



STATE OF NORTH CAROLINA

Isothermal Community College

Request for Proposal: # 2526-01

Insurance Brokerage and Risk Management Services

Date of Issue: February 24, 2026

Proposal Opening Date: March 24, 2026

At 2:00 PM ET

Direct all inquiries concerning this RFP to:

Heather Maples

Purchaser/Equipment Coordinator

Email: hmaples@isothermal.edu

Phone: 828-395-1451



STATE OF NORTH CAROLINA

Request for Proposal

2526-01

For internal State agency processing, including tabulation of proposals, provide your company's eVP (Electronic Vendor Portal) Number. Pursuant to G.S. 132-1.10(b) this identification number shall not be released to the public. **This page will be removed and shredded, or otherwise kept confidential**, before the procurement file is made available for public inspection.

**This page shall be filled out and returned with your proposal.
Failure to do so may subject your proposal to rejection.**

Vendor Name

Vendor eVP#

Note: For a contract to be awarded to you, your company (you) must be a North Carolina registered Vendor in good standing. You must enter the Vendor number assigned through eVP (Electronic Vendor Portal). If you do not have a Vendor number, register at <https://evp.nc.gov/SignIn>

Electronic responses ONLY will be accepted for this solicitation.

**STATE OF NORTH CAROLINA
Isothermal Community College**

Refer <u>ALL</u> Inquiries regarding this RFP to: Heather Maples hmaples@isothermal.edu	Request for Proposal #: 2526-01
	Proposals will be publicly opened: March 24, 2026 @ 2:00 PM, ET
Using Agency: Isothermal Community College	Commodity No. and Description: 841315 – Insurance Service for Students, Property, and Possessions
Requisition No.: n/a	

EXECUTION

In compliance with this Request for Proposals (RFP), and subject to all the conditions herein, the undersigned Vendor offers and agrees to furnish and deliver any or all items upon which prices are bid, at the prices set opposite each item within the time specified herein.

By executing this proposal, the undersigned Vendor understands that false certification is a Class I felony and certifies that:

- this proposal is submitted competitively and without collusion (G.S. 143-54),
- none of its officers, directors, or owners of an unincorporated business entity has been convicted of any violations of Chapter 78A of the General Statutes, the Securities Act of 1933, or the Securities Exchange Act of 1934 (G.S. 143-59.2), and
- it is not an ineligible Vendor as set forth in G.S. 143-59.1.

Furthermore, by executing this proposal, the undersigned certifies to the best of Vendor’s knowledge and belief, that:

- it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal or State department or agency.

As required by G.S. 143-48.5, the undersigned Vendor certifies that it, and each of its sub-Contractors for any Contract awarded as a result of this RFP, complies with the requirements of Article 2 of Chapter 64 of the NC General Statutes, including the requirement for each employer with more than 25 employees in North Carolina to verify the work authorization of its employees through the federal E-Verify system.

As required by Executive Order 24 (2017), the undersigned vendor certifies will comply with all Federal and State requirements concerning fair employment and that it does not and will not discriminate, harass, or retaliate against any employee in connection with performance of any Contract arising from this solicitation.

G.S. 133-32 and Executive Order 24 (2009) prohibit the offer to, or acceptance by, any State Employee associated with the preparing plans, specifications, estimates for public contracts; or awarding or administering public contracts; or inspecting or supervising delivery of the public contract of any gift from anyone with a contract with the State, or from any person seeking to do business with the State. By execution of this response to the RFP, the undersigned certifies, for Vendor’s entire organization and its employees or agents, that Vendor is not aware that any such gift has been offered, accepted, or promised by any employees of your organization.

By executing this proposal, Vendor certifies that it has read and agreed to the **INSTRUCTION TO VENDORS** and the **NORTH CAROLINA GENERAL TERMS AND CONDITIONS incorporated herein**. These documents can be accessed from the ATTACHMENTS page within this document.

Failure to execute/sign proposal prior to submittal may render proposal invalid and it MAY BE REJECTED. Late proposals shall not be accepted.

COMPLETE/FORMAL NAME OF VENDOR:		
STREET ADDRESS:	P.O. BOX:	ZIP:
CITY & STATE & ZIP:	TELEPHONE NUMBER:	TOLL FREE TEL. NO:
PRINCIPAL PLACE OF BUSINESS ADDRESS IF DIFFERENT FROM ABOVE (SEE INSTRUCTIONS TO VENDORS ITEM #21):		
PRINT NAME & TITLE OF PERSON SIGNING ON BEHALF OF VENDOR:		
VENDOR’S AUTHORIZED SIGNATURE*:	DATE:	EMAIL:

Proposal Number: 2526-01

Vendor: _____

VALIDITY PERIOD

Offer shall be valid for at least 120 days from date of bid opening, unless otherwise stated here: _____ days, or if extended by mutual agreement of the parties in writing. Any withdrawal of this offer shall be made in writing, effective upon receipt by the agency issuing this RFP.

ACCEPTANCE OF PROPOSAL

If your proposal is accepted, all provisions of this RFP, along with the written results of any negotiations, shall constitute the written agreement between the parties ("Contract"). The NORTH CAROLINA GENERAL TERMS AND CONDITIONS are incorporated herein and shall apply. Depending upon the Goods or Services being offered, other terms and conditions may apply, as mutually agreed.

FOR STATE USE ONLY: Offer accepted and Contract awarded this _____ day of _____, 20____, as indicated on

The attached certification, by _____.

