. 43 King County Fire Protection District No. 44 King County Fire Protection District No. 45 King County Fire Protection District No. 47 King County Fire Protection District No. 50 King County Flood Control District King County Hospital District No. 4 King County Housing Authority King County Public Hospital District No. 1 King County Public Hospital District No. 2 King County Water District No. 1 King County Water District No. 111 King County Water District No. 117 King County Water District No. 119 King County Water District No. 125 King County Water District No. 19 King County Water District No. 20 King County Water District No. 45 King County Water District No. 49 King County Water District No. 54 King County Water District No. 90 Kitsap Conservation District Kitsap County Consolidated Housing Authority Kitsap County Fire District No. 18 Kitsap County Public Utility District No. 1 Kitsap County Rural Library District Kitsap Public Health District Kittitas County Conservation District Kittitas County Fire District No. 2 Kittitas County Fire Protection District No. 7 Kittitas County Hospital District No. 2 Kittitas County Housing Authority
Kittitas County Public Utility District No. 1 Kittitas County Water District No. 5 Kittitas County Water District No. 6 Kittitas County Water District No. 7 Klickitat County Fire District No. 14 Klickitat County Fire District No. 15 Klickitat County Fire District No.1 Klickitat County Fire Protection District No. 4 Klickitat County Fire Protection District No. 5 Klickitat County Port District No. 1 Klickitat County Public Hospital District No. 1 Klickitat County Public Hospital District No. 2 Klickitat County Public Utility District No. 1 Lacey Fire District 3 Lake Chelan Reclamation District Lake Chelan Sewer District Lake Forest Park Water District Lake Stevens Sewer District Lake Wenatchee Water District Lake Whatcom Water and Sewer District Lakehaven Utility District Lakewood Water District Lenora Water and Sewer District

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Lewis County Conservation District Lewis County Fire District No. 1 Lewis County Fire District No. 11 Lewis County Fire District No. 13 Lewis County Fire District No. 18 Lewis County Fire District No. 9 Lewis County Fire Protection District No. 14 Lewis County Fire Protection District No. 16 Lewis County Fire Protection District No. 2 Lewis County Fire Protection District No. 5 Lewis County Fire Protection District No. 6 Lewis County Fire Protection District No. 8 Lewis County Hospital District No. 1 Lewis County Public Facilities District Lewis County Public Utility District No. 1 Lewis County Water District No. 1 Lewis County Water District No. 3 Lewis Public Transportation Benefit Area Authority Liberty Lake Sewer and Water District Lincoln County Fire District No. 1 Lincoln County Fire District No. 4 Lincoln County Fire Protection District No. 5 Lincoln County Fire Protection District No. 6 Lincoln County Fire Protection District No. 8 Lincoln County Hospital District No. 3 Lincoln-Adams County Fire Protection District No. 3 Longview Housing Authority Lopez Island Library District Lower Elwha Housing Authority Lower Squilchuck Irrigation District Lummi Housing Authority Lummi Tribal Sewer and Water District Makah Housing Authority Malaga Water District Manchester Water District Manson Park and Recreation District Marshland Flood Control District Marysville Fire District Mason Conservation District Mason County Fire District No. 13 Mason County Fire District No. 17 Mason County Fire District No. 2 Mason County Fire District No. 4 Mason County Fire Protection District No. 5 Mason County Fire Protection District No. 8 Mason County Housing Authority Mason County Public Hospital District No. 1 Mason County Public Utility District No. 1 Mason County Public Utility District No. 3 Mason County Transit Authority Methow Valley Irrigation District Mid-Columbia Library District Midway Sewer District Moab Irrigation District No. 20 Moses Lake Irrigation and Rehabilitation District Mukilteo Water and Wastewater District Naches-Selah Irrigation District North Beach Water District North Central Washington Economic Development District North City Water District North County Regional Fire Authority North Highline Fire District North Perry Avenue Water District North Whidbey Park and Recreation District Northeast Sammamish Sewer and Water District Northshore Utility District Northwest Park and Recreation District No. 2 Okanogan Conservation District Okanogan County Cemetery District No. 4 Okanogan County Fire District No. 6 Okanogan County Fire Protection District No. 11 Okanogan County Housing Authority Okanogan County Public Hospital District No. 3 Okanogan County Public Hospital District No. 4 Okanogan County Public Utility District No. 1 Okanogan Fire Protection District No. 16 Okanogan Irrigation District Olympic View Water and Sewer District
Olympus Terrace Sewer District Orcas Island Library District Orchard Avenue Irrigation District No. 6 Oroville Housing Authority Oroville-Tonasket Irrigation District Othello Housing Authority Pacific Conservation District Pacific County Fire District No. 2 Pacific County Fire Protection District No. 1 Pacific County Fire Protection District No. 3
Pacific County Public Healthcare Services District No. 3 Pacific County Public Utility District No. 2 Pacific Hospital Preservation and Development Authority

