



Urban League of
Broward County

REQUEST FOR PROPOSAL

Urban League of Broward County

RFP# PC05012026-3
(*PROCUREMENT OF PROFESSIONAL SERVICES*)

SERVICES FOR

Event Decor

Issue Date: July 15th, 2026

Due Date: July 30th, 2026

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The purpose of this RFP is to contract with one (1) Event Décor/Design (Contractor) to provide Event Décor Services outlined herein for the Urban League of Broward County (ULBC), 560 NW 27th Avenue Fort Lauderdale, FL 33311. The period of the engagement is for one (1) consecutive year(s) beginning at the time of the contract.

Optional Renewals: This is at the discretion of ULBC. The Proposer understands that this RFP does not constitute an agreement or a contract with the Proposer. A proposal is not binding until proposals are approved by the Urban League of Broward County and both parties execute a written contract.

CALENDAR OF EVENTS

Listed below is the calendar of important actions and dates/times by which the actions must be taken or completed. If the ULBC finds it necessary to change any of these dates/times, it will be accomplished by addendum.

Proposals/bids will be received until July 30th, 2026, at 4:00 p.m. to furnish the services described herein.

	Estimated Calendar of Events	Date
1	Issue Date	July 15, 2026
2	Pre-Proposal Conference	N/A
3	Final Technical Questions (Email Questions Only: procurement@ulbcfl.org)	July 23, 2026
4	ULBC Response; Technical Questions	July 24, 2026
5	Proposal Submission Due Date	June 30, 2026
6	Evaluation of Proposal	Internal
7	Evaluation Committee Selection	Internal
8	Notice Released	August 7, 2026
9	Release of Contract Signing	N/A
10	Contract Signature Deadline	N/A
11	Estimated Contract Start Date	TBD August 2026

QUESTIONS

Any questions from Proposers regarding this RFP shall be submitted via email, identifying the submitter, to procurement@ulbcfl.org by the specified date in the Calendar of Events. All questions and/or changes to the RFP will be posted on the dedicated webpage/procurement platform. It is the Proposer's responsibility to check the website for updates.

CONE OF SILENCE/ PROHIBITED COMMUNICATIONS

Effective as of the issuance of this RFP and continuing through the 24-hour period following ULBC's award to a proposer, no proposer, or anyone representing a proposer, entity, or other organization, shall contact or discuss this RFP with any ULBC official, Board member, employee, or anyone other than the agency contact named in this RFP. Violation of this prohibition may result in the disqualification of the proposer, even if the contract has already been awarded.

ADDENDA

The Urban League of Broward County (ULBC) has the absolute right to cancel, amend, modify, supplement, or clarify this RFP at any time in its sole discretion. If any revisions become necessary or appropriate, as determined in the sole discretion of the ULBC, an addendum issued by the ULBC will be posted. Failure to follow the RFP guidelines could result in a determination that the proposal is non-responsive.

1.0 INTRODUCTION AND PURPOSE

The Urban League of Broward County (ULBC) is soliciting proposals from interested firms and individuals to provide Event Décor services. ULBC will receive proposals from Proposers having specific experience and qualifications in the area identified in this solicitation. For consideration, proposals for this project must contain evidence of the Proposer's experience and abilities in the specified area and other disciplines directly related to the proposed service.

2.0 BACKGROUND

ULBC is a non-profit organization that provides community-based social and human services to persons throughout Broward County. ULBC operates over 17 programs and initiatives in the strategically designed areas of: economic services, education, health, housing, jobs, and justice.

3.0 QUALIFICATIONS

The Proposer must demonstrate, to the satisfaction of the Urban League of Broward County, that it has the experience, ability, staffing, resources, and capacity necessary to provide the services specified in this RFP in a satisfactory and timely manner. The Proposer should provide sufficient information regarding its qualifications, relevant experience, key personnel, past performance, and capacity to perform the work described herein.

The Proposer should identify the key personnel proposed to manage and perform the work, including each person's role, area of responsibility, relevant experience, and qualifications. The Proposer should also describe its staffing capacity and ability to provide sufficient supervision, labor, materials, rentals, delivery, installation, event-day support, breakdown, and removal services within the required timeline.

The Proposer should provide examples of past performance or a portfolio of comparable work sufficient to demonstrate relevant experience, design quality, execution capacity, creativity, and alignment with the services described in this RFP. Examples may include event décor, event design, themed events, gala events, venue-based events, or comparable projects.

The Urban League of Broward County may make reasonable investigations deemed necessary to determine the ability, responsibility, and qualifications of the Proposer to perform the work. The Proposer shall furnish any additional information requested by the Urban League of Broward County for this purpose. The Urban League of Broward County reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Proposer fails to satisfy the Urban League of Broward County that the Proposer is properly qualified, responsible, and capable of carrying out the obligations of the contract and completing the work described herein.

4.0 SCOPE OF WORK

4.1 General Statement:

Urban League of Broward County requests proposals for Event Décor Services and for all activities and any other allocations provided to Urban League of Broward County.

4.2 Work Summary

Work Summary: The complete scope of services is detailed in the attached Statement of Work (see Exhibit A). In summary, ULBC requires the services of one firm to provide Event Décor Services for the 2026 Red Gala on Saturday, September 26, 2026.

Exhibit A outlines the services being requested (Statement of Work)

Exhibit B is a list of insurance requirements

Exhibit C is an event concept overview

5.0 FEE PROPOSAL

The Proposer shall provide a complete fee proposal for all goods, services, deliverables, labor, materials, equipment, administration, and other costs necessary to perform the work described in the solicitation documents.

The fee proposal must include a cost breakdown of the proposed goods and/or services and corresponding costs. The Proposer must also complete any required Cost Detail Sheet, Price Proposal Form, or pricing attachment for evaluation and comparison purposes.

The fee proposal must identify the base price and any assumptions, exclusions, optional services, alternates, or additional costs. Firm fixed pricing is preferred.

6.0 TIMELINE

The project timeline, service schedule, deliverable deadlines, performance period, and any related coordination requirements shall be governed by the applicable Scope of Work, exhibits, attachments, addenda, and any official written updates issued through the procurement process.

The selected Contractor shall be responsible for meeting all applicable timeline, coordination, delivery, performance, and completion requirements established in the solicitation documents and final contract.

7.0 QUESTIONS

Any questions from Proposers regarding this RFP shall be submitted via email, identifying the submitter, to procurement@ulbcfl.org by the specified date in the Calendar of Events. All questions and/or changes to the RFP will be posted on the dedicated webpage/procurement platform. It is the Proposer's responsibility to check for updates. The proposer must submit the Procurement Site Access Authorization Form to access the site.

