



1230 W Boone Ave
Spokane, WA 99201
www.spokanetransit.com

REQUEST FOR PROPOSALS

2026-11268

TEMPORARY STAFFING SERVICES

ISSUE DATE:	Monday, September 28, 2026
PROPOSAL DUE DATE:	Tuesday, October 27, 2026 4:00 PM Pacific Time

1.0 INTRODUCTION

Spokane Transit Authority, located at 1230 West Boone Avenue, Spokane, Washington, is requesting Proposals from qualified Proposers to furnish Temporary Staffing Services.

STA anticipates awarding a five (5) year Contract to multiple Contractors in order to meet the personnel requirements of the various departments within STA.

Upon award of a Contract, STA will seek Temporary Staffing Services on an as-required basis. STA makes no guarantee on the number of placements awarded to any one Contractor. STA reserves the right to use its own discretion to determine which Contractor(s) will be used for temporary personnel needs.

The Proposer may supplement its Proposal with Subcontractors, with the understanding the Proposer is responsible for all Work.

Please read this entire RFP package before submitting your Proposal. Careful attention must be paid to all requested items contained in this RFP.

This RFP does not commit STA to enter into any Contract; to pay any costs incurred in the preparation of a Proposal in response to this RFP or in subsequent negotiations; or to procure or contract for the Work. STA expects to negotiate a Contract with the Proposer it deems most advantageous to the agency.

1.1 Procurement Schedule and Deadlines Overview

Below is the proposed procurement timeline for this RFP. Future events may cause this timeline to change. STA reserves the right to revise the procurement timeline at any time and for any reason.

DATE	EVENT
September 28, 2026	RFP Advertised and Issued
October 8, 2026, 1:00 PM Pacific Time	Pre-Proposal Conference
October 15, 2026, 4:00 PM Pacific Time	Deadline to Submit Request for Approved Equals, Questions, Clarifications or Changes (including Red Lines to Sample Agreement in Independent Word Document)
October 27, 2026, 4:00 PM Pacific Time	Proposal Due Date
October 28-November 13, 2026	Evaluation of Proposals
December 17, 2026	Board Approval
January-February 2027	Final Contract Negotiations and Contract Execution.

1.2 Proposer Communications with STA

STA is committed to providing all prospective Proposers with accurate and consistent information in order to ensure that no Proposer obtains an undue competitive advantage. To this end, from the date this RFP is

released through the date of award of a Contract, all communications, questions and inquiries concerning this RFP shall be addressed to:

Jennifer Anderson
Procurement Coordinator
(509) 325-6024
janderson@spokanetransit.com

STA reserves the right to disqualify any Proposer who contacts a STA officer, director, employee, agent, representative or committee or Board member concerning this RFP other than in accordance with this Section.

1.3 Pre-Proposal Conference

A pre-proposal conference will be held on **October 8, 2026, beginning at 1:00 PM Pacific Time**. To participate:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/256084291509278?p=KLTLif0m4Dzp7aMcu8>

Meeting ID: 256 084 291 509 278

Passcode: ay6Vz79a

[Need help?](#) | [System reference](#)

Dial in by phone

[+1 509-824-1714,,387983102#](#) United States, Spokane

[Find a local number](#)

Phone conference ID: 387 983 102#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Questions and/or clarifications about the RFP may be addressed during this conference. Questions and/or clarifications may be submitted in advance in accordance with Section 1.2.

Any prospective Proposers in receipt of this RFP will be provided with any changes or clarifications to the RFP by written Amendment in accordance with Section 3.3.

1.4 Proposal Due Date and Proposal Submission

Proposals will be accepted until 4:00 PM, Pacific Time, October 27, 2026, in accordance with the specifications and conditions stated in the RFP. Proposals must be labeled with the name and number of the solicitation and submitted via Dropbox at the following link:

<https://www.dropbox.com/request/6w78pyp7oy1ecukekkw0>

All Proposals shall be effective for a minimum of ninety (90) Days from the Proposal Due Date or Best and Final Offer (“BAFO”) date (if applicable), whichever is later. Late submittals shall be deemed

nonresponsive and returned to the Proposer. The cost of Proposal preparation will be completely borne by the Proposer. STA reserves the right to request an original Proposal with “wet” signatures, in its sole discretion.