Palouse Conservation District
Pasco/Franklin County Housing Authority
Pend Oreille County Fire District No. 2

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Pend Oreille County Fire District No. 4 Pend Oreille County Fire District No. 5 Pend Oreille County Library District
Pend Oreille County Public Hospital District No. 1 Pend Oreille County Public Utility District No. 1 Peninsula Housing Authority Peninsula Metropolitan Park District Peshastin Irrigation District Peshastin Water District Pierce Conservation District Pierce County Fire District No. 13 Pierce County Fire District No. 16 Pierce County Fire District No. 18 Pierce County Fire District No. 23 Pierce County Fire District No. 27 Pierce County Fire District No. 3 Pierce County Fire District No. 5 Pierce County Fire District No. 8 Pierce County Fire Protection District No. 14 Pierce County Fire Protection District No. 2
Pierce County Fire Protection District No. 21 Pierce County Housing Authority Pike Place Market Preservation and Development Authority Point Roberts Water District No. 4 Ponderay Shores Water and Sewer District Port Ludlow Drainage District Prescott Joint Parks and Recreation District Prosser Fire District No. 3 Prosser Public Hospital District Public Hospital District No. 1 Public Hospital District No. 3 Public Utility District No- 1 Puyallup Tribal Health Authority Quileute Housing Authority Quinault Housing Authority
Quincy-Columbia Basin Irrigation District Renton Housing Authority Richland Housing Authority Richland Public Facilities District Ronald Wastewater District Roza Irrigation District Sacheen Lake Sewer and Water District Sammamish Plateau Water and Sewer District San Juan Island Library District Saratoga Water District Scatchet Head Water District Seattle Chinatown International District Preservation and Development Author Seattle Housing Authority Seattle Southside Regional Tourism Authority Selah-Moxee Irrigation District Si View Metropolitan Park District Silver Lake Flood Control District Silver Lake Water And Sewer District Silverdale Water District Skagit Conservation District Skagit County Cemetery District No. 2 Skagit County Fire District No. 10 Skagit County Fire District No. 11 Skagit County Fire District No. 15 Skagit County Fire District No. 9 Skagit County Fire Protection District No. 13 Skagit County Fire Protection District No. 14 Skagit County Fire Protection District No. 2 Skagit County Fire Protection District No. 3 Skagit County Fire Protection District No. 4 Skagit County Fire Protection District No. 5 Skagit County Fire Protection District No. 8 Skagit County Housing Authority Skagit County Public Hospital District No. 1 Skagit County Public Hospital District No. 2 Skagit County Public Hospital District No. 304 Skagit County Public Utility District No. 1 Skagit County Sewer District No. 1 Skagit County Sewer District No. 2 Skagit Valley Public Hospital District No. 1 Skamania County Fire District No. 1 Skamania County Fire District No. 4 Skamania County Public Hospital District No. 1 Skamania County Public Utility District No. 1 Skamokawa Water and Sewer District Skyway Water and Sewer District Snohomish County Fire District No. 15 Snohomish County Fire District No. 16 Snohomish County Fire District No. 19 Snohomish County Fire District No. 26 Snohomish County Fire District No. 5 Snohomish County Fire Protection District No. 1

Snohomish County Fire Protection District No. 17 Snohomish County Fire Protection District No. 21 Snohomish County Fire Protection District No. 22 Snohomish County Fire Protection District No. 25 Snohomish County Fire Protection District No. 28 Snohomish County Fire Protection District No. 28 Snohomish County Fire Protection District No. 3 Snohomish County Fire Protection District No. 3

