

# Request for Proposal (RFP)

**Graphic design services for the dissemination of findings from the 2022 National Profile of Local Health Departments (Profile) survey**

National Association of County and City Health Officials (NACCHO)

Released September 8, 2023



## Overview

The National Association of County and City Health Officials (NACCHO) is currently accepting proposals for a contractor(s) to design the products to disseminate the findings from the 2022 National Profile of Local Health Departments (Profile) survey. **Applications must be submitted by September 22, 2023. Selections will be made on or before September 26, 2023.**

The Profile survey, sent to all local health departments (LHDs) in the United States, is the nation's most important source of information on LHDs. The study supplies a nationwide picture of local governmental public health infrastructure and practice, including funding, activities, workforce, governance, and current areas of interest. With today's LHDs being reshaped by many economic, social, and political forces, information about those changes is critical, and Profile data allow NACCHO to speak authoritatively on behalf of its members. The key audiences for Profile products are LHD themselves, public health practitioners, policy makers, federal agencies, and researchers.

NACCHO's members are the 3,000 LHDs across the United States. The mission of NACCHO is to be a leader, partner, catalyst, and voice with LHDs in order to ensure the conditions that promote health and equity, combat disease, and improve the quality and length of all lives. NACCHO is governed by a 27-member Board of Directors, comprising local and tribal health officials from across the country elected by their peers. NACCHO's work includes: community and environmental health, public health infrastructure and systems, and public health preparedness.

All Profile studies have been funded by the Centers for Disease Control and Prevention (CDC), and beginning in 2007, funding has also been received from the Robert Wood Johnson Foundation (RWJF).

## Eligibility and Contract Terms

Agreement with NACCHO standard contract terms and conditions is a requirement. No modifications to the terms or contract language will be made. Contractors that cannot agree to NACCHO's contract language should not apply for this initiative. As part of the application, the contractor will be asked to verify that he has read NACCHO's standard contract language (copy provided in Appendix A) and has provided a copy to the individual with signing authority at your organization for advanced consideration. Bidders should review all terms and conditions to determine whether or not they are appropriate for submitting a proposal.

## Project Scope

### Overview

The 2022 Profile survey is the eleventh National Profile of Local Health Departments, and since 1989 numerous printed and online reports, research briefs, figures, brochures, templates, and tools have been produced to communicate survey results. Please refer to our website ([www.naccho.org/profile](http://www.naccho.org/profile)) to access prior years' Profile products. Based on NACCHO's history of conducting the Profile survey and disseminating results, both in print and online, and for the

purpose of thinking about this project, Profile may be likened to a brand. The current brand and logo were established for the 2013 survey.

Users of Profile data refer to these findings periodically over several years, making it essential that findings are easy to find and clearly communicated. Findings are typically shared in charts and tables, with minimal accompanying text.

## **Products**

In order to share all findings in one place, NACCHO would like to make one product:

- 1) Electronic-only (PDF) main report, sharing all findings from the 2022 Profile survey in an online book format

The report is described below.

### **Electronic-only (PDF) main report**

Users of Profile data primarily refer to the Profile findings for reference (i.e., when writing their own reports, conducting their own research, or planning their own projects) rather than read the report cover to cover. As such, the electronic-only main report can be referred to as an online reference book, where all findings from the 2022 Profile survey will be communicated. In this way users know they can always refer to this report to find the data they are interested in. Because Profile is a very lengthy survey, we anticipate this report to be long: approximately 150 pages.

In order to share so many findings in an easily digestible format that users can flip through quickly to find what they are looking for, we recommend using a simple layout with minimal formatting that can be repeated for each page of the report. For example, sharing only one figure (chart or table) per page (or in cases where the figure is small, sharing two related figures). We have included a suggestion for this layout in Appendix A. (Note this format is not required, and we welcome your suggestions on the best way to present this information.)

