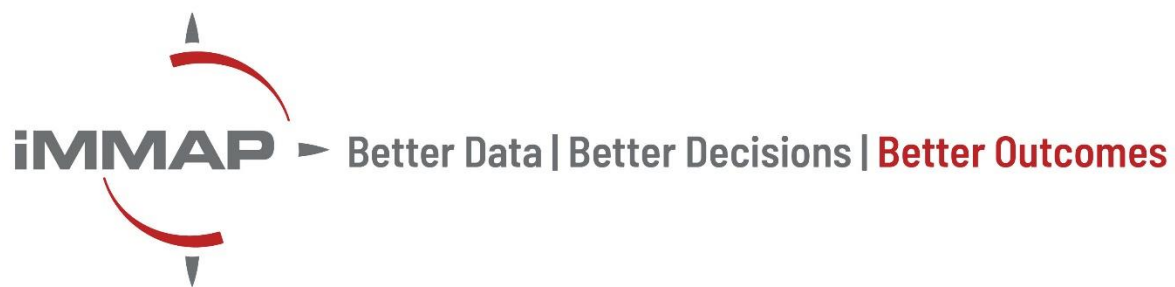


Request for Proposals  
for  
**Consultancy - Primary Data Collection and Analysis on Impact of  
COVID-19 on Humanitarian Response in Northeast, Nigeria**



June 30, 2021

## **1.0. GENERAL INFORMATION**

### ***1.1 Purpose***

This Request for Proposals (RFP) is issued by iMMAP Inc., a 501c3 not-for-profit (herein referred to as iMMAP), for the purpose of seeking Consultancy services for Primary Data Collection and Analysis on Impact of COVID-19 on Humanitarian Response in Northeast, Nigeria

### ***1.2 Background***

In July 2020, iMMAP initiated the COVID-19 Situational Analysis project funded by the Bureau of Humanitarian Assistance (BHA) of USAID. The project provides a solution to the growing global need for information, assessment, and analysis among humanitarian stakeholders. A team of experienced personnel that includes project managers, information management officers, data analysts, thematic experts, and data visualization officers, are working towards strengthening the information flow available to humanitarian actors to enable humanitarian organizations to better respond to the COVID-19 pandemic. In Bangladesh, Burkina Faso, Colombia, DRC, Nigeria and Syria, iMMAP and its main partner, Data Friendly Space (DFS), are using DFS' Data Entry and Exploration Platform (DEEP) to develop tailored data analysis processes to support the humanitarian community <https://immap.org/global-covid-19-situational-analysis-project/>

Following the outbreak of the COVID-19 pandemic, governments adopted various preventive measures to reduce pressure on health services and public health risks. The impact of such measures was and still is being felt by all humanitarian actors as most of their human capital (staff) are still working from home and non-essential field movements restricted/or cancelled. Humanitarian needs assessments are being cancelled and regular response monitoring systems interrupted. Consequently, access to structured information in humanitarian contexts has become a challenge, and most lifesaving decisions are made based on remote techniques, secondary data review, social media, expert judgement or print media. The impact of movement limitations has been felt at each step of the assessment and analysis cycle in the northeast. In view of this, iMMAP in partnership with Data Friendly Space (DFS) is implementing the COVID-19 situation analysis project in Nigeria. This project aims to strengthen assessment and analytical capacities in countries affected by humanitarian crises and the COVID-19 pandemic by addressing challenges in data and information comprehensiveness, data consistency, analytical value, historical data, and time and focus.

### ***1.3 About iMMAP***

iMMAP is an international not-for-profit 501(c) (3) non-governmental organization (NGO) based in Washington, DC that provides targeted Information Management (IM) support to partners responding to complex humanitarian and development challenges. For more than 17 years, iMMAP has promoted measurable change in people's lives through the core philosophy that better data leads to better decisions, which ultimately lead to better outcomes. iMMAP's expertise in data collection, analysis and presentation has revolutionized the decision-making process for diverse, multi-sectoral partners who seek enhanced coordination and sustainable solutions through information management. iMMAP is home to a robust and dynamic team of recognized experts in social science, software development, statistics, (GIS), performance monitoring and evaluation, technical assistance and capacity development. Emergency responders, development practitioners, governments and funders often have to make serious and timely decisions under fast paced and chaotic circumstances. When facing complex development challenges, natural disasters and emergencies, it is critical to make sound choices rooted in real-time knowledge of who is doing what, where they are doing it,

and what needs to be done. Access to this critical information positions actors to avoid costly or duplicative efforts and, ultimately, to effectively direct support to the people who need it the most.

