



Grace Baptist Church of Hamilton County Inc.
7815 Shallowford Road, Chattanooga, TN 37421

REQUEST FOR PROPOSAL

For InfoTech/Communication Systems
for Grace Baptist Church

Date Advertised: Nov 11, 2025

Responses Due: Dec 1, 2025

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I. BACKGROUND and PURPOSE

Grace Baptist Church of Hamilton County Inc., TN, (hereafter referred to as GBCHC), along with its largest ministry of Grace Baptist Academy, incurred major damages resulting from an EF3 tornado which struck the Chattanooga area late on the evening of April 12, 2020. The zone was subsequently declared a Presidential Disaster Area. GBCHC facilities sustained catastrophic damage to all buildings and grounds, requiring a complete re-build of the campus.

Shortly after the incident, GBCHC formed an internal Disaster Recovery and Rebuild Committee (DRRC) to create and execute a plan for restoring the campus. As a part of the recovery plan, GBCHC is seeking to design and install a comprehensive new IT/Networking/Telecom system for the entire campus at 7815 Shallowford Road, Chattanooga, TN 37421. This property encompasses more than 20 acres and will have about 148,000 square feet of structures when complete.

GBCHC is seeking to enter into an agreement for new materials, equipment, and installation as well as technical support to replace the IT/Comm systems damaged during the storm. The vendor must be capable of meeting GBCHC requirements in the Scope of Work outlined in Section III. Evaluation criteria outlined in Section VI will form the basis of selection.

II. RFP SCHEDULE and CONTACT INFO

Advertisement Date: Nov 11, 2025

Deadline for Questions: Nov 14, 2025

Responses to Questions Published (if necessary): Nov 21, 2025

Proposal Due Date: Dec 1, 2025

Anticipated Selection Date: Dec 19, 2025

(all dates taken as end-of-business/midnight, to be picked up the next day)

Questions must be submitted in writing via email to: Paul Snyder (designated representative of GBCHC) at: paul.d.snyder@gmail.com. Paul can be reached by phone at 423-605-7382 only to verify details of submission, verify receipt of email, etc.

See section IV for submittal requirements.

Direct Reporting / Support:

The successful bidder(s) will report directly to Michael G. Swanson, Executive Pastor, GBCHC. (mike@ourgrace.church)

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III. SCOPE OF WORK

GBCHC is seeking one or more companies to provide design, material, installation, configuration and startup services for a new comprehensive campus-wide IT/Communication systems for the buildings and site.

- A. **PROJECT DIVISIONS.** This reconstruction project was designed and implemented in several phases starting with the Site and the Church building, then progressing through the Academy Upper and Lower (Elementary) School buildings. Design is complete and work is in progress; however, **the Lower School and Maintenance & Garage buildings have been deferred indefinitely and are excluded from this package.** The Scope described in this RFP must be implemented in several stages as indicated below, but the bids are to apply to the total function regardless of design and timing divisions.

The most relevant Electrical drawings are available at <https://tinyurl.com/GBC-ITcomm> but please note that some revised drawings are grouped separately from the original drawings—use the latest revisions. Access to a full set of construction drawings can be given upon request. Supplementary information and Answers to Questions will also be posted here as well if/when appropriate.

NOTE: Our architect's project numbers look very similar to the years that this work has been in development but should be distinguished as completely unique. Individual drawing numbers repeat within these three project drawing sets.

Project 2021 – Church building including Main Auditorium, Offices, and Education rooms (2 floors)

Project 2022 – Common areas & Upper School including Performance Center, Main Gym, and Classrooms (two floors)

Project 2023 – Site plans, including all Fields, Outbuildings, Driveways & Parking, Green space

- B. **WORK SCHEDULE.** Upon awarding of contracts resulting from this RPF, initial steps such as design and procurement for long lead items should begin immediately. The successful bidder will meet onsite with the owner and general contractor within one month of the contract being awarded. Key dates include the following:

- Bidder's design must be complete to the extent that it relies on other contractors—such as requirements of electrical power or conduit from the Electrical contractor—by 29-Jan-2026.
- Church building construction is under way and should be sheltered by the end of Dec 2025. IT/Comm should start in Feb 2026 and complete in June 2026;
- Site work is essentially complete. IT/Comm can start immediately and should be complete in June 2026;
- Academy building work will start in the first half of 2026. IT/Comm must be complete by June 2027.

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Bidders must indicate clearly if there are any factors that would keep them from performing in this time frame.