In addition, note a few following additional aspects to this report:

- The report will primarily be driven by figures (tables, bar charts, line graphs, etc.). Each figure will share key findings from the Profile survey and will be accompanied by a few bullet points explaining the figure.
- A few pages in the introduction will include narrative text. A few pages throughout the report may include an additional paragraph or two of explanatory text.
- We anticipate including approximately 150 figures. All figures will need to be provided to NACCHO as JPEGs at the conclusion of the project.
- A few of the figures included in the electronic only report will be included in the Profile highlights report (see below).
- A front and back cover will need to be designed using NACCHO-branded colors and the Profile logo (provided by NACCHO). The front and back covers of the Profile highlights report and electronic-only report should be similar (if not identical).

## **Activities**

In order to design these products in the most efficient way, NACCHO anticipates the following activities:

- Kick-off meeting (via teleconference) to discuss design ideas, logistics for communications, receiving inputs from NACCHO, and project timeline
- Finalize design concept for both products and finalize timeline
- Develop draft product
- Revise product based on NACCHO feedback (anticipate up to four rounds of revisions)
- Deliver final product

NACCHO staff will serve as a resource to the contract to ensure adequate completion of the scope of work. NACCHO will also provide the following to the chosen contractor:

- All data for the figures (tables, line graphs, bar graphs, etc.) in Excel format
- Suggestion for how that data should be displayed, in the format of a chart in Excel
- Accompanying text for each figure
- Additional narrative for each report as needed
- NACCHO identity guide with color values and usage guidelines, and NACCHO and Profile logos

### **Proposed timeline**

Note this proposed timeline is based on assumptions that cannot yet be confirmed. The timeline is also only a proposal, in your application please indicate how long you would need to complete required tasks and the timeline can be adjusted as needed.

- Applications must be submitted by **5:00pm Eastern on September 22, 2023.**
- Proposals will then be evaluated winning bidder will be notified by **September 26, 2023;** bidders not selected will be notified by **October 8, 2023.**
- Contract with NACCHO will be completed by **October 6, 2023,** at the latest.
- The kick-off meeting (in-person or via teleconference) should take place in October. Final design concept and product layout should be completed by **October 30.**
- Data and text for the main PDF report will be provided by **October 30.**
- Report drafts should be provided to NACCHO approximately weekly.
- Final report should be completed by **December 5.**

### **Method of payment**

NACCHO can structure the contract as a fixed fee contract or as a time and materials contract with a not-to-exceed limit. Bidders should indicate which structure they prefer. NACCHO will negotiate a payment schedule (with up to 3 payments) with the selected contractor. Please note that NACCHO reserves the right to make changes to the project timeline and payment schedule if necessary.

All contractual terms and conditions will be subject to review by NACCHO's finance department and will include scope, budget, schedule, and other necessary items pertaining to the project. As indicated above, the selected contractor will need to accept NACCHO's standard contract provisions (a copy has been included in Appendix A).

## Proposal Response Format

To be considered for this project, proposal narrative must outline the following content:

- **Organization background, Qualifications, Experience, and Representative works (attachment):** Describe your organization mission and structure and explain why your organization qualifies to be responsive to the requirements of this RFP. Describe your organizational and staff qualifications and experience providing similar goods or services, as required in this RFP. Include key personnel resumes.
- **Project proposal:** Describe how you would recommend formatting the electronic-only main report to share findings clearly and minimize formatting costs. Include what format you would prefer to receive the content (figures and text) for both reports.
- **Budget proposal:** Provide a line item budget that clearly outlines the dollar amount and narrative cost justification for each line item. Provide an estimate for producing both the electronic-only report and Profile highlights report, as well as estimates for completing each product individually. Provide an estimate for the print management of the Profile highlights report.
- **Attachments:** Please include the following attachments with your application:
  - Examples of previous work: Provide up to three examples of previous work that demonstrates the capability to produce the work outline in the scope of work. Hyperlinks to previous work and online samples are acceptable.
  - Documentation that you have read and accept NACCHO's contract provisions (included in Appendix A).
  - Vendor information form: Complete the form in Appendix B and submit with application. This information will be used only in the event that the submitting agency is selected and engages in a contract with NACCHO.