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Snohomish County Housing Authority
Snohomish County Public Hospital District No. 1 Snohomish County Public Hospital District No. 2 Snohomish County Public Utility District No. 1 Snohomish Health District Snohomish River Regional Water Authority Snoqualmie Valley Hospital District South Columbia Basin Irrigation District
South Correctional Entity Public Development Authority South Naches Irrigation District South Whatcom Fire Authority South Whidbey Parks and Recreation District South Yakima Conservation District Southwest Suburban Sewer District Spokane Conservation District Spokane County Fire District No. 12 Spokane County Fire District No. 2 Spokane County Fire District No. 4 Spokane County Fire Protection District No. 10 Spokane County Fire Protection District No. 11 Spokane County Fire Protection District No. 13 Spokane County Fire Protection District No. 3 Spokane County Fire Protection District No. 5 Spokane County Fire Protection District No. 8 Spokane County Fire Protection District No. 9 Spokane County Library District Spokane County Water District No. 3 Spokane Housing Authority Spokane Indian Housing Authority Spokane Public Facilities District Spokane Regional Health District Spokane Transit Authority Startup Water District Steptoe Sewer District No. 1 Stevens County Fire District No. 2 Stevens County Fire District No. 6 Stevens County Fire Protection District No. 1 Stevens County Fire Protection District No. 10 Stevens County Fire Protection District No. 12 Stevens County Fire Protection District No. 5 Stevens County Public Utility District No. 1 Stevens County Rural Library District Stevens Pass Sewer District Sun Harbor Water District No. 3 Sunnyside Housing Authority Sunnyside Valley Irrigation District Sunnyslope Water District Swinomish Housing Authority Tacoma Community Redevelopment Authority Tacoma Housing Authority Tacoma Metropolitan Park District Terrace Heights Sewer District Thea Foss Waterway Development Authority Three Rivers Regional Wastewater Authority Thurston Conservation District Thurston County Fire District No. 12 Thurston County Fire District No. 4 Thurston County Fire District No. 9 Thurston County Fire Protection District No. 3 Thurston County Fire Protection District No. 5 Thurston County Fire Protection District No. 6 Thurston County Fire Protection District No. 8 Thurston County Housing Authority Thurston County Public Utility District No. 1 Tri-County Economic Development District Tukwila Metropolitan Park District Underwood Conservation District Union Gap Irrigation District Val Vue Sewer District Valley Regional Fire Authority Valley View Sewer District Valley Water District Vancouver Housing Authority Vashon Park District Wahkiakum County Public Utility District No. 1 Wahkiakum Fire Protection District No. 1 Wahkiakum Port District No. 1 Walla Walla County Fire Protection District No. 1 Walla Walla County Fire Protection District No. 3 Walla Walla County Fire Protection District No. 4 Walla Walla County Fire Protection District No. 5 Walla Walla County Fire Protection District No. 8 Walla Walla County Rural Library District Walla Walla Housing Authority Wallula Water District No. 1 Washington State Convention Center Public Facilities District
Washington State Major League Baseball Stadium Public Facilities District

Washington State Tobacco Settlement Authority

Water District 19
Wells Ranch Irrigation District
Wenatchee Reclamation District
Wenatchee-Chiwawa Irrigation District
West Sound Utility District
Whatcom Conservation District

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Oregon South Carolina Washington

Whatcom County Fire District No. 1 Whatcom County Fire District No. 11 Whatcom County Fire District No. 14 Whatcom County Fire District No. 16 Whatcom County Fire District No. 17 Whatcom County Fire District No. 4 Whatcom County Fire District No. 5 Whatcom County Fire District No. 7 Whatcom County Fire District No. 8 Whatcom County Public Utility District No. 1 Whatcom County Water District No. 12 Whatcom County Water District No. 13 Whatcom County Water District No. 2 Whatcom County Water District No. 7 Whatcom Transportation Authority
Whidbey Island Public Hospital District Whitestone Reclamation District Whitman County Fire District No. 11 Whitman County Fire Protection District No. 12 Whitman County Fire Protection District No. 14
Whitman County Fire Protection District No. 7 Whitman County Public Hospital District No. 3 Whitman County Rural Library District Whitworth Water District No. 2 Willapa Valley Water District William Shore Memorial Pool District Williams Lake Sewer District No. 2 Wine Science Center Development Authority Wollochet Harbor Sewer District Woodinville Water District Yakima County Fire District No. 1 Yakima County Fire District No. 3 Yakima County Fire District No. 4 Yakima County Fire District No. 5 Yakima County Fire District No. 6 Yakima County Fire Protection District No. 12 Yakima County Fire Protection District No. 14 Yakima County Mosquito Control District Yakima Housing Authority Yakima Regional Clean Air Authority Yakima Rural County Library District Yakima-Tieton Irrigation District North Seattle Community College

Seattle Colleges State Of Washington Washington State Department of Enterprise Services Washington State Department of Health

Washington State Department of Social and Health Services

Washington State Health Care Authority Tribal

Columbia River Inter-Tribal Fish Commission

Confederated Tribes of the Chehalis Reservation Confederated Tribes of the Colville Reservation Confederated Tribes of the Yakama Nation Cowlitz Indian Tribe Hoh Indian Tribe

