

1.5-B. Common Requirements: System A:

1. Call Rate Affordability: The public coin/card telephones will be predominantly utilized by the citizens of, and visitors to, the Commonwealth. Therefore, it is essential that the services be provided at reasonable and customary rates and charges.

The Contractor's rates shall be in compliance with the following specifications:

- a. Reference Attachment 4-A & 4-B for the Verizon current rates. Contractor shall guarantee rates with submission of its proposal for public coin/card telephones on Attachment 13-A will be the maximum charged during the term of the contract and extensions of it.
 - b. Contractor shall provide information on the long distance carrier it has chosen to prove the entire public coin/card phones.
 - c. The public coin rates in Pennsylvania vary because the State is served by both Independent Telephone Companies and Verizon. The local coin rate is non-regulated and presently \$0.50 per call. The Intralata toll rates are found in Attachment 4-A & 4-B for those areas served by an Independent Telephone Company; and tariffed with the PUC for those areas in Verizon territory. By responding to this RFP, Contractors agrees to the rates submitted on Attachment 13-A.
 - d. The Commonwealth shall verify compliance with the above specifications at the time of installation and periodically during the term of the contract.
 - e. If there are questions relative to matters handled by the Pennsylvania Public Utility Commission, Mr. Terrence J. Buda, Assistant Counsel, Law Bureau, PUC, may be contacted at (717) 787-5755. He will answer any questions and provide written rules and regulations as needed.
2. Moves, Changes, Additions, and Deletions: Each using agency participating under this contract may initiate moves, changes, additions, and/or deletions of components of System A. A move is the relocation of existing equipment and it's associated wiring/cabling. Each using agency Telecommunications Management Officer (TMO) shall work with the selected Contractor to establish public telephone locations and the number of stations required at each. These moves, changes, additions and/or deletions shall be accomplished at no cost to the Commonwealth or the initiating using agency. The Contractor will be given a minimum of ten (10) working days notice to complete the service order submitted by the using agency. The service order will be sent electronically to the Contractor by the using agency.

3. Installation, Transition and Implementation: Upon award of a contract, the Commonwealth and the Contract will make any required adjustments to the Contractor's installation, transition and implementation schedule. The Contractor must be ready and able to fully perform the required services included in the contract. The Contractor must adhere to time and deadline requirements. If Contractor foresees any potential timing problem or has knowledge of any factor which may impact timing or delivery and transition or installation date of items to be installed, or service staff to be in place, or for other required services, Contractor shall include such information in the proposal.

4. Schedule of Implementation: Contractor shall submit a complete and detailed schedule of the time required for installation steps, utility coordination, training, cutover, testing and acceptance. The schedule shall include staff charts, date, and any cutover aspects. Note that public coin/card payphone has a higher installation priority than others. The system A shall be installed in a manner and within a time frame designed to minimize disruption of the normal functions of the Commonwealth agencies.

1.5-C. Training:

1. Training General: The selected Contractor shall be required to provide sufficient training to adequately orient selected Commonwealth employees on the proper use of System A as identified in the RFP.

System A: For System A, all training shall be accomplished at a location in Harrisburg to be identified at a later date. The Contractor must be able to provide to all Commonwealth agencies Telecommunications Management Officers (TMO) information regarding the types of equipment and service available under the contract. Training shall also encompass methods by which these TMO's can assess their environments and develop a plan for placement of coin/card telephones that maximizes usage, services, commissions, and addresses special using agency needs. Approximately fifty (50) TMO's would attend the training.

2. Training Description:

- a. Complete Detailed Description: The Contractor shall include in its proposal a complete and detailed description of the training to be provided for System A. The description shall include such details as who should be trained, the length and frequency of the training sessions, recommended class size, audio-visual aids to be employed, written material to be provided and any other information the Contractor deems pertinent to each system.
- b. Follow-Up Training: The Contractor shall also include a description of and, the number of follow up training sessions, which shall be given.

3. Trainer: The Contractor shall include the name and title of the person who shall have the overall responsibility for training. The Contractor shall also include the number of years training experience the person(s) have who shall do the actual training and the number of sessions previously held by each in doing training on the proposed System A.

4. Training Material: Written material/pamphlet, or video utilized in the training programs, all ongoing and new training programs, Contractor shall allow the Commonwealth to make free use of any material provided.