## Selection Criteria

Applications will be reviewed by NACCHO's Profile Team. The following criteria will be used to evaluate proposals: Overall proposal suitability; prior experience working with NACCHO; knowledge of NACCHO's values, mission, brand, and style; quality of prior experience and existing design portfolio of similar publications; ability to complete work within reasonable timeframe; ability to accept the terms of NACCHO's standard contract for professional services; and value and cost proposed.

## Selection Criteria

The proposal narrative must outline the following content:

- A. **Cover Letter (10 points)**
- B. **Organization Background, Qualifications, Experience, and Representative works (60 points)**
- C. **Project Proposal (10 points)**
- D. **Budget Proposal (20 points)** – In the table below, provide a line item budget, that clearly outlines the \$\$ amount, % of total budget, and a narrative cost justification for each line item. [Budget Template](#)

### Allowable Expenses

Funds may not be used for equipment purchases. Per HHS requirements, funds awarded under this RFP are prohibited from being used to pay the direct salary of an individual at a rate in excess of the current Federal Executive Schedule Level II salary cap.

The following items are not allowable expenses:

- Alcoholic Beverages
  - Bad Debts
  - Contributions and donations
  - Entertainment Costs
  - Fines and penalties
  - Goods and services for personal use
  - Lobbying
  - Losses on other awards>
- **Respond to the following two questions at the end of the budget narrative:**
    - Do you have a prior experience in Federal Contracting?
    - Have you completed a Single Audit?

<b>A. COVER LETTER/ CONTACT INFORMATION</b>
<b>Coalition Name</b>
<b>Street Address</b>
<b>City/State/Territory</b>
<b>Lead project contact</b> ( <i>agency-designated project contact for all matters pertaining to the project</i> ): Name Email Phone
<b>Lead finance contact</b> ( <i>agency-designated finance contact for all matters pertaining to processing contracts and invoices</i> ): Name Email Phone

**Contact List for Core Team:** The three to six persons core planning team– these partners should be actively engaged to achieve the goals. *\*Note can include more than one person for each category.*

Name	Title	Organization	Email	Phone

**B. Organization Background, Qualifications, Experience, and Representative Works**

**C. Budget Proposal**

- I. Attach completed budget template
- II. Attach completed budget narrative template

**D. RESPONSE TO DRAFT CONTRACT**

Selected applicant(s) will enter into an agreement with NACCHO. Draft agreements for are available in Attachments \_\_\_\_\_. Review the agreement’s terms and conditions—including provisions related to publications; acknowledgement of federal support; copyright interests; conference, meeting, and seminar materials; and logo use for conference and other materials—with your contracts officer and confirm that if selected, you will be prepared to enter into the agreement with NACCHO or identify and include any proposed changes with your proposal application. NACCHO reserve the right to accept or decline any proposed changes to the terms and conditions. Significant proposed changes, which could affect the agreement’s timely execution, may impact your selection as a successful applicant.

## Submission Instructions

Final response to this RFP should be submitted by **5:00pm Eastern on September 22, 2023.**

Applications for the project should use single-spaced, Times New Roman, 12-point font, with 1” margins. Applicants should:

1. Review the requirements and expectations outlined in this RFP.
2. Read NACCHO’s standard contract (Appendix A) and provide a copy to the individual with signing authority for the LHD (or entity that would be contracting with NACCHO, e.g., city government), including any relevant financial or legal offices for advanced consideration. Selected LHDs must agree to the contract language and be able to sign and return a contract to NACCHO within approximately 30 days of receiving it. No modifications will be made.
3. The submitted application must include the following items to be deemed completed:
  - A cover page that contains the information outlined below
  - Anticipated budget ([template provided](#)) and budget narrative.
  - Completed [Vendor Information Form](#) (Appendix C), [W-9](#), [Certification of Non-Debarment](#), and [FFATA data collection form](#) (templates provided).
4. Applications should be emailed to Kellie Hall, Lead Analyst-Evaluation & Data Communications (khal@naccho.org) & Tim McCall, Director of Research (tmccall@naccho.org) in one e-mail by **5:00pm Eastern on September 22, 2023.** Submissions after this deadline will not be considered. Please use the subject line “2022 Profile Report Proposal.”
5. NACCHO will confirm receipt of all applications within two business days, however, confirmation of receipt does not guarantee verification of completeness.