Jamestown S'Klallam Tribe

Kalispel Tribe of Indians Lower Elwha Klallam Tribe

Lummi Indian Nation

Makah Tribe

Muckleshoot Indian Tribe

Nisqually Indian Tribe Nooksack Indian Tribe

Port Gamble S'Klallam Tribe Puyallup Tribe of Indians

Quileute Indian Tribe Quinault Indian Nation

Samish Indian Nation

Sauk-Suiattle Indian Tribe

Skokomish Indian Tribe

Snoqualmie Indian Tribe

Spokane Tribe

Squaxin Island Tribe

Stillaguamish Tribe of Indians Suquamish Tribe

Swinomish Indian Tribal Community
Tulalip Tribes

Upper Skagit Indian Tribe Yakama Nation Land Enterprise

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| | a |
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| City/To | |

City of Wincheste

Town of Abingdon

Town of Altavista

Town of Amherst

Town of Alberta

Appendix C - Political Subdivision List for City of Alexandria City of Bristol City of Buena Vista City of Charlottesville City of Chesapeake City of Colonial Heights City of Covington City of Danville City of Emporia City of Falls Church City of Franklin City of Galax City of Hampton City of Harrisonburg City of Honewell City of Lexington City of Lynchburg City of Manassa City of Manassas Park City of Martinsville City of Newport News City of Norfolk City of Norton City of Petersburg City of Poquoson City of Portsmouth City of Radford City of Richmond City of Roanoke City of Salem City of Staunton City of Suffolk

Chesapeake Airport Authority
Chesapeake Bay Bridge and Tunnel District City of Virginia Beach City of Waynesboro City of Williamsburg

Town of Annalachia Dickenson County Public Service Authority Town of Appomattox Town of Ashland Dinwiddie Airport and Industrial Authority Town of Redford Dinwiddie County Water Authority Town of Berryville District Three Governmental Cooperative Town of Big Stone Gap Dryden Water Authority Town of Blacksburg Town of Bluefield Eastern Shore of Virginia Broadband Authority
Essex County Industrial Development Authority
Fairfax County Economic Development Authority Town of Boones Mill Fairfax County Park Authority
Fairfax County Redevelopment and Housing Authority Town of Bowling Green Town of Boyce Fairfax County Water Authority
Fauquier County Water and Sanitation Authority
Floyd County Economic Development Authority
Floyd-Floyd County Public Service Authority Town of Boydton Town of Broadway Town of Brodnax Town of Brookneal Franklin Redevelopment and Housing Authority Town of Buchanan Frederick County Sanitation Authority Town of Burkeville Frederickshurg Stafford Park Authority

Town of Cape Charles Frederick-Winchester Service Authority Front Royal-Warren County Economic Development Authority Town of Cedar Bluff Town of Charlotte Court House Ft. Monroe Authority Giles County Public Service Authority Town of Chase City Town of Chatham Greensville County Water and Sewer Authority Town of Chariton Halifax County Industrial Development Authority Town of Chilhowie Halifax County Service Authority Hampton Redevelopment and Housing Authority Town of Chincoteague Town of Christiansburg Hampton Roads Planning District Commission Hampton Roads Regional Jail Authority Town of Claremont Town of Clarksville Hampton Roads Sanitation District Town of Clifton Harrisonburg Redevelopment and Housing Authority Town of Clifton Forge Harrisonburg-Rockingham Regional Sewer Authority Town of Clinchco Headwaters Soil and Water Conservation District Hopewell Redevelopment and Housing Authority

James River Water Authority Town of Coeburn Town of Colonial Beach John Flannagan Water Authority Town of Columbia Joint Public Service Authority

Town of Courtland Lee County Industrial Development Authority Town of Craigsville Town of Crewe Lee County Public Service Authority LENOWISCO Planning District Commission Town of Culpeper Town of Damascus Loudoun County Sanitation Authority Louisa County Water Authority Town of Dayton Lynchburg Redevelopment and Housing Authority Town of Dendron Town of Dillwyn Marion Redevelopment and Housing Authority Town of Drakes Branch

Town of Dublin Mecklenburg-Brunswick Regional Airport Authority Meherrin River Regional Jail Authority
Middle Peninsula Regional Airport Authority Town of Dungannon

Special Distrricts Accomack-Northampton Transportation District Albemarle County Service Authority

Albemarle-Charlottesville Regional Jail Authority Alexandria Redevelopment and Housing Authority Appomattox River Water Authority Bath County Airport Authority Bedford County Economic Develop

Bedford Regional Water Authority Beg Stone Gap Redevelopment and Housing Authority Blacksburg-Christiansburg-VPI Water Authority Blacksburg-Virginia Polytechnic Institute Sanitation Authority

Blue Ridge Airport Authority
Blue Ridge Crossroads Economic Development Authority