## ***1.4 Scope of Services***

### **Overall Responsibilities**

- Review monthly Situational Analysis reports and extract relevant information.
- Develop, test and pilot an online survey to share with partners.
- Manage rollout of the survey, track uptake and increase engagement and response.
- Conduct data cleaning and analysis of the survey results
- Possibly conduct Key Informant Interviews (KIIs) or contribute to the design and analysis of KIIs.
- Merge different data sources to generate an overview of service delivery and challenges of sectors and how they have adapted to COVID-19 using innovative solutions in data collection, analysis and synthesis.
- Generate a report and PowerPoint presentation: solicit review and feedback from stakeholders.
- Present the findings to Key's stakeholders in presentations in clusters, working groups and other platforms.
- The consultant will provide datasets (both online survey and KIIs) of the survey at end of the contract.

## **2.0 ADMINISTRATIVE INFORMATION**

### ***2.1 Expected Time Period for Contract***

The performance period of the contract resulting from this RFP is tentatively scheduled to begin on or about **July 16, 2021**, and to continue through **September 24, 2021**. iMMAP reserves the right to award and fund any or all activities of this project based upon the availability of funds. The successful proposer should be prepared to begin work according to the time and payment schedule proposed by iMMAP.

### ***2.2 RFP Coordinator***

Written questions must be directed, via email, to the RFP Coordinator listed below.

### ***2.3 Proposer Inquiries***

iMMAP will consider written proposer inquiries regarding RFP requirements or Scope of Services before the date specified in the Calendar of Events. iMMAP reserves the right to modify the RFP should a change be identified that is in the best interest of iMMAP.

The RFP Coordinator for this project is **Omar Alsawalha, Finance Officer**. To be considered, written inquiries and requests for clarification of the content of this RFP must be received via e-mail at [oalsawalha@immap.org](mailto:oalsawalha@immap.org) by 5:00 p.m. EST on the date specified in the Calendar of Events. Any and all questions directed to the RFP Coordinator will be deemed to require an official response. Official responses to each of the questions presented by the proposers will be sent via email to all proposers by the date specified in the calendar of events.

Only **Omar Alsawalha** has the authority to officially respond to a proposer's questions on behalf of iMMAP. Any communications from any other individuals are not binding to iMMAP.

## **2.4 Calendar of Events**

<b><u>Event</u></b>	<b><u>Date</u></b>
Release RFP	<b>July 2, 2021</b>
Deadline for receiving proposer inquiries	<b>July 8, 2021</b>
Responses to proposer inquiries due	<b>July 9, 2021</b>
Proposal submission deadline 5:00 pm EST	<b>July 12, 2021</b>
Announce award of "Successful Proposer"	<b>July 14, 2021</b>
Execute contract	<b>July 16, 2021</b>

NOTE: iMMAP reserves the right to amend and/or change this calendar of events/schedule of RFP activities as it deems necessary.

## **3.0 PROPOSAL INFORMATION**

### **3.1 Proposal Response Location**

Proposers who are interested in providing professional services under this RFP should submit a proposal containing the information specified in Section 4.0. The fully completed proposal with signatures by an authorized representative must be received in email version by the RFP Coordinator designated above by the deadline date/time specified in the Calendar of Events.

Proposals, which for any reason are not so delivered, will not be considered for purposes of this RFP.

### **3.2 Desirable Qualifications of Proposer**

It is highly desirable that proposers of this RFP meet the following qualifications:

- Minimum 8 -10 years working in humanitarian operations.
- Significant experience and understanding of the Humanitarian Response in Northeast, Nigeria.
- Deep understanding of humanitarian architecture and cluster approach.
- Experience in designing or conducting reviews (RTRs/ AARs) or evaluations of humanitarian programming and operations.