5. End User Forum Meetings: The Contractor's project manager and its staff shall be responsible for scheduling the User Group Forum that will be held yearly if required. The forums are held in Harrisburg, Pennsylvania. The end user forums are presentations to the Telecommunication Management Officers (TMO). The Contractor will provide the forum agenda, lecturer staff, training materials,

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demonstration, presentation, etc. The Contractor shall not be responsible for the travel expenses for the TMOs.

1.5-D. Maintenance Requirements:

1. General Provisions:

- a. Requirement: The selected Contractor shall provide the necessary labor, parts, materials, and transportation to maintain all proposed coin/card telephones, enclosures in good working order and in compliance with the equipment manufacturer's specifications throughout the life of the contract. This includes responsibility for damages to coin/card public telephones.
- b. No Charge to the Commonwealth: No charge may be made to the Commonwealth or its using agencies for maintenance on System A.

2. Certification: The Contractor shall certify that all equipment, enclosures and software included shall be in good working order at test and acceptance, and that the Contractor shall repair or replace malfunctioning equipment, enclosures and software and return them to good working order in accordance with the requirements of this RFP.

3. Maintenance Plan, Center Location and Personnel Profile:

- a. Maintenance Centers: Contractors shall submit a listing showing information on the locations from which maintenance personnel shall be dispatched to service System A. This information shall include, but not be limited to, the Contractor's utilization of these locations to insure that all requirements of this RFP are met. The Contractor shall explain, in detail, how it shall accomplish this. The Contractor shall submit a detailed plan explaining the geographic locations of the centers, the system and procedures for the integration of maintenance at these centers, the types of parts and equipment being maintained at these centers, and the ease with which the using agency can request maintenance service.
- b. Personnel Profile: The proposal shall also list the names of the maintenance personnel at each location and their experience working with the equipment proposed for System A. Attachment 11 provides the content and format required. It is expected that the Contractor shall only provide the names and experience of maintenance personnel who have been fully trained and qualified on the equipment and software proposed and/or certified by the equipment manufacturer if such certification is required by the manufacturer.

4. Standards For Repair: The Contractor(s) for the coin/card telephones shall adhere to the following minimum standards for repair:

- a. The Contractor shall have sufficient repair personnel to be able to simultaneously respond to multiple repair events on coin/card telephone stations located throughout Pennsylvania. Refer to Attachment 2 for locations.
- b. The Contractor shall provide a free-of-charge repair service number manned by a live, trained attendant(s) to receive trouble reports 24-hours a day, seven days a week, 365 days a year. Extended periods of being placed on hold will not be tolerated. Explain in detail the procedure for services provided.
- c. Out-of-hours and weekend repair service for stations below shall be limited to essential repairs only, as determined by the Commonwealth. However, the Contractor shall respond to these repairs when required. The Contractor shall inform the Commonwealth as soon as possible of any occurrence of an unusual nature that may result in prolonged or serious service interruption. This notification shall go to the using agency in the case of coin/card stations. The Contractor shall perform any work requiring prolonged or serious service interruption at a time, which shall cause minimum disruption to the users in agreement with the designated using agency and at a time mutually agreed upon. Essential repairs are repairs needed to provide safety and security.
- d. It is expected that Contractors shall address their maintenance/repair objectives or measurement standards in the responses to this RFP. Contractors shall provide their expected mean-time-to-respond and mean-time-to-repair for each of the major system A. The Contractor shall be held to maintaining these standards as well as the standards noted in paragraph 5, Maintenance Liquidated Damages.
- e. The coin telephones shall be scheduled for collection so as to prevent full boxes.
- f. Any coin telephone shall be collected within four (4) hours if a full box condition threatens to place the station out of-service regardless of the day of the week or the time of day.
- g. All coin box collectors and repair personnel shall be bonded.
- h. Each coin/card telephone shall be remotely tested each day to determine if it is functioning normally.
- i. The Contractor shall be responsible for ensuring that all coin/card telephone booths, and enclosures are cleaned and sanitized periodically. Each Contractor shall include a cleaning schedule as part of the proposal.

- j. The Contractor shall remove as part of the cleaning noted above, all graffiti, stickers, posters, litter, dust and dirt from within each coin/card station enclosure and/or booth, and from a three (3) foot radius surrounding the terminal, exclusive of private property.

5. Maintenance Liquidated Damages:

a. Minor Emergency.