Except as otherwise provided for herein, Proposals which are incomplete, or which are conditioned in any way or contain erasures, alterations or items not requested in the RFP, or which are not in conformance with the RFP or applicable laws, rules and regulations, may be rejected as nonresponsive.

1.5 No Proposal

To assist STA with future procurements, prospective Proposers choosing not to submit a Proposal are requested to email the STA contact in Section 1.2 with the reason(s) for not submitting a Proposal in response to this solicitation.

2.0 SCOPE OF WORK

The Contractor shall provide temporary personnel as required by STA. The following types of work are representative of the most common temporary positions required: general administrative, clerical, and general labor.

STA may add, remove or modify temporary positions at any time during the contract term.

Requirements:

- A. Temporary personnel shall be employed by the Contractor, or Contractor’s affiliates. The Contractor shall be responsible for all payroll, payroll taxes, workers' compensation, payroll reports, applicable insurances, and other employer federal, state, and local requirements.
- B. The Contractor shall assign a single point of contact to STA, and shall designate a backup, to coordinate and assist in any employment requests, availability, scheduling, billing, contract compliance requirements, reports, and problem solving. When requested, the Contractor must meet periodically with STA to discuss services rendered.
- C. STA will assign, and identify in writing to the Contractor, the person(s) who are authorized to request temporary personnel on behalf of STA. A telephone call or an email from STA's authorized representative constitutes a request for temporary personnel, in accordance with the terms of the contract.
- D. The Contractor shall abide by equal employment opportunity (EEO) and fair chance hiring practices in accordance with all applicable federal, state, and local laws, rules and regulations, and as the Federal Transit Administration may require. Proof of such practices, including the Contractor’s plan of action and commitment to equal employment opportunity must be submitted in writing for review as part of the response to this RFP, and upon request for the duration of contract or assignment of temporary personnel supplied by the Contractor.
- E. The Contractor shall require all temporary personnel to complete and pass a criminal history background check in order to be eligible for work at STA in accordance with all federal, state, and local laws, rules and regulations, and as the Federal Transit Administration may require. Background checks must include social security number verification to ensure employment eligibility in the United States, state criminal court search, federal criminal records search, and national multi-state criminal search. The background check process, which must follow EEO

fair chance hiring practices, may be reviewed at any time. STA reserves the right to require changes to the Contractor's process in order to meet the standards of STA and to ensure compliance with updated legal requirements.

- F. STA's Human Resources Department reserves the right to review results of all background checks and/or alcohol/drug testing for any temporary personnel recommended for assignment with STA, prior to placement or during their assignment at STA. No temporary worker whose background check and/or alcohol/drug testing reveals negative information, as determined by STA in its sole discretion, will be placed on our premises without consent from STA. Consent shall be obtained in writing by contacting the designated representative(s) from STA's Human Resources Department. Email documentation shall be considered an acceptable written form of communication.
- G. The Contractor shall maintain thorough records including, but not limited to invoicing, payroll, training, background checks, credentials/licensing, and disciplinary actions, as well as policy and program records (EEO and Drug & Alcohol).
- H. The Contractor shall be responsible for all costs associated with criminal history background checks and/or alcohol/drug testing for their temporary personnel before, during, or after their work assignment ends. These costs shall not be passed through to STA.
- I. Temporary personnel supplied by Contractor must meet minimum standards in performing the duties of the position as specified by STA through written and/or verbal instructions. Additionally, specific training and/or orientation may be required in order for the Contractor's temporary personnel to begin and maintain their assignment.
- J. The Contractor shall be responsible at all times for the actions and work of temporary personnel.
- K. At any time, STA has the right to refuse any and all temporary personnel supplied by the Contractor for any reason whatsoever and to require immediate removal of temporary personnel.
- L. All temporary personnel supplied under this contract who are required by the State of Washington or United States law, regulation, or standard to possess a qualification of licensure, registration, credentials or other academic, vocational, or technical certification shall possess the appropriate credentials, licensure and/or certifications prior to temporary placement. The Contractor is required to keep the temporary personnel's credential file current. When requested, Contractor shall provide a copy of the individual's credentials, certifications, and or license(s) to STA. The Contractor must notify STA immediately should any temporary personnel supplied under the contract lose their credentials, licensure, and/or certifications required to perform the job assignment.
- M. Temporary personnel should be available for the entire length of the assignment. Every attempt must be made to minimize staffing gaps and/or changes in personnel. At a minimum, replacement personnel must be made available within three (3) calendar days of personnel separation or upon request by STA for additional temporary personnel.
- N. Working hours and days for temporary personnel will vary depending upon the needs of STA departments. STA reserves the right to adjust schedules as needed.

