



**REQUEST FOR QUOTE/PROPOSAL -
SCUS HEAD START PROGRAMS, INC. – HEAD START PROGRAM MOBILE
LEARNING CLASSROOMS**

**A MULTI-STATE SOLUTION FOR USE IN ARKANSAS, LOUISIANA, NORTH CAROLINA,
OKLAHOMA AND TENNESSEE**

**SAVE THE CHILDREN FEDERATED INC. (AND AFFILIATES)
US PROGRAMS HEADQUARTERS – 800 CORPORATE DRIVE SUITE 100
LEXINGTON, KY 40503
03.14.22**



STATEMENT OF CONFIDENTIALITY AND NON-DISCLOSURE

All information within this RFP, regardless of the communication form, is given in absolute confidence and may not be disclosed without written permission by Save the Children Federation, Inc. (SCUS). This RFP and the information contained and referred to therein, whether verbally communicated or in written form, include confidential information about SCUS which is provided for proposal purposes only. Your firm shall regard and preserve as confidential this RFP and all non-public information related to the operations of SCUS and its affiliated organizations that may be obtained from any source as a result of this RFP process. SCUS is an equal opportunity employer and federal bidder or subbidder. Consequently, the parties agree that, as applicable, they will abide by the requirements of 41 CFR 60-1.4(a), 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a) and that these laws are incorporated herein by reference. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, or national origin. These regulations require that covered prime bidders and subbidders take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, national origin, protected veteran status or disability. The parties also agree that, as applicable, they will abide by the requirements of Executive Order 13496 (29 CFR Part 471, Appendix A to Subpart A), relating to the notice of employee rights under federal labor laws.

SCUS requests all prospective vendors to submit proposals as defined in the Request for Proposal (RFP). Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not required. Emphasis should be on completeness and clarity of content. Unless otherwise stated, all proposals will remain valid for a period of 90 days after submission. Proposal shall include Fee Proposals and Rough Order of Magnitude of all other costs.

Proposals are not to exceed 10 pages in length including charts, appendices and attachments.

Provisional Calendar of Events:

3/21/2022	Request for Proposal issued and proof of concept
3/28/2022	Deadline for prototype demonstrations- Visits/test ride to locations where mobile classrooms provided by the perspective
4/1/2022	Deadline to submit any questions related to RFP
4/8/2022	Answers to questions related to RFP issued as RFP addendum to all
4/11/2022	Deadline for Submission of proposals by Prospective Bidders. Proposals submitted electronically to Ken Murdoch kmurdoch@savechildren.org with subject line of “HEAD START
4/29/2022	Estimated date for Award of Contract
5/1/2022	Estimated Effective date of contract allowing 4 months to produce/retrofit the vehicle

9/1/2022	Targeted on/before substantial completion date –proof of concept pilot mobile classroom vehicle approved by Child Care Licensing and ready for 90-day pilot.
12/15/2022	Proof of concept pilot results obtained and decision made on further

Evaluation Criteria:

An Evaluation Committee will evaluate all responsive proposals received. Submitted proposals must be accurate and complete, providing all information requested in the RFP. After the final evaluation of the proposals, SCUS will make the award to the offeror’s or whose proposal provides the best value, considering both technical and cost factors. Technical and cost factors will be evaluated relative to each other, as described herein. The technical evaluation factors, taken as a whole, are of greater importance than cost or price in determining best value.

Offers should note that these criteria: (1) serve as the standard against which all proposals will be evaluated, and (2) serve to identify the significant matters which offeror’s should address in their proposals. Each proposal will be evaluated on the criteria listed below and the criteria will be weighted according to the following allocations:

Criterion	Points Possible
1. Cost Reasonableness	
Bidder offers lowest true cost of services while upholding required services and Bidder’s prices demonstrate an economically advantageous position for SCUS.	35
2. Technical Approach	
This will evaluate the offeror’s proposed methodology and work plan. In the methodology it includes the understanding of the scope of work; appropriateness of the proposed intervention and clarity of the proposed deliverables. Under the Work plan it includes the organization of the tasks, maximization of time and clarity in the proposed deliverables and timelines.	30
3. References & Reputation and/or Expertise & Experience	
Past experience in relevant field and corporate capabilities: This will include an evaluation of the capacity of the organization to perform the scope of work, review of previous experience in similar jobs, references about quality deliverables, etc. i.e.: - Relevant experience managing similar accounts and services with public sector, especially Non-Profit - -Positive response from references /prior clients	35
Total points possible	
100	

