**RFP 23-68162 Document Destruction Service**

**ATTACHMENT J ATTESTATION FORM**

***Respondent Name:***

|  |
| --- |
| ***Federal Records Management & Shredding – Bidder #0000043609*** |

1. **Mandatory Submissions and Requirements**: Disagreement with these items may result in the response being disqualified.

|  |  |
| --- | --- |
| Attachment J: Attestation Form | Have completed in its entirety and submitted |
| Section 1.10 Pricing | Have read and meet this requirement |
| Section 1.4 Summary Scope of Work, Certificate of Destruction | Have read and submitted copy of sample |
| Section 1.4 Summary Scope of Work, Certification Requirements | Have read, understand, and submitted copy of certificate |
| Section 2.3.6 Mandatory Contract Terms/Clauses | Have read and understand this section |
| Section 3.2 Executive Summary | Have completed, signed, and submitted |
| Section 3.2 Attachment A: Minority and Women Business Enterprise form, IDOA provided certification letter and Subcontractor’s signed letter on company letterhead. | Have completed, signed, and submitted  or  Opting not to submit |
| Section 3.2 Attachment A1: Indiana Veteran Owned Small Business form IDOA provided certification letter and Subcontractor’s signed letter on company letterhead. | Have completed, signed, and submitted  or  Opting not to submit |
| Section 3.2 Attachment C: Indiana Economic Impact | Have read, completed, and submitted |
| Section 3.2 Attachment D: Cost Proposal (Excel Workbook) | Have completed and submitted |
| Section 3.2 Attachment E: Business Proposal | Have completed and submitted |
| Section 3.2 Attachment F: Technical Proposal | Have completed and submitted |

1. **Confirm mutual understanding and submission.**

|  |  |
| --- | --- |
| Section 1.4 Summary Scope of Work, Respondent has a uniform policy | Have read and confirms a uniform policy is in place |
| Section 1.4 Summary Scope of Work, Respondents vehicles will be clearly marked with company name and logo | Have read and confirms vehicles are clearly marked |
| 2.3.6 Contract Terms/Clauses | Confirm Respondent’s Legal Representation has read and accepts Sample Contract language.  or  Confirm Respondent’s Legal Representation has read, and submitted alternative language per Attachment E. |
| 1.15 and 2.1 Confidential Information:  The complete list of Confidential and Redacted files is specified in section 4.0 of this attachment. | Have read, and submitted  or  Have read, and does not apply to response |
| 2.2.1 Agreement with Requirements listed in Section One of RFP | Have read, and agree |
| 2.2.2 Ability and Desire to Supply the Required Products or Services | Have read, and agree |
| 2.3.10 Subcontractors  (Additional subcontractors/those not submitted in Attachment A/Attachment A1) | Have read, agree, listed subcontractors in 5.0 of this attachment and submitted documents  or  Have read, and does not apply to response |

1. **Claim clarification**

|  |  |
| --- | --- |
| 2.7 Buy Indiana Initiative/Indiana Company | YES claiming (points only awarded if finalized per Buy Indiana registry)  or  NO, not claiming |

1. **Confidential / Redacted File: confirm submission if applicable**

More rows may be inserted if necessary

Responses must include the following required information:

* List all documents or sections of documents, for which statutory exemption to APRA;
* Specify which statutory exception of APRA applies for each document or section of the document;
* Provide a description explaining how the statutory exception to the APRA applies for each document or section of the document; and
* Provide a separate redacted or confidential, whichever is applicable, version of the document. File name should use the following format:
* (insert rfp #)\_(insert Att letter)\_CONFIDENTIAL
* (insert rfp #)\_(insert Att letter)\_REDACTED
* More rows may be inserted if necessary

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Filename** | **Document Section** | **Document**  **Page #** | **Statutory exception reference** | **Rationale for application of the statute** | **Submitted** |
| 68162\_AttE | 2.3.12 | 6 | Confidential Financial Information | Indiana Code Sec 5-14-3-4(a)(5) |  |
| 23-68162 AttE 2.3.4a 2020 Financials\_CONFIDENTIAL |  |  | Confidential Financial Information | Indiana Code Sec 5-14-3-4(a)(5) |  |
| 23-68162 AttE 2.3.4b 2021 Financials\_CONFIDENTIAL |  |  | Confidential Financial Information | Indiana Code Sec 5-14-3-4(a)(5) |  |
| 681662\_AttC | Lines #14 & 15 | Sheet Name: Attachment C | Confidential Financial Information | Indiana Code Sec 5-14-3-4(a)(5) |  |
| 68162\_AttD |  |  | Confidential Financial Information | Indiana Code Sec 5-14-3-4(a)(5) |  |

1. **Subcontractors per RFP 2.3.10** (additional subcontractors/those not submitted in Attachment A/Attachment A1)

More rows may be inserted if necessary

|  |  |  |
| --- | --- | --- |
| **Subcontractor Name** | **Function to be performed** | **Document Submitted** |
| N/A |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |
|  |  | Executed contract  or  Letter of Agreement |

1. **Respondent additional attachments (OPTIONAL)**

More rows may be inserted if necessary

|  |  |
| --- | --- |
| **Filename** | **RFP Attachment Reference** |
| 23-68162 AttJ Buy Indiana Documentation RFP 2.6.2 | 2.6.2 |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |