REQUEST FOR PROPOSALS

Professional Planning and Design Services

February 5, 2019

Proposals due: February 18, 2019 5 PM CST by electronic submission

Completion Date: June 25 with the first draft of HCC Response plan due March 25th

Label proposals: MARC ESF 8 Annex Update/Health Care Coalition Response Plan Development

Submittals: Please submit electronically to jdavis@marc.org. It is the responsibility of the person submitting the electronic copy of the proposal by email to ensure that the proposal has been received by the appropriate MARC staff, and not blocked by a spam filter or rejected because of large attachments. To confirm receipt, you may contact John Davis at 816-701-8394.

Submit proposals to: John Davis
Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, Missouri 64105
jdavis@marc.org

Cc: Charity Hunter chunter@marc.org
Steve Hoeger shoeger@marc.org

Clarification requests: Steve Hoeger, KS Metro HCC (816) 858-2550
shoeger@marc.org

MARC reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal deemed most advantageous to MARC.

It is the responsibility of each respondent, before submitting a proposal, to examine the documents thoroughly, and request written interpretation or clarifications after discovering any conflicts, ambiguities, errors or omissions in the documents.
A.BACKGROUND AND INTRODUCTION

The Mid-America Regional Council (MARC) – Health Care Coalition (HCC) is made up of the Kansas Metro HCC (Leavenworth, Wyandotte, and Johnson Counties), the Missouri Metro (Jackson, Platte, Clay, and Cass Counties), and the Missouri Region A Northern (Ray, Carroll, Lafayette, Saline Counties) and Southern (Bates, Benton, Henry, Johnson, and Pettis Counties) Districts. The group currently maintains an ESF 8 Public Health and Medical Services Annex as part of a larger Regional Coordination Guide (RCG) to enhance regional preparedness and response. The group also developed a Healthcare Coalition Preparedness Plan in 2018 in accordance with Assistant Secretary for Preparedness and Response (ASPR) requirements. The MARC HCC has since conducted work to review the RCG ESF 8 Annex, plan for response to Mass Casualty Incidents (MCI) including for multiple attacks in close succession, begun to update the Communications portion of the ESF 8 Annex, conducted an ESF 8 Gap Analysis, and discussed regional protocols for Patient Tracking.

Purpose:

The MARC HCC seeks a contractor, or firm, to assist in reviewing its current ESF 8 annex and its appendices and the HCC Preparedness Plan. The contractor will utilize the ASPR TRACIE HCC Response Plan template to incorporate existing response concepts from the ESF 8 plan and facilitate discussions to further develop the new response plan.

The contractor will review and update the existing MARC HCC Preparedness Plan as part of the plan’s annual review.

The contractor will then evaluate the ESF 8 annex removing those components addressed in either the Preparedness Plan or the new response plan, eliminating redundancy and repackage the remaining essential elements and incorporate the other two plans as the new ESF 8 annex.

The successful contractor will have strong oral and written communications skills. They must be able to facilitate team discussions that elicit needed concepts to develop the response plan. They must have the ability to reorganize, synthesize and repackage existing work and incorporate new concepts. They must be concise in developing the new response plan and updating the existing documents in order to produce a new succinct, fully integrated ESF 8 annex.

Goals and Objectives

The MARC HCC intends to hire a contractor to work with the MARC HCC to review and revise the current Regional Coordination Guide ESF 8 including attachments A - Q to meet the criteria outlined by ASPR requirements to accomplish the following goals and objectives:

- Develop MARC HCC Response Plan
- Revise and update the ESF 8 Public Health and Medical Services Annex and attachments to include the incorporation of strategies to address functional and access needs in the Region
• Look for ways to synthesize information and convey concepts as much as possible in visuals.
• Ensure both documents remain current and a resource for all members of the MARC HCC

B. SCOPE OF SERVICES

The Consultant should submit a proposal that outlines a proposed design process, which addresses, at a minimum, the following major tasks:

Task 1: Review current RCG ESF 8 Annex including attachments A – Q along with revisions already identified
Task 2: Review current MARC HCC Preparedness Plan
Task 3: Review ASPR TRACIE guidelines for Response Plan, outline, and template
  • Delete all topics already covered in the HCC Preparedness Plan. Update the HCC preparedness plan with any missing topics that were originally referenced in ESF 8 currently pertaining to Preparedness.
  • Identify remaining topics from ESF 8 that should be included in HCC Response plan using the ASPR Tracie template
  • Extract the relevant information to include in the new HCC Response plan taking in to account the edits already identified by regional Committees for EMS – Prehospital care MARCER, Public Health, Hospitals and HCC
  • Draft HCC Response Plan according to outline and identify perishable elements that require updating and provide a draft of the ESF 8 information that will not be included in either the response or preparedness plan