- (1) The Contractor shall respond, between 8 AM and 5 PM, Monday through Friday, to a minor malfunction of the equipment and cabling within eight (8) working hours after notification between the hours of 8 AM and 5 PM. However, stations at the PennDot Welcome Centers and Roadside Rests shall be repaired within eight (8) working hours after notification 24-hours a day, seven days a week, 365 days a year, reference Attachment 7 for locations. If the Contractor fails to respond within eight (8) working hours, the Contractor agrees to pay to the Commonwealth \$150.00 as an initial liquidated damage, and \$15.00 for each and every hour of delay after the first eight (8) working hours. All repairs or replacements shall be completed within twenty-four (24) working hours following response to notification of a minor emergency malfunction, and the Contractor must exhibit a best efforts approach to the completion of the repairs or replacement during the first twenty-four (24) working hours following response to notification. If the Contractor fails to exhibit best efforts, as determined by the using agency, with the concurrence of the Commonwealth, to complete the repairs or replacement within twenty-four (24) working hours following initial response, the Contractor agrees to pay the Commonwealth as liquidated damages the sum of \$150.00 for each and every calendar day of delay.
- (2) For the purpose of this proposal, a minor emergency shall be defined as; the failure of a stand-alone coin/card station or the failure of up to 49% of those in a bank of stations.

b. Major Emergency

- (1) The Contractor shall respond by arriving at the site on a 24-hour per day basis, 7 days per week, 365 days of the year, to a major failure of a stand-alone coin/card station or the failure of up to 50% of those in a bank of stations within three (3) hours after notification. If the Contractor fails to respond by arriving at the site within three (3) hours, the Contractor agrees to pay to the

Commonwealth \$250.00 as initial liquidated damages and \$15.00 for each and every hour of delay after the first three (3) hours. All repairs or replacements shall be started within the first contiguous twenty-four (24) hours following response to notification of a major system failure, and the Contractor must exhibit a best efforts approach to completion of the repairs or replacement during the first contiguous twenty-four (24) hours following response to the notification. If the Contractor fails to exhibit best efforts, as determined by the using agency, with the concurrence of the Office of Administration, to complete the repairs or replacement within twenty-four (24) hours following initial response, the Contractor agrees to pay the Commonwealth as liquidated damages the sum of \$250.00 for each and every calendar day of delay.

(2) For the purpose of this RFP, a major emergency shall be defined as the failure of over 50% or the entire bank of coin/card stations such as at a Welcome Center or a Roadside Rest.

c. Assessment of Liquidated Damages: Liquidated damage charges specified in the preceding paragraphs shall not be assessed where performance of the Contractor's obligations are prevented or delayed by an act of God, freight embargoes, strikes, fire, or acts of government, provided the successful Contractor notifies the using agency of such circumstances and the using agency, with concurrence of the Office of Administration, reasonably determines that the failure to perform within the specified time was beyond the control and without the fault or negligence of the Contractor.

d. Maintenance Liquidated Damage Major and Minor Monthly Report: Contractor shall furnish a cumulative monthly management report, which will be emailed to the Office of Administration. The Contractor shall provide report design in response for System A. The report shall be associated with its dispatch center(s) logging, tracking, and updating Commonwealth service calls as proposed in the RFP. The Contractor shall also manage the Commonwealth maintenance liquidated damages in the same cumulative monthly report.

6. Preventive Maintenance:

- a. Contractor Responsibilities: The Contractor shall be responsible for preventive maintenance as may be required by the equipment manufacturer and as necessary to maintain the mean-time-to-fail criteria.
- b. Develop Maintenance Logs: The Contractor shall develop a log for coin/card station inspections, and for maintenance work performed on all

stations. The log is to be submitted to the Office of Administration monthly. A sample log must be submitted with the proposal.

7. Maintenance Obligation: Maintenance shall include, but shall not be limited to, the provision of facilities, personnel, transportation, lodging, labor, parts, software, modifications and any other items/services relating to routine and preventive maintenance at no additional charge to the Commonwealth or using agencies. Contractors shall consider these items/services in their proposals.
8. Maintenance Responsibility:
 - a. All Suppliers Responsible Until Problems Identified: Malfunctions which cannot be immediately or unequivocally diagnosed and pinpointed to a certain item of equipment, software, or service shall require the participation of all service suppliers until responsibility for the problem has been unequivocally established.