8.0 NOTICE TO PROPOSERS

8.1 Compliance With Laws/Rules/Regulations:

The Successful Proposer shall for itself, and it shall cause each of its employees, agents, representatives, contractors, and subcontractors to continuously comply with any and all federal, state, and local laws, rules, regulations, codes, ordinances, statutes, and orders of any public authority bearing on the performance of the awarded Contract by Proposer. The Successful Proposer shall ensure throughout the duration of the Contract that it, and all of its contractors and subcontractors of any tier, shall be properly licensed and certified, as applicable, continuously throughout the duration of all work performed and services provided in accordance with the resulting Contract. All such licensing and certification shall be at the sole cost of each contractor and subcontractor. Upon request, the Proposer shall furnish to the ULBC copies of any licenses, permits or certifications required to comply with any law, rule, regulation, code, ordinance, statute, and order referenced herein.

8.3 Acceptance/Rejection of Proposals and Waiver of Irregularities

The ULBC reserves the right to reject any and all Proposals, and/or to re-advertise, to waive any defects, irregularities, informalities, or technicalities therein, to negotiate Contract terms with the successful Proposer, to disregard all non-conforming or non-responsive parts of a Proposal, or to accept any Proposal which, in the ULBC's sole judgment will best serve its interests. The ULBC may supplement, amend, modify and/or expand the solicitation requirements, accept Proposals from one or more Proposers, in whole or in part, and award only a portion of this solicitation. The ULBC reserves the right to cancel this solicitation at any time without any liability and to cancel the award of any Contract at any time before execution of said Contract by all parties without any liability to the ULBC. In consideration of the ULBC's evaluation of submitted Proposals, the Proposer, by submitting its Proposal, expressly waives any claim for damages, of any kind whatsoever, in the event the ULBC exercises its rights.

8.4 Disqualification

The Proposal and the Proposer shall be disqualified if:

1. The Proposer or affiliate has been placed on the discriminatory vendor list pursuant to Section 287.134, Florida Statutes.
2. The Proposer or affiliate has been placed on the federal suspension and debarment list.
3. The Proposer or affiliate has not complied with an official order of any agency of the State of Florida or the United States to repay disallowed costs incurred during its conduct or projects or services.
4. The Proposer or affiliate has failed to perform any contractual obligation with the ULBC in a manner satisfactory to the ULBC; or has failed to correct unsatisfactory performance to the satisfaction of the ULBC.
5. The Proposer or affiliate had a contract terminated by the ULBC, by any other ULBC, State agency or Federal agency.
6. The Proposer or affiliate or any of its staff make contact in violation of the provisions of the Code of Silence as set forth in Section 2.2 above.
7. The Proposer or affiliate or any of its staff have participated in the development of the RFP documents for this Solicitation.

8.5 Withdrawal of Proposal: The Proposer may withdraw its proposal before the opening of the proposals by submitting a written request signed by an authorized representative of the firm and email to procurement@ulbcfl.org.

8.6 No Discrimination

The ULBC will adhere to Title VII of the Civil Rights Act of 1964.

8.7 Notice of Contract Award

The ULBC anticipates awarding Contract(s) to the responsible and responsive Proposer(s) whose Proposal is determined, in writing, to be the most advantageous to the ULBC, taking into consideration the price and the other criteria set forth in this RFP. ULBC will email the Successful Proposer. If the notice of award is delayed, in lieu of posting the notice of the intended award, the ULBC will post or email a notice of the delay and a revised date for posting the notice of the intended award. ULBC is not obligated to disclose proposer scores, rankings, or deliberations unless explicitly stated in the RFP. All proposal documents and evaluation materials will be retained in accordance with ULBC's file retention policy and may be subject to federal or state audit.

8.8 Grievance and Disputes

The protest procedures set forth in Chapter 120, Florida Statutes, do NOT apply to the ULBC or to this solicitation. By submitting a Proposal herein, the Proposer shall comply with the ULBC Grievance Policy and Procedures, which can be requested via email at procurement@ulbcfl.org.

8.9 Withdrawal of Proposal

The Proposer may withdraw its proposal before the opening of the proposals by submitting a written request signed by an authorized representative of the firm and email to procurement@ulbcfl.org.

8.10 Pre-Contractual Expenses & Cost of Preparation

ULBC shall not be liable for any pre-contractual expenses, which are defined as expenses incurred by a Proposer(s) in preparing its proposal in response to this solicitation, negotiating with the ULBC any matter related to the proposal, or any other expenses incurred by Proposer(s) prior to the date of award of the contract(s) resulting from this procurement.

8.11 Sales Tax

ULBC is tax-exempt and shall provide a certificate of tax-exempt status upon written request by the Contractor after contract award.

8.12 Insurance Requirements

ULBC requires contractors to maintain insurance coverage in accordance with Exhibit B – Insurance Requirements. Proof of insurance meeting the requirements of Exhibit B must be submitted with the proposal.

8.8 Convicted Contractors

A person or affiliate placed on the convicted contractor list pursuant to Section 287.133 of the Florida Statutes following a conviction for a public entity crime is prohibited from submitting a proposal on a contract to provide any goods or services to a public entity for a period of 36 months from the date of being placed on the convicted contractor list.

8.9 Discriminatory Contractors

An entity or affiliate placed on the discriminatory contractor list pursuant to section 287.134 of the Florida Statutes may not submit a proposal on a contract to provide any goods or services to a public entity for a period of 36 months from the date of being placed on the discriminatory contractor list.

8.10 Litigation

The ULBC reserves the right to reject bids from bidders that are currently in litigation or that have previously been in litigation with the ULBC.

8.11 Prohibited Communications/ Cone of Silence

No proposer, or anyone representing a proposer, is to discuss this RFP with any official or employee of ULBC, event venue, subcontractors other than the agency contact named in this RFP. Neither proposers, nor anyone representing a proposer, are to discuss this RFP with any Proposer engaged by ULBC for assistance in preparing the RFP documents or any cost estimate associated with this procurement. Violation of this prohibition may result in disqualification of the Proposer even if the contract has already been awarded.