(Authorized Representative of Isothermal Community College)

Contents

1.0 PURPOSE AND BACKGROUND5

2.0 GENERAL INFORMATION6

2.1 REQUEST FOR PROPOSAL DOCUMENT6

2.2 E-PROCUREMENT FEE6

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS6

2.4 RFP SCHEDULE6

2.5 PRE-PROPOSAL CONFERENCE6

2.6 PROPOSAL QUESTIONS7

2.7 PROPOSAL SUBMITTAL7

2.8 PROPOSAL CONTENTS8

2.9 ALTERNATE PROPOSALS8

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS8

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS9

3.1 METHOD OF AWARD9

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION9

3.3 PROPOSAL EVALUATION PROCESS9

3.4 EVALUATION CRITERIA.....10

3.5 PERFORMANCE OUTSIDE THE UNITED STATES.....11

3.6 INTERPRETATION OF TERMS AND PHRASES.....11

4.0 REQUIREMENTS11

4.1 **PRICING**.....11

4.3 **HUB PARTICIPATION**12

4.4 **VENDOR EXPERIENCE**.....12

4.5 **REFERENCES**.....13

4.6 **BACKGROUND CHECKS**.....13

4.7 **PERSONNEL**.....13

4.8 **VENDOR’S REPRESENTATIONS**.....14

4.9 **AGENCY INSURANCE REQUIREMENTS MODIFICATION**14

4.10 **SUBCONTRACTORS**.....14

4.11 **SECRETARY OF STATE REGISTRATION**14

5.0 **SPECIFICATIONS AND SCOPE OF WORK**15

5.1 **GENERAL**.....15

5.3 **TECHNICAL APPROACH**16

6.0 CONTRACT ADMINISTRATION.....17

6.1 **INVOICES**17

6.2 CONTINUOUS IMPROVEMENT17

6.3 ACCEPTANCE OF WORK.....17

6.4 TRANSITION ASSISTANCE17

6.5 DISPUTE RESOLUTION18

6.6 CONTRACT CHANGES18

7.0 ATTACHMENTS.....20

ATTACHMENT B: INSTRUCTIONS TO VENDORS21

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS 21

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION 21

ATTACHMENT E: CUSTOMER REFERENCE FORM 21

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR..... 21

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION..... 21

ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING 21

1.0 PURPOSE AND BACKGROUND

Isothermal Community College (ICC) is requesting proposals from qualified and experienced insurance brokerage firms to provide comprehensive brokerage and risk management services for the College’s property and casualty insurance programs. The selected firm shall assist ICC in securing cost effective and comprehensive coverage, ensuring compliance with applicable regulations, supporting claims management, and providing proactive risk management services.

ICC requires a Broker with experienced personnel capable of providing a wide range of services, including insurance market placement, policy review and recommendations, claims advocacy, risk control services, benchmarking, renewal strategy development, and strategic guidance on risk financing alternatives.

Coverage needs may include, but are not limited to:

- Property
- Inland Marine
- General Liability
- Automobile
- Garage/Garagekeepers Liability
- Umbrella/Excess Liability
- Sexual Misconduct
- Employment Practices Liability
- Public Officials Liability
- Educators Legal Liability / Directors & Officers
- Law Enforcement Liability
- Workers’ Compensation
- Crime
- Boiler & Machinery
- Flood
- Cyber Liability and Cyber Breach Response
- Pollution Liability
- Professional Liability
- Liquor Liability
- Other coverage as deemed necessary

Isothermal Community College (ICC) is a public, two-year community college located in Spindale, North Carolina. Established in 1964, ICC serves the residents of Rutherford and Polk counties, offering a variety of academic programs, workforce development opportunities, and community services. The College is committed to providing affordable and accessible education to a diverse student body, with programs in liberal arts, health sciences, business, technology, and more. ICC is dedicated to fostering student success, lifelong learning, and economic development in the region.

The intent of this solicitation is to award an agency contract.

The College reserves the right to select or reject any and all responses as a result of this Request for Proposal. The College is not liable for any costs incurred by any person or firm responding to this Request for Proposal.

1.1 CONTRACT TERM

The Contract shall have an initial term of one (1) year, beginning on the date of final Contract execution (the “Effective Date”).

At the end of the Contract’s initial term, the College shall have the option, in its sole discretion, to renew the Contract on the same terms and conditions for up to two (2) additional one-year terms. The College will give the Vendor written notice of its intent to exercise each option no later than thirty (30) days before the end of the Contract’s then-current term. In addition to any optional renewal terms, and with the Vendor’s concurrence, the College reserves the right to extend the Contract after the last active term.

Proposals shall be submitted in accordance with the terms and conditions of this RFP and any addenda issued hereto.

2.0 GENERAL INFORMATION

2.1 REQUEST FOR PROPOSAL DOCUMENT

This RFP is comprised of the base RFP document, any attachments, and any addenda released before Contract award, which are incorporated herein by reference.

2.2 E-PROCUREMENT FEE

ATTENTION: The E-Procurement fee may apply to this solicitation. See the paragraph entitled ELECTRONIC PROCUREMENT of the North Carolina General Terms and Conditions.

General information on the E-Procurement Services can be found at: <http://eprourement.nc.gov/>.

2.3 NOTICE TO VENDORS REGARDING RFP TERMS AND CONDITIONS

It shall be the Vendor’s responsibility to read the Instructions to Vendors, the North Carolina General Terms and Conditions, all relevant exhibits and attachments, and any other components made a part of this RFP and comply with all requirements and specifications herein. Vendors are also responsible for obtaining and complying with all Addenda and other changes that may be issued in connection with this RFP.

If Vendors have questions or issues regarding any component of this RFP, those must be submitted as questions in accordance with the instructions in the PROPOSAL QUESTIONS Section. If the State determines that any changes will be made as a result of the questions asked, then such decisions will be communicated in the form of an RFP addendum. The State may also elect to leave open the possibility for later negotiation of specific provisions of the Contract that have been addressed during the question-and-answer period, prior to contract award.

Other than through the process of negotiation under 01 NCAC 05B.0503, the State rejects and will not be required to evaluate or consider any additional or modified terms and conditions submitted with Vendor’s proposal or otherwise. This applies to any language appearing in or attached to the document as part of the Vendor’s proposal that purports to vary any terms and conditions or Vendors’ instructions herein or to render the proposal non-binding or subject to further negotiation. Vendor’s proposal shall constitute a firm offer that shall be held open for the period required herein (“Validity Period” above).

The State may exercise its discretion to consider Vendor proposed modifications. By execution and delivery of this RFP Response, the Vendor agrees that any additional or modified terms and conditions, whether submitted purposely or inadvertently, shall have no force or effect, and will be disregarded unless expressly agreed upon through negotiation and incorporated by way of a Best and Final Offer (BAFO). Noncompliance with, or any attempt to alter or delete, this paragraph shall constitute sufficient grounds to reject Vendor’s proposal as nonresponsive.