In no instance shall the failure to resolve the issue of responsibility relieve any of the service suppliers of the mutual obligation to restore system operability with the least impact on the availability of coin/card telephone service.
 - b. Successful Contractor is Point of Contact: As a part of maintenance responsibilities, the successful Contractor shall represent the using agency in contacts with the telephone service provider in order to identify and correct problems with telephone service.
9. Performance Requirements and Reliability/Availability: The Commonwealth requires that the Contractors network meet or exceed all industry standards. On line performance requirements are at 99.999%. The Contractor must also meet certain performance standards such as Mean Time To Respond, Mean Time To Repair and Timely Installation as defined in the Commonwealth Performance Standards. Mean time to respond is located in 1.5-D Maintenance Requirements. Mean time to repair is located in 1.5-D 5 Maintenance Liquidated Damages, a Minor Emergency, b. Major Emergency.
10. Project Manager and Implementation Plan:
 - a. The Contractor shall appoint a project manager to oversee the total installation of service for the over all project. This project manager shall be responsible for all coordination with the existing Local and/or Interexchange Telephone Companies concerning installation and maintenance of all coin/card public telephones. However, the Contractor shall not order or place in service any type of equipment or facility, which

would result in charges to the Commonwealth, without a written order from the Commonwealth.

- b. The Contractor shall be solely responsible for the compatibility of the proposed service and equipment with any and all circuits and facilities as provided by the LEC and all other common carriers to meet the requirements of these specifications.
 - c. It is imperative that the existing levels of service only be minimally interrupted or diminished in each facility. The Contractor shall develop a plan that shall ensure all services provided to this RFP. This plan shall be reviewed and approved by the OA prior to implementation of service.
 - d. The Contractor shall provide a detailed time line schedule for all in service and/or change of service activity. Critical Patch/GANTT charts to end testing on all telephones.
 - e. The coin/card public payphone conversion is requiring completion within six (6) months from the date of the contract award. If Contractor requires additional time include the reasons why and its time for completing the project.
11. New Technology:
- a. After the contract award, additions and/or substitutions shall be allowed provided:
 - i. It is approved in writing by the Director, Bureau of Infrastructure & Operations, Office of Administration.
 - ii. Product/service meets or exceeds performance of the original; and
 - iii. Product/service is compatible with the original.
 - iv. Contractors must cooperate with the Commonwealth if the Commonwealth desires to introduce third party technology.
 - b. If new service, having the same functional purpose of the service under the contract, is developed and comes into standard production after or during the contract award, that service shall be considered for addition and/or replacement for the service under contract. The Contractor must make a written request to Director, Bureau of Infrastructure and Operations, Office of Administration, for new service to be added to the contract. Such written request must include the specifications for the new service, evidencing that the new service serves the same functional purpose and in a close association to the service under contract. The Contractor shall be responsible for reimbursing the Commonwealth for the travel expenses of the representatives of the Commonwealth to attend the demonstration(s).

All proposed additions or replacements are subject to a review and written acceptance the Director, Office of Administration, Bureau of Infrastructure and Operations.

12. Disaster Recovery Plan: The Contractor shall have an alternative detailed plan for resolution of service during a major outage.
13. Minimum Contractor Background Checks Policy: The Contractor shall comply with the Governor's Office of Administration, Office for Information Technology Bulletin (ITB) minimum Contractor background checks policy; refer to the policy in Attachment 12.
14. Storage and Security: Materials, tools, components, and equipment may be stored at the sites only with the permission of the using agencies and at the Contractor's sole risk. The Contractor shall, at all times, maintain adequate protection of all its work against damage or loss and shall protect the Commonwealth's property at the sites against damage or loss arising in connection with the performance of the contract. The Contractor shall protect adjacent property as provided by law and shall provide and maintain all passageways, fences, lights, guards, and other facilities as required by public authority or local conditions. In the event that portable equipment or supplies are located in any room or space at the time the Contractor makes its site visitation, it shall be the Contractor's responsibility to protect all such equipment and supplies while performing under this contract. Should such equipment or supplies interfere with the performance of this contract, it shall be the Contractor's responsibility to remove, store, and protect such equipment or supplies until the work is completed and then replace the same where found or as directed by the using agency.
15. Site Clean Up: The Contractor shall clean up and remove all debris and packaging material resulting from his work as required by the using agency. Upon completion of the installation, the premises shall be left in order and ready for immediate use.

1.5-E. Financial:

1. Best Offer Commission Percentages:

- a. A percentage of the **grossed billed revenue** from the telephone services requested by this RFP shall be offered in the form of commissions to the Commonwealth as a result of competitive bidding in response to this RFP.
- b. Contractors shall submit proposals based upon their best offer commission percentages.