Blue Ridge Regional Jail Authority Blue Ridge Soil and Water Conservation District Bristol Redevelopment and Housing Authority Brookneal-Campbell County Airport Authority Brunswick County Industrial Development Authority Buchanan County Industrial Development Authority

Buena Vista Public Service Authority Campbell County Utilities and Service Authority Carroll County Industrial Development Authority Carroll-Grayson-Galax Solid Waste Authority Castlewood Water and Sewage Authority Central Shenandoah Planning District Commission

Central Virginia Regional Jail Authority Central Virginia Waste Management Authority Charlottesville Redevelopment and Housing Authority Charlottesville-Albemarle Airport Authority

Chesapeake Hospital Authority
Chesapeake Redevelopment and Housing Authority

Coeburn-Norton-Wise Regional Wastewater Authority
Craig-New Castle Solid Waste Authority
Crater District Area Agency on Aging/Foster Grandparent Program, Inc.

Culpener Soil and Water Conservation District Cumberland Plateau Planning District Commission Cumberland Plateau Regional Housing Authority

Cumberland Plateau Regional Waste Management Authority Danville Redevelopment and Housing Authority Danville-Pittsylvania County Regional Industrial Facilities Authority Dickenson County Industrial Development Authority

Lord Fairfax Soil and Water Conservation District

Maury Service Authority

Public K-12

County Accomack County Public Schools Accomack County Albemarle County Albemarle County Public Schools Alexandria City Public Schools Alleghany County Alleghany County Public Schools Amelia County Public Schools Amherst County Amherst County Public Schools Appomattox County Appomattox County Public School Arlington County Arlington Public Schools Augusta County Bath County Bedford County Atlantic Shores Christian School Augusta County Public Schools

Bedford County Public Service Authority Bath County Public Schools Bedford County Public Schools Bland County Public Schools Bland County Botetourt County **Rotetourt County Public Schools** Brunswick County

Bristol Virginia Public Schools Brunswick County Public Schools Buchanan County
Buchanan County Public Service Authority Buchanan County Schools Buckingham County

Craig County

Dinwiddie County

Essex County Fairfax County

Fauguier County

Floyd County Fluvanna County

Franklin County

Giles County

Frederick County

Gloucester County Goochland County

Grayson County

Greensville County

Greene County

Halifax County

Hanover County

Henrico County

Henry County

Buckingham County Public Schools Buena Vista City Public Schools Buckingham County Board of Supervisors Campbell County Campbell County Public Schools Caroline County Caroline County Public Schools

Carroll County Public Schools Charles City County School District Charles City County Charlotte County Public Schools Charlotte County Charlottesville City Schools Chesterfield County Chesapeake Public Schools Clarke County

Chesterfield County Public Schools Clarke County School District Colonial Beach Schools Colonial Heights Public Schools Copper River School District Covington City Public Schools Craig County Public Schools Culnener County Public Schools

Cumberland County Public Schools Danville Public Schools Dickenson County Public Schools Dinwiddie County Public Schools Fairfax County Public Schools Falls Church City Public Schools Fauquier County Public Schools Floyd County Public Schools Fluvanna County Public Schools

Franklin City Schools Franklin County Public Schools Frederick County Public School Fredericksburg City Public Schools Galax City Public Schools

Giles County Public Schools Henry County Public Service Authority Gloucester County Public Schools Highland County Goochland County Public Schools Isle of Wight County James City County King and Queen County Grayson County Public Schools

Greene County Schools Greensville County Public Schools King George County King George County Service Authority Halifax County Public Schools Hampton City Schools King William County Hanover County Public Schools Lancaster County

Harrisonburg City Public Schools Henrico County Public Schools Loudoun County Henry County Public Schools Louisa County unenburg County Hopewell Public Schools Madison County Imagine Schools Mathews County Isle of Wight County Schools Mecklenburg County King and Queen County Public Schools Middlesex County King George County Public Schools King William County Public Schools Montgomery County Nelson County Lancaster County Public School System New Kent County Lee County Public Schools Northampton Cour Lexington City Schools Northumberland County

Loudoun County Public Schools Nottoway County Orange County Louisa County Public Schools Lynchburg City Schools Page County Madison County Public Schools Patrick County Pittsylvania County
Pittsylvania County Service Authority Manassas Park City Schools Martinsville Public Schools Powhatan County

Mathews County School District Prince Edward County Mecklenburg County Public Schools Prince George County Middlesex County Public Schools Montgomery County Public Schools Prince William County
Prince William County Service Authority

