

REQUEST FOR PROPOSALS

For Voice Managed Services for the Baldwin County Commission

INTRODUCTION

The Baldwin County Commission is seeking proposals for vendors able to provide VOICE MANAGED SERVICES. The winning vendor will provide installation, operation, and maintenance by a single supplier providing Internet Access Services, Session Initiation Protocol (SIP) within specifications listed in Statement of Work. The overall goal of this RFP is to procure a long-term, comprehensive, reliable, timely and robust Voice Managed Services that will effectively support the mission of Baldwin County Commission in serving its citizens.

Submission Procedures, Requirements

One (1) original and three (3) copies of the proposal must be received by the County prior to **2:00 P.M., (Central Standard Time) on [REDACTED], 2025**. All copies of the proposal must be under sealed cover and plainly marked. **No emailed or faxed proposals will be accepted.** Proposals should be delivered or mailed to:

Wanda Gautney, Purchasing Director
312 Courthouse Square, Suite 15 (mailing address)
257 Hand Avenue (physical address)
Bay Minette, AL 36507
Phone: (251) 580-2520

Inquiries and Questions

Inquiries and questions should be submitted by email only to Wanda Gautney, Purchasing Manager, at wgautney@baldwincountyal.gov no later than **2:00 P. M., Central Standard Time, on [REDACTED], 2025**. All inquiries or questions should be consolidated by each vendor be available to vendors at Pre-Proposal Conference.

Pre-Proposal Conference

A **mandatory Pre-Proposal Conference** will be held at the Baldwin County Purchasing Conference Room located at 257 Hand Avenue, Bay Minette, Alabama on **[REDACTED], 2025, at 10:00 A.M. (Central Standard Time.)** The conference will include a thorough discussion of Request for Proposal specifications and **Vendor** questions. **ALL INTERESTED VENDORS MUST ATTEND.** Vendors will not be allowed to submit a proposal for this project if they or a representative of their company does not attend the Pre-Proposal Conference.

Prime Vendor Responsibilities

Vendor will assume responsibility for delivery of services and application performance, regardless whether or not the Vendor subcontracts any of these items and services. The Vendor will be the sole point of contact regarding contractual matters, including performance of services and the payment of any and all charges resulting from contract obligations. Vendor will be totally responsible for all obligations outlined under this RFP.

Hold Harmless Provision

The vendor shall at all times indemnify and save harmless the County and its Departments, their County Commissioners, officers and employees, against all liability, claim of liability, loss, cost or damage, including death, and loss of services, on account of any injury to persons or property, occurring from any cause whatsoever in the work involved in the contract, and will at his expense defend on behalf of the County and its departments, their officers and employees, either or all, any suit brought against them or any of the arising from any such cause.

Service Provider Qualifications

All bidders, to the best of their knowledge and belief, must be in, and remain in compliance with all applicable Federal, Alabama State, County and municipal laws, regulations, resolutions and ordinances. In particular and without limitation, all bidders must be licensed and permitted in accordance with The Code of Alabama Title 10, concerning corporations doing business within Alabama, Title 34, dealing with licensing for businesses, Title 40, concerning licenses and taxation, unless otherwise exempt. All bidders should be prepared to timely submit to the County non-confidential evidence or documentation demonstrating that the fact they are presently licensed and permitted under Alabama law. Such non-confidential evidence or documentation is encouraged to be submitted with the Bid Package.

The bidder expressly acknowledges, to and for the benefit of the Baldwin County Commission, that this Agreement may be funded with federal grant monies and, therefore, bidder expressly warrants and agrees that it shall at all times comply with all applicable federal, state, local and municipal laws and regulations. For more information about the Federal regulations visit the website <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200> Code of Federal Regulations.

The Certification Regarding Lobbying form must be completed and submitted in your response package.

All vendors, contractors and grantee are required to comply with the Alabama Immigration Law under Sections 31-13-9 (a) and (b) of the Code of Alabama. Forms and documents will be included with award documents. Information and forms can be found on the Baldwin County Commission's Purchasing website under E-Verify at www.baldwincountyal.gov

All out-of-state bidders must provide proof of proper certification of authority, and any required registration, to transact business in this State, in order to perform work for the Baldwin County Commission. Bidder's Registration Number shall be provided on the Bid Response Form. The phone number for the Alabama Secretary of State is (334) 242-5324, Corporate Division.