8.12 Use of Subcontractors

- **8.12.1** The proposer awarded a contract by ULBC must be the prime contractor performing the primary functions of the contract. If any portion of the contract is to be subcontracted, it must be clearly set forth in the proposal document as to what part(s) are to be subcontracted, the reasons for the subcontracting, and a listing of subcontractors. Acceptance or rejection of a proposer's request to use subcontractors is at the sole discretion of ULBC. ULBC reserves the right to reject any proposal to function as the prime Contractor on the awarded contract. When approved, the subcontractor(s) shall agree to and be bound by all terms, conditions and specifications of the awarded contract and the proposer shall be responsible for proper performance of the contract by its subcontractor(s).
- **8.12.2** With prior approval of ULBC, the prime contractor may enter into subcontracts and joint participation agreements with others for the performance of portions of resultant agreement. The prime contractor shall at all times be responsible for the acts and errors or omissions of its subcontractors or joint participants and persons directly or indirectly employed by them. Nothing in this contract shall constitute any contractual relationship between any others and ULBC or any obligation on the part of ULBC to pay, or to be responsible for the payment of, any sums to the subcontractors.
- **8.12.3** The provisions of the resultant agreement shall apply to all subcontractors in the same manner as to the prime contractor. ULBC will not pay, even indirectly, the fees and expenses of a subcontractor that does not conform to the limitations and documentation requirements of the resultant agreement.
- **8.12.4** Upon written request from ULBC, the contractor shall supply ULBC with subcontractor Agreements.

8.13 Confidentiality and Safeguarding Information

ULBC and all selected Contractor(s) may have access to confidential information during the course of performing the services described in this RFP. The Contractor(s) must implement procedures to ensure protection and confidentiality of all data, files and records involved with this contract. The Contractor(s) and all team members must sign and return to ULBC a confidentiality statement, which will be provided by ULBC upon awarding the services described in this RFP.

8.14 Records and Retention

In all cases, the Contractor(s) shall maintain accurate and current records related to the operations of ULBC as agreed upon in the terms of this engagement. The Contractor(s) shall maintain all documentation, for a minimum of five (5) years, in accordance with federal and state guidelines. ULBC reserves the right to request at any time, that supporting documentation be submitted (in electronic or hard copy format) or made available for examination by authorized representatives. All records, documentation, and work product of the Contractor(s) shall be the property of ULBC upon termination of the contract.

8.15 Audit

ULBC reserves the right to audit and examine for compliance any provisions associated with the contract to determine that the Contractor has met all obligations under the terms of the contract. Such records and accounts shall be maintained for five (5) years after the end of the contract year to which they are related.

8.16 Public Records

All materials submitted in response to this RFP become the property of ULBC.

8.17 Execution of Contract

The Contractor to whom the Contract is awarded shall, within ten (10) days after the prescribed documents are presented for signature, execute and deliver to ULBC the Contract, in substantially the same form as the attached Contract, Performance, satisfactory evidence of all required insurance coverage, and proof satisfactory to ULBC of the authority of the person(s) executing the Contract and the Performance on behalf of the Contractor. The above documents must be furnished executed and must be delivered by certified mail before the Contract will be executed by ULBC. The Contract shall not be binding upon ULBC until it has been executed by ULBC and a copy of such fully executed Contract is delivered to the Contractor.

10.0 EVALUATION AND SELECTION PROCESS

Proposals will be reviewed for timely submission, completeness, responsiveness, and compliance with RFP requirements. Late, incomplete, or materially non-compliant proposals may be deemed non-responsive and may not be evaluated. Responsive proposals will be evaluated by a Selection Committee based on the criteria stated in this RFP and any information obtained through reasonable review, clarification, or verification. **At a minimum, proposals should include the following, as applicable:**

Qualifications, Experience, and Capacity

Evaluation will consider the Proposer's relevant experience, past performance, organizational capacity, staffing, key personnel, references, and ability to perform services of similar size, scope, and complexity.

Approach and Understanding / Creativity and Design Approach

Evaluation will consider the Proposer's understanding of the project requirements, proposed approach, design concept, creativity, alignment with the event purpose and theme, work plan, coordination approach, and ability to meet required timelines.

Quality of Materials and Equipment

Evaluation will consider the quality, appropriateness, condition, completeness, and suitability of proposed materials, equipment, décor items, rentals, furnishings, florals, signage, staging elements, installation materials, and other proposed event décor components, as applicable.

Cost Proposal

Evaluation will consider the reasonableness, completeness, and clarity of the proposed cost, including the base price, cost breakdown, assumptions, exclusions, optional services, alternates, additional fees, and overall value to ULBC.

Compliance Submissions

Evaluation will consider whether the Proposer submitted all required compliance documents, forms, certifications, acknowledgments, and other required materials in accordance with the RFP. Compliance submissions may be evaluated on a pass/fail basis, as stated in the RFP or evaluation materials.

ULBC reserves the right to request clarification, verify information, contact references, conduct responsibility reviews, and take other reasonable steps necessary to evaluate proposals and determine the proposal that is most advantageous to ULBC, in accordance with the RFP and applicable procurement requirements.

11.0 RFP SUBMISSION PROCESS & INSTRUCTIONS

Proposers must submit a complete proposal in accordance with the requirements of this RFP, including all required forms, attachments, certifications, cost information, and supporting documentation. Failure to submit required materials may result in the proposal being deemed non-responsive.

11.1 Proposal Deadline Proposals must be received no later than the date and time stated in the Calendar of Events.

11.2 Proposal Format

Proposals must be submitted in **PDF** format unless otherwise stated in the RFP or applicable attachments.

11.3 Submission Method

Proposals must be submitted through the designated procurement platform or submission method identified in the RFP. Proposals submitted late, by email, or through an unauthorized method may not be accepted.

11.4 Procurement Platform Access

Proposers must complete the applicable Procurement Platform Access Authorization Form or access process identified in the RFP. Proposers are responsible for allowing sufficient time to obtain access before the proposal submission deadline.

11.5 Official Procurement Source

The designated procurement platform is the official source for all RFP materials, addenda, Q&A responses, announcements, attachments, and official updates. Proposers are responsible for monitoring the platform and reviewing all current solicitation documents before submitting, revising, or resubmitting a proposal.

11.6 Proposal Organization

Proposals should be clear, complete, and organized to allow ULBC to evaluate the Proposer's qualifications, approach, cost proposal, compliance submissions, and ability to perform the required work.