## Appendices

### Appendix A: Copy of NACCHO's contract provisions

NACCHO CONTRACT # 2022- \_\_\_\_\_

#### CONTRACTOR AGREEMENT

This Contractor Agreement is entered into, effective as of the date of the later signature indicated below, by and between the **National Association of County and City Health Officials** (hereinafter referred to as "NACCHO"), with its principal place of business at 1201 (I) Eye Street NW 4th Fl., Washington, DC 20005, and *[insert name of Contractor]* (hereinafter referred to as "Contractor"), with its principal place of business at *[insert mailing address of Contractor]*.

WHEREAS, NACCHO wishes to hire Contractor to provide certain goods and/or services to NACCHO;

WHEREAS, Contractor wishes to provide such goods and/or services to NACCHO;

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties, intending to be legally bound, do hereby agree as follows:

#### ARTICLE I: SPECIAL PROVISIONS

1. PURPOSE OF AGREEMENT: Contractor agrees to provide the goods and/or services to NACCHO to enhance the programmatic activities of \_\_\_\_\_ GRANT # \_\_\_\_\_, CFDA # \_\_\_\_\_, as described in Attachment I. The terms of Attachment I shall be incorporated into this Agreement as if fully set forth herein. Contractor shall act at all times in a professional manner consistent with the standards of the industry.

2. TERM OF AGREEMENT: The term of the Agreement shall begin on *(insert date)* and shall continue in effect until *(insert date)*, unless earlier terminated in accordance with the terms herein. Expiration of the term or termination of this Agreement shall not extinguish any rights or obligations of the parties that have accrued prior thereto. The term of this Agreement may be extended by mutual agreement of the parties.

3. PAYMENT FOR SERVICES: In consideration for professional services to be performed, NACCHO agrees to pay Contractor an amount not to exceed \$ #####.00 *(enter amount to be paid, either as a flat rate or hourly rate. You should also insert here the time schedule on which the consultant will be paid)*. All payments will be made within 30 days of receipt of invoice(s) from Contractor and following approval by NACCHO for approved services, as outlined on Attachment I. **Three** invoices must be submitted as follows:

Invoice No.	Amount	Deliverable	Due date
Invoice I			
Invoice II			
Invoice III			

*(insert time increment). (May be "monthly" or after completion of specific activities, etc. The fewer payment invoices to process the better and the more you can pay later the better!).*

NACCHO award number must be included on all invoices. Unless otherwise expressly stated in this Agreement, all amounts specified in, and all payments to be made under, this Agreement shall be in United States Dollars. The parties agree that payment method shall be made by check, via postage-paid first class mail, at the address for *the giving of notices as set forth in Section 23* of this Agreement. Any changes of payment method would require a modification signed by both parties. **The final invoice must be received by NACCHO no later than 15 days after the end date of the Agreement. Contractor will be given an opportunity to revise as needed but the final revised invoice must be received no later than 30 days after the end date of the Agreement. NACCHO will not accept any invoices past 30 days of the end date of the Agreement.**

## ARTICLE II: GENERAL PROVISIONS

1. INDEPENDENT CONTRACTOR: Contractor shall act as an independent contractor, and Contractor shall not be entitled to any benefits to which NACCHO employees may be entitled.
2. PAYMENT OF TAXES AND OTHER LEVIES: Contractor shall be exclusively responsible for reporting and payment of all income tax payments, unemployment insurance, worker's compensation insurance, social security obligations, and similar taxes and levies.
3. LIABILITY: All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the Contractor in the performance of this agreement shall be the responsibility of the Contractor, and not the responsibility of NACCHO, if the liability, loss, or damage is caused by, or arises out of, the actions of failure to act on the part of the Contractor, any subcontractor, anyone directly or indirectly employed by the Contractor.

All liability to third parties, loss, or damage as result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by NACCHO in the performance of this agreement shall be the responsibility of NACCHO, and not the responsibility of the Contractor, if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any NACCHO employee.

In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the Contractor and NACCHO in fulfillment of their responsibilities under this agreement, such liability, loss, or damage shall be borne by the Contractor and NACCHO in relation to each party's responsibilities under these joint activities.