Contractors and Subcontractors and Insurance

The Contractor shall not commence work under this contract until all the required insurance has been obtained. Such insurance has not been approved by the County, nor shall the Contractor allow any Subcontractor to commence work on his subcontract until the insurance required of the Subcontractor has been obtained and approved.

Compensation Insurance

The Contractor shall procure and shall maintain during the life of this contract Workmen's Compensation Insurance for all of his employees to be engaged in work on the project under his Contract, and, in case of any such work sublet, the Contractor shall require the Subcontractor similarly to provide Workmen's compensation Insurance for all of the latter's employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance. In case a class of employees engaged in hazardous work on the project under this contract is not protected under the Workmen's Compensation Statute, the Contractor shall provide and shall cause each Subcontractor to provide adequate employer's general liability insurance for the protection of such of his employees as are not otherwise protected. The Baldwin County Commission, its Departments and its employees shall be named as additional insured.

Contractor's Public Liability and Property Damage Insurance

The Contractor shall procure and shall maintain during the life of this contract a Comprehensive Liability Policy providing bodily injury and property damage coverage on an occurrence basis including damages arising from blasting explosion or collapse, mechanical equipment digging in streets or highways, and including completed operations, independent contractors and contractual general liability. Insurance shall be contractual general liability \$500,000.00 per occurrence bodily injury and property damage; \$5,000 per person medical payments or medical expense; \$500,000.00 per occurrence bodily injury and property damage; \$5,000 per person medical payments or medical expense; \$500,000.00 personal and advertising injury; \$50,000.00 fire damage (any one firm); \$1,000,000.00. The Baldwin County Commission, its' Departments and its employees shall be named as additional insured.

Section-I COUNTY VOICE MANAGED SERVICES & GOALS

1.1 Current County Operations

The Baldwin County Commission (BCC) operates a modern high-speed network for its local-area network. Over this network voice services are delivered through modern voice over IP protocol enterprise class telephone system made by Mitel which currently connects to the public switched telephone network via Session Initiated Protocol trunking facility with 120 two-way channels. The Internet Service Provider (ISP) connects to redundant data centers through which 1000Mbps of Internet bandwidth at each facility is secured via a single carrier with redundant paths.

The following sections and paragraphs describe further the details associated with each of these operational areas of the BCC's technology infrastructure

1.2 Local-Area Networks

The BCC is comprised of multiple facilities which are connect via the Baldwin County Fiber Network

(BCFN). Each building is connected to one of two data centers with a single pair of 10Gbps connection. At the data centers, each pair is terminated onto a set of Cisco 9500 core switches with the appropriate optronics to support the connection speed required. Each of the Cisco 9500 core switches are then connected via 40Gbps port channel to provide redundancy the Baldwin County local-area network. The local area network does not currently provide quality of service (QOS) end-to-end from the data center core.

1.3 Data Center Services

Both data centers to which all BCC facilities are fiber connected maintain a network core consisting of core switches and HA firewalls which are connected to a 1 Gbps fiber circuit to a Tier-1 Internet services provider (ISP).

1.4 VoIP Enabled Phone System

The BCC purchased a Mitel enterprise VoIP system which places a Mitel Openscape 4000 in one of our data centers and six Mitel Branch Servers split between our two data centers. This system is clustered together to provide a uniform management, call routing and fault-tolerance control plane for the County.

The County internally manages day-to-day operations of the telephone system along with routine modifications to the system via proprietary software. Additional support provided by 3rd party partner as needed.

All 120 two-way channels are active and there are presently approximately 1500 DID's defined in the system. There are approximately 3000 extensions only and 278 analog lines as well.

Any request for a letter of authorization/agency (LOA) so prospective Offerors may be granted access to review the County customer services record at the current carrier can be obtained by contacting the following individual after the mandatory Pre-Proposal Conference.

Adam Scarborough
CIS Assistant Director
ascarborough@baldwincountyal.gov
(251)580-1870

Brian Peacock
CIS Director
bpeacock@baldwincountyal.gov
(251)580-2598

1.5 Service Availability Data

BCC desires the establishment of the requested SIP services to be operational for use no later than ninety (90) days after bid has been awarded.

1.6 Installation

The vendor shall utilize trained, experienced, and properly credentialed personnel to install and test the services. Industry accepted standards shall be followed. The resulting services shall be neat in appearance, durable and fully documented.

1.7 Additional Installation Requirements

All work and material must comply with applicable State and Federal Laws, municipal ordinances and regulations. If code violations occur, the vendor shall correct the deficiencies or situations at no cost to BCC.