Essential Criteria: Vendor submitting bids must meet the following:

1. Assurance that the Bidder is insured by submitting a copy of current insurance coverage with the bid response.
2. Bidder's confirmation of compliance with the attached Conditions of Tendering, Terms and Conditions of Purchase

The proposal submitted will be the primary document upon which each Bidder will be evaluated. All proposals will first be screened to determine if the vendor meets the minimum qualifications outlined.

Proposals that do not meet the minimum requirements will be automatically rejected and may not undergo further evaluation. SCUS reserves the right to waive any minor or technical defects or irregularities, and reserves the right to reject any or all bids.

Terms of Proposal Request:

Before submitting a response to this RFP, each prospective bidder shall carefully read and examine of the documents associated with this RFP. Each prospective bidder is expected to fully inform themselves as to all existing conditions and limitations under which work is to be performed prior to responding. The submission of a response to this RFP will be construed as confirmation that the prospective bidder has made such an examination. Please note that proposals that are not responsive to all sections of the RFP requirements will not be taken into consideration. By submitting a proposal, the prospective bidder confirms that:

1. The prospective bidder has reviewed and understands the requirements of the RFP and has confirmed their proposal is in accordance with such requirements.
2. The response to the RFP is based upon personnel (**Ex: Architect's, Sub-Contractors, Consultants**) and any systems, materials, and equipment as required by the retrofit scope of work.
3. The prospective bidder has reviewed the baseline scope of work including, but not limited to, that which can be reasonably inferred from the RFP conceptual design documents; project description; existing site; and local conditions; federal, state, local and all Head Start regulations;
And any other supplemental information provided by the SCUS during the RFP period, etc.
4. The prospective bidder understands that the project scope, budget, and schedule may be modified to add or delete scope.

A. Save the Children Overview

SCUS is the world's leading organization serving the needs of children for over 100 years. Founded in 1919, together with Save the Children members worldwide, we help children in the United States and 120 countries around the world providing support for health, education, protection, disaster relief and so much more.

We believe every child deserves a future. In the U.S. and around the world, we give children a healthy start in life, the opportunity to learn and protection from harm. We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

B. Business Environment

SCUS is headquartered in Fairfield CT, Washington, DC and Lexington, KY. It is also a providing agency of early childhood education under the US government's Early Head Start and Head Start program. This covers 45 locations across Arkansas, Louisiana, North Carolina, Oklahoma, and Tennessee.

RFP SUMMARY AND BACKGROUND

Save the Children is committed to ensuring all children in rural America have a healthy, strong foundation to thrive as learners and in life. In the US, millions of children living in rural communities do not own a single book, and during the pandemic, at least 1 in 4 children do not have the tools they need for distance learning (internet and/or computer) with rural children the most disconnected. Additionally, 1 in 5 children are struggling with hunger, putting at risk their growth, development and educational attainment. Save the Children is providing funding and support for community-driven efforts to deliver educational materials and nourishing food, along with internet access, directly to children in marginalized communities.

The purpose of the Mobile Learning and Feeding units is to support early childhood education and development across our partner communities in a more innovative way, allowing for responsiveness to the needs and challenges present in the community. The mobile units utilize a multi-purpose, flexible approach to raise awareness, provide resources, complement existing programming, and allow for the expansion of services into new programming. This adaptability and their ability to meet the needs of the hardest to reach families have made mobile units tremendously successful in the communities where they are in use

SCUS via this document is looking to award business to a Bidder to provide the required list of procurement and work activities as noted in section 3 of this document. These activities will support all of the work required to produce a mobile classroom prototype/proof of concept for pilot in a state to be determined.

1. PROJECT PLANS/TIMELINES

SCUS would like to have a prototype unit prepared for use on or before August 30, 2022, so the unit can be ready for pilot use during the fall semester, beginning September 1, 2022 in the state of North Carolina. This prototype will need to be built to specifications and must comply with all transportation safety standards by the US-DOT- Department of Transportation.