- O. The Contractor shall supply all temporary personnel with timecards. All hours worked must be approved on a weekly basis by STA's designated representative within each STA department where temporary personnel are working, or through STA's Human Resources Department. The Contractor shall supply STA with copies of the approved time sheets upon submission of invoices. STA shall not be liable for invoices that cannot be substantiated. Each invoice shall contain detailed information as outlined on the Sample Agreement.
- P. If at any point STA determines temporary personnel are not performing their duties to STA's satisfaction, the Contractor, upon verbal or written notice from STA, shall immediately, if required, remove said temporary personnel from the assignment at no additional charge to STA, and provide suitable replacement personnel. If the Contractor is unable to provide replacement temporary personnel meeting all requirements herein within twenty-four (24) hours of the request for replacement, STA reserves the right to obtain temporary personnel from alternative Contractors without penalty to STA or further obligation to the Contractor.
- Q. Temporary/Temp to Hire Conversion Fee (one-time):
- 1) Contractor shall not charge any fees, if the temporary employee is hired by STA after 480 total hours billed from the beginning of their assignment at STA for any internally and/or externally advertised position.
 - 2) Contractor may charge a prorated fee as identified on Attachment E – Price Proposal Form, if a temporary employee is hired by STA and the total hours billed by Contractor is less than 480 hours from the beginning of their assignment at STA for any internally and/or externally advertised position.
 - a. Conversion fee example below represents using the standard method to calculate the difference between a set number of hours determined by the Contractor, minus the actual hours worked by the temporary employee, multiplied by the billing rate:

Example:

1. STA sets the wage for a particular job at \$15/hour.
2. Contractor markup is 45%, which equates to an hourly billing rate of \$21.75.
3. Contractor requires 480 hours billed to convert employee without an additional fee.
4. Temporary employee works 320 hours.

$$\begin{array}{r} 480 \text{ hours required} \\ - 320 \text{ hours worked} \\ \hline 160 \text{ hours remaining} \end{array}$$
$$\begin{array}{r} \$21.75 \text{ billing rate} \\ \times 160 \text{ hours remaining} \\ \hline \$3,480 \text{ conversion fee} \end{array}$$

3.0 INSTRUCTIONS TO PROPOSERS

3.1 Proposer Registration & Licensing

3.1.1 At the time of proposal submittal, as a minimum requirement for a proposal to be deemed responsive, proposers must meet the following business registration and licensing criteria:

- A. Active registration with the Washington State Secretary of State.
- B. Active Washington State Business License issued by the Washington State Department of Revenue.
- C. Active Worker's Compensation Account with the Washington State Department of Labor & Industries or listed on the Certificate of Insurance if located outside the State of Washington.

3.1.2 In addition to the requirements of subsection 3.1.1, following award of Contract, but prior to Contract execution, the Proposer shall provide evidence of necessary local business licenses, if applicable, within the local jurisdictions where the performance of work shall occur, as follows:

- A. City of Spokane business license.

3.1.3 STA encourages Proposers to review the following resources when determining applicable registration requirements:

- Washington Secretary of State: <https://www.sos.wa.gov/corporations-charities>
- Washington State Department of Revenue
 - Business Registration: <https://dor.wa.gov/open-business/apply-business-license#RegRequire>
 - Out of State Businesses: <https://dor.wa.gov/education/industry-guides/out-state-businesses-reporting-thresholds-and-nexus>
 - Business Licensing FAQ: <https://dor.wa.gov/open-business/business-licensing-and-renewals-faqs>
- Washington State Department of Labor & Industries: <https://lni.wa.gov/for-business>

3.2 Request for Approved Equals, Questions, Clarifications, or Changes

Requests for an approved equal, questions, clarifications, or changes to the Work, Technical Requirements or RFP Documents shall be submitted to the STA contact in Section 1.2. Requests for changes to the Sample Agreement shall only be submitted as redlines in Word format using the Track Changes tool. A copy of the Sample Agreement with track changes enabled for such requirement is included in this RFP as Exhibit A. Please note the Federal Terms & Conditions, if attached to the Sample Agreement, are NOT negotiable and modifications thereto will not be considered. Requests identified in this Section shall be submitted electronically in accordance with Section 1.2.