### **Additional Requirements:**

The Proposal shall be presented in the following manner:

- Personal Curriculum Vitae highlighting the qualifications that meet the minimum requirements stated in above, and at least three (3) references.
- Explaining why he/she is the most suitable contractor for the work, and a brief methodology on how he/she will approach and conduct the work.
- The Financial Proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services.

Proposers should ensure that their proposals contain sufficient information for iMMAP to make its determination by presenting acceptable evidence of the above to perform the services called for by this RFP.

### ***3.3 RFP Addenda***

iMMAP reserves the right to change the calendar of events or revise any part of the RFP by issuing an addendum to the RFP at any time.

### ***3.4 Proposal Rejection***

Issuance of this RFP in no way constitutes a commitment by iMMAP to award a contract. iMMAP reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement.

### ***3.5 Withdrawal and Re-submission of Proposal***

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

### ***3.6 Subcontracting Information***

iMMAP shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables referenced in the RFP or proposal. This general requirement notwithstanding, proposers may enter into subcontractor arrangements; however, they should acknowledge in their proposal total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP is also required for each subcontractor.

Unless provided for in the contract with iMMAP, the prime contractor shall not contract with any other party for furnishing any of the work and professional services herein contracted for without the express written approval of iMMAP.

### ***3.7 Ownership of Proposal***

All materials submitted in response to this request become the property of iMMAP. Selection or rejection of a proposal does not affect this right.

### ***3.8 Proprietary Information***

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

### ***3.9 Cost of Preparing Proposals***

iMMAP is not liable for any costs incurred by prospective proposers prior to issuance of or entering into a contract. Costs associated with developing the proposal and any other expenses incurred by the proposer in responding to this RFP are entirely the responsibility of the proposer, and shall not

be reimbursed in any manner by iMMAP.

### ***3.10 Errors and Omissions in Proposal***

iMMAP will not be liable for any errors in proposals and reserves the right to make corrections or amendments due to minor errors identified in proposals. iMMAP, at its option, has the right to request clarification or additional information from the proposer.

### ***3.11 Contract Award and Execution***

iMMAP reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offer received. iMMAP reserves the right to contract for all or a partial list of services offered in the proposal.

The RFP and proposal of the selected proposer will become part of any contract between the selected consultant and iMMAP.

If the contract negotiation period exceeds 14 calendar days or if the selected proposer fails to sign the final contract within 5 business days of delivery of it, iMMAP may elect to cancel the contract and award the contract to the next-highest-ranked proposer.

## **4.0 RESPONSE INSTRUCTIONS**

### ***4.1 Proposal Submission***

Proposal submission must be received via email on or before 5:00 p.m. EST on the date specified in the aforementioned Calendar of Events at the email address specified below.

**Omar Alsawalha**  
**oalsawalha@immap.org**

It is solely the responsibility of each proposer to assure that their proposal is received prior to the deadline for submission. Proposals received after the submission deadline will not be considered.

### ***4.2 Certification Statement***

The proposer must sign and submit the Certification Statement shown in Attachment II.

### ***4.3 Proposal Format***

The proposer should submit a proposal as specified in Attachment I which shall include enough information to satisfy evaluators that the proposer has the appropriate experience and qualifications to perform the scope of services as described herein. Proposer should respond to all requested areas.

## **5.0 EVALUATION AND SELECTION**

### ***5.1 Evaluation Team***

The evaluation of proposals will be accomplished by an evaluation team, to be designated by iMMAP, which will determine the proposal most advantageous to iMMAP.

## 5.2 *Administrative and Mandatory Screening*

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals found not to be in compliance will be rejected from further consideration.

## 5.3 *Evaluation and Review*

The purpose of the RFP process is to secure the contractor most capable of providing the services specified in this document. Selection of the contractor will be made solely on the basis of the most responsive proposal submitted by a qualified proposer that satisfies all services and products described in this RFP. iMMAP reserves the right to award a contract based upon initial offers received. Proposals submitted should follow the format in Attachment I.

The criteria for the evaluation process will be weighted as follows:

A. Proposer General Qualifications	15%
B. Experience	20%
C. Technical Requirements/Approach and Methodology	40%
D. Cost	25%

A. Proposer General Qualifications:

This refers to the capability of the proposer to perform the work requested in the RFP. This includes whether the proposer has sufficient experience to work within the time constraints while maintaining desired performance and competence levels. Qualifications of professional personnel will be judged based on experience and education with particular reference to prior experience on projects of a similar nature.