The expected occupancy for the unit (barring any distance-based requirements as a result of pandemic) will be between 13-15. This includes a teacher, teacher's aide, 10 children and one temporary administrative support resource. This mobile unit may have dimensions similar to a 72-passenger bus- Interior Length (Driver Seat to Back Wall): 29ft. Interior Width: 7ft 6in. It can be a school bus, charter bus, RV bus, or other mobile unit like a large cargo van. Regardless, all safety standards by type must be included.

The bidder will need to operationalize the prototype/pilot unit enabling the areas of targeted functionality noted in section two of this document. Successful and measured results of the pilot will lead to its extended use in 4 states including Arkansas, Louisiana, Tennessee and Oklahoma.

SCUS will be assisted by an architectural design team to ensure that the unit is in compliance with the Agency color pallet and all branding and signage. They will provide all art work and complete the final modifications mapping both interior and exterior design work.

2. SCUS and Vendor roles and Responsibilities

A. Vendor Team Roles and Responsibilities

The selected Bidder shall provide an itemized plan and cost estimates for the retrofit items listed below. The Bidder confirms its ability to complete the work with its industry expertise and best recommendation for integration of the desired operationalized solution. Bidder should submit the equivalent of industry MEP showing how all requested functionality and retrofit areas are being covered.

- a) **Utility/Power-** The mobile unit will require all materials needed to provide an electrical breaker panel inside the vehicle. The panel is estimated to provide 150-amp service. It should be sized appropriately to provide power outlets for computers/ workstations, HVAC, lighting, restrooms, life safety, and a portable sink. It is not yet determined if the vehicle will need a generator but it should be included in the quote. Provide all rough-ins and interim inspections. The following pictures are samples of these connections:



- b) **HVAC** - Procurement and installation of all materials needed for the prototype vehicle to have an HVAC unit sized to cool and heat the vehicle. For the AC, include a condensation line to be drained outside the vehicle. The HVAC unit should be sized by prototype and can change from dashboard to roof mount or rear mounted units.



- d) **Plumbing – toilets and wash sinks** – There will be a need for one restroom with an adult toilet inside the vehicle. It should have a holding tank that can be drained when connected to a local sewer pipe pump via a fitting outside the vehicle. There will be no need for plumbing for a handwashing sink. However, space must be made to accommodate a portable sink, which will be provided by the customer such as the one noted here. This sink is used for consumption and hand sanitization. It provides one 5-gallon container of fresh water and one 6-gallon container for wastewater. The containers can be replaced as needed. The typical space requirements are 25.5” W x 17.5” D x 40.5” H. It does require a dedicated 20-amp breaker for powering the pumps.



- e) **Lighting and shades** – Provide a lighting grid that will produce proper foot-candle for daily use, rainy days, and overall safety. Provide window treatment hardware to allow for shades to be installed by customer.

- f) **Life Safety Systems** – This area will cover IT and Security System-CCTV. Each of these systems will require power and the customer will provide requirements and specifications via their contracted providers by state. Door Access controls should be internal to the vehicle. Two modes of egress should be included. Cell phones will be provided by the customer. The vehicles should provide Bluetooth or Apple Car Play connectivity for hands free driving and messaging.

- g) **ADA Compliance** – ADA compliance needs to be adhered to. The unit should include ramps (based on vehicle type), proper aisle access, and all braille signage noting exits/doors, restrooms, seating and workstations, and electrical outlets.

- h) **Maintenance/special maintenance** – Bidder should provide SCUS with the routine list of preventative maintenance and a list of any special maintenance required for the vehicle.

- i) A project plan with start and stop dates from design to completion should be included. Weekly status calls to be scheduled once the project is underway.

- j) The vendor shall clearly indicate all bidders or sub-bidders required to complete the job. All bidders must be licensed, insured and bonded in the state of construction and must be free and clear of any/all liens against them. A copy of their insurance must be kept on-site during construction.