2.4 RFP SCHEDULE

The table below shows the intended schedule for this RFP. The College will make every effort to adhere to this schedule.

Event	Responsibility	Date and Time
Issue RFP	College	February 24, 2026
Hold Pre-Proposal Meeting/Site Visit	College	March 10, 2026 @ 10:00 AM, ET
Deadline to Submit Written Questions	Vendor	March 11, 2026 @ 2:00 PM, ET
Provide Response to Questions	College	March 13, 2026
Proposal Due Date and Time	Vendor	March 24, 2026 @ 2:00 PM, ET
Contract Award	College	TBD

2.5 PRE-PROPOSAL CONFERENCE

Vendors are cautioned that any information released to attendees during the pre-proposal conference, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP.

Urged and Cautioned Pre-Proposal Conference

Date: March 10, 2026

Proposal Number: 2526-01

Vendor: _____

Time: 10:00 AM, Eastern Time
Location: Isothermal Community College
Business Sciences Building
Conference Room 15 (Blue Room)
286 ICC Loop Road
Spindale, NC 28160
Contact #: Heather Maples – 828.395.1451

Instructions: Vendor representatives are URGED and CAUTIONED to visit the site and appraise themselves of the conditions and requirements which will affect the performance of the work called for by this RFP. A non-mandatory site visit is scheduled for this RFP. Submission of a proposal shall constitute sufficient evidence of this compliance, and no allowance will be made for unreported conditions which a prudent Vendor would recognize as affecting the performance of the work called for in this RFP.

Vendor is cautioned that any information released to attendees during the site visit, other than that involving the physical aspects of the facility referenced above, and which conflicts with, supersedes, or adds to requirements in this RFP, must be confirmed by written addendum before it can be considered to be a part of this RFP and any resulting contract.

2.6 PROPOSAL QUESTIONS

Upon review of the RFP documents, Vendors may have questions to clarify or interpret the RFP in order to submit the best proposal possible. To accommodate the Proposal Questions process, Vendors shall submit any such questions by the “Submit Written Questions” date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum.

Written questions shall be emailed to hmaples@isothermal.edu by the date and time specified above. Vendors should enter “RFP # 2526-01 Questions” as the subject for the email. Question submittals should include a reference to the applicable RFP section and be submitted in the format shown below:

Reference	Vendor Question
RFP Section, Page Number	Vendor question ...?

Questions received prior to the submission deadline date, the State’s response, and any additional terms deemed necessary by the State will be posted in the form of an addendum to the electronic Vendor Portal (eVP), <https://evp.nc.gov>, and shall become an Addendum to this RFP. No information, instruction or advice provided orally or informally by any State personnel, whether made in response to a question or otherwise in connection with this RFP, shall be considered authoritative or binding. Vendors shall rely only on written material contained in the RFP and an addendum to this RFP.

2.7 PROPOSAL SUBMITTAL

IMPORTANT NOTE: This is an absolute requirement. Late bids, regardless of cause, will not be opened or considered, and will be automatically disqualified from further consideration. Vendor shall bear the sole risk of late submission due to unintended or unanticipated delay. It is the Vendor’s sole responsibility to ensure its proposal has been received as described in this RFP by the specified time and date of opening. The time and date of receipt will be marked on each proposal when received. Any proposal or portion thereof received after the proposal deadline will be rejected.

All proposal responses shall be submitted electronically via the electronic Vendor Portal (eVP). Additional information can be found at the eVP updates for Vendors link: <https://eprocurement.nc.gov/news-events/evp-updates-vendors>.

Attempts to submit a proposal via mail, courier, facsimile (FAX) machine, telephone or email in response to this RFP shall NOT be accepted.

This will be a One-Step proposal process:

Vendor’s proposal may contain both the Technical and Financial Proposal (ATTACHMENT A) submitted for evaluation in a single file.

If confidential and proprietary information is included in the proposal, also submit one (1) signed, REDACTED copy of the proposal. Such information may include trade secrets defined by N.C. Gen. Stat. § 66-152 and other information exempted from the Public Records Act pursuant to N.C. Gen. Stat. §132- 1.2. Vendor may designate information, Products, Services or

appropriate portions of its response as confidential, consistent with and to the extent permitted under the statutes and rules set forth above. By so redacting any page, or portion of a page, the Vendor warrants that it has formed a good faith opinion, having received such necessary or proper review by counsel and other knowledgeable advisors, that the portions determined to be confidential and proprietary and redacted as such, meet the requirements of the Rules and Statutes set forth above. However, under no circumstances shall price information be designated as confidential.

If the Vendor does not provide a redacted version of the proposal with its proposal submission, the Department may release an unredacted version if a record request is received.

Failure to submit a proposal in strict accordance with these instructions shall constitute sufficient cause to reject a Vendor's proposal(s). Vendors are strongly encouraged to allow sufficient time to upload proposals.

Critical updated information may be included in Addenda to this RFP. It is important that all Vendors responding to this RFP periodically check the State's eVP website for any Addenda that may be issued prior to the bid opening date. All Vendors shall be deemed to have read and understood all information in this RFP and all Addenda thereto.

2.8 PROPOSAL CONTENTS

Vendors shall populate all attachments of this RFP that require the Vendor to provide information and include an authorized signature where requested. Failure to provide all required items, or Vendor's submission of incomplete items, may result in the State rejecting Vendor's proposal, in the State's sole discretion.