Testing

All services shall be tested and accompanied by documents explaining exactly what test were conducted, what test were demonstrated, and what results were achieved; and signed statements indicating that the test have been satisfactorily accomplished.

1.8 Additional Testing Requirements

1. A field test plan shall be submitted by the vendor for BCC approval that will demonstrate that the service is properly installed and that it is working according to design. This testing will include the standards required for VoIP services between sites as approved by BCC current phone system vendor.
2. The vendor shall perform these tests when the services has been installed and adjusted for optimum performance. Satisfactory test results are a prerequisite to acceptance of the service.
3. New SIP services shall be installed and run as dual services with existing SIP trunks. These services should be extensively tested using dummy/test number prior to cut-over of the County's live DID numbers.
4. The vendor will provide BCC with a written Test Notification. The Test Notification shall describe the proposed test(s) to be demonstrated and the service to be tested.
5. Successful bidder must coordinate cut-over with County's current provider.

1.9 Documentation

The vendor shall provide for BCC a copy of the system drawings necessary for the proper utilization of the services. These shall include but not limited to:

1. System Drawing including appropriate IP addressed for critical components and troubleshooting.
2. Operating procedures and methods including diagnostic and test procedures

1.10 Project Goals and Objectives

1. Propose the most Cost-Effective Session Initiation Protocol (v.2) based services and licensing for digital telecommunications trunking solution for BCC.
2. Address issues of fault tolerance with the system. System is currently in an active/active and must be able to automatically fail over to support all 120 SIP channels.
3. Consider the County's current fiber-based local area network to design and propose the most efficient traffic across the County's networks.
4. Port existing BCC advertised Direct Inward Dialed telephone numbers as well as those telephone numbers used as "main lines" or otherwise so advertised as indicated.
5. Provide a single point of contact for reporting trouble related to proposed trunking services.
6. Equipment will directly connect to Baldwin County Session Border Controller's in both data centers.
7. The solution must provide enhanced 9-1-1 capabilities.
8. All proposed Long Distance and International calling shall be included in final pricing.

1.11 Required features

- Provide managed services portal.
- Changes are completed in real time.
- Ability to add/delete SIP trunks.
- Ability to add/delete PRI circuit.
- Ability to add/delete and make changes to 911 LIN database.
- Ability to add/delete DiD numbers.
- Ability to view call reports, call details, trouble ticketing, and manage billing.
- Ability to have automatic failover forwarding to 3rd party provider.
- Ability to have automatic failover between trunks for inbound/outbound calls.

Section-II PROPOSAL REQUIREMENTS AND EVALUATION

A complete proposal will include the following sections listed below:

1. Letter of Transmittal - not to exceed one (1) page
2. Technical Proposal - not to exceed fifteen (15) pages
3. Price Proposal - not to exceed four (4) pages
4. Service, Maintenance, and Technical Support - not to exceed four (4) pages
5. Implementation Schedule - not to exceed four (4) pages
6. References - not to exceed one (1) page

2.1 Requirements

2.1.1 Price Proposal

2.1.2 References [max 1-pg]

Please provide at least three (3) references of installations of similar size and scope to the County. The purpose of contacting references is to verify the reliability of the services installed, relationships with vendors and technicians, and to discuss service features.

Each reference should include the following:

- Contact Name
- Business Name
- Address, Phone, Fax, and Email of the Business and Contact
- Approximate number of system users
- Number of facilities and buildings
- Brief description of project
- Date of Contract Award
- Date of Completion

Managed Services Analysis Table

Building Location	SIP		Line Total		
Robertsdale EMA Data Center	Unit Cost	Qty	NRC	MRC	ARC
SIP Trunk		1			
SIP Channels		60			
SBC Hardware					
SBC Licensing					
DIDs with Static E911					
Administrator Portal Software					
Long Distance Intrastate					
Long Distance Interstate					
Long Distance International					
Long Distance					
Installation					
Voice ISP Circuit					
Totals:					

Building Location	SIP		Line Total		
Bay Minette Annex 4 Data Center	Unit Cost	Qty	NRC	MRC	ARC
SIP Trunk		1			
SIP Channels		60			
SBC Hardware					
SBC Licensing					
DIDs with Static E911					
Administrator Portal Software					
Long Distance Intrastate					
Long Distance Interstate					
Long Distance International					
Long Distance					
Installation					
Voice ISP Circuit					
Totals:					

1. NRC - Non-Recurring Costs - should total these costs for the row indicated.
2. MRC - Monthly Recurring Costs - should total these costs for the row indicated.
3. ARC - Annual Recurring Costs - should total these costs for the row indicated.
4. If there is no value for a field, please indicated with either a '0' or a '-'.
5. If there are costs that do not fit into the categories shown in the first column of the table, please include these in a separate table, but please also include the Trunking Cost Analysis Table filled out as completely as possible.