Should a supervisor need to be assigned, that staff member (either by name or position or team) will be responsible for the overall project and for each key role/responsibility within this implementation plan and should report in weekly to the Save the Children contact. A weekly project review is requested so the selected Bidder can provide updates to the SCUS Project Leader. These updates will be shared with SCUS Senior Leadership.

SCUS Team Roles and Responsibilities

SCUS along with the requirements as defined in this document, will provide contacts for both on-site and remote staff, notification of any changes in planning, and will work with selected Bidder in acquiring all permits for occupancy approval. For the onset, please communicate directly with the Save the Children resources noted below.

SCUS
Attn: Ken Murdoch
US Programs Logistics & Operations
501 Kings Highway East Suite 400
Fairfield, CT 06877
kmurdoch@savechildren.org
475-999-3006, C 203-509-5256

SCUS
Attn: Ashley Patrick
Advisor, Special Projects & Mgmt. Suppt, Head Start
800 Corporate Drive Suite 100
Lexington, KY 40503
apatrick@savechildren.org
859-899-1165, C 859-743-7264

3. PROJECT TIMELINES

A. As directed by SCUS

Project startup is projected to begin upon the notice of awarded contract. As stated, the desired goal is to have a working prototype unit ready for Septemebr 1, 2022. Occupancy Approval will need to come from various sources noted – SFM, DOT, DOH, and Child Care Licensing. Time should be allocated for any requested changes and modifications as a result of the inspections conducted for Occupancy Approval. Any/all changes will need to pass a follow-up inspection. Selected Bidder and SCUS will keep a log of all days where vehicle progress is impeded by any of the following: Any pandemic workforce restrictions, supply backorder delays, or a sub bidder’s inability to perform. Should any of these be imposed, SCUS and the vendor will establish a mutually agreeable schedule of completion/delivery.

Approval for prototype vehicle production

Upon signing this agreement, the selected Bidder can take its awarded contract and apply for any approvals to begin the vehicle prototype and register it for production.

For all work, the Bidder should furnish any/all VE- Value Engineering opportunities as bid alternates. Bid response should include known industry techniques that can demonstrate the reuse of any existing fleet that can be certified for use as a mobile classroom.

4. VENDOR RESPONSE PROTOCOLS/FORMAT/BUDGETING/QUESTIONS

Outline of Proposal - The quote for the entire project will be noted as a Direct Appointment to the Bidding finalist. This document will become an Exhibit to the Direct Appointment and the Bidders quotes and supportive line-item detail will also become an Exhibit to the file. All payments will be made net 30 following the submission of invoices inclusive of 10 percent retainage on each. Change orders in the field will be documented on change order forms and co-signed before work is to proceed. Final payments including all withheld retainage, will be made upon receipt of occupancy approval from the DOT and final inspections from the DOH and Child Care Licensing.

All prospective bidders are required to submit a comprehensive proposal response by responding to the items listed below. Information submitted must be arranged in the same order as requested in this RFP. The proposal response shall include the following components in the order listed below:

a. Title Page

The title page must show bidder name, project title “**HEAD START PROGRAM MOBILE CLASSROOMS**”, and date of proposal submission deadline.

b. Proposed Project Team

Provide the following:

- i. Organization chart for proposed team including the supplying company. Include brief, experience statements.
- ii. Three (3) Owner references including current contact information from similar projects within the past five (5) years.

c. Company Capability:

- i. Similar Experience: Describe your company’s relevant similar experience with a list containing the following: Owner, architect, contract type, schedule overview, size of project in area and cost, scope of services, and references,. Identify any industry awards or recognitions received by your company.
- ii. Bonding Capability: Provide a letter from your surety company ensuring unencumbered bonding capacity for the construction value of the project.
- iii. Litigation History: Provide details of all claims, mediation, arbitration, and litigation involving your company within the last 5 years.
- iv. Prevailing Wage History: Describe your company’s history with respect to prevailing wage construction projects. This project requires adherence to the federal Davis Bacon requirements.
- v. Current Workload: Provide a list and summary paragraph describing the current workload of your company including a list of project names and associated contract values.

d. Project Approach: RFP response needs to include detailed company approach to all RFP requirements.

e. Safety Program: Safety constitutes a critical priority for SCUS. The bidder must ensure constant focus on safety through all phases of the project. The safety of employees,

laborers, visitors, and safe start up and operation of the facility is essential for the success of the project. The proposal must include a description of your company's safety programs, recordable incident rate, and lost time incident rate as well as the number of employees employed by your company.