3.3 Changes to RFP Documents

Any changes to the Work, Technical Requirements, Sample Agreement or RFP Documents will be made by written Amendment issued by STA. All prospective Proposers receiving the initial RFP package will be notified by email of these changes. Proposers shall acknowledge their receipt of all Amendment(s) in Section 1.B of the Proposal Response Form.

3.4 Contract

STA's Sample Agreement (Exhibit A) will be executed with the successful Proposer. It is unnecessary for Proposers to sign and return the Sample Agreement with their Proposal; however, **Proposers should review the terms & conditions therein and submit any proposed language changes in accordance with Section 3.2 of this RFP.**

Upon receipt of a Contract, the Contractor shall have five (5) Business Days to execute such Contract and return to STA, inclusive of all requisite documentation and/or Proposer Certifications. If the Contractor fails to execute the Contract, furnish bonds (where applicable), securities or proof of insurance, or provide other required documentation within this time period, STA will be entitled to consider all rights arising out of STA's acceptance of the Proposal. STA will be entitled to such rights and additional remedies as exist at law.

3.5 Insurance

Requirements as stated in the Sample Agreement shall be met by the Proposer.

3.6 Proposer Certification Forms

STA is required to obtain certain Proposer Certifications in its solicitations. Certifications can be found as Attachments to this RFP. The Proposer Certifications must be completed in full, properly executed by the Proposer, and returned with the Proposal on or before the Proposal Due Date. A Proposal that does not include the properly completed and executed Proposer Certifications may be considered nonresponsive and removed from further consideration, in the sole discretion of STA. Following award of Contract, the successful Proposer must obtain signed Proposer Certifications from each Subcontractor, of any tier, providing services in accordance with the Proposer's Proposal and provide these certifications to STA prior to execution of the Contract.

3.7 Complete System

It is the intention of the Technical Requirements, RFP Documents and other documentation attached hereto or contained herein to furnish all information, specifications and detail necessary for the Contractor to deliver the Work. Any items omitted from the Technical Requirements or RFP Documents that are clearly necessary to perform and deliver the Work shall be considered a part of the Technical Requirements or RFP Documents, although not directly specified or called for. Proposers shall promptly bring any discrepancies, errors, omissions, inconsistencies or ambiguities to the attention of STA after examining the Technical Requirements and RFP Documents in order for STA to consider the issuance of an Amendment.

3.8 Option to Supply Materials, Equipment and Licenses

STA may, at its option, supply hardware, software, licenses, warranties, infrastructure or materials outside of this RFP in accordance with specifications provided by the Contractor. In the event that STA supplies any such items, they shall be delivered in working order and in a timely fashion to the Contractor at a

location and date to be determined in advance and agreed in writing. The Contractor shall not be reimbursed for the cost of items procured by STA outside of the Contract. In the event Contractor is required to utilize items provided by STA, Contractor shall have no responsibility for compliance with design specifications, warranty or delays arising out of or related to STA-provided materials.

3.9 Other Contractors Advisory

The Contractor is advised that coordination is required through STA with other contractors supplying or conducting work on related projects. The Contractor is also advised that there may be other contractors working on-site at STA projects or properties. The Contractor shall reasonably coordinate the Work with other contractors working in the vicinity.

3.10 Inspectors

STA may employ inspectors, who shall be representatives of STA. They shall have free access to the facilities, plans, design, QA records, fabrication, assembly and testing of the Work at all times, wherever in progress at the Contractor's, Subcontractors' or STA facilities. Inspectors are employed solely for STA's benefit and are not intended as a source of advice for the Contractor, its employees, Subcontractors or suppliers. The Contractor shall provide any reasonable facilities that the inspectors may require for the performance of their duties. The inspectors shall observe and may inspect the Work, and shall report their observations to STA. Except as expressly authorized by STA in writing, the inspectors shall have no authority to accept, reject or approve the Work, to stop the Work, to authorize any changes in the Work, or to direct any extra Work. Any inspector employed or contracted by STA requiring access to Contractor's proprietary intellectual property may be required to execute a non-disclosure agreement with the Contractor prior to disclosure of such intellectual property. Such non-disclosure agreement shall be of form approved by STA prior to execution by inspector(s). STA shall be solely responsible for inspectors and Contractor shall have no responsibility for any actions or inactions of inspectors. STA shall be fully liable for any damage or injury to Contractor's materials, employees or Subcontractors.