Nelson County Public Schools Pulaski County New Kent County Schools Newport News Public Schools Rappahannock County Richmond County Norfolk Public Schools Roanoke County Northampton County School District Rockbridge County

Northumberland County Public Schools Rockbridge County Public Service Authority

Norton City Public Schools Rockingham County Nottoway County Public Schools Orange County Public Schools Scott County

Public Higher Education

Blue Ridge Community College Central Virginia Community College Christopher Newport University College of William and Mary Dabney S. Lancaster Community College Danville Community College Eastern Shore Community College Eastern Virginia Medical School George Mason University Germanna Community College

J. Sargeant Reynolds Community College James Madison University John Tyler Community College Longwood University Lord Fairfax Community College Massanutten Technical Center

Mountain Empire Community College New College Institute New River Community College

Norfolk State University Northern Virginia Community College Carroll County
Carroll County Public Service Authority Old Dominion University Patrick Henry Community College Paul D. Camp Community College Piedmont Virginia Community College

Radford University Rappahannock Community College Culpeper County Richard Bland College Cumberland County Dickenson County

Rowanty Technical Center Southern Virginia Higher Education Center Southside Virginia Community College Southwest Virginia Community College State Council of Higher Education for Virginia Thomas Nelson Community College

Tidewater Community College University of Mary Washington University of Virginia University of Virginia Foundation University of Virginia Health System University of Virginia, Wise Virginia College Savings Plan Virginia Commonwealth University Virginia Community College System

Virginia Highlands Community College Virginia Military Institute Virginia Polytechnic Institute and State University

Virginia State University Virginia Western Community College Wytheville Community College

State of Virginia Virginia Department of Behavioral Health and Developmental Services

Virginia Department of General Services Virginia Department of Health Virginia Department of Health Professions Virginia Department of Public Works

State

Townships winship of Green Ross County

Appendix 0 Page 1 of 2 City/Town Town of Elkton Town of Exmore Town of Farmville Town of Fincastle

Town of Floyd

Special Distrricts Montgomery County Public Service Authority Montgomery Regional Solid Waste Authority Mt. Rogers Planning District Commission New River Regional Water Authority New River Resource Authority

Town of Fries New River Valley Planning District Commission New River Valley Regional Jail Authority Town of Front Royal Newport News Redevelopment and Housing Authority Town of Gate City Town of Glade Spring Nicholas County Solid Waste Authority Town of Glasgow

Norfolk Airport Authority Norfolk Economic Development Authority

Town of Glen Lvn Town of Gordonsville Town of Goshen Norfolk Redevelopment and Housing Authority Northern Neck Planning District Commission Town of Gretna Northern Virginia Regional Park Authority Northern Virginia Transportation Authority Northwestern Regional Jail Authority Town of Grottoes Town of Halifax Town of Hamilton Town of Haymarket NRV Regional Water Authority

Pamunkey Regional Jail Authority
Patrick County Economic Development Authority Town of Havsi Pepper's Ferry Regional Wastewater Treatment Authority
Petersburg Redevelopment and Housing Authority Town of Herndon Town of Hillsville Peumansend Creek Regional Jail Authority Town of Honaker

Piedmont Soil and Water Conservation District Planning District One Behavioral Health Services Town of Hurt Town of Independence Town of Iron Gate Portsmouth Redevelopment and Housing Authority Town of Irvington Prince William County Park Authority Pulaski County Public Service Authority Town of Jonesville

Town of Kenbridge Pulaski County Sewerage Authority

Town of Keysville Town of Kilmarnock Radford Industrial Development Authority
Randolph County Water, Sewer and Fire Protection Authority Town of La Crosse Rapidan Service Authority

Town of Lawrenceville

Rappahannock Regional Jail Authority Rappahannock-Shenandoah-Warren Regional Jail Authority Town of Leesburg

Town of Louisa Region 2000 Services Authority Town of Lovettsville Richmond Behavioral Health Authority Town of Luray Richmond Hospital Authority Town of Marion Town of Middleburg Richmond Metropolitan Authority Richmond Redevelopment and Housing Authority

Town of Middletown Richmond Regional Planning District Commission Town of Mineral Town of Monterey Rivanna Solid Waste Authority Rivanna Water and Sewer Authority Town of Montross Riverside Regional Jail Authority

Town of Mt. Jackson Roanoke Redevelopment and Housing Authority Roanoke River Service Authority Town of Narrows Town of New Castle Roanoke Valley Broadband Authority Roanoke Valley Resource Authority Town of New Market