- f. **Quality Control** : Describe your company's quality control programs that will be implemented with this project.
- g. **Project Schedule**: Provide a CPM schedule (detailed project plan) for your design, engineering, fabrication, and erection work. The detailed schedule should be based on the preliminary timelines outlined in this RFP. Also include a description of your company's approach to scheduling and when and what action will be taken should any delays to the project schedule be incurred.
- h. **Cost Control and Estimating**: Provide an initial detailed estimate for the mobile unit containing all other elements that are necessary to provide the complete shell and interior buildout. Describe the estimating and cost control approach that your company uses. Also, describe the level of estimating that you plan to use on the project and provide examples of estimates that your company has recently prepared for similar projects. With regard to cost control, please provide examples of cost reports that will be used and how your company controls costs.
 - All fees are inclusive of costs of bidder insurance and performance bond

REQUIRED Proposal Information:

1. Company shall describe the ability to satisfy the Scope of Work requirements and include a design and project plan that details the retrofit/renovations and a proposed timeline for completion.
2. Provide a brief description of your company including address, history, owner, organizational structure, whether the company is a small, women-owned, minority, hub zone, disadvantaged or veteran-owned business, key personnel to be assigned to the project, types of services provided and types of clients served. If small business, complete the small business self-certification.
3. Specific emphasis should be given to experience involving projects and clients similar to those sought by this RFP.
4. Identification of similar projects by which the client's name and address, approximate period of service, a brief synopsis of the project's scope and a contact person with his/her title and telephone number (and/or e-mail address);
5. A statement acknowledging that the company will be required to provide a Performance bond in an amount equal to 100% of the contract price within ten (10) business days after the bid award from an A-rate, T-listed surety;
6. Proof of Conformance with any applicable federal, state or local permits, licenses, certifications, or the ability to obtain the same, within a reasonable time after the proposal award and prior to the performance of work; Proof of Comprehensive, Liability, and Workman's Compensation insurance, and a guarantee to save, hold harmless and indemnify SCUS, its agents or employees, from liability of any nature or kind, and against all injury, death, damage, loss, claims and liability caused by or

arising out of the performance of the work by the company, its employees, agents or sub-vendors.

Conditions of Tendering

1. Definitions

In addition to the terms defined in the Cover Letter, in these Conditions, the following definitions apply:

- (a) **Evaluation Criteria** - the award criteria set out in the RFP.
- (b) **Bidder** - a person or organization who bids for the tender.
- (c) **Goods and/or Services** - everything purchased by SCUS under the contract.
- (d) **Specification** - any specification for the Goods and/or Services, including any related plans and drawings, supplied by SCUS to the Supplier, or specifically produced by the Supplier for SCUS, in connection with the tender.

2. Late Tenders

Tenders received after the Closing Date will not be considered, unless there are in SCUS' sole discretion exceptional circumstances which have caused the delay.

3. Correspondence

All communications from vendors to SCUS relating to the tender must be in writing and provided electronically to Ken Murdoch at kmurdoch@savechildren.org . Request for information should be received at least 5 days before the Closing Date, as defined in the RFP. Responses to questions submitted by any company will be circulated by SCUS to all vendors via e-mail to ensure fairness in the process.

4. Acceptance of Tenders

SCUS may, unless the Bidder expressly stipulates to the contrary in the tender, accept whatever part of a tender that SCUS so wishes. SCUS is under no obligation to accept the lowest or any tender.

5. Alternative Offer

If the Bidder wishes to propose modifications to the tender (which may provide a better way to achieve SCUS' Specification) these may, at SCUS' discretion, be considered as an Alternative Offer. The Bidder must make any Alternative Offer in a separate letter to accompany the Tender. SCUS is under no obligation to accept Alternative Offers.

6. Prices

Tendered prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

7. No Reimbursement of Quote Expenses

Expenses incurred in the preparation and dispatch of the tender will not be reimbursed.