11.7 Recommended Proposal Sequence

Unless otherwise stated in the RFP, proposals should be organized in the following sequence:

11.7.1 Cover Page

11.7.2 Proposal Cover Letter

11.7.3 Table of Contents

11.7.4 Technical Proposal and Response to Scope of Work

11.7.5 Qualifications, Experience (resumes/work history), and Organizational Capacity

11.7.6 Portfolio, Work Samples, or Examples of Past Performance, if applicable

11.7.7 Project Team, Key Personnel, Staffing Plan, or Implementation Approach, if applicable

11.7.8 Cost Proposal, Cost Detail Sheet, Price Proposal Form, or Required Pricing Attachment

11.7.9 References

11.7.10 Required Compliance Forms, Certifications, Acknowledgments, Insurance Documents, and Other Required Attachments

11.7.11 Assumptions, Exclusions, Optional Services, Alternates, or Additional Fees, if applicable

11.8.11 Itemized Pricing Proposal - itemized presentation of the proposed services and corresponding costs.

11.8 Submission Checklist

Proposers should complete and include the Proposal Submission Checklist, if provided, with the proposal package and all required documents.

11.9 Revised Submissions

Proposers are responsible for ensuring that their proposal is complete, current, and responsive at the time of submission. If a revised proposal is submitted before the deadline, the revised submission must be complete and clearly identify the materials intended for evaluation.

13.0 CONFLICT OF INTEREST

This Agreement is subject to chapter 112, F.S. Grantee shall disclose the name of any officer, director, employee, or other agent who is also an employee of the Urban League of Broward County (ULBC). The Grantee shall also disclose the name of any ULBC employee who owns, directly or indirectly, more than a 5% interest in the Grantee or its affiliates. Contractor shall certify that neither contractor nor its principles are presently debarred, proposed for debarment, declared ineligible or voluntarily excluded from participation in the transaction by any Federal department or agency. Where contractor as the recipient of federal funds, is unable to certify to any of the statements in the certification, contractor must include an explanation with their bid/proposal. Debarment, pending debarment, declared ineligibility or voluntary exclusion from participation by any Federal department or agency may result in the bid/proposal being deemed non-responsible.

16.0 VIOLATION OF CONTRACT TERMS AND CONDITIONS

Provisions regarding vendor default are included in Urban League of Broward County terms and conditions. Any contract award will be subject to such terms and conditions, as well as any additional terms and conditions in any purchase order, ancillary ULBC contract, or construction contract agreed upon by the vendor and the Urban League of Broward County, which must be consistent with and protect the extent of Urban League of Broward County's terms and conditions. The remedies under the contract are in addition to any other remedies that may be available under law or in equity.

17.0 TERMINATION FOR CAUSE OF CONVENIENCE

For Urban League of Broward County purchase or contract in excess of \$10,000 made using federal funds, you agree that the following term and condition shall apply: The ULBC may terminate or cancel any purchase order under this contract at any time, with or without cause, by providing seven (7) business days in advance written notice to the vendor. If this agreement is terminated in accordance with this paragraph, ULBC shall only be required to pay vendor for goods and services delivered to the ULBC prior to the termination and not otherwise returned in accordance with the vendor's return policy. If the ULBC has paid the vendor for goods and services not year provided as the date of termination, vendor shall immediately refund such payment(s). If an alternate provision for termination of a ULBC's purchase for cause and convenience, including the manner by which it will be affected and the basis for settlement, is in the ULBC's purchase order, ancillary agreement or construction contract agreed to by the vendor, the ULBC's provision shall control.

General Compliance

In addition to the foregoing specific requirements, vendor agrees, in accepting any purchase order from Urban League of Broward County, it shall make a good faith effort to work with ULBC to provide such information and to satisfy requirements as may apply to a particular purchase or purchases.

EXHIBIT A

SCOPE OF WORK

1. Project Overview

This project outlines the scope of work for event decor and design services for 2026 Red Gala:” Derby at Dusk”, a fundraiser taking place on September 26, 2026, at the Omni Fort Lauderdale Hotel. The objective is to create a visually appealing and immersive atmosphere that reflects the event's theme and enhances the overall guest experience.

2. Description of Goods and Services

Conceptual Design: Development of a comprehensive design plan that incorporates the client's vision, theme, and venue layout. This includes mood boards, color palettes, and 3D renderings (if applicable).

Furniture and Equipment Rentals: Sourcing and procurement of furniture (tables, chairs, sofas, etc.) and any necessary equipment (drapes, linens, lighting fixtures, etc.) based on the design plan and guest count.

Centerpieces and Floral Arrangements: Design and creation of centerpieces and floral arrangements for tables and designated areas, aligned with the event theme and color scheme.

Signage and Backdrops: Design, fabrication, and installation of event signage, including directional signs, welcome displays, and branded backdrops.

Décor and Props: Selection and placement of decorative elements and props that complement the overall design concept and enhance the event atmosphere.

3. Scope Limitations and Exclusions

Audio visual production services are not included in the scope of this RFP. Audio visual production services, including but not limited to sound, video/display, projection, screens, microphones, cameras, technical production, AV staging, rigging, power distribution, production lighting, and related AV labor, have been separately procured by ULBC. Proposers shall not include audio visual production services in their base proposal. The selected Contractor may be required to coordinate with ULBC, the venue, and ULBC’s separately procured audio visual production vendor to ensure that proposed décor, design elements, installation, and breakdown activities do not conflict with AV production requirements

3. Delivery Requirements

All furniture, equipment, and décor items will be delivered to the event venue on **September 26, 2026**, at a designated time slot coordinated with the venue staff.

Deliveries will be clearly labeled for easy identification and placement.

4. Installation/Implementation

- A team of experienced decorators will be responsible for the setup and installation of all décor elements according to the approved design plan.
- Site preparation, including furniture arrangement, table dressing, and floral placement, will be completed before the event begins.
- The client or venue representative will have a final walkthrough to approve the installation before guests arrive.

5. Training and Support

No specific training is required for the use or maintenance of the décor elements. However, a point of contact will be available on-site throughout the event duration for any troubleshooting or adjustments.

6. Quality Assurance

All décor items and equipment will be thoroughly inspected before being delivered to the venue to ensure they are in excellent condition, clean, and functional.

The design team will conduct a final quality check on-site before the event to guarantee the installation meets the approved design plan and client expectations.

Proposers shall submit a detailed fee proposal for all goods, services, labor, materials, rentals, delivery, installation, event-day support, breakdown, removal, administration, and other costs necessary to perform the work.

The fee proposal must include a detailed breakdown of the proposed services and corresponding costs.

Proposers must also complete any required Cost Detail Sheet, Price Proposal Form, or pricing attachment, which shall serve as the structured pricing summary for evaluation and comparison purposes.

Payment terms shall be established in the final contract.

7. Compliance and Certifications

All décor materials and equipment will comply with fire safety regulations set by the venue and local authorities. The vendor will provide documentation upon request demonstrating compliance with relevant safety standards.