State of Alabama)

County of Baldwin)

CONTRACT FOR PROFESSIONAL SERVICES

This Contract for **Professional Services** is made and entered into by and between the County of Baldwin (hereinafter called “COUNTY”) acting by and through its governing body, the Baldwin County Commission, and **PROVIDER**, (hereinafter referred to as “PROVIDER”).

WITNESSETH:

Whereas,

Whereas,

NOW, THEREFORE, in consideration of the premises and the mutual covenants herein contained the sufficiency of which being hereby acknowledged, PROVIDER and COUNTY do hereby agree as follows:

- I. Definitions. The following terms shall have the following meanings:
 - A. COUNTY: Baldwin County, Alabama
 - B. COMMISSION: Baldwin County Commission
 - C. PROVIDER:
- II. Obligations Generally. The COUNTY hereby retains, and the PROVIDER agrees to perform for the COUNTY, those services as hereinafter set forth. This document shall serve as the binding contract for the services of PROVIDER. PROVIDER shall immediately commence performance of the services outlined herein upon full execution of this Contract. All work shall be commenced and completed in a timely manner as, and at the times, herein set out.
- III. Recitals Included. The above recitals and statements are incorporated as part of this Agreement and shall have the effect and enforceability as all other provisions herein.
- IV. Professional Qualifications. For the purpose of this Contract, the PROVIDER represents and warrants to the COUNTY that it possesses the professional, technical, and administrative personnel with the specific experience and training necessary to provide the professional services required herein.

- V. No Prohibited Exclusive Franchise. The COUNTY neither perceives nor intends, by this Contract, a granting of an exclusive franchise or violation of Art. I, Section 22 of the Alabama Constitution.
- VI. Representation/Warranty of Certifications, Etc. PROVIDER represents and warrants that PROVIDER is presently certified, licensed and otherwise permitted under all necessary and applicable laws and regulations to perform the services herein, and that PROVIDER shall renew, maintain, and otherwise ensure that all such certifications, licenses, and permits are current and valid, without interruption, for and through completion of the services. The representation and warranty aforesaid is a material inducement to the COUNTY in entering this Contract, and the parties agree that the breach thereof shall be deemed material at the County's option.
- VII. Legal Compliance. PROVIDER shall at all times comply with all applicable Federal, State, local and municipal laws and regulations.
- VIII. Independent Contractor. PROVIDER acknowledges that it is an independent contractor, and PROVIDER shall at all times remain as such in performing the services under this Contract. PROVIDER is not an employee, servant, partner, or agent of the COUNTY and has no authority, whether express or implied, to contract for or bind the COUNTY in any manner. The parties agree that PROVIDER shall be solely responsible for and shall have full and unqualified control over developing and implementing its own means and methods, as it deems necessary and appropriate in providing the aforementioned services, and that the COUNTY's interests herein are expressly limited to the results of said services. PROVIDER is not entitled to unemployment insurance benefits, and PROVIDER is responsible for and obligated to pay any and all federal and state income tax on any monies paid pursuant to this Contract.
- IX. No Agency Created. It is neither the express nor the implied intent of PROVIDER or COUNTY to create an agency relationship pursuant to this Contract. Therefore, the PROVIDER does not in any manner act on behalf of COUNTY and the creation of such a relationship is prohibited and void.
- X. Unenforceable Provisions. If any one or more of the provisions contained herein shall, for any reason, be held to be invalid, illegal or unenforceable in any respect, then such provision or provisions shall be deemed severable from the remaining provisions hereof, and such invalidity, illegality or unenforceability shall not affect any other provision hereof. This Contract shall be construed as if such invalid, illegal or unenforceable provision had never been contained herein.
- XI. Entire Agreement. This Contract represents the entire and integrated agreement between COUNTY and PROVIDER and supersedes all prior negotiations, representations, or agreements, either written or oral. This Contract may be amended only by written instrument signed by all parties.