C. RFP PACKAGES. Six packages are described which are believed to be sufficiently independent that separate companies could provide each. However, bidders are welcome to submit proposals on any combination of one, several, or all the packages. We expect there should be some economy of scale by combining packages. The entire scope of the RFP must be considered for context even if only some of the packages are bid. Bidders must plainly state the package(s) that are included in their proposals:

1. **Structured Cabling** – consisting of fiber, Ethernet wiring, racks, etc.;
2. **Local Network** – consisting of the switching hardware and intranet design;
3. **Wireless Infrastructure** – consisting of WAPS, controllers, and design;
4. **Phones** – telecom system including hardware and administration;
5. **Paging** – system for mass communication during ordinary operations;
6. **Managed Services** – ongoing management of the systems in 2-5 above.

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1. **Structured Cabling.** *Assume a current 10 Gb fiber service from EPB with plenty of bandwidth.*
 - a. Future might include a second redundant feed from EPB.
 - b. Provide twelve-strand single-mode fiber from the MDF to each IDF.
 - c. Terminate all fibers in appropriate rack-mounted endpoints and validate each fiber.
 - d. All classrooms shall have two LAN drops—one at outlet height on the wall opposite the door, and one at 6-ft in the primary instruction wall. *Exact locations to be determined along with the owner.*
 - e. All offices (including habitable spaces like reception rooms, press boxes, etc. but not including storage closets or special-access areas etc.) shall have two LAN drops in the wall opposite the door using a duplex plate. *Exact locations to be determined along with the owner.*
 - f. Fixed devices shall be wired where indicated on drawings beside classrooms & offices which are addressed above:
 - Instructional screens (*like TVs*);
 - Third-party devices like vending machines, support portals, etc.;
 - Provision for athletic game streaming in the press boxes;
 - Phones & Paging devices;
 - Security devices like card readers and cameras (*separate scope, not included*);
 - Audio, Visual, and Lighting controls (*“AVL”, separate scope, not included*);
 - g. Provide a unit add or deduct cost for fixed devices as described in (f) above which are identified later to be included or excluded.
 - h. If bidding on package #3, Wireless Infrastructure, then include fixed wiring for the estimated base quantity of WAPs. Else allow for one WAP in every classroom, one in every hallway segment, and four in every gathering space. State the base total being bid and provide a unit add or deduct cost for WAPs to be included or excluded later.
 - i. **Materials & Methods**
 - Ethernet cabling and connectivity parts shall be from major manufacturers such as Belden, CommScope, Hubbell, Panduit, or approved equals (submittals required.)
 - Ethernet wiring at an MDF/IDF level and for WAPs shall be Cat-6A. Ethernet from switches to other endpoints shall be Cat-6.
 - In-wall LAN drops may be simple cable from the ceiling to a plaster ring to hold the outlet plate wherever low-voltage stub-ups have not been provided. Surface mounting will only be allowed by approved exceptions. WAP wiring may be tied off to the superstructure above the hung ceiling.
 - Every fiber and cable to be clearly labeled at both ends and the labels compiled in an index.
 - Communication wiring will follow designated low-voltage paths wherever provided unless specifically called out otherwise.

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2. **Local Network.** Provide an approved brand of network switches with individually configurable ports and support of multiple VLANs for segregation of traffic.
 - a. The MDF will be located behind the Church Auditorium.
 - b. Six IDF's have been designated intending to put all endpoints within a 100-meter radius of an IDF as shown below. *Call out any situations that seem to be exceptions.*

Grace Baptist Church and Academy		rev 11/1/2025		
ref. Architectural Plan drawings A-1x in each set				
Data Frame	Drawing	Room number	Room Name	Comments
MDF	CH, A4-1	168	Stage Control Rm	MDF- distinct rack section (but may share with IDF-1)
IDF-1	CH, A4-1	168	Stage Control Rm	Serves Church Auditorium & Offices
IDF-2	CH, E4-2	222	Mech Closet	Serves Church classrooms on first & second floors
IDF-3	ACAD, E4-2	041	Theatre Control Booth	Serves Common core
IDF-4	ACAD, E4-3	082	Server Rm	Serves Upper School classrooms & offices
IDF-5	ACAD, E4-1	068	Gym Electrical Rm	Serves Main Gym and support rooms
IDF-6	SITE, ES1-1,2		Main (Baseball) Press Box	Serves the Field Outbuildings
[IDF-7]			[reserved]	Serves Lower School (future, when built)
[IDF-8]			[reserved]	Serves the Childrens Center (future, not in this scope)