4. REVISIONS AND AMENDMENTS: Any revisions or amendments to this Agreement must be made in writing and signed by both parties.
5. ASSIGNMENT: Without prior written consent of NACCHO, Contractor may not assign this Agreement nor delegate any duties herein.

6. CONTINGENCY CLAUSE: This Agreement is subject to the terms of any agreement between NACCHO and its Primary Funder and in particular may be terminated by NACCHO without penalty or further obligation if the Primary Funder terminates, suspends or materially reduces its funding for any reason. Additionally, the payment obligations of NACCHO under this Agreement are subject to the timely fulfillment by the Primary Funder of its funding obligations to NACCHO.
7. INTERFERING CONDITIONS: Contractor shall promptly and fully notify NACCHO of any condition that interferes with, or threatens to interfere with, the successful carrying out of Contractor's duties and responsibilities under this Agreement, or the accomplishment of the purposes thereof. Such notice shall not relieve Contractor of said duties and responsibilities under this Agreement.
8. OWNERSHIP OF MATERIALS: Contractor hereby transfers and assigns to NACCHO all right, title and interest (including copyright rights) in and to all materials created or developed by Contractor pursuant to this Agreement, including, without limitation, reports, summaries, articles, pictures and art (collectively, the "Materials") (subject to any licensed third-party rights retained therein). Contractor shall inform NACCHO in writing of any third-party rights retained within the Materials and the terms of all license agreements to use any materials owned by others. Contractor understands and agrees that Contractor shall retain no rights to the Materials and shall assist NACCHO, upon reasonable request, with respect to the protection and/or registrability of the Materials. Contractor represents and warrants that, unless otherwise stated to NACCHO in writing, the Materials shall be original works and shall not infringe or violate the rights of any third party or violate any law. The obligations of this paragraph are subject to any applicable requirements of the Federal funding agency.
9. RESOLUTION OF DISPUTES: The parties shall use their best, good faith efforts to cooperatively resolve disputes and problems that arise in connection with this Agreement. Both parties will make a good faith effort to continue without delay to carry out their respective responsibilities under the Agreement while attempting to resolve the dispute under this section. If a dispute arises between the parties that cannot be resolved by direct negotiation, the dispute shall be submitted to a dispute board for a nonbinding determination. Members of the dispute board shall be the Director or Chief Executive Officer of the Contractor, the Chief Executive Officer of NACCHO, and the Senior Staff of NACCHO responsible for this Agreement. The costs of the dispute board shall be paid by the Contractor and NACCHO in relation to the actual costs incurred by each of the parties. The dispute board shall timely review the facts, Agreement terms and applicable law and rules, and make its determination. If such efforts fail to resolve the differences, the disputes will be submitted to arbitration in the District of Columbia before a single arbitrator in accordance with the then current rules of the American Arbitration Association. The arbitration award shall be final and binding upon the parties and judgment may be entered in any court of competent jurisdiction.
10. TERMINATION: Either party may terminate this Agreement upon at least fifteen (15) days prior written notice to the other party. NACCHO will pay Contractor for services rendered through the date of termination.
11. ENTIRE AGREEMENT: This Agreement contains all agreements, representations, and understandings of the parties regarding the subject matter hereof and supersedes and

replaces any and all previous understandings, commitments, or agreements, whether oral or written, regarding such subject matter.

12. PARTIAL INVALIDITY: If any part, term, or provision of this Agreement shall be held void, illegal, unenforceable, or in conflict with any law, such part, term or provision shall be restated in accordance with applicable law to best reflect the intentions of the parties and the remaining portions or provisions shall remain in full force and effect and shall not be affected.

13. GOVERNING LAW: This Agreement shall be governed by and construed in accordance with the laws of the District of Columbia (without regard to its conflict of law's provisions).

14. ADDITIONAL FUNDING: Unless prior written authorization is received from NACCHO, no additional funds will be allocated to this project for work performed beyond the scope specified or time frame cited in this Agreement.