3.11 Equal Employment Opportunity

STA is an Equal Employment Opportunity ("EEO") organization, which does not discriminate against any prospective Proposer on the basis of race, color, creed, national origin, sex, sexual orientation, gender identity or presence of any sensory, mental or physical disability in the consideration of contract award. The Proposer awarded a Contract will be required to comply with all EEO federal, state and local laws and regulations.

3.12 Federal Assistance

This RFP is subject to Federal Assistance. **The Contractor must comply with all Federal Terms & Conditions in the Sample Agreement.**

3.13 Public Works

[This section does not apply to this RFP]

3.14 Prevailing Wages

[This section does not apply to this RFP]

3.15 Permits

[This section does not apply to this RFP]

3.16 Project Records and Cost Pricing Data

Comprehensive records and documentation relating to this RFP shall be kept by the Contractor. The records shall include, but are not limited to, contract documents, plans, drawings, specifications, addenda, shop drawings and submittals, change orders, Amendments, modifications, manufacturer recall notices, field test results and records, and as-built drawings and records.

The Contractor shall keep and maintain reasonably complete and reliably detailed records of costs incurred in performing the Contract in accordance with applicable Federal Transit Administration requirements.

3.17 Protest Procedures

STA maintains a set of Proposer protest procedures. If any Proposer desires this information, it may be obtained by contacting STA in accordance with Section 1.2.

3.18 Reservations of STA

STA reserves the right to reject any or all Proposals or a portion of a Proposal; to waive any informalities or irregularities in the Proposal submission process; to supplement, amend or otherwise modify this RFP; to cancel this RFP with or without the substitution of another RFP; to extend the Proposal Due Date; to request additional information and data from any or all Proposers; to reissue the RFP; to negotiate further with those Proposers within the competitive range; to increase or decrease the Scope of Work; to negotiate changes in the Scope of Work prior to award of Contract; and to award a Contract based not necessarily upon the lowest proposed prices, but in the best overall interests of STA. Please note this RFP does not constitute an offer, but rather a request from qualified Proposers.

4.0 PROPOSAL FORMAT AND CONTENTS

4.1 Proposal Format

Proposals shall be submitted as a PDF, in accordance with Section 1.4. All text shall be in the English language. Proposals shall not include any unnecessary, generic or elaborate promotional material.

4.2 Changes/Alterations to Proposal

Proposers may change or withdraw their Proposal at any time prior to the Proposal Due Date; however, no oral modifications will be allowed. Only letters or other formal written requests for modifications or corrections of a previously submitted Proposal that is addressed in the same manner as the Proposal, and received by STA prior to the Proposal Due Date, will be accepted. The Proposal, when opened, will then be corrected in accordance with such written request(s), provided the written request is plainly marked "Modification of Proposal".

4.3 Proposal Structure

Proposals shall be presented clearly and concisely, and shall reflect the Proposer's understanding of the RFP objectives and convey a sound technical approach and management plan to deliver the Work. Proposals shall convey the Proposer's capabilities and qualifications to competently and cost-effectively complete the Work in a timely manner.

Proposal presentation shall be construed as evidence of the Proposer's ability to develop and convey technical information in a clear and concise manner.

For ease of comparison and validation of completeness of Proposals, Proposals must be presented according to the organizational structure and section headings outlined below. Proposals that deviate from this organizational structure or are missing key informational elements may be considered nonresponsive and excluded from further review and/or evaluation, in STA's sole discretion.

Proposals shall contain at a minimum the following information:

- SECTION A. Introduction and Qualifications of the Proposer
- SECTION B. Project Organization and Staffing Plan
- SECTION C. Management Plan
- SECTION D. Technical Approach and Work Plan
- SECTION E. Compliance with Technical Requirements
- SECTION F. Warranty and Service Agreements
- SECTION G. Completed Forms and Certifications
 - Proposal Response Form (Attachment A)
 - Price Proposal Form (Attachment B)
 - Federal Buy America Certification (Attachment C)
 - Federal Disadvantaged Business Enterprise Certification (Attachment D)
 - Federal Lobbying Certification (Attachment E)
 - Federal Suspension and Debarment Certification (Attachment F)

4.3.1 SECTION A. INTRODUCTION AND QUALIFICATIONS OF THE PROPOSER

Introduction. Provide an introduction of the Proposer, and/or an introduction of all partner firms, Subcontractors or subconsultants who may be involved in the Proposal.

- 1) Describe primary business experience of the Proposer, including length of time in business, ownership, the location of the corporate and satellite office(s), and other information Proposer might deem pertinent and introductory in nature.
- 2) Include Proposer point of contact(s) information: name, title, address, email and phone number.
- 3) State whether the Proposer has any pending litigation, and whether the Proposer has had any litigation in the last five (5) years, including the outcome of such litigation.

Qualifications of the Proposer. The Proposer shall describe its history, experience and past projects and performance which are similar in nature, scope and complexity to that required by this RFP. The roles and responsibilities of each member of the Proposer's team (Subcontractors, consultants and suppliers) shall also be described.

- 1) Staffing Experience. Proposer shall provide a list of similar staffing requests from other organizations within the previous five (5) years. Describe locations, nature of work, project cost, status (completed, in development, mid-point, etc.), and month and year of final closeout, if completed. Submitted documentation shall be on a minimum of three (3) projects of similar size and scope. Include the contract amount and contract start and end dates. The projects listed should provide evidence that the Proposer is qualified to successfully perform all services and deliver temporary personnel for most if

not all of the positions listed for temporary staffing services contemplated by this RFP. **Proposers may opt to provide additional supplemental information in this section as relevant to this RFP.**

- 2) References. From the qualified projects and/or ongoing installations listed under the section above, the Proposer shall provide a minimum of five (5) references. For each reference, provide the agency name, address, contact person, telephone number and email address. STA reserves the right to contact references provided by the Proposer and solicit additional references to verify information and investigate past performance.
- 3) Financial Capacity. Upon request, the Proposer shall provide evidence demonstrating that it has the necessary financial resources to satisfactorily complete the Work required under this RFP. Such evidence shall be in the form of at least one of the following, listed here in order of preference: (1) audited financial statements; (2) balance sheets; (3) tax returns; (4) bank references, (5) a letter of credit, or similar information. In the case where the Proposer is a subsidiary organization, the Proposer should provide the financial information for its parent organization as well. Subsidiary statements can be provided to show the relationship to the parent. Electronic copies of financial statements are acceptable.

Compliance with Record Keeping Requirements.

- 1) Payroll. Describe the payroll process used for paying temporary personnel and how often. Include a list of payroll deductions and benefits.
- 2) Payroll reports. Provide a list of payroll reports available to STA. Include detailed information on its content. If possible, include a sample report(s) with Proposal.
- 3) Drug & Alcohol Policy and Program. Describe drug and alcohol free workplace policy and procedures for temporary personnel. Include the policy and procedures clearly explaining circumstances which require testing, when testing is done, and how often.
- 4) Criminal History Background Checks. Describe the process used to conduct a criminal background check on temporary personnel. List all of the types/categories that are included in the search. Include when and how often background checks are done.
- 5) Release of Records. Describe the process and requirements for releasing records on temporary personnel. Include the lead time from when a request is made to when the release of records occurs.
- 6) Training. Describe temporary personnel training (if applicable) and how training is tracked and recorded.
- 7) Disciplinary Records. Describe process used to discipline and record disciplinary actions for temporary personnel.
- 8) Termination. Describe your termination policy on temporary personnel. Provide examples of probable cause for termination.
- 9) Credentials (licensure and/or certifications). Describe how temporary personnel credentials are verified, tracked, and kept current.
- 10) Invoice Records. Describe the process used for issuing billing invoices for temporary personnel services and the method used to match up time sheets with invoices. Explain what safeguards are in place to ensure the correct time sheet is sent with the billing invoice to the agency.