Task 4: After reviewing identified changes and moving information, the contractor will meet with HCC leadership in person with the following goals
  • Based on results of the HCC meeting identify and schedule additional planning meetings with the HCC in person or virtual including but not limited to
    o Triggers, notification, activation and operations with Regional Health Care Coordination System
    o HCC duty officer structure and training
    o Logistics and space requirements for Regional Healthcare Coordination Center
    o Review Initial draft of HCC Response plan, confirm remaining gaps and information to be updated to include up to 16 attachments
      For RFP purposes estimate 4 additional meetings

Task 5: Develop MARC HCC Response Plan in accordance with the following requirements:
  • Compliant with all ASPR Response Plan Requirements
  • Incorporate essential elements of revised ESF 8 Annex and attachments into HCC Response Plan
  • Refine and incorporate essential elements of information
Provide plans as drafts to HCC with opportunity to provide comment, compile comments, make changes.

Task 6: Update the RCG ESF 8 Annex and attachments in accordance with the following requirements
- Incorporate access and functional needs considerations in all phases of the ESF 8 documents
- Incorporate suggestions and revisions from work previously completed by HCC member committees and subcommittees to review ESF 8
- Revise Mass Casualty Plan (ESF 8 Attachment D “MARCER MCI plan” utilizing previous work conducted in the region as well as lessons learned from real work mass casualty events
- Work with regional stakeholders to review relevance of current plan components and revise to eliminate redundancy

Task 7: Update existing Preparedness Plan to ensure compliance with ASPR requirements

Task 8: Research best practices of tools available to share HCC Response Plan as an operational guide (i.e., My EOP) if agreed upon work to provide content for an app.

Task 9: Upon feedback from local, state and federal partners take all final recommendations and finalize Response Plan.

Draft Response Plan to be completed no later than March 25, 2019. Revisions can be made and promulgated throughout the HCCs membership prior to final submission in June.

Draft Preparedness Plan and ESF 8 updates due no later than June 1, 2019. The MARC HCC will review the drafts and provide feedback by June 15th. Final Response Plan, Preparedness plan updates, ESF 8 annex revision and appendices updates due no later than June 25th.

The contractor will be responsible for all activities with direction from the MARC HCC.

For the purposes of this project, MARC is representing the interests of the participating agencies.

C. PROPOSAL SUBMITTAL REQUIREMENTS

Submittal Deadline
All proposals must be received by MARC on or before 5 p.m. CDT on February 18th, 2019. Interviews and candidate selection will be completed by February 20th, 2019. A contract will be finalized and work will commence immediately thereafter. Proposals should be addressed to:

John Davis
Mid-America Regional Council
600 Broadway, Suite 200
Kansas City, Missouri 64105

Packages should be marked “MARC ESF 8 Annex Update/Health Care Coalition Response Plan Development”
Requirements for Response to this Request for Proposals

One electronic copy (pdf format) of the proposal must be submitted as described above. Proposals shall contain the following information and in the following order:

1. Name and statement of qualifications for Consultants, including information on the related expertise and experience. Include specific references to previous similar plans experience.

2. Identification of specific personnel that would be assigned to the plan revisions including their qualifications and availability during the project period.

3. A detailed response, including a Scope of Work, describing how the Consultant involved will provide the desired services listed above.

4. A detailed cost proposal for those services.

5. References and examples of past relevant work. Consultant must provide three references for projects of a similar nature and descriptions of the projects completed for those clients. The references should include a contact name, email address and phone number.

6. Certifications regarding Lobbying and E-verify. If applicable, respondents should complete and enclose signed forms with their proposals including the lobbying certification and E-verify certification.

7. Certificate Regarding Debarment. MARC, as a non-federal entity using federal funds, is prohibited from contracting with or making subawards under covered transactions to parties that are suspended, debarred or otherwise excluded from or ineligible for, participation in federal assistance programs or include procurement contracts for goods and services equal to or in excess of $25,000 (e.g., subawards to sub-recipients). See Attachment B.

Project Funding

The total cost of this contract will be negotiated with the selected Consultant based upon a final scope of work agreed to by both parties. Budget for this project not to exceed $38,000.00.

Federal Requirements

Consultant must agree to comply with the Federal & State Terms & Conditions. See Attachment A.