2. Commission Data Submission: Contractors shall provide the commission data in a separately sealed section of the proposal. Refer to Paragraph 1.2-3 Commission Section.

3. Revenue Generation: The commissions will not apply to calls resulting from using 800 to access live or automated operator services, i.e. 800-COLLECT, 800-CALL ATT, etc., nor to calls dialed to, and terminating on, toll free 800/888/877/etc numbers. The Commonwealth requires the Contractor to provide commission payments based upon a percentage of the gross billed revenue, less applicable state or federal taxes, generated at each public coin/card station. Gross revenue is defined as revenue for all billed calls without exception. The following shall be required of each Contractor:

- a. The following payment options and services shall be available to the public when placing calls from coin/card stations:
 - (1) cash station-to-station (only local calls and intraLata)
 - (2) collect station-to-station
 - (3) billed to third number station-to-station (all LEC calling cards, but cannot process proprietary cards)
 - (4) calling card station-to-station
 - (5) time and charge quotations
 - (6) cash person-to-person (local and intraLata only, no cash calls of any type on interLata or interstate)
 - (7) collect person-to-person
 - (8) billed to third number person-to-person

- (9) calling card person-to-person
- (10) calls to toll free 800/888/877/etc numbers
- b. The Contractor shall submit the charges that the public will be charged when using the coin/card payphones under contract to the Commonwealth for each service on Attachment 13-A only.
- c. The Contractor shall submit the projected annual gross billed revenue, the commission percentage, the projected annual dollar commission payment, and the minimum annual dollar guarantee for each service to the Commonwealth on Attachment 13-B only. Refer to paragraph 1.5-E.3.
- d. Each Contractor shall explain in detail, on Attachment 13-C only, how all commissions are determined or calculated. Specify all factors that the Contractor shall use and include them in the response to the RFP.
- e. In addition to any other audit requirements set out in the contract the Contractor must maintain complete and accurate call accounting records for the initial five (5) years of the contract, plus any extension to it, which shall be available for audit at the request of the Office of Administration or designees.

All information should be retrievable in a print format and electronic media. These records shall be retained by the contractor for the life of the contract and transferred to the Commonwealth at the termination of the contract. The electronic media required to read the data may not be proprietary.

- f. The Contractor shall explain, and diagram, a call from off-hook to completion normally used by each Contractor in the operation of its business for a coin call and for a card call.
- g. The Contractor, shall explain in detail, and diagram, how IntraLata and InterLata calls shall be handled.
- h. The Contractor shall explain the billing process for all billed calls and the collection process for the bills for all calls including uncollectible calls.
- i. The Contractor shall provide commission checks on a monthly basis to each Commonwealth using agency or using agency comptroller as required by the Office of Administration. Checks will be accepted from one Contractor who is the prime Contractor. The checks shall be sent to the using agency and shall be accompanied by a report that as a minimum includes:

- (1) Total Commission
 - (2) Total Revenue
 - (3) Total Messages
 - (4) Total Minutes
 - (5) Total Stations
- j. The selected Contractor will be provided the name and address of each payee location, the total number of stations, and the telephone numbers after award of the contract.
- k. The Contractor shall maintain an accurate recording and tracking system for substantiating commission payments. A complete explanation of this recording and tracking system such as where it shall be located, how to access it, etc., shall be provided in the response to this RFP.
- l. It is solely the Contractor's responsibility to collect the revenue on the billed calls generated through the coin/card telephones. Uncollected or uncollectible calls are not to be subtracted from the gross revenue base for the purpose of determining the commission payments to the Commonwealth. The Contractor shall state what action(s) are taken in the event that, after a collect call is billed, the billed party refuses to pay the charges.
- m. The Commonwealth shall bear no responsibility for fraudulent calls.
- n. The Commonwealth shall bear no responsibility for theft of funds, and furthermore, no stolen or lost funds shall be deducted from revenue on which commissions are paid to the Commonwealth.
- o. The Commonwealth shall bear no responsibility for unbillable or uncollectible calls.

4. Service Revenues and Commissions:

- a. The total amount of revenue to be generated by this RFP will depend upon the number of Commonwealth agencies or affiliated organizations that choose to participate in the contract which results from this RFP.

The agencies under the jurisdiction of the Governor such as the Departments of Corrections and Department of Transportation will participate. The State Universities may participate at their option.

See Attachment 10-A – 10-C for revenues and the monthly number of messages and minutes billed by the incumbent IntraLata, local and InterLata carrier. The figures are provided for calendar years 2003 and 2004.

