



RESPONSE FORM A

27-DOC-1000-PREA



BEFORE SUBMITTING THIS AND ALL OTHER FORMS ASSOCIATED WITH THIS SOLICITATION, ALL BIDDERS ARE ADVISED TO CHECK THE SOLICITATION RECORD ON WWW.COMMBUYS.COM FOR THE FINAL VERSIONS OF ALL FORMS.

ALL BIDDERS **MUST** COMPLETE AND RETURN THIS ATTACHMENT WITH THEIR RESPONSE IN ORDER TO BE CONSIDERED RESPONSIVE. COMPLETING EVERY SECTION OF THIS DOCUMENT FULLY IS MANDATORY UNLESS INSTRUCTIONS FOR SPECIFIC QUESTIONS STATE OTHERWISE.

SECTION 1. CONTACT INFORMATION & REFERENCES

Company Information	
Company Legal Name**	
Company DBA**	
Street Address**	
City / Town**	
State**	
Zip Code**	
EIN / Tax ID Number**	
Email	
Phone Number	
Fax Number	
Website	

*** This information should mirror bidder company W9*

Contract Manager	
Contact Name	
Title	
Phone number	
Email	

Required References	REFERENCE 1	REFERENCE 2	REFERENCE 3
Contact Name			
Email			
Phone Number			
Address			
Date of Service			
Services Provided			

*Please see Section 3 on page 9 of RFR for reference requirements.
Additionally, bidder must provide letters of recommendation from the listed references.*



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Section 3. Checklist of Required Documentation

Omission of required information or documentation may be grounds for Bidder disqualification.

Required Document	Instructions <i>(attachment name on COMMBUYS)</i>	Mark with "X" if completed and submitted
Response Form A	REQUIRED – Must Complete and Return with Bid This document	
Attachment A	REQUIRED – Must Complete and Return with Bid Attachment A (attachment A.doc)	
Detailed Budget	REQUIRED – Must Create and Return with Bid Bidder must create and provide document	
Budget Narrative	REQUIRED – Must Create and Return with Bid Bidder must create and provide document	
Resume	REQUIRED – Must Create and Return with Bid Bidder must create and provide document	
Certification / License	REQUIRED – Must Provide and Return with Bid Bidder must upload valid (<i>unexpired</i>) copy	
Detailed Reference Letters	REQUIRED – Must Create and Return with Bid Bidder must obtain and provide document	



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Section 4. Company Information

1. How many years has your company been in business? _____

2. Do you hold any certifications? _____ Yes _____ No
If yes please attach a list and provide a copy of each certification

3. Do you have any licenses? _____ Yes _____ No
If yes please attach a list and provide a copy of each license.

4. Does your company have correctional experience? _____ Yes _____ No
If yes...
 - a. How many years? _____
 - b. How many institutions? _____

Section 5. Prompt Payment Discount (PPD)

1. Prompt Payment Discounts (PPD). All contractors/vendors doing business with the Commonwealth must provide a Prompt Payment Discount (PPD) for receiving early payments unless the Contractor / vendor can provide compelling proof that providing a prompt pay discount would be unduly burdensome. Will your company provide a Prompt Payment Discount?

If yes please define a % next to each day.

- a. 10 days _____
- b. 15 days _____
- c. 20 days _____
- d. 30 days _____

If no please define why below



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Section 6. Environmentally Preferable Products / Practices

In line with the Commonwealth's efforts to promote products and practices which reduce our impact on the environment and human health, Bidders are encouraged to provide information regarding their environmentally preferable/sustainable business practices as they relate to this contract wherever possible.

Bidders who can demonstrate such initiatives (referencing, but not limited to, the items listed below) will be eligible to receive evaluation points. In order to receive evaluation points, Bidders must complete this form and submit it with their RFR Response.

Bidders **MUST** submit appropriate documentation to support the items for which the Bidder indicated a "Yes" (and/or include information in the box following each question).

1. Packaging:

Has your company implemented any of the following environmental initiatives?

- a. Use of corrugated materials that exceeds the required minimum of 35% post-consumer recycled content
- b. Use of other packaging materials that contain recycled content and are recyclable in most local programs
- c. Promote waste prevention and source reduction by reducing the extent of the packaging and/or offering packaging take-back services, or shipping carton return
- d. Reduces or eliminates materials which have been bleached with chlorine or chlorine derivatives
- e. Eliminates any packaging that may contain polyvinyl chloride (PVC), or polystyrene or heavy metals

___ Yes ___ No ___ N/A

2. Business Practices / Operations / Manufacturing

Does the bidder engage in practices that serve to reduce or minimize an impact to the environment, including, but not necessarily limited to, the following items?

- a. Recycle materials in the warehouse or other operations
- b. Use of alternative fuel vehicles or vehicles equipped with diesel emission control devices for delivery or transportation purposes
- c. Use of energy efficient office equipment or signage or the incorporation of green building design elements
- d. Use of recycled paper (that meets federal specifications) in their marketing and/or resource materials
- e. Other sustainable initiative

___ Yes ___ No ___ N/A

3. Training and Education

Does the bidder conduct/offer a program to train or inform customers of the environmental benefits of the products to be offered under this contract, and/or does the bidder conduct environmental training of its own staff?

___ Yes ___ No ___ N/A

4. Certifications

Has the bidder or any of its manufacturers and/or subcontractors obtained any of the following product/industry certifications?

- a. ISO 14000 or adopted some other equivalent environmental management system
- b. Other industry environmental standards (where applicable), such as the CERES principles, LEED Certification, C2C Protocol, Responsible Care Codes of Practice or other similar standards
- c. Third Party product certifications such as Green Seal, Scientific Certification Systems, Smartwood, etc.

___ Yes ___ No ___ N/A