B. Experience

This refers to the proposer's previous successful experience with similar projects as the lead consultant.

C. Compliance with the Technical Requirements of the RFP/Approach and Methodology

This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies in the proposed context.

Work Plan – The Applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

D. Cost

The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

#### ***5.4 Announcement of Contractor***

The RFP Coordinator will notify the successful proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified by email accordingly.



# ATTACHMENT I

## PROPOSAL INFORMATION

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### **Organization Brief**

iMMAP is an international non-governmental organization that provides information management services to humanitarian and development organizations. With the core philosophy of ‘better data leads to better decisions, and better decisions lead to better outcomes’, iMMAP uses information management, to help partners target assistance to the world’s most vulnerable populations. iMMAP’s critical support to information value chains helps partners to solve operational and strategic challenges in both emergency and development contexts by enabling evidence-based decision-making for better outcomes.

### **Background**

In July 2020, iMMAP initiated the COVID-19 Situational Analysis project funded by the Bureau of Humanitarian Assistance (BHA) of USAID. The project provides a solution to the growing global need for information, assessment, and analysis among humanitarian stakeholders. A team of experienced personnel that includes project managers, information management officers, data analysts, thematic experts, and data visualization officers, are working towards strengthening the information flow available to humanitarian actors to enable humanitarian organizations to better respond to the COVID-19 pandemic. In Bangladesh, Burkina Faso, Colombia, DRC, Nigeria and Syria, iMMAP and its main partner, Data Friendly Space (DFS), are using DFS’ Data Entry and Exploration Platform (DEEP) to develop tailored data analysis processes to support the humanitarian community <https://immap.org/global-covid-19-situational-analysis-project/>

Following the outbreak of the COVID-19 pandemic, governments adopted various preventive measures to reduce pressure on health services and public health risks. The impact of such measures was and still is being felt by all humanitarian actors as most of their human capital (staff) are still working from home and non-essential field movements restricted/or cancelled. Humanitarian needs assessments are being cancelled and regular response monitoring systems interrupted. Consequently, access to structured information in humanitarian contexts has become a challenge, and most lifesaving decisions are made based on remote techniques, secondary data review, social media, expert judgement or print media. The impact of movement limitations has been felt at each step of the assessment and analysis cycle in the northeast. In view of this, iMMAP in partnership with Data Friendly Space (DFS) is implementing the COVID-19 situation analysis project in Nigeria. This project aims to strengthen assessment and analytical capacities in countries affected by humanitarian crises and the COVID-19 pandemic by addressing challenges in data and information comprehensiveness, data consistency, analytical value, historical data, and time and focus.

### **Information Challenges and Gaps**

Nigeria’s northeast region has experienced humanitarian crises - fragility, protracted conflict, recurrent natural disasters (such as floods), and forced displacements over the past decade. The outbreak of COVID-19 has therefore worsened the burdens of the already affected population. With the imposition of lockdowns, curfews, the shutdown of non-essentials businesses and restrictions on movement, the effects of COVID-19 on humanitarian operations in the northeast has been immense. The restrictions imposed by authorities were a game-changer for humanitarian response in the northeast where actors faced challenges in providing lifesaving services to the vulnerable population living in camps and camp-like settings amidst the COVID-19 pandemic.

There is however, insufficient information on the effects of COVID-19 on the humanitarian response (operations) in northeast Nigeria since the start of the pandemic and the imposition of restrictions. At the request of the Inter-sector Coordination Group (ISCG), an assessment will be conducted to

understand how the COVID-19 outbreak in the northeast affected humanitarian actors in their operations in terms of service delivery, budgets diversion and increased costs.

### **Objectives of the assessment**

The purpose of the assessment is to determine the overall effects of COVID-19 on the operations of the humanitarian response in northeast Nigeria.

The **specific objectives** of the assessment will focus on.

1. Understanding how humanitarian workers continued to provide lifesaving services to vulnerable populations and communities amidst the pandemic.
2. Identifying best practices adopted to ensure minimal disruptions on the humanitarian response operations to prepare future humanitarian workers for the next global pandemic.
3. Gaining insights into the challenges faced by humanitarian workers and how they have been overcome.