4.3.2 SECTION B. PROJECT ORGANIZATION AND STAFFING PLAN

Team Organization. Describe the Proposer's staffing and organizational plan, including relationships, roles and distribution of responsibilities among Key Personnel, staff, Subcontractors and suppliers.

Key Personnel. At a minimum, Proposers shall clearly identify and describe the direct qualifications, experience, and training of the “Key Personnel” it will assign to the Work, including years of experience, years in industry and years with the Proposer. Indicate the primary work location(s) and percentage time commitment of the Key Personnel for the Work. This discussion should explicitly cross-reference the involvement and specific roles of the Key Personnel in completed and ongoing projects described in the projects cited in Section A. If awarded a Contract, the Proposer may not substitute Key Personnel at any time without prior written consent by STA.

Organizational Chart. Include an organizational chart that identifies Key Personnel and the project team, and how the Work will be staffed and completed.

Resumes. Resumes shall be made available upon request.

4.3.3 SECTION C. MANAGEMENT PLAN

Management Plan. Discuss the Proposer’s management approach to ensure adequate technical and administrative oversight over the Work, and to manage the schedule and budget. Discuss proposed Quality Control (“QC”) and/or Quality Assurance (“QA”) measures & procedures and any certifications pertaining thereto. Include approach to coordination with, and any expectations of, STA.

Concurrent Contracts. Provide a list of present and anticipated future contracts which may run concurrent with the Work. Where applicable, include in the Work Project Schedule such contracts.

4.3.4 SECTION D. TECHNICAL APPROACH AND WORK PLAN

Work Plan. Provide the project management approach and techniques required for quality control of the Work. Identify employee numbers/resources used for completion of the Work. Provide details of the facility to be used (if applicable).

Subcontract Plan. Include a list of Subcontractors the Proposer intends to use in its performance of Work. For each subcontractor, provide:

1. Subcontractor’s name, business registration information, address, and telephone number including the name, title and telephone number of the contact person.
2. Type(s) of goods or services to be provided.
3. Estimated value of subcontract.

Expectations of STA. Identify any assumptions regarding Work, services, information or facilities to be provided by STA or third-party providers of STA.

Locations of Work. Describe the locations of performance of the Work during its various phases. Include details on coordination between off-site and on-site facilities, work to be performed by STA or its contractors or subcontractors, the Contractor, its Subcontractors and suppliers. Describe expectations for facilities, personnel, access, assistance, etc. provided by STA.

4.3.5 SECTION E. COMPLIANCE WITH TECHNICAL REQUIREMENTS

Proposers shall describe any partial or non-conformance with the Technical Requirements. STA will not consider statements by the Proposer that any requirement or provision of this RFP is subject to negotiations or discussion.

4.3.6 SECTION F. WARRANTY AND SERVICE AGREEMENTS

Proposer shall provide with the Proposal copies of their written warranty(ies) and, where applicable, service & maintenance agreement(s) and/or service level agreement(s).

4.3.7 SECTION G. COMPLETED FORMS AND CERTIFICATIONS

Each page of the Forms and Certifications identified in Section 4.3, and included as Attachments to this RFP, shall be completed in full and signed by personnel of the Proposer authorized to contractually bind the Proposer.

Proposal pricing shall be presented using the Price Proposal Form (Attachment B). Proposers may provide additional supporting cost breakdown information as separate sheets; however, in case of any discrepancies, information on the Price Proposal Form shall prevail. Travel expenses, where applicable, shall be identified as required for completion of the Work. All prices shall include all freight costs to STA and shall be FOB Destination.

5.0 PROPOSAL EVALUATION

An evaluation committee will privately evaluate all responsive Proposals based upon the evaluation criteria, and their respective weighted importance, specified in Section 5.1, Evaluation Criteria.

The criteria provided in Section 5.1 allows STA to analyze Proposals on an equal basis and affords all Proposers the opportunity to know the basis upon which their Proposals will be evaluated. Award of Contract will be made to the Proposer whose Proposal or Best and Final Offer (where applicable) is the most advantageous to STA, cost and other factors considered, after evaluation in accordance with the criteria set forth below. STA reserves the right to accept other than the lowest cost Proposal, reject any and all Proposals, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interest of STA.