8. Warranty and Maintenance

The vendor will offer a limited warranty on all rented equipment (details to be specified in the contract). Routine maintenance of the décor elements is not required by the client.

9. Pricing and Payment Terms

The vendor will submit a detailed proposal outlining the cost for all goods and services included in this scope of work. This may include a breakdown of rental fees, labor costs, and any additional charges.

Payment terms will be established in the final contract and may involve a deposit upon signing, progress payments based on milestones, and a final payment due after successful event completion.

10. Proposal Submission Requirements

See 11.0 Evaluation RFP Submission Process & Instructions

12. Contractual Terms and Conditions

A formal contract will be established between the client and the chosen vendor outlining the scope of work, pricing, payment terms, insurance requirements, cancellation policies, and dispute resolution procedures.

13. Timeline Date of Event: September 26th 2026

EXHIBIT B

INSURANCE REQUIREMENTS

The selected Proposer shall maintain insurance coverage and furnish required bonds in accordance with 2 CFR Part 200, the Miller Act (40 U.S.C. §§ 3131–3134), and Florida Statutes § 255.05, as applicable. Failure to comply with the requirements below may result in disqualification, delay in award, or termination.

A. INSURANCE REQUIREMENTS

Proof of insurance must be submitted with the proposal. ULBC's insurance agent may review all certificates and may require adjustments to limits or coverage prior to contract execution.

1. Commercial General Liability (CGL): \$1,000,000 per occurrence / \$2,000,000 aggregate; includes bodily injury, property damage, completed operations; ULBC named as Additional Insured.
2. Professional Liability (Errors & Omissions), if applicable: \$1,000,000 per claim.
3. Automobile Liability: \$1,000,000 combined single limit for owned, hired, and non-owned vehicles.
4. Workers' Compensation and Employer's Liability: Statutory workers' compensation; \$500,000 employer's liability.
5. Umbrella / Excess Liability: Following form over CGL, Auto, and Employer's Liability.
6. Carrier Qualifications: Licensed in Florida; minimum A.M. Best rating of A- (VII).
7. Certificates of Insurance: Required prior to start of work; updates may be required at any time.

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EXHIBIT C
EVENT CONCEPT OVERVIEW

The Event Concept Overview is provided in the Documents folder on the designated procurement platform. Access to the procurement platform requires completion and approval of the Procurement Platform Access Authorization process.

Detailed technical documents supporting the Event Concept Overview are provided in the Technical Documents folder.

Any additional addenda, revisions, or supporting documentation will be issued exclusively through the official procurement process via formal addendum on the designated procurement platform. Respondents are solely responsible for monitoring the platform for updates. No information provided outside of this process shall be considered binding.

URBAN LEAGUE OF BROWARD COUNTY
PRESENTS

DERBY AT DUSK

2026 REDGALA



SAVE THE DATE
SEPTEMBER 26, 2026



Urban League of
Broward County

ULBROWARD.ORG/REDGALA

VISION BOARD



DERBY AT DUSK RED GALA

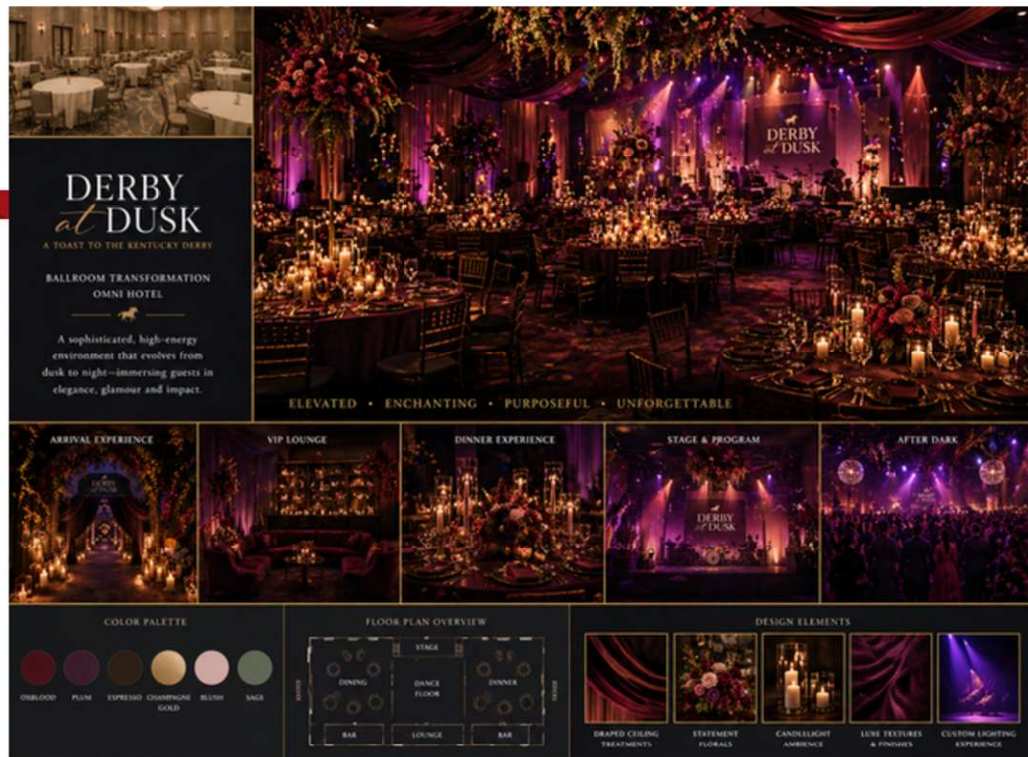
A Legacy in Motion

The journey toward economic freedom is not a sprint—it is a race of endurance, resilience, and determination. Every day, individuals across our community are working toward better jobs, stronger businesses, educational attainment, stable housing, and financial security. Their success is fueled by opportunity, support, and access.

Derby at Dusk Red Gala honors that journey.

Through your support, the Urban League of Broward County helps create the conditions that allow people not only to compete, but to thrive—building pathways that lead to economic mobility and generational impact. Tonight, we celebrate progress, champion potential, and invest in a future where everyone has a fair chance to reach the finish line.





CREATIVE DIRECTION

We envision an experience that is sophisticated, immersive, and fashion-forward—where luxury meets purpose.

The overall aesthetic should feel:

- Elevated rather than themed
- Editorial rather than literal
- Modern rather than traditional
- Enchanting rather than whimsical
- High-energy while maintaining elegance

Think twilight glamour, modern equestrian luxury, cinematic lighting, rich textures, dramatic florals, and memorable guest experiences.