- b. It is intended that existing public payphone locations be continuously analyzed for profitability and that new locations be surveyed. The Office of Administration expects recommendations from the Contractor on an ongoing basis.
 - c. The Commonwealth retains the right to audit the calling data and revenues resulting in commissions for System A. The Contractor shall commit to this in its response. The Commonwealth shall furnish the Contractor ten (10) days written notice prior to executing its right to audit. All information necessary for the Commonwealth to complete such an audit shall be maintained within the Commonwealth of Pennsylvania. If travel is required within the Commonwealth of Pennsylvania, the Commonwealth will be responsible for the travel expenses of Commonwealth personnel. All other expenses of the audit will be the responsibility of the Contractor.
5. Commission Data: Attachment 13-A – 13-C establishes the content and format of the commission data required to be included in the cost proposal only. 
6. Commission Payments: Each Contractor shall make commission payments to the Commonwealth or to the designated agencies, or organizational elements thereof, which participate in the contract as designated by the Office of Administration. The Office of Administration shall be responsible for providing the "make payable to" information, names of authorized personnel, and the department number(s) in each using agency for the purpose of receiving commission funds.
- Checks from the prime Contractor for payments representing commissions from coin/card public payphones shall be paid monthly by the 30th calendar day (or last day of the month if the has less than 30 days) of the following month to each designed Commonwealth using agency. These payments shall be accompanied by the management report as noted in paragraph 1.5-E, 3.a. above
7. Collection and Security: The Contractor shall explain in detail in the proposal its plan to provide complete revenue collection service capabilities detailing the methods of collection for each type of revenue source (coin and non-coin local, IntraLata and InterLata, etc.). The Contractor shall also explain in detail the

security measures that shall be taken to insure the safety of, and verify the accuracy of, all revenues collected. The contents of this description shall also include information regarding the number and location of collection facilities, a description of the method used to collect and count coins from Contractor terminals, the ratio of coin telephones to route collectors, the frequency of collection and the method used to determine coin-in-box level.

8. Contract Requirements - Disadvantaged Business Participation and Enterprise Zone Small Business Participation:

All contracts containing Disadvantaged Business participation and/or Enterprise Zone Small Business participation must also include a provision requiring the Contractor to meet and maintain those commitments made to Disadvantaged Businesses and/or Enterprise Zone Small Businesses at the time of proposal submittal or contract negotiation, unless a change in the commitment is approved by the BMWBO. All contracts containing Disadvantaged Businesses participation and/or Enterprise Zone Small Business participation must include a provision requiring Small Disadvantaged Business subcontractors, Enterprise Zone Small Business subcontractors and Small Disadvantaged Businesses or Enterprise Zone Small Businesses in a joint venture to perform at least 50 percent of the subcontract or Small Disadvantaged Businesses/Enterprise Zone Small Business participation portion of the joint venture.

Commitments to Disadvantaged Businesses and/or Enterprise Zone Small Businesses made at the time of proposal submittal or contract negotiation must be maintained throughout the term of the contract. Any proposed change must be submitted to BMWBO which will make a recommendation as to a course of action to the contracting officer.

If a contract is assigned to another Contractor, the new Contractor must maintain the Disadvantaged Businesses participation and/or Enterprise Zone Small Business participation of the original contract.

The Contractor shall complete the Prime Contractor's Quarterly Utilization Report (or similar type document containing the same information) and submit it to the contracting officer of the agency that awarded the contract and BMWBO within 10 workdays at the end of each quarter the contract is in force. If there was no activity, the form must also be completed, stating "No activity in this quarter." This information will be used to determine the actual dollar amount paid to Small Disadvantaged Business and/or Enterprise Zone Small Business subcontractors and suppliers, and Small Disadvantaged Businesses and/or Enterprise Zone Small Business participation involved in joint ventures. Also, it is a record of fulfillment of the commitment your firm made and for which it received Disadvantaged Businesses and Enterprise Zone Small Business points.

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NOTE: EQUAL EMPLOYMENT OPPORTUNITY AND CONTRACT COMPLIANCE STATEMENTS REFERRING TO COMPANY EQUAL EMPLOYMENT OPPORTUNITY POLICIES OR PAST CONTRACT COMPLIANCE PRACTICES DO NOT CONSTITUTE PROOF OF DISADVANTAGED BUSINESSES STATUS OR ENTITLE A PROPOSER TO RECEIVE CREDIT FOR DISADVANTAGED BUSINESSES UTILIZATION.