

**APPENDIX A to OFM CP # 18-2000 for Organizational Change Management Services**  
**CERTIFICATIONS AND ASSURANCES**

I/we make the following certifications and assurances as a required element of the Proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract:

1. I/we declare that all answers and statements made in the Proposal are true and correct. No material fact has been omitted that would make the submission of our Proposal incomplete or misleading.
2. I/we certify that our firm has completed at least one engagement with direct management responsibility for Organizational Change Management supporting statewide business process transformation including an enterprise level system implementation which included ten or more departments or agencies in the last five years.
3. I/we understand and agree that pricing submitted in our Proposal must be fixed and held open for a minimum of 120 days from the date of receipt of the Proposal by OFM. OFM reserves the right to work with the Bidder to extend such minimum 120 day period, as desired by OFM.
4. I/we understand that the OFM will not reimburse me/us for any costs incurred in the preparation of a Proposal to or participation in any part of the CP process. All Proposals become the property of the OFM, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this Proposal.
5. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
6. In preparing this Proposal, I/we have not been assisted by any current or former employee of the state of Washington whose duties relate (or did relate) to this Proposal or prospective contract, and who was assisting in other than his or her official, public capacity. If there are exceptions to these assurances, I/we have described them in full detail on a separate page included with this document.
7. I/we agree that submission of the attached Proposal constitutes acceptance of the solicitation process. If I/we have questions or concerns about the content of the CP or the process I/we will avail ourselves of the administrative processes set forth in the CP in an effort to proactively resolve them.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a Proposal for the purpose of restricting competition.
9. I/we grant the OFM the right to contact references and others, who may have pertinent information regarding the ability of the Bidder and the key staff to perform the services or produce deliverables contemplated by this CP.
10. I/we understand that if we are the successful Bidder that we will be required to furnish the OFM copies of certificates of all required insurance within fifteen (15) calendar days of the Contract's effective date. Failure to provide evidence of coverage may, at OFM's sole option result in the termination of such contract.
11. I/we (circle one) do / do not possess a Uniform Business Identifier (UBI). I/we understand a UBI is necessary to conduct business in Washington State. I/we certify that a UBI will be provided to OFM within thirty (30) calendar days of being selected as the Apparently Successful Bidder.

**On behalf of the Bidder submitting this proposal, by my authorized signature below I attest to the accuracy of the above statements.**

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**Signature of Bidder** **Title** **Date**