



**May 16, 2023
ADDENDA FOR
REQUEST FOR PROPOSALS NUMBER:**

2022-23-RFP-B2W-23

2022-23-RFP-B2W-24

**THE FOLLOWING THIRD-PARTY LETTERS OF AGREEMENT/ MOUs (If applicable) HAS
BEEN REMOVED FROM THE REQUEST FOR PROPOSALS**

8. THIRD-PARTY LETTERS OF AGREEMENT/ MOUs (If applicable)

- a. If the Proposal contemplates the use of third-party services in delivering the services sought in this RFP, (such as consultant services or additional service providers other than the Proposer), signed Letters of Agreement or Memorandums of Understanding ("MOUs") between the Proposer and all other third-parties must be submitted.
- b. Each Letter of Agreement/MOU must include:
 - i. Third-party contractor certification that no official or employee of the BCOE, nor any business entity in which an official of the BCOE has an interest, has been employed or retained to solicit or assist in the procuring of the resulting contract(s), nor that any such person will be employed in the performance of any/all contract(s) without immediate divulgence of this fact to the BCOE.
 - ii. Third-party contractor shall certify that no official or employee has ever been found in violation of a professional ethics or licensing code.
 - iii. Responsibilities of each party detailing administrative and operational duties including staffing, service delivery, data management, evaluation, etc.
 - iv. Description of how any of the funds allocated by BCOE are anticipated to be apportioned between the Proposer and third-party contractor.
 - v. Statement that the Proposer is responsible, both fiscally and programmatically, for all contract terms and conditions if selected as the Contractor.
 - vi. Signatures of officials, representing the Proposer and third-party contractor, who have the organizational authority to enter their respective organizations into a contract.
 - vii. Both Proposer and third-party contractor shall sign and add the following language: *"By virtue of submission of this proposal, [INSERTPROPOSER/CONTRACTOR NAME] declares that all information provided is true and correct."*