Selection Procedure

This RFP does not commit MARC to award a contract, to pay any cost incurred in preparation of a response to this Request, or to procure or contract for services or supplies. MARC reserves the right to accept or reject any and all responses received as a result of this RFP or cancel this RFP in part or in its entirety if it is in the best interests of MARC to do so. Proposers shall not offer any gratuities, favors, or anything of monetary value to any officer, employee, agent, or director of MARC for the purpose of influencing favorable disposition toward either their proposal or any other proposal submitted as a result of the RFP.

Property of MARC

All proposals submitted hereunder become the exclusive property of MARC.
MARC will utilize a small committee composed of MARC staff and local agency personnel to review proposals, select proposers for interviews, conduct interviews and make a recommendation to the MARC Board of Directors. Selection criteria may include, but not be limited to:

1. Planning and exercise expertise and experience of firm.
2. Qualifications of staff to be assigned
3. Approach to plan design
4. Emergency services related knowledge of the bi-state area
5. Approach to engaging local stakeholders in planning process
6. Costs

Confidentiality of Information Contained in the Proposals Submitted in Response to this RFP.
MARC is a public organization and complies with the Missouri Sunshine Law. All proposals and supporting documentation submitted to MARC in response to a RFP will remain confidential until a final contract has been executed. A Proposer shall give specific attention to the clear identification of those portions of its proposal that it considers confidential, proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by MARC under the Missouri Sunshine Law requirements. Proposers are advised that, upon request for this information from a third party, MARC is required to make an independent determination whether the information can be disclosed.

Information which is claimed to be confidential is to be clearly labeled as “Proprietary”. The Proposer’s entire proposal response package shall not be considered proprietary.
ATTACHMENT A

Federal & State Terms and Conditions

The Contractor understands and agrees that the following terms and conditions apply to Agreements and Purchase Orders funded by the U.S. Department of Homeland Security and issued by the Mid-America Regional Council (“MARC”) are subject to the provisions of the Code of Federal Regulations, 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, dated December 26, 2013 and 44 CFR Part 13.36.

1. Rights and Remedies. The Contractor understands and agrees that failure to adhere to these terms and conditions constitutes a material breach of its contract with MARC and that MARC may take appropriate action against the Contractor to ensure compliance with these provisions, up to and including stoppage of work, suspending payments, and/or cancelling or rescinding the Agreement.

2. Certification Regarding Debarment & Suspension. For all purchases of goods or services that are equal to or greater than $25,000, the Contractor certifies to the best of its knowledge and belief that it and its principals: a) are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; b) have not within a three-year period preceding the Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; c) are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any offense; d) have not within a three-year period preceding the Agreement had one or more public transactions (Federal, State, or Local) terminated for cause or default. Debarment, suspension, or proposed debarment by the Federal Government constitutes grounds for automatic termination of this Agreement.

3. Examination & Retention of Records. The Contractor agrees that MARC, and any Federal agency providing funding for this Agreement and the Comptroller General of the United States or any of their duly authorized representatives, shall have access to and the right to examine any pertinent books, documents, papers and records of the Contractor involving transactions related to this Agreement to the extent necessary to verify the nature and extent of costs incurred under this Agreement. Matters involving litigation shall be kept for one (1) year following the termination of litigation, including all appeals, if the litigation exceeds five (5) years. Records may be retained in an automated format. Nothing in this Agreement shall be deemed to preclude an audit by the U.S. General Accounting Office of any transaction under this Agreement.

4. Non-Discrimination in Employment. In connection with the performance of work under this Agreement, the Contractor agrees as follows:
   a) The nondiscrimination clause and reporting requirements contained in Executive Order 11246 of September 24, 1965, as amended by Executive Order 11375 relative to equal employment opportunity for all persons without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the U.S. Secretary of Labor, are incorporated herein. Additionally, the conditions and regulations applicable in the Vietnam Era Veterans
b) The Contractor will furnish all information and reports required by Executive Order No. 11246 as amended, and by the rules, regulations, and orders of the U.S. Secretary of Labor, or pursuant thereto, and will permit access to Contractor’s books, records, and accounts by the contracting agency and the U.S. Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
c) In the event of the Contractor's non-compliance with the non-discrimination clauses of this Agreement or with any of the said rules, regulations, or orders, this Agreement may be cancelled, terminated or suspended in whole or in part and the Contractor may be declared ineligible for further Government contracts as provided by law.