- XII. Failure to Strictly Enforce Performance. The failure of the COUNTY to insist upon the strict performance of any of the terms, covenants, agreements and conditions of this Contract shall not constitute, and shall never be asserted by PROVIDER as constituting, a default or be construed as a waiver or relinquishment of the right of the COUNTY to thereafter enforce any such term, covenant, agreement, or condition, but the same shall continue in full force and effect.
- XIII. Assignment. This Contract or any interest herein shall not be assigned transferred or otherwise encumbered by PROVIDER without the prior written consent of the COUNTY, which may be withheld or granted in the sole discretion of the COUNTY.
- XIV. Ownership of Documents/Work. The COUNTY shall be the owner of all copyright or other intellectual property rights in reports, documents and deliverables produced and paid for under this Contract, and to the extent permitted by Alabama law, any such material may be reproduced and reused at the discretion of the COUNTY without payment of further consideration. PROVIDER shall not transfer, disclose, or otherwise use such information for any purpose other than in performance of the services hereunder, without the COUNTY's prior written consent, which may be withheld or granted in the sole discretion of the COUNTY.
- XV. Notice. Notice required herein shall be in writing, unless otherwise allowed, and said notice shall be deemed effective when received at the following addresses:

PROVIDER:

COUNTY: Baldwin County Commission
c/o Chairman
312 Courthouse Square
Suite 12
Bay Minette, AL 36507

- XVI. Services to be Rendered. PROVIDER is retained by the COUNTY as a professionally qualified Contractor. The general scope of work for the services shall include all the terms and Conditions of **"Request for Proposals"**, the same being expressly incorporated herein by reference, and without limitation will encompass:

"All provision and conditions and/or specifications listed/stated in the Request for Proposals for Voice Managed Services for the Baldwin County Commission".

- A. PROVIDER will provide ongoing communications with COUNTY regarding this service, including updates, emails, etc. as requested. Additionally, PROVIDER will meet with COUNTY as needed or requested.

- B. PROVIDER is responsible for the professional quality, technical accuracy, timely completion and coordination of all services furnished by or in relation to this Contract.
- C. PROVIDER represents and warrants that its services shall be performed within the limits and standards provided by the COUNTY, in a manner consistent with the level of care and skill ordinarily exercised by similar providers under similar circumstances at the time the services are performed.

XVII. General Responsibilities of the COUNTY.

- A. The COUNTY shall provide reasonable notice to PROVIDER whenever the COUNTY actually observes or otherwise actually becomes aware of any development that affects the scope or time of PROVIDER's services hereunder or any defect or nonconformance in the work of PROVIDER.
- B. The COUNTY shall pay to PROVIDER the compensation as, and subject to the terms set out below.

XVIII. Termination of Services. The COUNTY or PROVIDER may terminate this contract, with or without cause or reason, by giving thirty (30) days written notice of such to the other party. Upon receipt of such notices, PROVIDER shall discontinue its work to the extent specified in the notice.

In the event of termination, the COUNTY shall pay PROVIDER for all services satisfactorily rendered, and for any expenses deemed by COUNTY to be a reimbursable expense incurred pursuant to this Contract and prior to the date of termination.

XIX. Compensation Limited. The compensation to be paid to the PROVIDER shall be the full compensation for all work performed by PROVIDER under this Contract. Any and all additional expenditures or expenses of PROVIDER, not listed in full within this Contract, shall not be considered as a part of this Agreement and shall not be demanded by PROVIDER or paid by COUNTY.

XX. Direct Expenses. Compensation to PROVIDER for work shall be paid \$ _____. Said compensation shall be all inclusive, including without limitation, reimbursement of all cost, incidentals and operating expense associated with those directly engaged in performance of the requested services.

XXI. Method of Payment. PROVIDER shall submit invoices to the COUNTY for payment for work performed. Such invoice shall be accompanied by a detail account of compensation to be paid PROVIDER.

Payment shall be made by the COUNTY within thirty (30) days of the approval of the invoice submitted by the PROVIDER. The COUNTY agrees to review and

approve invoices submitted for payment in a timely manner.

