

**ADDENDUM EIGHT TO THE REQUEST FOR STATEMENT OF QUALIFICATIONS
(RFSQ) FOR THE PROVISION OF SOCIAL ENTERPRISE
EMPLOYMENT AND TRAINING SERVICES**

REVISED SECTION 1.4, PROPOSER'S MANDATORY MINIMUM QUALIFICATIONS

Section 1.4.1 of the RFSQ has been revised. Subsections 1.4.1.4 and 1.4.1.5 are added as follows:

- 1.4.1.4 Proposers that are unable to submit the required fiscal documentation as outlined in Addendum Seven may still be able to enter into the Master Agreement. However, if successful, they will be limited to responding to Work Orders valued *up to \$75,000*.

To qualify for restricted or limited Work Orders under the Master Agreement, proposers must provide a written response to **Addendum Eight Supplemental Fiscal Requirements**, described in Subsection 1.4.1.5 (below), as part of the Statement of Qualifications. Upon submission, review and approval by County, proposers will be entered into the Social Enterprise Master Agreement with County, and eligible for Work Orders up to the \$75,000 limit indicated above. As with all parties to the Master Agreement, no work is guaranteed. Should proposers submit incomplete or missing responses to the questions, County may ask for additional supplemental information.

Please note that, if, in the future, a proposer submits documentation outlined in Addendum Seven and contained in Section 1.4.1.3, it will be reviewed. Upon successful review, such proposer will be able to compete for all Work Orders and if successful, be eligible for Work Orders over \$75,000.

1.4.1.5 ADDENDUM EIGHT SUPPLEMENTAL FISCAL REQUIREMENTS

1. Proposer shall provide its Federal Employer Identification Number (FEIN) or document from the IRS which includes Proposer's FEIN.
2. Proposer shall submit a statement declaring whether it has ever been cited, delinquent or assessed penalties on taxes at either the state or federal level. If so, Proposer shall describe the nature of each citation, determination of delinquency, or penalty assessment, and any resolutions to each citation, determination of delinquency, or assessment. If not, Proposer shall submit a statement declaring that it has not been cited for, or found to be delinquent, or been assessed penalties, on its taxes for both state and federal taxes,
3. Proposer shall submit a statement declaring whether it has ever owed any accrued penalties/interest to the IRS or any state taxation agency, or

requested an installment payment plan, or been held not in good standing? Proposer shall provide documentation confirming it is current on all federal, state and/or municipal taxes.

4. Proposer shall describe its accounting method or system, including software and any third-party vendors used.
5. Proposer shall describe its financial cash management methodology and revenue and expenditure controls.
6. Proposer shall describe its bank reconciliation process and procedures.
7. Proposer shall indicate, and describe with specificity, whether someone other than the person who prepared, authorized, or signed disbursements or who processes receivables, prepared Proposer's bank reconciliation documents.
8. Proposer shall describe its payroll cycle, including timekeeping procedures, allocation of costs, and preparation of paychecks and payroll tax returns.
9. Proposer shall describe its methodology for cost allocation.
10. Proposer shall state whether it is or is not in good standing with the Secretary of State, and shall provide a copy of its Certificate of Good Standing.
11. Proposer shall state whether it has ever had a contract terminated for cause or been debarred by any governmental agency. If so, Proposer shall describe the nature of each such instance and any resolution thereto.
12. Proposer shall provide its Duns and Bradstreet number or provide proof of application pending assignment of number.