15. REMEDIES FOR MISTAKES: If work that is prepared by the Contractor contains errors or misinformation, the Contractor will correct error(s) within five business days. The Contractor will not charge NACCHO for the time it takes to rectify the situation.

16. COMPLIANCE WITH FEDERAL LAWS AND REGULATIONS: Contractor's use of funds under this Agreement is subject to the directives of and full compliance with 2 CFR Part 200 (Uniform Administrative Requirements, Costs Principles, and Audit Requirements for Federal Awards), and 45 C.F.R. Part 75 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards), It is the Contractor's responsibility to understand and comply with all requirements set forth therein.

17. EQUAL EMPLOYMENT OPPORTUNITY: Pursuant to 2 CFR 200 Subpart D , Contractor will comply with E.O. 11246, "Equal Employment Opportunity," as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and as supplemented by regulations at 41 C.F.R. part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

18. DEBARRED OR SUSPENDED CONTRACTORS: Pursuant to Executive Order 12549 and Executive Order 12689 entitled "Debarment and Suspension" and 2 CFR 180, Organization certifies to the best of its knowledge that it is not presently debarred or suspended and will execute no subcontract with parties listed on the General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement Programs.

19. LOBBYING RESTRICTIONS AND DISCLOSURES: Pursuant to 2 CFR 200 Subpart E, Contractor hereby certifies to NACCHO that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Contractor will also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.

20. SALARY LIMITATION: Pursuant to CDC Additional Requirement – 32: Appropriation Act, General Provisions, cap on Salaries (Division H, Title II, General Provisions, Sec. 202): None of the funds appropriated in this Agreement shall be used to pay the salary of an individual, through a grant or other extramural mechanism, at a rate in excess of Executive Level II. Note: The salary rate limitation does not restrict the salary that an organization may pay an individual working under an HHS contract or order; it merely limits the portion of that salary that may be paid with federal funds.

21. COMPLIANCE WITH FEDERAL ENVIRONMENTAL REGULATIONS: Pursuant to 2 CFR 200 Subpart F , Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.).

22. WHISTLEBLOWER PROTECTION: Pursuant to 41 U.S.C. 4712 employees of a contractor, subcontractor, or subrecipient will not be discharged, demoted, or otherwise discriminated against as reprisal for “whistleblowing.”

23. EXECUTION AND DELIVERY: This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same Agreement. The counterparts of this Agreement and all Ancillary Documents may be executed and delivered by facsimile or electronic mail by any of the parties to any other party and the receiving party may rely on the receipt of such document so executed and delivered by facsimile or electronic mail as if the original had been received.

24. NOTICE: All notices, including invoices, required to be delivered to the other party pursuant to this Agreement shall be in writing and shall be sent via facsimile, with a copy sent via US mail, postage prepaid, to the parties at the addresses set forth below. Either party may send a notice to the other party, pursuant to this provision, to change the address to which notices shall be sent.

FOR NACCHO:

National Association of County and City  
Health Officials  
Attn: \_\_\_\_\_  
[Name of Program Staff]  
1201 (I) Eye Street NW 4th Fl.,  
Washington, DC 20005  
Tel. (202) \_\_\_\_\_  
Fax (202) 783-1583  
Email: \_\_\_\_\_@naccho.org

With a copy to:  
National Association of County and City  
Health Officials  
Attn: Ade Hutapea, LL.M., CFCM, CCCM  
Director, Contracts  
1201 (I) Eye Street NW 4th Fl.,  
Washington, DC 20005  
Tel. (202) 507-4272  
Fax (202) 783-1583  
Email: [ahutapea@naccho.org](mailto:ahutapea@naccho.org)

FOR CONTRACTOR:

*(Name and address of Contractor's Contract Officer  
or Designee, including telephone and fax.)*

IN WITNESS WHEREOF, the persons signing below warrant that they are duly authorized to sign for and on behalf of, the respective parties.

AGREED AND ACCEPTED AS ABOVE:

**NACCHO:**

**CONTRACTOR:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Jerome Chester \_\_\_\_\_

Name: \_\_\_\_\_

Title: Chief Financial Officer \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID No.: \_\_\_\_\_

DUNS No.: \_\_\_\_\_

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