Town of Nickelsville Robert E. Lee Soil and Water Conservation District Town of Occopian Rockbridge Area Network Authority Town of Onancock Rockbridge County Solid Waste Authority Town of Orange Russell County Industrial Development Authority Town of Pamplin City Russell County Public Service Authority Town of Parksley Scott County Economic Development Authority Town of Pearisburg Scott County Redevelopment and Housing Authority Town of Pembroke Shenandoah Valley Soil and Water Conservation District

Smyth County Industrial Development Authority Smyth Washington Regional Industrial Facilities Authority

Town of Pennington Gap Town of Phenix Town of Pocahontas Town of Pound South Central Wastewater Authority Southeastern Public Service Authority Town of Pulaski Southside Planning District Town of Purcellville Town of Quantico Southside Regional Jail Authority Southwest Regional Recreation Authority Town of Remineton Southwest Virginia Regional Jail Authority Suffolk Redevelopment and Housing Authority Tappahannock-Essex County Airport Authority Town of Rich Creek Town of Richlands Town of Ridgeway Tazewell County Airport Authority Tazewell County Industrial Development Authority Town of Round Hill Tazewell County Public Service Authority

Town of Rural Retreat Tazwell County Public Service Authority Town of Saltville Thomas Jefferson Planning District Commission Town of Scottsville Thomas Jefferson Soil and Water Conservation District Town of Shenandoal Toms Brook-Maurertown Sanitary District Town of Smithfield Upper Occoquan Service Authority Town of South Boston Valley Municipal Utility District No. 2 Vint Hill Economic Development Authority Virginia Beach Development Authority Town of South Hill

Town of St. Paul Town of Stanley Virginia Commercial Space Flight Authority Town of Stephens City Town of Strasburg Virginia Highlands Airport Authority Virginia Housing Development Authority Town of Stuart Virginia Peninsulas Public Service Authority Virginia Port Authority

Town of Tangier Town of Tappahannock Virginia Resources Authority

Town of Tazewell Virginia Tech/Montgomery Regional Airport Authority Virginia/Carolina Water Authority Virginia's First Regional Industrial Facility Authority Town of Timberville Town of Troutville

Town of Urbanna Washington County Industrial Development Authority Town of Victoria Washington County Service Authority

Town of Vienna Waynesboro Economic Development Authority Town of Vintor Waynesboro Redevelopment and Housing Authority West Piedmont Planning District Town of Wakefield

Town of Warrenton Western Virginia Water Authority Town of Warsaw Town of Washington Williamsburg Area Transit Authority Winchester Regional Airport Authority Town of Waverly Wired Road Authority Town of West Point Wise County Public Service Authority

Town of White Stone Wise County Redevelopment and Housing Authority Town of Windsor Woodway Water and Sewer Authority

Town of Wise Town of Woodstock Wytheville Redevelopment and Housing Authority

Town of Wytheville

Public K-12

Page County Public Schools Patrick County Public Schools Petersburg City Public Schools Pittsylvania County School District Poquoson City Public Schools Portsmouth Public Schools Powhatan County Public Schools Prince Edward County Schools Prince George County Public Schools Prince William County Schools Pulaski County Public Schools

Radford City Schools Rappahannock County Public Schools Richmond City Public Schools Richmond County Public Schools Roanoke City Public Schools

Roanoke County Public Schools Rockbridge County Schools Rockingham County Public Schools Russell County Public Schools Salem City Schools Scott County Public Schools Shenandoah County Public Schools Smyth County Public Schools Southampton County Public Schools Spotsylvania County Public Schools Stafford County Public Schools Staunton City Schools

Suffolk Public Schools Surry County Public Schools Sussex County Public Schools Tazewell County Public Schools Virginia Beach City Public Schools Warren County Public Schools Washington County School Distric Wavnesboro Public Schools

West Point Public Schools Westmoreland County Public Schools Williamsburg-James City County Public Schools

Winchester Public Schools Wise County Public Schools Wythe County Public Schools York County Public Schools

Scott County Public Service Authority Shenandoah County Smyth County Southampton County Spotsylvania County Stafford County Surry County Sussex County

County

Tazewell County Tri-County Lake Administrative Commission

Warren County Washington County Westmoreland County Wise County York County

Public Higher Education State Townships

Appendix C Page 2 of 2

NATIONAL JOINT POWERS ALLIANCE (NJPA) AWARDED VENDOR REQUIRED FEMA TERMS AND CONDITIONS CERTIFICATION

Procurements by National Joint Powers Alliance (NJPA) or NJPA Members utilizing funds under a federal grant or contract funded all or in part by the Federal Emergency Management Agency (FEMA) may be subject to specific federal laws, regulations, and requirements in addition to those under other federal, state and local laws. This may include, but is not limited to, the procurement standards of the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Title 44 of the Code of Federal Regulations, Part 13 (44 CFR Part 13).