### **Assessment Methodology**

The assessment will utilize both quantitative and qualitative data collection methods, to answer the above objectives. To understand the important factors and changes that have happened in the humanitarian spectrum in northeast Nigeria because of COVID-19, this assessment will employ an exploratory research design. This approach will be used to generate first-hand detailed accounts of (what, why and how) humanitarian workers continued to do their work amidst the global pandemic and security challenges, more particularly in Nigeria.

The assessment will target different humanitarian sectors and operations to fully understand adaptation mechanisms, effects, and challenges they are facing in their response during COVID-19 pandemic. A semi-structured interview guide will be administered to the humanitarian aid workers with the support of sector coordinators and their partners. A secondary data review of humanitarian response documents will be conducted to support the analysis.

Assessment ethics will be used to ensure confidentiality of participants; the data collected will present personal perspectives and experiences of aid workers and not reflect the opinions of their organizations. Personal identities will be omitted from the report to ensure the confidentiality of participants in case there are any concerns about job security.

### **Scope of the assessment**

The scope of the assessment will focus on the experiences and perspectives of the participants concerning the following themes.

- Effects of COVID-19 lockdown measures on operations and steps taken to mitigate the impacts, e.g., effect on implementation of programs, access to services by vulnerable populations, etc.
- Communication and Collaboration between governments and other humanitarian actors
- Partnerships with the private sector and local initiatives
- Effects of COVID-19 on funding levels (budget diversion/ re-allocation of resources)
- Support for Frontline Workers (staff)
- The role of technology in the organization work during the pandemic

The **geographical scope** of the assessment will cover Borno, Adamawa, and Yobe (BAY states) targeting a sample of humanitarian partners (national and international NGOs, government institutions, UN agencies, and civil societies among others) with support from OCHA (sectors) and Nigeria INGO Forum (NIF) in which they will share their contact list of people to be targeted these may include but not limited to program managers/ heads of agencies. The sectors and NIF will be expected to promote and encourage their partners to fill the online survey link.

The assessment will entail direct primary data collection through key informant interviews with affected populations, either working with the sectors/partner to better understand the changes provoked by COVID-19 within their organizations/sector.

### **Sample Size**

This assessment exercise envisages a quantitative survey of a representative sample of humanitarian sectors selected in northeast Nigeria targeting sector coordinators (**Nutrition, WASH, Protection (GBV, CP, HLP, MA), FSS, Shelter/NFI/CCCM, Health, and Education**). Besides the survey, a select number of key informants in the relevant sectors will be requested to participate in key informant interviews. These key informants will be identified from programme heads and/or heads of international and Local NGOs, Civil Societies, donors, UN agencies, government agencies, among others. The study population will be the sector mailing list from where stratified sampling will apply.

### **Assessment Questions (parameters)**

1. How have the local and international COVID-19 prevention measures affected your sector/organization's operations (service delivery, funding, Human Capital, etc.)?
2. What areas of operation do you believe have been most affected by COVID-19?
3. What have been the greatest challenges of COVID-19 to your ongoing work?
4. Has your organization made any changes to normal working routines because of COVID-19?
5. How has the use of technology been implemented to minimize disruption of work and have you found them to be efficient?
6. Has your sector/organization (this could be country/local office/global) suffered from increased/decreased funding since COVID-19 broke out?
7. How has your organization changed the way it manages funding since the COVID-19 outbreak?
8. Has there been more effort to partner with local organizations in vulnerable or hard to reach areas?
9. Has COVID-19 affected your collaborative efforts with the private sector and if so, how?
10. Has your organization made any new collaborative efforts with the private sector since COVID-19 and if so, how?
11. How has collaborating with Government changed during COVID-19?
12. How has your organization supported aid workers on the frontline?
13. Have you or any of your colleagues been exposed to any rejection or violence due to COVID-19 fears?
14. Do you still feel any added anxiety or stresses in your ongoing work due to COVID-19 and why?
15. What, if any, do you consider gaps in the response to COVID-19 and what could have been done differently in the northeast?