Vendor RFP responses shall include the following items and attachments, which shall be arranged in the following order:

- a) Cover Letter, which must contain the following: (i) a statement that confirms that the proposer has read the RFP in its entirety, including all links, and all Addenda released in conjunction with the RFP, (ii) a statement that the Vendor agrees to perform in accordance with the scope of work, requirements, and specifications contained herein; and (iii) Vendor's agreement to comply with all instructions, terms and conditions, and attachments.
- b) Title Page: Include the company name, address, phone number and authorized representative along with the Proposal Number.
- c) Completed and signed version of all EXECUTION PAGES, along with the body of the RFP.
- d) Signed receipt pages of any addenda released in conjunction with this RFP, if required to be returned.
- e) Vendor's Proposal addressing all Specifications of this RFP
- f) Completed version of ATTACHMENT A: PRICING
- g) Completed version of ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION
- h) Completed version of ATTACHMENT E: CUSTOMER REFERENCE FORM
- i) Completed version of ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR
- j) Completed and signed version of ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION
- k) Completed and signed version of ATTACHMENT H: VENDOR REQUEST FOR E050 PRICE MATCHING

2.9 ALTERNATE PROPOSALS

Unless provided otherwise in this RFP, Vendor may submit alternate proposals for comparable Goods, various methods or levels of Service(s), or that propose different options. Alternate proposals must specifically identify the RFP requirements and advantage(s) addressed by the alternate proposal. Any alternate proposal, in addition to the marking described above, must be clearly marked with the legend: "Alternate Proposal #___ [for 'name of Vendor']". Each proposal must be for a specific set of Goods and Services and must include specific pricing. If a Vendor chooses to respond with various offerings, each must be offered with a separate price and be contained in a separate proposal document. Each proposal must be complete and independent of other proposals offered.

2.10 DEFINITIONS, ACRONYMS, AND ABBREVIATIONS

Relevant definitions for this RFP are provided in 01 NCAC 05A .0112 and in the Instructions to Vendors found below which are incorporated herein by this reference.

Local Support and Accessibility: For purposes of this Request for Proposal, local support and accessibility refer to the Offeror’s ability to provide timely, responsive, and knowledgeable service to the College, including direct access to qualified personnel familiar with higher education risks and the College’s insurance program.

3.0 METHOD OF AWARD AND PROPOSAL EVALUATION PROCESS

3.1 METHOD OF AWARD

North Carolina G.S. 143-52 provides a general list of criteria the State shall use to award contracts, as supplemented by the additional criteria herein. The Goods or Services being procured shall dictate the application and order of criteria; however, all award decisions shall be in the State’s best interest. All qualified proposals will be evaluated, and awards will be made to the Vendor(s) meeting the specific RFP Specifications and achieving the highest and best final evaluation, based on the criteria described below.

While the intent of this RFP is to award a Contract(s) to a single Vendor, the State reserves the right to make separate awards to different Vendors for one or more line items, to not award one or more line items or to cancel this RFP in its entirety without awarding a Contract, if it is considered to be most advantageous to the State to do so.

The State reserves the right to waive any minor informality or technicality in proposals received.

3.2 CONFIDENTIALITY AND PROHIBITED COMMUNICATIONS DURING EVALUATION

While this RFP is under evaluation, the responding Vendor, including any subcontractors and suppliers, is prohibited from engaging in conversations intended to influence the outcome of the evaluation. See Paragraph 29 of the Instructions to Vendors entitled COMMUNICATIONS BY VENDORS.

Each Vendor submitting a proposal to this RFP, including its employees, agents, subcontractors, suppliers, subsidiaries and affiliates, is prohibited from having any communications with any person inside or outside the using agency; issuing agency; other government agency office or body (including the procurement lead named above, any department secretary, agency head, members of the General Assembly and Governor’s office); or private entity, if the communication refers to the content of Vendor’s proposal or qualifications, the content of another Vendor’s proposal, another Vendor’s qualifications or ability to perform a resulting contract, and/or the transmittal of any other communication of information that could be reasonably considered to have the effect of directly or indirectly influencing the evaluation of proposals, the award of a contract, or both.

Any Vendor not in compliance with this provision shall be disqualified from evaluation and award. A Vendor’s proposal may be disqualified if its subcontractor and/or supplier engage in any of the foregoing communications during the time that the procurement is active (*i.e.*, the issuance date of the procurement until the date of contract award or cancellation of the procurement). Only those discussions, communications or transmittals of information authorized or initiated by the issuing agency for this RFP or inquiries directed to the procurement lead named in this RFP regarding requirements of the RFP (prior to proposal submission) or the status of the award (after submission) are excepted from this provision.

3.3 PROPOSAL EVALUATION PROCESS

RESPONSIVENESS: Upon receipt of all proposals, by the date and time specified in the RFP, the Procurement Office shall review all proposals for responsiveness to the proposal instructions. The College shall retain the right to consider any proposal as non-responsive based solely on its judgement that the proposal does not satisfactorily meet the criteria of the proposal instructions or the College’s Procurement Code. Those proposals found to be responsive shall be further evaluated by the Selection Committee.

The State will conduct a One-Step evaluation of Proposals:

Proposals will be received according to the method stated in the Proposal Submittal Section above.

All proposals must be received by the issuing agency not later than the date and time specified in the RFP SCHEDULE Section above, unless modified by Addendum. Vendors are cautioned that this is a request for offers, not an offer or request to contract, and the State reserves the unqualified right to reject any and all offers at any time if such rejection is deemed to be in the best interest of the State.

At the date and time provided in the RFP SCHEDULE Section above, unless modified by Addendum, the proposal from each responding Vendor will be opened publicly and all offers (except those that have been previously withdrawn, or voided bids) will be tabulated. The tabulation shall be made public at the time it is created. When negotiations after receipt of bids are authorized pursuant to G.S. 143-49 and 01 NCAC 05B.0503, only the names of offerors and the Goods and Services offered shall

be tabulated at the time of opening. If negotiation is anticipated, cost and price shall become available for public inspection at the time of the award. Interested parties are cautioned that these costs and their components are subject to further evaluation for completeness and correctness and therefore may not be an exact indicator of a Vendor’s pricing position.

At their option, the evaluators may request oral presentations or discussions with any or all Vendors for clarification or to amplify the materials presented in any part of the proposal. Vendors are cautioned, however, that the evaluators are not required to request presentations or other clarification—and often do not. Therefore, all proposals should be complete and reflect the most favorable terms available from the Vendor.

Upon completion of the evaluation process, the State will make award(s) based on the evaluation and post the award(s) to the State’s eVP website under the RFP number for this solicitation. Award of a Contract to one Vendor does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the State.

The State reserves the right to negotiate with one or more vendors, or to reject all original offers and negotiate with one or more sources of supply that may be capable of satisfying the requirement, and in either case to require Vendor to submit a Best and Final Offer (BAFO) based on discussions and negotiations with the State.