While the mood board and concept materials provide inspiration, vendors are encouraged to bring their own creativity, expertise, and innovative ideas to the design process. We welcome original interpretations that capture the spirit of the theme while creating a distinctive and unforgettable experience for our guests.

Our goal is not to create a Derby party, but rather an elevated gala experience that celebrates possibility, progress, and purpose through thoughtful design, atmosphere, entertainment, and guest engagement.

We invite proposals that transform the venue, create meaningful moments, and deliver a cohesive experience that reflects both the prestige of this signature event and the life-changing impact of the Urban League's mission.





Event Details

Saturday, September 26, 2026

6:30 PM - 10:00 PM

EVENT FEATURES

6:30 pm | VIP Honoree Reception

7:00 pm | General Reception & Silent Auction

8:00 pm | Award Ceremony

9:00 pm | Dinner, Dessert & Dancing

Anticipated Guests: 600

Event Location

Omni Fort Lauderdale Hotel

1850 SE 17th Street
Fort Lauderdale, FL 33316

Event Webpage: ulbroawrd.org/redgala

Event Spaces

Waterway Ballroom

6th Floor

30,000 sq. ft.

Activity: Dinner + Award Ceremony

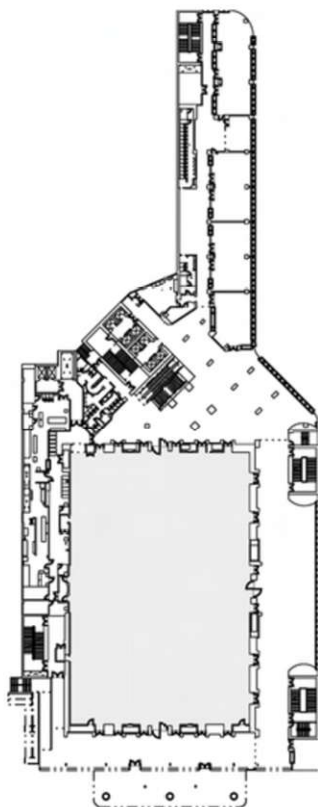
Waterway Salon

PreFunction A-D

6th Floor

Activity: Reception

Waterway Ballroom
6th Floor



Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Experience: Demonstrated experience in event design and decor for similar events.

Creativity and Design Approach: Alignment with the client's vision and theme, and overall originality of the design concept.

Quality of Materials and Equipment: Commitment to using high-quality, well-maintained items.

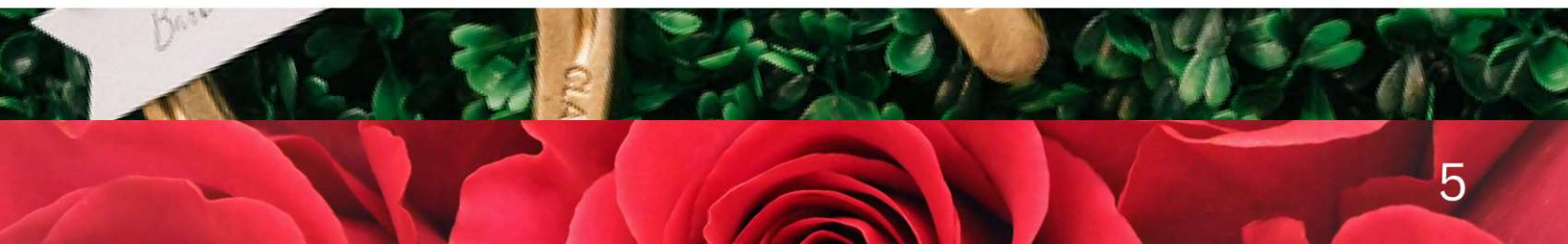
Pricing and Value: Competitiveness of pricing and overall value proposition compared to other proposals.

Vendor Collaboration Expectations

Event vendors will be central to the success of this concept.

We are seeking partners who:

- ✓ Can translate thematic direction into elevated, on-brand design solutions
 - ✓ Will collaborate across teams to ensure a seamless integration of visuals, florals, sound, and lighting
 - ✓ Deliver high-quality materials and finishes in alignment with the premium feel of a 50th anniversary celebration
 - ✓ Share our goal of creating a meaningful, mission-forward experience for guests
-



ATTACHMENT - 1
VENDOR CONFLICT OF INTEREST DISCLOSURE FORM

To ensure compliance with 2 CFR 200.318 and the Urban League of Broward County (ULBC) Conflict of Interest Policy, all bidders must complete this form to disclose any actual, potential, or perceived conflicts of interest before participating in the procurement process. A conflict of interest arises when an individual or entity involved in the procurement process has another interest that could materially interfere with their duty to act impartially. This includes ownership, personal, financial, or professional relationships that could create undue influence over the selection process. Failure to disclose a conflict of interest may result in disqualification from this procurement, contract termination, or other actions as permitted by law and ULBC policy.

Please check the appropriate box:

☐ **No Conflict of Interest** – I certify that no owner, officer, director, or employee of my company has a financial or personal interest in the procurement process or any relationship with ULBC staff, board members, or procurement officials that would create a conflict of interest as defined under 2 CFR 200.318.

☐ **Potential Conflict of Interest** – I disclose the following relationships that may be considered a conflict (attach additional pages if necessary):

Name of Individual: _____
Nature of Interest (Direct/Indirect***):** _____
Relationship to ULBC or Procurement Process: _____

* Immediate Family/Relative includes spouse/partner, children, parents, siblings, and in-laws Section 112.3143, F.S.

** Direct ownership means an individual owns any amount of a company or has decision-making control over procurement-related matters. Individuals with direct ownership must recuse themselves from procurement decisions in compliance with 2 CFR 200.318(c)(1).

*** Indirect ownership includes shares held through immediate family/relatives*, trusts, business partnerships, or any entity in which the individual has an interest but no controlling power. Even without control, individuals with an indirect interest must disclose the relationship to ensure transparency.