### **Data Analysis and Dissemination**

Following the data cleaning, the data will be analysed and aggregated at the state level. The findings will be assembled into a presentation that will be done at a joint workshop with operational partner organizations. At the workshop, iMMAP (Consultant) will present quantitative and qualitative findings. Partners will have an opportunity to share their views on the findings and implications, based on their sectorial and contextual knowledge. At the end of the workshop, iMMAP and partners will develop guidelines for future humanitarian workers to prepare for a similar pandemic.

### **Deliverables, and timeline**

The deliverables expected to undertake the assessment include, but are not limited to, the following:

- Inception report, detailing design (methodology and analysis framework), approach, work plan and development of data collection instruments in close consultations with inter-sector/ coordinators.
- A draft report, with findings and analysis including an executive summary and set of recommendations.
- PowerPoint presentation of the findings
- Final report.

It is anticipated that the assessment will be conducted over a total period of 10 weeks, to begin as soon as possible, with the submission of the final report and workshop report.

<b>Phase</b>	<b>Duration</b>
Inception: Document Review, draft methodology, work plan and draft and agree on data collection instruments in consultation with sectors	3 weeks
Data collection rollout/exercise	3 weeks
Data Analysis & Draft Report Writing	2 weeks
Presentation of findings & incorporate stakeholders' comments	1 weeks
Final Report & Dissemination	1 week

### **Overall Responsibilities**

- Review monthly Situational Analysis reports and extract relevant information.
- Develop, test and pilot an online survey to share with partners.
- Manage rollout of the survey, track uptake and increase engagement and response.
- Conduct data cleaning and analysis of the survey results
- Possibly conduct Key Informant Interviews (KIIs) or contribute to the design and analysis of KIIs.
- Merge different data sources to generate an overview of service delivery and challenges of sectors and how they have adapted to COVID-19 using innovative solutions in data collection, analysis and synthesis.
- Generate a report and **PowerPoint presentation**: solicit review and feedback from stakeholders.
- Present the findings to Key's stakeholders in presentations in clusters, working groups and other platforms.

### **Requirements**

- Minimum 8 -10 years working in humanitarian operations.
- Significant experience and understanding of the Humanitarian Response in Northeast, Nigeria.
- Deep understanding of humanitarian architecture and cluster approach.
- Experience in designing or conducting reviews (RTRs/ AARs) or evaluations of humanitarian programming and operations.

### **Evaluation criteria**

- **Technical Criteria**

- (a) **Qualification and Experience, and [evaluation of CV]:**

- General Qualification
- Experience relevant to the assignment
- Experience of working with iMMAP projects is an added advantage.

- (b) **Technical Proposal**

- *Technical Approach & Methodology*– This explains the understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. The Applicant should also explain the methodologies proposed to adopt and highlight the compatibility of those methodologies in the proposed context.
- *Work Plan*– The Applicant should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan.

### **Recommended Presentation of Proposals**

The Proposal shall be presented in the following manner:

- i. Personal Curriculum Vitae highlighting the qualifications that meet the minimum requirements stated in above, and at least three (2) references.
- ii. Explaining why he/she is the most suitable contractor for the work, and a brief methodology on how he/she will approach and conduct the work.
- iii. The Financial Proposal containing the final and all-inclusive (professional fees, all envisaged travel costs, etc.) total price offer for the full range of services required, broken down into all major cost components associated with the services.

**Note!** The total price shall be in a fixed lump-sum amount, and milestone payments corresponding to outputs shall be indicated in the proposal.

## ATTACHMENT II

### CERTIFICATION STATEMENT

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The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

**OFFICIAL CONTACT.** iMMAP requests that the Proposer designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below:

Date: \_\_\_\_\_ Official Contact Name: \_\_\_\_\_

A. E-mail Address: \_\_\_\_\_

B. Mailing Address: \_\_\_\_\_

Proposer certifies that the above information is true and grants permission to iMMAP to contact the above-named person or otherwise verify the information provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

- (1) The information contained in its response to this RFP is accurate;
- (2) Proposer complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein;
- (3) Proposer accepts the procedures, evaluation criteria, and all other administrative requirements set forth in this RFP.
- (4) Proposer's quote is valid for at least ninety days from the date of proposer's signature below;
- (5) Proposer understands that if selected as the successful proposer, the Proposer will have five (5) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.

Authorized Signature: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_