3.4 EVALUATION CRITERIA

In addition to the general criteria in G.S. 143-52 which may or may not be relevant to this RFP, all qualified proposals will be evaluated, and the award will be made based on the following criteria. The award will be made to the highest ranked, responsive, and responsible Offeror, whose proposal is determined to be the most advantageous to the College.

TECHNICAL – Total 85 points	
Demonstrated Insurance Brokerage Expertise and Higher Education Experience and Technical Approach (Section 5.2)	50 Points
Qualifications & Experience of Key Personnel (Section 4.4)	25 Points
References and Client Feedback	10 Points

COST – Total 10 points:

The proposal with the lowest cost will receive a score of 10. All other competing proposals will be assigned a portion of the maximum score using the formula:

$$10 \times \frac{\text{the cost of the lowest cost proposal}}{\text{the cost of the cost proposal being evaluated}}$$

INTERVIEWS – 5 Points Possible (If conducted):

Following completion of the initial technical and cost evaluation, the Selection Committee may, at its discretion, conduct interviews.

If interviews are conducted, a competitive range will be established. The competitive range shall include all Offerors whose initial total score (technical plus cost) is within five (5) points of the highest scored Offeror.

Only Offerors within the competitive range will be invited to participate in interviews.

The purpose of the interview is to allow Offerors within the competitive range to clarify elements of their proposal, respond to questions, and address any ambiguities identified by the Selection Committee. Interviews are not intended to permit material revisions to proposals unless requested by the College.

Interview scores (maximum five (5) points) will be added to the initial technical score of each interviewed Offeror. Cost scores will remain unchanged unless modified through authorized negotiations or a request for Best and Final Offers (BAFO).

Offerors not included in the competitive range will not be invited to interview and will retain their original technical and cost scores.

If interviews are not conducted, final rankings will be based solely on the initial technical and cost evaluation.

Any costs associated with the interview process shall be borne by the Offeror. Offerors selected for interviews will be notified of the date, time, and location of the interview.

3.5 PERFORMANCE OUTSIDE THE UNITED STATES

Vendor shall complete **ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR**. In addition to any other evaluation criteria identified in this RFP, the State may also consider, for purposes of evaluating proposed or actual contract performance outside of the United States, how that performance may affect the following factors to ensure that any award will be in the best interest of the State:

- a) Total cost to the State
- b) Level of quality provided by the Vendor
- c) Process and performance capability across multiple jurisdictions
- d) Protection of the State’s information and intellectual property
- e) Availability of pertinent skills
- f) Ability to understand the State’s business requirements and internal operational culture
- g) Particular risk factors such as the security of the State’s information technology
- h) Relations with citizens and employees
- i) Contract enforcement jurisdictional issues

3.6 INTERPRETATION OF TERMS AND PHRASES

This RFP serves two functions: (1) to advise potential Vendors of the parameters of the solution being sought by the State; and (2) to provide (together with other specified documents) the terms of the Contract resulting from this procurement. The use of phrases such as “shall,” “must,” and “requirements” are intended to create enforceable contract conditions. In determining whether proposals should be evaluated or rejected, the State will take into consideration the degree to which Vendors have proposed or failed to propose solutions that will satisfy the State’s needs as described in the RFP. Except as specifically stated in the RFP, no one requirement shall automatically disqualify a Vendor from consideration. However, failure to comply with any single requirement may result in the State exercising its discretion to reject a proposal in its entirety.

4.0 REQUIREMENTS

This Section lists the requirements related to this RFP. By submitting a proposal, the Vendor agrees to meet all stated requirements in this Section as well as any other specifications, requirements, and terms and conditions stated in this RFP. If a Vendor is unclear about a requirement or specification, or believes a change to a requirement would allow for the State to receive a better proposal, the Vendor is urged to submit these items in the form of a question during the question-and-answer period in accordance with the Proposal Questions Section above.

4.1 PRICING

Vendors shall submit pricing using Attachment A – Pricing. Pricing shall represent the total cost to Isothermal Community College for complete performance of all insurance brokerage and risk management services described in this RFP.

A. Primary Compensation Method (Required)

The selected Vendor shall be compensated solely through the annual flat fee proposed in response to this RFP. The Vendor shall not accept or receive commissions, overrides, contingent compensation, bonuses, fees, or any other remuneration from insurance carriers or third parties in connection with services provided under this Contract.

The proposed flat fee shall include all compensation for services required under this RFP, including but not limited to insurance marketing and placement, renewal negotiations, policy review, claims advocacy, risk management consultation, and ongoing advisory services. No additional compensation shall be permitted unless expressly identified in Attachment A – Pricing and approved in writing by the College.

B. Optional/Additional Services (if any)

Offerors shall identify any services **not included** in the flat fee and provide a clear description, fee, and frequency in Section 2: Additional Fees (if any) of Attachment A – Pricing. Examples may include:

- Specialized training programs
- Advanced risk modeling or benchmarking tools
- Enhanced cyber incident response services
- *If no additional fees apply, Vendor shall state "None".*

C. Pricing Submission Requirements

Offerors must:

- Complete Section 1: Flat Fee Proposal, including the term of the fee;
- Disclose any optional or additional services in Section 2: Additional Fees (if any); and
- Execute Section 3: Certification of No Commissions, certifying that no commissions, overrides, contingent compensation, or other carrier-paid remuneration will be accepted.
- Pricing information shall be submitted **only on Attachment A – Pricing** and shall not be included elsewhere in the proposal.

4.2 FINANCIAL STABILITY

As a condition of contract award, the Vendor must certify that it has the financial capacity to perform and to continue to perform its obligations under the Contract; that Vendor has no constructive or actual knowledge of an actual or potential legal proceeding being brought against Vendor that could materially adversely affect performance of this Contract; and that entering into this Contract is not prohibited by any contract, or order by any court of competent jurisdiction.

Each Vendor shall certify it is financially stable by completing ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION. The State is requiring this certification to minimize potential issues from contracting with a Vendor that is financially unstable. From the date of the Certification to the expiration of the Contract, the Vendor shall notify the State within thirty (30) days of any occurrence or condition that materially alters the truth of any statement made in this Certification. The Contract Manager may require annual recertification of the Vendor’s financial stability.