By signing below, I certify that:

1. I have reviewed my affiliations and financial interests, and to the best of my knowledge, I have disclosed all actual, potential, or perceived conflicts of interest.
2. I understand that I am required to update this disclosure annually and immediately report any new conflicts that arise.
3. I acknowledge that failure to disclose a conflict of interest may result in contract termination, disqualification from this procurement, and other legal consequences as permitted under 2 CFR 200.318.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 2
NON-COLLUSIVE AFFIDAVIT

The undersigned, is duly authorized to represent the persons, business and corporations joining and participating in the submission of the foregoing Request for Proposal (RFP) (such persons, business and corporations hereinafter being referred to as the Proposer), being duly sworn, on his/her oath, states that to the best of his/her belief and knowledge no person, business or corporation, nor any person duly representing the same joining and participating in the submission of the foregoing bid, has directly or indirectly entered into any agreement or arrangement with any other proposers, or with any official of the Urban League of Broward County, or any employee thereof, or any person, business or corporation under contract with Urban League of Broward County whereby the proposer, in order to induce the acceptance of the foregoing RFP by the Urban League of Broward County, has paid, or is to pay to any other proposer, or to any of the aforementioned persons, anything of value whatever, and that the bidder has not, directly nor indirectly entered into any arrangement, or agreement, with any other proposer/s which tends to or does lessen or destroy free competition in the letting of the contract sought for by the foregoing RFP.

1. This is to certify that the proposer, or any person on his/her behalf, has not agreed, connived, or colluded to produce a deceptive show of competition in the manner of the bidding, or award of the referenced contract.
2. This is to certify that neither I, nor to the best of my knowledge, information and belief, the proposer, nor any officer, director, partner, member or associate of the proposer, nor any of its employees directly involved in obtaining contracts with Urban League of Broward County, or any subdivision of the state has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.
3. This is to certify that the proposer, or any person on his behalf has examined and understands the terms, conditions, scope of work and specifications, and other documents of this solicitation and that any and all exceptions have been noted in writing and have been included with the RFP submittal.
4. This is to certify that if awarded a contract, the proposer will provide the equipment, commodities, and/or services to members and affiliate members of the Agency in accordance with the terms, conditions, scope of work and specifications and other documents of this solicitation in the following pages of this RFP.
5. This is to certify that the proposer is authorized by the manufacturer(s) to sell all proposed products.
6. This is to certify that we have completed, reviewed, approved, and have included all information that is required of these RFP forms.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 3

E VERIFICATION CERTIFICATION

NAME OF VENDOR/CONTRACTOR: _____ (referred to herein as "Contractor")

The undersigned does hereby certify that the above named contractor:

Is, or will be, registered with and using the E-Verify system prior to execution of the contract with Urban League of Broward County; or

2. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but does not have any employees and does not intend to hire any new employees during the period that the contractor will be providing services under the contract; or
3. Is, or will be, registered with the E-Verify system prior to execution of the contract with Urban League of Broward County, but employs individuals who were hired prior to the commencement of providing labor on the contract and does not intend to hire any new employees during the period of time that the contractor will be providing labor under the contract.

The undersigned acknowledges the use of the E-Verify system for newly hired employees is an ongoing obligation for so long as the contractor provides labor under the contract and that the workforce eligibility of all newly hired employees will be properly verified using the E-Verify system.

Pursuant to Section 448.095 F.S., if Proposer is selected to enter into a contract with the Urban League of Broward County (ULBC), Proposer and any subcontractors used to carry out the duties and responsibilities outlined in a contract between ULBC and Proposer will register with and use the E-Verify system (E-Verify.gov) to verify the work authorization for newly hired employees. If applicable, selected Proposer(s) must also obtain and retain an affidavit from a subcontractor stating that the subcontractor does not employ, contract with or subcontract with anyone who is not duly authorized to work in the United States.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

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TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT – 4

NON-DISCRIMINATION, EQUAL OPPORTUNITY ASSURANCES, CERTIFICATIONS, OTHER PROVISIONS

The prospective Vendor certifies that it and its principals (subcontractors and suppliers):

As a condition of funding from Urban League of Broward County under Title II, Proposer assures that it will comply fully with the following:

1. Title VI of the Civil Rights Act of 1964 as amended, 42 U.S.C. 2000d et seq., which prohibits discrimination on the basis of race, color or national origin.
2. Section 504 of the Rehabilitation Act of 1973 as amended, 29 U.S.C. 794, which prohibits discrimination based on disability.
3. Title IX of the Education Amendments of 1972 as amended, 20 U.S.C. 1681 et. Seq., which prohibits discrimination based on sex in educational programs.
4. The Age Discrimination Act of 1975 as amended, 42 U.S.C. 6101 et seq., which prohibits discrimination based on age.
5. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation, or beliefs.
6. The American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities.
7. Equal Employment Opportunity (EEO): The Proposer agrees that it shall comply with Executive Order (EO) No. 11246, Equal Employment Opportunity, as amended by EO No. 11375, requires that Federal Contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Proposer and its subcontractors to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin and as supplemented in Department of Labor regulation 29 CFR Parts 33 and 37 as well as 41 CFR Part 60 and 45 CFR Part 80 if applicable.
8. Proposer also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. Proposer understands that the United States has the right to seek judicial enforcement of this assurance.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

BUSINESS/COMPANY NAME

NAME (PRINT OR TYPE)

MAILING ADDRESS

TITLE

CITY, STATE, ZIP

DATE

ATTACHMENT - 5
CERTIFICATION OF DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

TO BE COMPLETED BY PROSPECTIVE VENDOR

A. The prospective Vendor certifies that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or involuntarily excluded by any Federal, State, County, City or Town or other government agency.
2. Have not within a three (3) year period preceding this bid proposal been convicted of or had a civil judgment entered against it for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, City or Town or other local agency) transaction or contract; 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;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) within commission of any of the offenses enumerated in paragraph (A)(2) of this certification; and
4. Have not within a three (3) year period preceding this bid proposal had one or more public contracts (Federal, State, City or Town or other agency) terminated for cause or default.

B. Where the prospective Vendor is unable to certify any of the statements in this certification, an authorized signatory to this proposal shall complete, sign, and attach a detailed explanation.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160 – 19211).

PRESIDENT/CEO/AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

DATE

BUSINESS/COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

ATTACHMENT – 6
PROCUREMENT SITE ACCESS AUTHORIZATION FORM

SECTION 1: ACCESS TO SECURED PROCUREMENT PLATFORM

Access to the SharePoint procurement platform, which hosts all solicitation materials and serves as the **required** site for uploading proposals, will be granted only to respondents who submit a completed Procurement Site Access Authorization Form (PSAA). Once the PSAA is confirmed, eligible respondents will receive a secure SharePoint invitation.

Important:

- Multi-Factor Authentication (MFA) is required and time-sensitive. Respondents must check their email and complete setup promptly to avoid access delays.
- Late PSAA submissions may result in disqualification. Access to PSAA is required to upload and submit proposals.

Access Request:

Please complete the contact information below for the authorized guest requiring SharePoint access. This individual must be authorized to upload the proposal on behalf of your organization.