8. Non-Disclosure and Confidentiality

Bidders must treat the Invitation to Tender, contract and all associated documentation (including the Specification) and any other information relating to SCUS' employees, servants, officers, partners or its business or affairs (the "**Confidential Information**") as confidential. All Bidders shall:

- recognize the confidential nature of the Confidential Information;
- respect the confidence placed in the Bidder by SCUS by maintaining the secrecy of the Confidential Information;
- not employ any part of the Confidential Information without SCUS' prior written consent, for any purpose except that of tendering for business from SCUS;
- not disclose the Confidential Information to third parties without SCUS' prior written consent;
- not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCUS;
- use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
- notify SCUS immediately of any possible breach of the provisions of this Condition 9 and acknowledge that damages may not be an adequate remedy for such a breach.

9. Award Procedure

SCUS' RFP Evaluation Committee will review the proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one of them.

10. Information and Record Keeping

SCUS shall consider any reasonable request from any unsuccessful Bidder for feedback on its tender and, where it is appropriate and proportionate to do so, provide the unsuccessful Bidder with reasons why their proposal was rejected. Where applicable, this information shall be provided within 30 business days from (but not including) the date on which SCUS receives the request.

11. Exclusion Criteria

Any Bidder is required to confirm in writing that:

- Neither it nor any related company to which it regularly subcontracts is insolvent or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- Neither it nor a company to which it regularly subcontracts has been convicted of fraud, corruption, involvement in a criminal organization, any money laundering offence, any offence concerning professional conduct, breaches of applicable labor law or labor tax legislation or any other illegal activity by a judgment in any court of law whether national or international;
- Neither it nor a company to which it regularly subcontracts has failed to comply with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the relevant country in which it the Bidder operates.

Any Bidder will automatically be excluded from the tender process if it is found that they are guilty of misrepresentation in supplying the required information within their tender bid or fail to supply the required information.

12. Conflict of Interest

Any Bidder is required to confirm in writing:

- That it is not aware of any connection between it or any of its directors or senior managers and the directors and staff of SCUS which may affect the outcome of the selection process. If there are such connections the Bidder is required to disclose them.
- Whether or not there are any existing contacts between SCUS and any other Save the Children entity, and it and if there are any arrangements which have been put in place over the last twenty four (24) months.
- That it has not communicated to anyone other than SCUS the amount or approximate amount of the tender.
- That it has not and will not offer pay or give any sum of money commission, gift, inducement or other financial benefit directly or indirectly to any person for doing or omitting to do any act in relation to the tender process.

13. SCUS and Affiliates

All Bidders are required to confirm that they will if required be willing to enter into a contract on similar terms with either SCUS or any other Save the Children entity if so required.

AGREED AND ACCEPTED

CUSTOMER: Save the Children Federation Inc.

By: _____

Date: _____

Title: Lead Associate, Head Start Facilities.

AGREED AND ACCEPTED

CUSTOMER: Save the Children Federation Inc.

By: _____

Date: _____

Title: Executive Director, SCUS Head Start Programs

AGREED AND ACCEPTED

BIDDER:

By: _____

Date: _____

Title: Selected Bidder Principal Owner

Small Business Self-Certification

Not a small business

_____ hereby self-certifies as a Small Business according to the US Government’s definition in the Federal Acquisition Regulation (FAR) Part 19 Small Business Programs and 19.703 Eligibility Requirements for Participating in the Program¹.

_____ DUNS number is _____ and confirms it has a current registration.

_____ confirms it meets the small business administration’s size standard for category of industry and business.

NAICS CODE:

NAICS Industry Description:

Size Standard:

Definition of Industry: _____

Definition of Size Standard: _____

_____ confirms it meets the following categories (choose as many as apply):

- Minority Small business
- Small disadvantaged business
- Veteran-owned small business
- Service-disabled veteran-owned small business
- Women-owned small business

I hereby certify that _____ qualifies as a small business as defined in FAR Part 19.703. I confirm I am the individual responsible for this self-certification and any further questions regarding these details can be directed to my attention. I agree to notify Save the Children in writing within 30 days if our small business status changes.

Name: _____ Signature: _____ Title: _____ **Date**