4.3 HUB PARTICIPATION

Pursuant to North Carolina General Statute G.S. 143-48, it is State policy to encourage and promote the use of small, minority, physically handicapped, and women contractors in purchasing Goods and Services. As such, this RFP will serve to identify those Vendors that are minority owned or have a strategic plan to support the State’s Historically Underutilized Business program by meeting or exceeding the goal of 10% utilization of diverse firms as 1st or 2nd tier subcontractors. Vendor shall complete ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION.

4.4 VENDOR EXPERIENCE

In its Proposal, Vendor shall demonstrate experience with public and/or private sector clients with similar or greater size and complexity to the State. Vendor shall provide information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person.

Broker Qualifications

- Broker shall be licensed by, and in good standing with, the State of North Carolina Department of Insurance.
- Maintain licenses for all necessary property & casualty insurance lines.
- Possess a minimum of five (5) years of experience providing brokerage services to higher education, public entities, or similar complex institutions.
- Broker shall be sufficiently experienced in property and casualty insurance and risk management services to provide expert, efficient, effective, and reliable services to the College.
- Broker shall have extensive and continuous relationships with the insurance markets necessary to provide the College with superior insurance alternatives that meet the College’s needs and are favorably priced relative to the risk and the current market.

- The broker shall maintain the highest integrity in business relationships and practices and shall make full and timely disclosure to the College of any conflicts of interest.
- The broker shall be insured for general liability, automobile liability, professional errors and omissions, and workers' compensation. The broker shall be responsible for all employer taxes and social security due to the state and federal governments. The broker shall be responsible for all funds handled by the broker on behalf of the College and shall carry a bond sufficient to cover any losses of this nature. Broker shall not sub-contract work without the prior written permission of ICC.
- Disclose any conflicts of interest and act in the best interest of ICC at all times.

4.5 REFERENCES

Vendor shall provide at least three (3) references, using ATTACHMENT E: CUSTOMER REFERENCE FORM, for which it has provided Services of similar size and scope to those proposed herein. References shall not be from the same company or from the soliciting State entity. In addition, Vendor shall provide references for and identify other government contracts it has received, for which your company has provided services of similar size and scope. The State shall contact these users to determine whether the Services provided are substantially similar in scope to those proposed herein and whether Vendor's performance has been satisfactory. The information obtained shall be considered in the evaluation of the Proposal.

4.6 BACKGROUND CHECKS

Any personnel or agent of Vendor performing Services under any Contract arising from this RFP may be required to undergo a background check at the expense of the Vendor, if so requested by the State.

Vendor and its personnel are required to provide or undergo background checks at Vendor's expense prior to beginning work with the State. As part of Vendor background, the following details must be provided to the State:

- Any **criminal felony conviction**, or conviction of any crime involving moral turpitude, including, but not limited to fraud, misappropriation, or deception, by Vendor, its officers or directors, or any of its employees or other personnel to provide Services on this project, of which Vendor has knowledge, or provide a statement that Vendor is aware of none;
- Any **criminal investigation** for any offense involving moral turpitude, including, but not limited to fraud, misappropriation, falsification, or deception pending against Vendor of which it has knowledge, or provide a statement Vendor is aware of none;
- Any **regulatory sanctions** levied against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies within the past three years or a statement that there are none. As used herein, the term "regulatory sanctions" includes the revocation or suspension of any license or certification, the levying of any monetary penalties or fines, and the issuance of any written warnings;
- Any **regulatory investigations** pending against Vendor or any of its officers, directors or its professional employees expected to provide Services on this project by any state or federal regulatory agencies of which Vendor has knowledge or a statement that there are none.
- Any **civil litigation**, arbitration, proceeding, or judgments pending against Vendor during the three (3) years preceding submission of its proposal herein or a statement that there is none.

Vendor's response to these requests shall be considered a continuing representation, and Vendor's failure to notify the State within thirty (30) days of any criminal litigation, investigation or proceeding involving Vendor or its then current officers, directors or persons providing Services under this Contract during its term shall constitute a material breach of contract. The provisions of this paragraph shall also apply to any subcontractor utilized by Vendor to perform Services under this Contract.

4.7 PERSONNEL

Vendor warrants that qualified personnel shall provide Services under this Contract in a professional manner. "Professional manner" means that the personnel performing the Services will possess the skill and competence consistent with the prevailing

business standards in the industry. Vendor will serve as the prime contractor under this Contract and shall be responsible for the performance and payment of all subcontractor(s) that may be approved by the State. Names of any third-party Vendors or subcontractors of Vendor may appear for purposes of convenience in Contract documents; and shall not limit Vendor’s obligations hereunder. Vendor will retain executive representation for functional and technical expertise as needed in order to incorporate any work by third party subcontractor(s).

Should the Vendor’s proposal result in an award, the Vendor shall be required to agree that it will not substitute key personnel assigned to the performance of the Contract without prior written approval by the Contract Lead. Vendor shall further agree that it will notify the Contract Lead of any desired substitution, including the name(s) and references of Vendor’s recommended substitute personnel. The State will approve or disapprove the requested substitution in a timely manner. The State may, in its sole discretion, terminate the Services of any person providing Services under this Contract. Upon such termination, the State may request acceptable substitute personnel or terminate the contract Services provided by such personnel.

4.8 VENDOR’S REPRESENTATIONS

If Vendor’s Proposal results in an award, Vendor agrees that it will not enter any agreement with a third party that may abridge any rights of the State under the Contract. If any Services, deliverables, functions, or responsibilities not specifically described in this solicitation are required for Vendor’s proper performance, provision and delivery of the Service and deliverables under a resulting Contract, or are an inherent part of or necessary sub-task included within such Service, they will be deemed to be implied by and included within the scope of the Contract to the same extent and in the same manner as if specifically described in the Contract. Unless otherwise expressly provided herein, Vendor will furnish all of its own necessary management, supervision, labor, facilities, furniture, computer and telecommunications equipment, software, supplies and materials necessary for the Vendor to provide and deliver the Services and/or other Deliverables.