Individual submitting proposal:

Authorized Guest Name
Title
Email Address
Phone Number

Firm Information:

Firm Name:	
Business Address:	
City, State, Zip:	
Phone:	Email:
Website (if applicable):	License Number(s)

SECTION 2: CERTIFICATION & AUTHORIZED SIGNATURE

I, the undersigned, certify that the information provided in this Letter of Intent is accurate and that _____ intends to submit a proposal in response to RFP # _____ issued by the Urban League of Broward County, in accordance with the terms and conditions outlined in the RFP.

Authorized Representative Name	
Title	
Signature	Date

ATTACHMENT – 7

COST DETAIL SHEET AND PRICE PROPOSAL FORM

The Cost Detail Sheet and Price Proposal Form is available in the Documents folder on the designated procurement platform. Access to the platform requires completion and approval of the Procurement Platform Access Authorization process.

Respondents are required to download, complete, and submit the Cost Detail Sheet and Price Proposal Form as part of their proposal. The completed form must be included in the proposal package in PDF format. In addition, respondents must upload the corresponding completed Excel version to their designated proposal submission folder on the procurement platform.

All pricing must be fully itemized, accurate, and submitted in accordance with the instructions provided in the solicitation documents and any associated technical materials.

Any revisions, supporting documentation, or official procurement updates related to Attachment 7 will be issued exclusively through the designated procurement platform via formal addendum. Respondents are solely responsible for monitoring the platform for updates.

ATTACHMENT - 8
DRUG-FREE WORKPLACE FORM

The undersigned proposer, in accordance with Florida Statute 287.087 hereby certifies that

_____ does:

Name of Business

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, employee assistance programs and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under quote a copy of the statement specified in Paragraph 1.
4. In the statement specified in Paragraph 1, notify the employees that, as a condition of working on the commodities or contractual services that are under quote, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Florida Statute 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs 1 thru 5.

As the person authorized to sign this statement, I certify that this firm complies fully with above requirements.

PRESIDENT/CEO/AUTHORIZED SIGNATURE

NAME (PRINT OR TYPE)

TITLE

DATE

BUSINESS/COMPANY NAME

MAILING ADDRESS

CITY, STATE, ZIP

ATTACHMENT – 9

REFERENCES

List three (3) clients during the past ten (5) years for which you provided a comparable amount of goods or services substantially similar to those specified in the solicitation in the spaces provided below. The same client entity shall not be used more than once. Attach additional documentation if necessary.

1.	Company Name:	
	Owner's Name:	
	Description of goods provided:	
	Contract Amount:	
	Start and End Date of Contract:	
	Contact Person:	
	Address:	
	Telephone Number:	
	Email Address:	
2.	Company Name:	
	Owner's Name:	
	Description of goods provided:	
	Contract Amount:	
	Start and End Date of Contract:	
	Contact Person:	
	Address:	
	Telephone Number:	
	Email Address:	
3.	Company Name:	
	Owner's Name:	
	Description of goods provided:	
	Contract Amount:	
	Start and End Date of Contract:	
	Contact Person:	
	Address:	
	Telephone Number:	
	Email Address:	

ATTACHMENT-10

PROPOSAL SUBMISSION CHECKLIST

Use this checklist to confirm that the complete proposal has been uploaded to the designated procurement platform by the submission due date. Failure to submit a mandatory item may result in the proposal being deemed non-responsive. Mark "Not Applicable" only where expressly permitted.

Part A: Pre-Submission Administrative Items

Submit sufficiently in advance to obtain access to the procurement platform. This item is not evaluated or scored.

☐ **ATTACHMENT 6: Procurement Site Access Authorization Form**

Part B: Proposal Submission Documents (Required)

Include the following documents in the complete proposal submission:

- ☐ **Proposal Cover Page**
- ☐ **Signed Proposal Cover Letter**, including acknowledgment of the RFP and all addenda
- ☐ **Table of Contents**
- ☐ **Qualifications, Experience (resume/work history), and Organizational Capacity**
- ☐ **Technical Proposal and Response to Exhibit A**
- ☐ **Event Décor Portfolio / Relevant Work Samples (PDF)**
- ☐ **Project Team, Key Personnel, Staffing, and Implementation Approach**
- ☐ **Project Schedule**
- ☐ **Assumptions, Exclusions, Alternates, Optional Services, and Additional Fees**, if applicable
- ☐ **Itemized Pricing Proposal – Provide an itemized presentation of the proposed services and corresponding costs.**

- ☐ **ATTACHMENT 1: Vendor Conflict of Interest Disclosure Form**
- ☐ **ATTACHMENT 2: Non-Collusive Affidavit**
- ☐ **ATTACHMENT 3: E-Verification Certification**
- ☐ **ATTACHMENT 4: Non-Discrimination, Equal Opportunity Assurances, and Other Required Certifications**
- ☐ **ATTACHMENT 5: Certification Regarding Debarment, Suspension, and Other Responsibility Matters**
- ☐ **ATTACHMENT 6: Procurement Site Access Authorization Form**
- ☐ **ATTACHMENT-7: Cost Detail Sheet & Price Proposal Form (Excel)** (Only if attachment is stated in RFP or Addendum)
- ☐ **ATTACHMENT-8: Drug Free Workplace Form**
- ☐ **ATTACHMENT-9: References**
- ☐ **ATTACHMENT-10: Proposal Submission Checklist (Signed)**

Part C: Additional Submittals (Required Compliance Submission)

- ☐ **Insurance:** Certificate of Insurance, proof of current coverage, or other documentation confirming the Proposer can meet the insurance requirements specified in the solicitation
- ☐ **Licenses or Certifications:** Copy of current applicable business license, professional license, trade license, certification, or other credential necessary to perform the work. If no license or certification is required, Proposer may mark "Not Applicable."
- ☐ **Subcontractors:** Disclosure of all subcontractors (if applicable).
- ☐ **Certified Minority Vendor or disadvantaged business** status (if applicable): provided for reporting purposes only (not for evaluation or scoring).
- ☐ **Federal Funding Acknowledgment** I acknowledge this project may be funded in whole or in part with federal funds and compliance with 2 CFR Part 200 is required. Initial_____.

By signing below, the undersigned certifies that they are authorized to bind the firm and that all information submitted is true, complete, and accurate.

Firm/Legal Business Name: Enter text

Address: Enter text

Authorized Representative Name: Enter text

Email: Enter text

Signature: Enter text

FEIN/EIN: Enter text

Website: Enter text

Title: Enter text

Phone: Enter text

Date: Enter text