- c. Provide at least one full-height rack for the MDF and one for each IDF. *Note that AVL or Security hardware might be mounted in these racks if space is available.*
 - d. Provide short-term UPS support for all network devices, including phones & paging. UPS shall be rack-mounted and sized to twice the capacity of the indicated initial load.
 - e. Provide a fault-tolerant (redundant) Enterprise-level firewall at the incoming Internet service configured consistently with the rest of this scope.
 - f. Use a single model network switch so that universal spare(s) can be kept on hand. Select the quantity of switches proposed to include about 20% initial spare ports and provide one cold spare.
3. **Wireless Infrastructure.** Assume an average load of one device per person present at max occupancy as shown on the Life Safety drawings series A0-# (*separately for Church & Academy*). *We recognize that this section requires additional design by the bidder. Please state and price an estimated base quantity of WAPs and give a unit cost to add or deduct WAPs beyond that.*
 - a. Provide WAPs to fully cover all unitary rooms (classrooms, offices, support areas) for their designed occupancy.
 - b. Provide WAPs to cover the Church Auditorium, Commons, & Performance Center at their full rated occupancy.
 - c. Provide WAPs to cover the Main Gym and outdoor athletic and gathering areas at a total of 100 devices per area initially. (*for estimated staff and volunteers only, on VPNs.*) *Example—iPad-based ticketing is used at games & performances.*
 - d. Provide a WIFI management service, local or virtual, such that minor additions or replacements can be managed by trained owner representatives.

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- e. Indicate provision for future bleachers, grandstand, amphitheater, higher density, Guest options, etc. in the layout, but devices will not be purchased or installed at this time.
4. **Phones.** *(Identify variances between on-premises vs. cloud-based solutions)*
- a. Provide one VOIP phone per occupied room including classrooms, offices, and large or small meeting places. *Provide a unit cost to add or deduct a phone later.*
 - b. Phone set should have some remotely configurable soft (preset) keys.
 - c. Phone set should provide short-term backup (wired) connection point for instructor's device in case wireless connection becomes unavailable.
 - d. Provide a switchboard-like function in two locations, and an admin console in one place. *Or describe cloud-based systems as essentially filling this requirement.*
 - e. System should allow internal direct-dial point-to-point phone connections.
 - f. Each phone should be configurable to make/receive external calls if permitted.
 - g. Each extension should be able to be assigned a customizable voice mailbox.
5. **Paging.**
- a. Assume paging will be partitioned up to ten zones.
 - b. Provide 70V speakers positioned such that all occupants can hear announcements *We recognize this will require some design by the bidder, so state a base quantity of speakers and provide a unit cost to add or deduct speakers as may be needed later.*
 - c. Exception to (b): *Assume that AVL bears all responsibility for paging and communications within common spaces such as Auditoriums, Cafeteria, Commons, Theatres, & Gyms.*
 - d. Provide & install 70V wiring for the entire system. *(not included in package #1)*
 - e. Provide Bogen amp(s) or approved equivalent to drive the speaker system, and Algo and/or Viking devices as interfaces.
 - f. Paging shall be initiated by the soft keys of any configured phone (not just a central console etc.) and shall have delayed broadcast for anti-feedback.
 - g. Provide an owner-configurable school bell schedule to be broadcast by way of the paging system. *(example-Algo device)*
 - h. Provide an Emergency Announcement owner-configurable pre-recorded menu to be broadcast over the paging system. *(example-Algo device)*
6. **Managed Services.**
- a. Propose a managed services model for the Network, WIFI, Phones, and Paging systems. Indicate pricing and terms & conditions, with an estimated annual cost for the extent of the systems bid.

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IV. PROPOSAL PROCEDURES AND REQUIREMENTS

A. Proposal Format and Submission.

- Proposal packages must be submitted via email to mike@ourgrace.church
- Each Proposal package transmission must include the following in the subject line:

RFP for GBCHC–IT/Comm Pkg A[B/C/D]—[bidder company name]
- Proposals must be submitted as an ordinary electronic copy in PDF format that will easily print in 8.5x11 letter size.
- Proposals must be signed by an officer having authority to bind the bidder. Electronic signatures are acceptable.
- Proposals must include all sections described here, including the three Appendices.

B. Proposal Content Requirements

Cover Letter. (2-page maximum) The Cover Letter should include:

- The legal name of the proposing Company and sub-contractors (if any).
- Outline the bidder’s ability to perform the services described in the RFP and confirm that bidder is willing to perform those services and enter into a contract with GBCHC.
- Identify the name, telephone number and email of the contact person for technical and contractual clarifications throughout the evaluation period.

Table of Contents.