5. **Compliance with Laws and Regulations.** The Contractor agrees to comply with all applicable federal, state, and local laws and regulations. Agreements and Purchase Orders funded by the federal government, are subject to the provisions of the Code of Federal Regulations, 2 CFR Chapter I, Chapter II, Part 200, et al. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Final Rule, dated December 26, 2013. The Contractor agrees to comply with the following and as applicable to the Agreement:

   a) **Copeland “Anti-Kickback” Act** (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3)
   b) **Davis-Bacon Act** (40 U.S.C. 276a to 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5)
   c) **Contract Work Hours and Safety Standards Act**, Sections 103 and 107 (40 U.S.C. 327-330) as supplemented by Department of Labor regulations (29 CFR Part 5)
   d) **Drug Free Workplace Act**. Contractor certifies that it will comply with the requirements of the federal Drug Free Workplace Act, (41 U.S.C. 701 as amended and provide a drug-free workplace.
   e) **Energy Policy and Conservation Act**. (42 U.S.C. 6321) Contractor agrees to comply with 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 St. 871)
   f) **Americans with Disabilities Act**. When the Agreement is for services, the Contractor shall comply with applicable provisions of the Americans with Disabilities Act of 1991, as amended. In particular the Contractor shall assist MARC in compliance by including appropriate language in all public documents and reports notifying persons with disabilities of MARC’s policy of providing accommodations (i.e. interpreter, large print, reader and hearing assistance) to persons who need such assistance to participate in the project under the Agreement.

   If the amount of this Agreement exceeds One Hundred Thousand Dollars ($100,000) the Contractor shall comply with all applicable standards, orders and regulations and file certifications as applicable:

   g) **Clean Air Act** (42 U.S.C. 1857(h))
   h) **Clean Water Act** (33 U.S.C. 1368 and Executive Order 11738)
   i) **Environmental Protection Agency** regulations (40 CFR Part 15)
(i) Certification Regarding Lobbying. For all purchases of goods or services that are equal or greater than $100,000, the Contractor certifies compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) and implementing Federal funding agency regulations contained in the Code of Federal Regulations ("CFR"), concerning government-wide restrictions on lobbying, which provide that no federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influence or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, grant, loan or cooperative agreement. Contractor further certifies that if any funds other than Federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the Contractor shall complete and submit Standard Form-LLL, “Disclosure of Lobbying Activities”, in accordance with its instructions. The Contractor shall require that the language of this Paragraph 5.j.(i) be included in the award documents for all contracts at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative contracts) and that all subcontractors shall certify and disclose accordingly. This certification is a material representation of fact upon reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction as imposed by 31 U.S.C. 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

(ii) Prohibition on Lobbying. For all purchases of goods or services, no matter the dollar amount, the Contractor understands and agrees that it cannot use any federal funds, either directly or indirectly in support of the enactment, repeal, modifications or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of MARC.

6. Confidentiality. The contents of the Agreement and all related commercial and technical information shall be kept secret and confidential by the Contractor and will not be divulged by the Contractor to any third party or utilized by the Contractor otherwise than in connection with the Agreement, unless MARC provides its express written approval that such information may be disclosed. Unless otherwise agreed in writing, no commercial or technical information disclosed in any manner or at any time to MARC by the Contractor shall be deemed secret or confidential and the Contractor shall have no rights against MARC with respect to such information except such rights as any exist under patent law. It is the Contractor’s responsibility to inform MARC of the Contractor’s rights under applicable patent law; and such right must be disclosed to MARC upon receipt by MARC of the Contractor’s commercial and technical information. MARC has no obligation to affirmatively ascertain whether the Contractor has rights under patent or other laws prior to MARC disclosing the Contractor’s commercial and technical information.

7. Missouri Sunshine Act. The Contractor understands and agrees that the Missouri Sunshine Act ("Sunshine Act") Sections 610.010 through 610.030 RSMo, may apply to the information and documents, both paper and electronic, submitted to MARC regarding the goods or services provided under the Agreement. All materials submitted to MARC that are related to the goods or services will become agency records and may be subject to the Sunshine Act and to public release through individual Sunshine Act requests, unless MARC determines that a valid exemption under the Sunshine Act applies. Nothing herein shall prohibit MARC from satisfying a request to inspect
and copy documents if legal counsel for MARC is of the opinion that such documents are public records.

8. **Kansas Open Records.** The Contractor must comply with all the requirements of the Missouri Open Records Act in providing services under this contract. The Contractor shall accept full responsibility for providing adequate supervision and training to its agents and employees to ensure compliance with the Act.

