

**ATTACHMENT 1
MINIMUM QUALIFICATIONS
RFP 116591 O3**

If Bidder meets the minimum requirements as outlined in this RFP under Section (V) MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE AND/OR CAPABILITIES, please complete this form and include in the Appendix section of your RFP response. Fill in your company name in the two areas highlighted below, sign and date.

I have read and understand the MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE AND/OR CAPABILITIES requirements specified in section V. of the RFP, which read:

MINIMUM ESSENTIAL QUALIFICATIONS, EXPERIENCE, AND/OR CAPABILITIES:

DHHS is seeking a contractor with the following minimum qualifications, experience and/or capabilities to be deemed responsible and eligible for evaluation. If your company does not meet and/or exceed **all** essential qualifications listed herein, your company is advised to not proceed with preparing and submitting an RFP response to this solicitation.

Confirmation that your company has read, understands, and meets the minimum qualifications, experience and/or capabilities is to be included in your proposal submission – see **Attachment 1**. Complete the form and include in a PDF copy in the proper areas of the RFP response as requested in the submission instructions outlined in Section (VI). Failure to include a signed Attachment 1 in your proposal submission shall result in the proposal being deemed as “Non-Responsive” and disqualified from consideration. Meeting the minimum essential qualifications, experience and/or capabilities are required elements to be deemed responsible and eligible for evaluation.

1. Successful experience in dispersing dollars funded by the American Rescue Plan Act (ARPA), Coronavirus Response and Relief Supplemental Appropriations (CRRSA) Act and Coronavirus Aid, Relief, and Economic Security (CARES) Act;
2. Five (5) years experience and expertise in optimizing federal funding with an enhanced knowledge in the Child Care and Development Fund block grant;
3. Must have successful application and documentation methods that will assist in efficient and accurate distribution of grant funding to qualified applicants; and
4. Bidder has the capability to perform the primary functions of this project.

I declare that [Company Name] meets all said requirements.

[Company Name] was identified as the Contractor/Provider contractually responsible in contract agreements performing all the requirements as listed in the above referenced section of the RFP.

Further, our company understands and agrees that this form does not represent or replace any other submissions requested under section (VI)(1)(h) through (j) for EXPERIENCE, PROPOSED STAFF MANAGEMENT APPROACH AND SUBCONTRACTORS for the evaluation. The sole purpose of this form is to declare our company meets the minimum requirements for acting in the capacity of the responsible party and to ascertain our company, regardless of sub-contractors and former experience of employees, is eligible for consideration in this RFP process.

I am an authorized signer to make this proclamation.

Authorized Company Representative