4.9 AGENCY INSURANCE REQUIREMENTS MODIFICATION

A. Default Insurance Coverage from the General Terms and Conditions applicable to this Solicitation:

- Small Purchases
- Contract value in excess of the Small Purchase threshold, but up to \$1,000,000.00
- Contract value in excess of \$1,000,000.00

4.10 SUBCONTRACTORS

No portion of the work shall be subcontracted without prior written consent of the State. In the event that the Vendor desires to subcontract some part of the work specified herein, the Vendor shall furnish with their bid the names, qualifications, and experience of their proposed subcontractors. The Vendor shall, however, remain solely and fully liable and responsible for the work done by its subcontractor(s) and shall assure compliance with all the requirements and specifications of the contract.

4.11 SECRETARY OF STATE REGISTRATION

Prior to entering into a contract with the State, the awarded Vendor(s) must complete registration with the NC Secretary of State. Upon notification of award, the selected Vendor(s) must furnish evidence of filing within 10 business days. Failure to provide this documentation may result in the disqualification of the Vendor(s) bid from further consideration for the award. No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

No purchase orders shall be issued prior to confirmation of completed registration with the Secretary of State.

A contract award under the above-referenced solicitation, and the resulting purchase orders, will produce repeated orders and transactions in North Carolina and will constitute “transacting business” in the State, which requires a certificate of authority from the North Carolina Secretary of State as provided in G.S. §55-15-01 (corporations) or §57D-7-01 (LLCs). Please go to: <https://www.sosnc.gov/> to register.

Vendor registered with the North Carolina Secretary of State: Yes No

5.0 SPECIFICATIONS AND SCOPE OF WORK

5.1 GENERAL

The selected Broker will serve as ICC's insurance advisor and advocate, providing expertise, strategic planning, market leverage, claims support, and risk management services designed to minimize total cost of risk while maintaining adequate protection.

5.2 SCOPE OF SERVICES

A. Policy Review & Recommendations

The Broker Shall provide ongoing policy review and advisory services, including the following:

- **Comprehensive Insurance Program Review:**
 - Conduct an initial review of ICC's existing insurance program at the commencement of services and provide written recommendations to enhance coverage, reduce risk exposure, and optimize total cost of risk.
- **Ongoing Policy Evaluation:**
 - Review policies on an ongoing basis and identify coverage gaps, duplications, or emerging exposures, with recommendations communicated to the College as identified and at minimum annually in advance of renewal.
- **Continuity of Service:**
 - Provide continuity of service through a designated account manager and identified backup personnel responsible for day-to-day support and coordination of services.
- **Annual Renewal Guidance and Strategic Planning:**
 - Provide annual renewal strategy, including market conditions, recommended coverage changes, and planning timelines, at least sixty (60) days in advance of each policy renewal.

B. Procurement & Market Placement

The Broker Shall:

- Market ICC's insurance program to appropriate, financially stable insurance carriers.
- Prepare and issue submissions to carriers.
- Negotiate terms, pricing, deductibles, and coverage enhancements.
- Provide side-by-side comparative analyses of quotes.
- Provide recommendations with supporting justification.
- Evaluate and procure liquor liability coverage, including coverage for special events, third-party vendors, and College-sponsored or affiliated functions where alcohol is served.

C. Claims Assistance

The Broker Shall:

- Provide proactive claims advocacy as needed.
- Assist College personnel with filing and managing claims as needed.
- Monitor claim progress and provide status updates as needed.
- Support ICC in disputes with insurers as needed.

D. Risk Management & Loss Control

The Broker Shall:

- Assist ICC in identifying and mitigating risks.
- Provide recommendations to reduce total cost of risk.
- Provide access to risk management resources, including:
 - Risk assessments

- Safety training resources
- Cyber risk resources
- Contract review / risk transfer assistance
- Certificates of insurance support

5.3 TECHNICAL APPROACH

Offerors shall provide a detailed description of their technical approach to serving the College as Insurance Broker of Record. The response should demonstrate the firm's insurance brokerage expertise, experience with higher education institutions, and ability to provide responsive, high-quality services.

The technical approach should be presented in narrative and/or outline form and must address, at a minimum, the following:

A. Risk Assessment and Program Design

- Describe your approach to assessing and analyzing the College's risk exposures on an ongoing basis.
- Explain how you review existing insurance policies to identify strengths, gaps, and opportunities for improvement.
- Describe how you assist the College in designing and implementing insurance programs that ensure adequate coverage and risk mitigation.
- Describe how your firm assists higher education clients with cyber risk, privacy exposures, and evolving regulatory risks.
- Describe how loss control recommendations are tracked, prioritized, and followed up with the College.

B. Marketing and Placement Strategy

- Describe your process for preparing coverage specifications, marketing insurance programs, and soliciting competitive quotes.
- Explain how you analyze markets and present recommendations for each line coverage.
- Describe your approach to ensuring timely placement and renewal of coverage.
- Describe your experience placing and managing liquor liability coverage for higher education institutions, including special events, third-party vendors, and College-sponsored or affiliated functions.

C. Claims Management and Advocacy

- Describe the claims management services you provide, including reporting procedures, claims advocacy, and support during settlement negotiations.
- Explain how your firm assists clients when issues or disputes arise with insurers.

D. Service Team and Organizational Structure

- Identify the key personnel who will be assigned to the College's account, including their qualifications, relevant experience, and roles.
- Describe your firm's organizational structure and how responsibilities will be assigned.
- Identify the dedicated account manager and explain their level of oversight and availability.

E. Accessibility and Local Support

- Describe how the College will access brokerage services, including points of contact, availability of local support, and on-site or virtual engagement options.
- Describe expected response times for routine requests, urgent issues, and after-hours matters.
- Explain how urgent, time-sensitive, or emergent issues are escalated and managed to ensure continuity of coverage and timely resolution.

F. Higher Education Experience and Resources

- Describe your firm’s experience providing insurance brokerage services to higher education institutions or similar public entities.
- Include three examples of comparable clients and references. By submission of the references, you are authorizing ICC to contact these references.
- Describe any benchmarking, research, or data resources used to identify trends and best practices in higher education risk management.

G. Technology

- Describe how your firm uses technology, data, and information systems to improve client service, reporting, and risk analysis.

H. Transition and Implementation

- Describe your transition plan if selected, including timelines, data transfer, carrier notifications, and coordination with the incumbent broker.
- Explain how you ensure continuity of coverage during the transition.