The terms included in this section express Vendors willingness and ability to comply with certain requirements which may be applicable to specific NJPA Member purchases using FEMA grant or contract dollars. NJPA Members may also require Proposers to enter into ancillary agreements, in addition to the NJPA contract's general terms and conditions, to address a Member's specific contractual needs, including contract requirements for a procurement using FEMA grants or contracts. NJPA reserves the right at any time within a contract term to require an awarded Vendor to reaffirm or resubmit proper documentation relating to these requirements.

Note: The numbering and identification contained within this section is only for reference purposes and does not identify any actual Federal designation or location of the rule. Rules are located in 44 CFR Part 13.

(A) Pursuant to 44 CFR 13.36(i)(1), NJPA is entitled to exercise all administrative, contractual, or other remedies permitted by law to enforce Vendor's compliance with the terms of the request for proposal and contract award, including but not limited to those remedies set forth at 44 CFR 13.43.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(B) Pursuant to 44 CFR 13.36(i)(2), NJPA may terminate the contract award for cause or convenience in accordance with the procedures set forth in the request for proposal and contract award and those provided by 44 CFR 13.44.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

- (C) Pursuant to 44 CFR 13.36(i)(3)-(6)(12), and (13), Vendor shall comply with the following federal laws during the term of an award for this contract by NJPA:
 - a. Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor ("DOL") regulations (41 CFR Ch. 60);
 - b. Copeland "Anti-Kickback" Act (18 U.S.C. 874), as supplemented in DOL regulations (29 CFR Part 3);
 - c. Davis-Bacon Act (40 U.S.C. 276a-276a-7) as supplemented by DOL regulations (29 CFR Part 5);
 - d. Section 103 and 107 of the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-330) as supplemented by DOL regulations (29 CFR Part 5);
 - e. Section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15); and

f. Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163, 89 Stat. 871).

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(D) Pursuant to 44 CFR 13.36(i)(7), Vendor shall comply with FEMA requirements and regulations pertaining to reporting, including but not limited to those set forth at 44 CFR 40 and 41.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

- (E) Pursuant to 44 CFR 13.36(i)(8), Vendor agrees to the following provisions regarding patents:
 - a. During the term of an award for this contract by NJPA, all rights to inventions and/or discoveries that arise or are developed, in the course of or under this request for proposal and contract award, shall belong to the NJPA Member and be disposed of in accordance with their policy. NJPA and NJPA members, at its own discretion, may file for patents in connection with all rights to any such inventions and/or discoveries.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

- (F) Pursuant to 44 CFR 13.36(i)(9), Vendor agrees to the following provisions, regarding copyrights:
 - a. During the term of an award for this contract by NJPA, any copyrightable material or inventions, in accordance with 44 CFR 13.34, FEMA reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, for Federal Government purposes:
 - (1) The copyright in any work developed under a grant or contract; and
 - (2) Any rights of copyright to which a grantee or a contactor purchases ownership with grant support.

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(G) Pursuant to 44 CFR 13.36(i)(10), Vendor shall maintain any books, documents, papers, and records of the Vendor which are directly pertinent to this request for proposal and contract award. At any time during normal business hours and as often as NJPA or NJPA Members deems necessary, Vendor shall permit NJPA or NJPA Member, FEMA, the Comptroller General of United States, or any of their duly authorized representatives to inspect and photocopy such records for the purpose of making audit, examination, excerpts, and transcriptions

Vendor Agrees (YES or NO)

Initials of Authorized Representative

(H) Pursuant to 44 CFR 13.36(i)(11), Vendor shall retain all required records for three years after FEMA or NJPA or NJPA Members makes final payments and all other pending matters are closed. In addition, Vendor shall comply with record retention requirements set forth in 44 CFR 13.42

| Vendor Agre | es (YES | or NO) |
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Initials of Authorized Representative

Vendor agrees to comply with federal, state, and local laws, rules, regulations and ordinances, as applicable. It is further acknowledged that Vendor certifies compliance with provisions, laws, acts, regulations, etc. as noted above.

This certification shall be effective through the term of the Vendor's NJPA awarded contract.

| Vendor: | | | |
|----------------------------|---------------|------|------|
| | | | |
| Contract number: | | | |
| Category: | | | |
| | | | |
| Maturity date: | | | |
| Address: | | | |
| | | | |
| City, state, zip code: | · | | |
| Phone number: | | | |
| | | | |
| Printed name and title of | | | |
| authorized representative: | | | |
| Signature of authorized | | | |
| representative: | | | |
| Date: | | | |