Company Background & Experience. (5-page maximum)

- Brief history & background of the Company and any sub-contractors.
- Description of general services offered by the Company and areas of expertise.
- Give examples of three projects similar to the Scope requested here completed by the bidder in the last five years. Include bidder’s role, start & end dates, and client contact info suitable to serve as a reference.

Team Organization and Resumes. (5-page maximum)

- Organization chart clearly identifying project roles, names, and reporting structure/lines of authority as applicable to this proposal.
- Brief resume for key individuals shown on the organization chart. Resumes should include education, certification(s), years of experience, and specific project experience.

Technical Approach. Describe in a brief narrative how you propose to evaluate, complete necessary design details, execute, document, and check out these systems.

- The proposal shall also clearly identify any technical support required from others for the installation or operation of the proposed system.

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Sustainability.

- Describe how warranties will be handled/honored for equipment provided by your company and installations made by your company or its subs.
- Describe the kind of service agreements you offer for ongoing support of any of the packages. (Support could possibly be offered for the systems installed under packages awarded to others.) Provide sample contracts and rate structures.

ATTACHMENTS. Fill out and return the forms listed below which are included at the end of this RFP.

Attachment A - Rate Schedule *(as an indication of the cost of changes)*

Attachment B – Suspension/Debarment Certification

Attachment C – Anti-Lobbying Certification

V. EVALUATION AND SELECTION

A subset of the GBCHC/DRRC will assist in the evaluation and selection of successful responses. The committee shall evaluate and rate all proposals in accordance with the criteria outlined below. The evaluation committee will make a determination to award a contract based on the evaluation of initial proposals. GBCHC reserves the right to waive or modify any mistakes in proposals, if they are deemed by the evaluation committee to be not material, and in the sole discretion of GBCHC.

A. Evaluation Criteria

The successful bidder(s) will be selected based upon highest overall score of the response.

GBCHC reserves the right to select and execute contracts with bidders to this RFP as funding becomes available.

Responses to RFP will be evaluated and scored based upon a number of factors, including without limitation the following criteria.

IT/Comm Evaluation criteria	
Responsiveness/Accuracy of bid based on our Scope of Work	20%
Responsiveness/Availability to complete the work described within our timeline	20%
Breadth and/or Years of Relevant Experience	10%
Ability to prepare, review, and evaluate shop drawings and structured communications with construction and architect personnel through the development of the project	10%
Proposed cost	30%
Ability to offer an ongoing service contract suitable to the needs of a school	10%

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VI. CONTRACT AND PAYMENT TERMS

- A. Contract Term.** The term of the contract shall be for the agreed-upon installation schedule at the time of award.
- B. Contract Type.** GBCHC intends to enter a firm fixed-price contract based on identifiable tasks and deliverables with the successful bidder(s).
- C. Contract Provisions.** The contract to be entered into between the selected company and GBCHC shall contain negotiated provisions based upon the specific requirements set forth in this RFP and the selected bidder's proposal, as well as GBCHC contract provisions. These provisions will be negotiated after the company is selected. However, the resulting contract must include the contract provisions required by 2 C.F.R. § 200, Appendix II and FEMA guidance. More information about the required contract provisions is available on FEMA's website:

https://www.fema.gov/sites/default/files/2020-07/fema_pdat_contract-provisions-template.pdf
- D. Payment.** The selected consultant shall be paid per tasks/deliverables and paid monthly upon the completion, review and approval of the tasks/deliverables.
- E. Document Ownership.** All documents produced for GBCHC will become the property of GBCHC.
- F. Management to satisfy FEMA.** GBCHC is an applicant for FEMA Public Assistance and anticipates applying for additional grants in the future. Accordingly, GBCHC expects that FEMA financial assistance will be used to fund all or a portion of any contract executed as a result of this RFP. All work must be completed in compliance with FEMA's rules and guidance, as well as any applicable Federal laws, regulations, executive orders, and the federal cost principles at 2 C.F.R. Part 200. The requirements for this bid and evaluation as well as scope of services is intended to follow FEMA and federal guidelines.