9. **Patents.** Contractor warrants that the products/services being provided to MARC under the Agreement, either alone or in combination with other materials, do not infringe upon or violate any patent, copyright trade secret, or other proprietary right of any third party existing under laws of the United States or any foreign country. The Contractor agrees to, at the Contractor’s own expense, to defend any and all actions or suits alleging such infringements and will save MARC, its officers, agents, servants and employees harmless in cases of such infringement.

10. **Copyrights.** No reports, maps or other documents produced in whole or in part under the Agreement shall be the subject of an application for copyright by or on behalf of the Contractor. Ownership of all designs, reports, drawings, studies, estimates, models, computations, and other related items (“Work Product”) prepared under the Agreement shall vest in MARC upon payment to the Contractor for all services rendered. Contractor hereby assigns to MARC all right, title and interest in any Work Product, including any copyrights or other intellectual property therein. The Department of Homeland Security reserves royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and authorize others to use the copyright in any work developed under the Agreement, and any rights of copyright to which the Contractor purchases ownership with the funds, whether in whole or in part, under the Agreement.
ATTACHMENT B

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion

This Certification is required by the regulation implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98 Section 98.510, Participants’ responsibilities. The Regulations are published as Part II of the June 1985, Federal Register (pages 33, 036-33, 043)

Read instructions for Certification below prior to completing this certification.

1. The prospective proposer certifies, by submission of this proposal that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in this transaction by any Federal department or agency.

2. Where the prospective proposer is unable to certify to any of the statements in this certification, such prospective proposer shall attach an explanation to this proposal.

____________________    ____________________________________
Date       Signed – Authorized Representative

____________________________________
Title of Authorized Representative

Instructions for Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion:

1. By signing and submitting this agreement, the proposer is providing the certification as set below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department, or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
Effective January 1, 2009 and pursuant to the State of Missouri’s RSMO 285.530 (1), No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri.

As a condition of the award of any contract or grant in excess of five thousand dollars ($5,000.00) by the state or a political subdivision of the state (e.g., MARC) to a business entity, ..., the business entity (Company) shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services (RSMo 285.530 (2)).

Those Contractors providing service to MARC over $5,000 shall comply with Sections 285.525 through 285.550 R.S.Mo.:

- Submit a completed, notarized copy of AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S.MO., ET SEQ. For Contracts over $5,000.00 (attached), The Company does not knowingly employ any person who is an unauthorized alien in connection with the contracted service, and
- Provide documentation evidencing current enrollment and participation in a federal work authorization program (e.g., electronic signature age from E Verify program’s Memorandum of Understanding (MOU).

For vendors that are not already enrolled and participating in a federal work authorization program, E-Verify is available from the following:

www.uscis.gov/e-verify

If you have any questions please contact Steve Hoeger 816-858-2550
MID – AMERICA REGIONAL COUNCIL (MARC)

AFFIDAVIT OF COMPLIANCE WITH SECTION 285.500 R.S. MO., ET SEQ. FOR CONTRACTS OVER $5,000.00

EFFECTIVE JANUARY 1, 2009

STATE OF __________________________
COUNTY OF __________________________

Before me, the undersigned Notary Public, in and for the County of __________________________.

State of __________________________, personally appeared ____________________________ (Name)
who is _________________________________________________________________ (Title)
of _________________________________________________________________ (Name of company)
a _________________________ (Type of business) and after being duly sworn did depose and say:

1. That said company is enrolled in and participates in a federal work authorization program with respect to the employees working in connection with the contracted services; and
2. That the said company does not knowingly employ any person who is an unauthorized alien in connection with the contracted services.

The term used in this affidavit shall have the meaning set forth in Section 285.500 R.S. Mo., et seq.

Documentation of participation in a federal work authorization program is attached to this affidavit.

________________________________
Signature

________________________________
Name

Subscribed and sworn to before me this ____ day of ________________________, ________.

________________________________
Notary Public

My commission expires:
SAMPLE MEMORANDUM OF UNDERSTANDING

Company ID Number: _________________

The foregoing constitutes the full agreement on this subject between the SSA (Social Security Administration), DHS (Department of Homeland Security) and the Employer.

The individuals whose signatures appear below represent that they are authorized to enter into this MOU (Memorandum of Understanding) on behalf of the Employer and DHS respectively.

To be accepted as participant in E-Verify, you should only sign the Employer’s Section of the signature page. If you have any questions, contact E-Verify Operations at (888) 464 – 4218.

______________________________
Employer    Your Company Name

______________________________
Name (type or print)      Title

______________________________
Signature      Date

Department of Homeland Security – Verification Division

______________________________
Name (type or print)      Title

______________________________
Signature      Date