6.0 CONTRACT ADMINISTRATION

All Contract Administration requirements are conditioned on an award resulting from this solicitation. This information is provided for the Vendor’s planning purposes.

6.1 INVOICES

Vendor shall invoice the Procurement Entity. The standard format for invoicing shall be Single Invoices meaning that the Vendor shall provide the Procurement Entity with an invoice for each order. Invoices shall include detailed information to allow Procurement Entity to verify pricing at point of receipt matches the correct price from the original date of order. The following fields shall be included on all invoices, as relevant:

Vendor’s Billing Address, Customer Account Number, NC Contract Number, Order Date, Buyer’s Order Number, Descriptions, Price, Quantity, and Unit of Measure.

INVOICES MAY NOT BE PAID UNTIL AN INSPECTION HAS OCCURRED AND THE GOODS OR SERVICES ACCEPTED

6.2 CONTINUOUS IMPROVEMENT

The State encourages the Vendor to identify opportunities to reduce the total cost the State. A continuous improvement effort consists of various ways to enhance business efficiencies as performance progresses.

6.3 ACCEPTANCE OF WORK

Performance of the work and/or delivery of Goods shall be conducted and completed at least in accordance with the Contract requirements and recognized and customarily accepted industry practices. Performance shall be considered complete when the Services or Goods are approved as acceptable by the Contract Manager.

6.4 TRANSITION ASSISTANCE

If a Contract results from this solicitation, and the Contract is not renewed at the end of the last active term, or is canceled prior to its expiration, for any reason, Vendor shall provide transition assistance to the State, at the option of the State, for up to six (6) months to allow for the expired or canceled portion of the Services to continue without interruption or adverse effect, and to facilitate the orderly transfer of such Services to the State or its designees. If the State exercises this option, the Parties agree that such transition assistance shall be governed by the terms and conditions of the Contract (notwithstanding this expiration or cancellation), except for those Contract terms or conditions that do not reasonably apply to such transition assistance. The State shall agree to pay Vendor for any resources utilized in performing such transition assistance at the most current rates provided by the Contract for performance of the Services or other resources utilized.

6.5 DISPUTE RESOLUTION

During the performance of the Contract, the parties agree that it is in their mutual interest to resolve disputes informally. Any claims by the Vendor shall be submitted in writing to the State’s Contract Manager for resolution. Any claims by the State shall be submitted in writing to the Vendor’s Project Manager for resolution. The Parties shall agree to negotiate in good faith and use all reasonable efforts to resolve such dispute(s).

During the time the Parties are attempting to resolve any dispute, each shall proceed diligently to perform their respective duties and responsibilities under this Contract. The Parties will agree on a reasonable amount of time to resolve a dispute. If a dispute cannot be resolved between the Parties within the agreed upon period, either Party may elect to exercise any other remedies available under the Contract, or at law. This provision, when agreed in the Contract, shall not constitute an agreement by either party to mediate or arbitrate any dispute.

6.6 CONTRACT CHANGES

Contract changes, if any, over the life of the Contract shall be implemented by contract amendments agreed to in writing by the State and Vendor. Amendments to the contract can only be made through the contract administrator.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

****IMPORTANT NOTICE****

**RETURN THE REQUIRED
ATTACHMENTS WITH
YOUR RESPONSE**

**FOLLOW THE LINKS TO
ACCESS EACH
ATTACHMENT**

7.0 ATTACHMENTS

ATTACHMENT A – PRICING

SECTION 1: MULTI-YEAR FLAT FEE PROPOSAL

Contract Year	Annual Flat Fee
Year 1	\$
Year 2	\$
Year 3	\$

SECTION 2: SERVICES INCLUDED IN FLATE FEE

The flat fee includes, at a minimum:

- Marketing and placement of all insurance coverages
- Annual renewal strategy and negotiations
- Policy review and coverage recommendations
- Claims advocacy and assistance
- Risk management and loss control consultation
- Certificates of insurance and contract review
- Stewardship and reporting
- Ongoing advisory services

Vendor certifies all services above are included in their annual flat fee

SECTION 3: ADDITIONAL FEES (IF ANY)

Vendors must list any services not included in the flat fee.

Service Description	Fee	Frequency

SECTION 4: CERTIFICATION OF NO COMMISSIONS

The Vendor certifies that it shall not accept or receive commissions, overrides, contingent compensation, bonuses, or any other carrier-paid remuneration related to services provided under this Contract.

Authorized Signature:	
Printed Name:	
Title:	
Date:	

ATTACHMENT B: INSTRUCTIONS TO VENDORS - ** Not Required to be Returned**

The Instructions to Vendors, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/pandc/north-carolina-instructions-vendors-1-2025/open>

ATTACHMENT C: NORTH CAROLINA GENERAL TERMS & CONDITIONS - **Not Required to be Returned**

The North Carolina General Terms and Conditions, which are incorporated herein by this reference, may be found here:
<https://www.doa.nc.gov/north-carolina-general-terms-and-conditions-5-2025/open>

ATTACHMENT D: HUB SUPPLEMENTAL VENDOR INFORMATION

Complete and return the Historically Underutilized Businesses (HUB) Vendor Information form, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-hub-supplemental-vendor-information-92021-pdf/open>

ATTACHMENT E: CUSTOMER REFERENCE FORM

Complete and return the Customer Reference Form, which can be found at the following link:
<https://ncadmin.nc.gov/media/15503/open>

ATTACHMENT F: LOCATION OF WORKERS UTILIZED BY VENDOR

Complete and return the Location of Workers Utilized by Vendor, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-worker-location-92021-pdf/open>

ATTACHMENT G: CERTIFICATION OF FINANCIAL CONDITION

Complete, sign, and return the Certification of Financial Condition, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-certification-financial-condition-92021-pdf/open>

ATTACHMENT H: VENDOR REQUEST FOR EO50 PRICE-MATCHING

Complete, sign, and return the Vendor Request for EO50 Price-Matching, which can be found at the following link:
<https://www.doa.nc.gov/pandc/onlineforms/pc-eo-50-vendor-price-matching-opportunity-92021-pdf/open>

***** Failure to Return the Required Attachments May Eliminate
Your Response from Further Consideration *****