- XXII. Effective and Termination Dates. This Contract shall be effective for twelve (12) months and commence immediately upon the same date as its full execution, with an option to issue two (2) twelve (12) month contracts or extend the first contract until such time that a new contract can be bid and awarded. Any additional contract or extension will be at the same prices, terms and conditions. Any successive contract(s) must have the written approval of both the County and the Vendor no later than thirty (30) days prior to the expiration of the original contract. [Nothing herein stated shall prohibit the parties from otherwise terminating this Contract according to the provisions herein.]
- XXIII. Force Majeure. The Parties hereto shall incur no liability to the other if performance becomes impossible or impracticable by reason on an event or effect that the parties could neither have anticipated nor controlled. This allowance shall include both an act of nature and acts of third parties. Any costs that would otherwise be incurred and/or necessitated by the provisions herein shall be alleviated for either party by such event or effect.
- XXIV. Indemnification. Provider shall indemnify, defend and hold County and its Commissioners, affiliates, employees, agents, and representatives (collectively "County") harmless from and against any and all claims, demands, liabilities, damages, losses, judgments, costs, and expenses including, without limitations, attorneys' fees, for any and all personal injury (including death) and property damage of any kind or nature whatsoever, incurred by, asserted against, or imposed upon County, as a result of or in any manner related to provision of services hereunder, or any act or omission, by Provider. Contractor shall provide the COUNTY with proof of general liability coverage including the COUNTY as an additional insured. This indemnification shall survive the expiration of this Contract.
- XXV. Number of Originals. This Contract shall be executed with three (3) originals, each of which are equally valid as an original.
- XXVI. Governing Law. This Contract in all respects, including without limitation its formation, validity, construction, enforceability and available remedies, shall be governed by the laws of the State of Alabama, without regard to Alabama conflict of law principles.
- XXVII. Insurance. Prior to performing services pursuant to this Contract, Provider shall carry, with insurers satisfactory to County, throughout the term of hereof, Auto Liability Insurance, including owned, hired and non-owned vehicles, with limits of not less than \$1,000,000, combined single limit, for both bodily injury liability and property damage liability each occurrence, Commercial General Liability Insurance, including all contractual liability hereunder, with limits not less than \$1,000,000, combined single limit, for both bodily injury liability and property damage liability each occurrence, and Worker's Compensation Insurance, meeting the statutory limits of the State of Alabama and Employer's Liability Insurance fully covering all

employees and supervisors participating in the work at the subject property site. All liability insurance shall name the County as an additional insured. Prior to commencing operations hereunder, a Certificate of Insurance evidencing such coverage, satisfactory to County, shall be furnished to County, which shall specifically state that such insurance shall provide for at least ten (10) days' notice to County in the event of cancellation, termination, or any change in such insurance policies. The worker's compensation certificate shall bear an endorsement clearly evidencing a waiver of the right of subrogation against County and County Representatives. Should Provider fail to furnish current evidence upon demand of any insurance required hereunder, or in the event of cancellation, termination or change in any such insurance, County may, at its option, suspend this Contract until insurance is obtained, terminate this Contract immediately without further action, or hold Provider in material default and pursue any and all remedies available.

IN WITNESS WHEREOF, the parties hereto have executed this contract on the last day of execution by the COUNTY as written below.

COUNTY

ATTEST:

MATTHEW P. MCKENZIE / Date
Chairman

ROGER H. RENDLEMAN / Date
County Administrator

NOTARY & SIGNATURE PAGE TO FOLLOW

State of Alabama)

County of Baldwin)

I, _____ Notary Public in and for said County, in said State, hereby certify that, Matthew P. McKenzie, whose name as Chairman of Baldwin County Commission, and Roger H. Rendleman, whose name as County Administrator, are known to me, acknowledged before me on this day that, being informed of the contents of the Contract for Professional and Construction Services, they, as such officers and with full authority, executed same knowingly and with full authority to do so on behalf of said Commission.

Given under my hand and official seal, this the _____ day of _____, 2025.

Notary Public
My Commission Expires

PROVIDER:

Insert Provider Name Here

By _____/Date
Its _____

State of Alabama)

County of Baldwin)

I, _____ Notary Public in and for said County and State, hereby certify that _____ as _____ of _____, whose name is signed to the foregoing in that capacity, and who is known to me, acknowledged before me on this day that, being informed of the contents of the foregoing, he executed the same voluntarily on the day the same bears date for and as an act of said _____.

GIVEN under my hand and seal on this the _____ day of _____, 2025.

Notary Public
My Commission Expires

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an 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, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal 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 undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which 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 imposed by section 1352, title 31, U.S. Code. 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.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION <input type="text"/>	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
Prefix: <input type="text"/>	* First Name: <input type="text"/> Middle Name: <input type="text"/>
* Last Name: <input type="text"/>	Suffix: <input type="text"/>
* Title: <input type="text"/>	
* SIGNATURE: <input type="text"/>	* DATE: <input type="text"/>