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VII. GENERAL INFORMATION

- A. **Status of Information.** GBCHC shall not be bound by any oral or written information released prior to the issuance of the RFP. GBCHC shall not be bound by any oral or written representations, statements or explanations other than those made (1) in this RFP, or (2) in formal written addenda issued to this RFP.
- B. **Communication with Client.** Bidders are advised that, from the date this RFP is issued until the award of the contract, no contact with GBCHC or GBCHC representatives related to this solicitation is permitted except to the designated Contact—Paul Snyder of GBCHC/DRRC.
- C. **Bidder Inquiries.** All inquiries regarding this solicitation shall be addressed to the Contact Person by the date shown in Section II. All substantive questions must be sent in writing. The Contact Person may verbally respond to inquiries of a non-substantive nature. Bidders are advised that GBCHC personnel cannot ensure a response to inquiries.
- D. **Addenda to RFP.** GBCHC shall issue responses, in the form of written addenda, to inquiries related to substantive issues and any other corrections or amendments to the RFP it deems necessary prior to the proposal due date. It is the bidder's responsibility to assure receipt of all addenda. The bidder should verify with the Contact Person prior to submitting a proposal that all addenda have been received and shall acknowledge in the transmittal letter the number of addenda issued.
- E. **Modified Proposals.** A bidder may submit a modified proposal to replace all or any portion of a previously submitted proposal up until the proposal due date and time. The evaluation committee shall consider only the latest timely version of the proposal.
- F. **Bidder's Offer.** A proposal may be withdrawn in writing only at any time prior to the proposal due date and time. A bidder's offer shall be irrevocable after the proposal due date and time and until the contract award.
- G. **Costs Incurred by Bidders.** Under no circumstances shall GBCHC be liable for any costs incurred by bidders in the preparation of proposals or for any work performed in connection therewith.
- H. **Discussions, Negotiations.** GBCHC reserves the right to award a contract based on initial offers received, without discussions. Therefore, each initial offer should contain the bidder's best terms and qualifications.
- I. **Contract Award.** GBCHC reserves the right to award a contract to a company other than the bidder offering the lowest overall cost. The contract resulting from this solicitation may be awarded to the highest-rated responsible bidder based on the evaluation factors set forth in the RFP. GBCHC reserves the right to request clarification of information submitted and to request additional information of any bidder. Similarly, GBCHC reserves the right to waive minor irregularities or minor errors in any Proposal.

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- J. **Equal Employment Opportunity Requirements.** All bidders must comply with Federal equal opportunity requirements.
- K. **RFP Postponement/Cancellation.** GBCHC reserves the right to postpone or cancel this RFP and to reject all proposals.
- L. **Confidential Information.** The designation of certain information as confidential and/or proprietary information is acceptable. The bidder must clearly designate the part of the proposal that contains the confidential and/or proprietary information as “confidential” to claim protection from disclosure. The bidder must also designate these pages as “confidential” within the table of contents. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration.
- M. **Subcontracting.** If the bidder intends to subcontract any portion of the work under the awarded contract, the bidder must take all necessary affirmative steps to assure that small and minority businesses, women’s business enterprises, and labor surplus area firms are solicited and used when possible. Affirmative steps must include:
- Placing qualified small and minority businesses and women’s business enterprises on solicitation lists;
 - Assuring that small and minority businesses, and women’s business enterprises are solicited whenever they are potential sources;
 - Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women’s business enterprises;
 - Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women’s business enterprises; and
 - Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 - A list of labor surplus areas is available on the U.S. Department of Labor’s website at <https://www.doleta.gov/programs/lisa.cfm>.
- N. **Organization’s Statement on Inclusion.** GBCHC believes that Jesus’ message of unconditional love means that every human being is worthy of love, respect, and inclusion. GBCHC welcomes and seeks to care for people regardless of sexual orientation, gender identity and gender expression, ethnicity, age, faith history, economic status, physical or mental ability, education, and housing status.

We stand against discrimination and exclusion by choosing to worship and serve with all people through love, acceptance and reconciliation.

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ATTACHMENT A

RATE SCHEDULE – ALL INCLUSIVE HOURLY RATES

[illegible]

*All hourly rates provided shall be inclusive of all expenses incurred.

Company Name: _____

Date: _____

Authorized Representative: _____

Signature:

ATTACHMENT B

Certification Regarding Debarment, Suspension and Other Responsibility Matters

INSTRUCTIONS FOR CERTIFICATION

- (1) By signing and submitting this proposal, the BIDDER (referred to herein as the “prospective lower tier participant”) is providing the certification set out below.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
- (4) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Non-Procurement Programs.

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- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AN VOLUNTARY EXCLUSION—LOWER TIER COVERED TRANSACTIONS

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

CONTRACTOR Company Name RFP Number

Name

Title

Signature Date

ATTACHMENT C

Certification Regarding Lobbying for Contracts, Grants, Loans, and Cooperative Agreements

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

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

BIDDER certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, BIDDER understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

BIDDER Name

Signature of Bidder's Authorized Official

Name and Title of Bidder's Authorized Official

Date