5.1 Evaluation Criteria

EVALUATION CRITERIA	Weight
Proposer Experience, Qualifications & Financial Stability	20 Percent
Management Plan & Technical Approach & Work Plan	25 Percent
Administrative Compliance & Record Keeping Process	15 Percent
References	20 Percent
Cost	20 Percent
TOTAL POSSIBLE	100 Percent

PRICE PROPOSAL SCORE CALCULATION

Proposals deemed nonresponsive shall not be considered for price scoring. In determining the competitive range, the "Base Price Score" shall be calculated using the following formula:

$$\text{Base Price Score} = \frac{\text{Lowest Proposed Base Price}}{\text{Proposed Base Price}} \times 20 \text{ Percent}$$

BAFO Price – Twenty (20) Percent: In the BAFO round, if required, the Base Price Score shall be determined for the remaining Proposers using the same formula above.

5.2 Single Proposal Response

In the event a single responsive Proposal is received, a cost or price analysis may be performed to determine reasonableness of the Proposal. The Proposer shall cooperate in providing relevant information required by STA to complete such cost or price analysis.

5.3 Shortlisted Proposers

STA reserves the right to determine a shortlist of Proposers in the competitive range in accordance with the evaluation criteria set forth above ("Shortlisted Proposers").

5.4 Oral Presentation and Demonstration

[This section does not apply to this RFP]

5.5 Best and Final Offer

After determination of the Shortlisted Proposers, STA shall determine whether acceptance of the most favorable initial Proposal(s) without Proposer discussion is appropriate, or whether discussions and/or negotiations should be conducted with one or more Shortlisted Proposers.

STA reserves the right to make minor related changes to the RFP during BAFO negotiations. All Shortlisted Proposers shall be notified of any changes in order to prepare their BAFO.

If STA elects to enter into discussions with one or more Proposers, the Proposer(s) may be requested to submit a BAFO at the conclusion of discussions and/or negotiations. Any changes to the Proposer's initial Proposal, including any issues addressed in discussions, must be submitted in writing in a BAFO in order to be considered. Following an independent and final evaluation utilizing the evaluation criteria in Section 5.1, the evaluation committee will make a recommendation for award of Contract. Scores from the first phase of the evaluation have no bearing on the final BAFO evaluation, and the recommendation for award will be based solely on the scores from the BAFO evaluation.

ATTACHMENTS

ATTACHMENT A
PROPOSAL RESPONSE FORM

Proposer Name: _____

The Proposal shall constitute an offer to STA as outlined herein and in the Price Proposal Form. No Proposer may withdraw its Proposal following the Proposal Due Date, except as allowed by the RFP.

1. EXAMINATION OF DOCUMENTS & CONDITIONS

A. Having carefully examined all RFP Documents and local conditions affecting the Work as determined by the Proposer's own examination, the undersigned proposes to perform all Work in accordance with the RFP Documents for compensation to be computed from prices submitted on the Price Proposal Form.

B. Receipt of the following Amendment is hereby acknowledged:

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

Amendment No. _____ Amendment Date: _____

2. VALIDITY OF PROPOSAL

The undersigned affirms its Proposal and pricing on the Price Proposal Form is valid for not less than ninety (90) Days from the Proposal Due Date or the Best and Final Offer Date, whichever is later.

3. INSURANCE

The undersigned certifies it shall meet all insurance requirements as stated in the Sample Agreement upon execution of a Contract.

4. PUBLIC RECORDS ACT

By submitting a Proposal, the undersigned acknowledges STA is subject to RCW 42.56, the "Public Records Act". The Proposer understands and agrees any record it obtains or produces under this RFP may be a public record under the Public Records Act, or its successor act. The Proposer certifies it shall fully cooperate in a timely manner with STA in responding to a public records request related to its Proposal.

All Proposals received shall be deemed public records as defined in the Public Records Act and must be released by STA upon receipt of a request for disclosure unless an exemption clearly applies. Any information in the Proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state and/or federal law shall be identified on a separate page of the Proposal, providing an explanation of the statutory basis asserted for exempting the information from disclosure. Each page, image, diagram or text claimed to be exempt from disclosure must be clearly identified by the words "Exempt from Disclosure" printed on it. **Marking the entire submittal Confidential or Exempt from Disclosure will not be honored.** STA will review any marked materials for disclosure if a request is submitted and assumes no liability for disclosure of proprietary material submitted by Proposers. Each Proposer will be responsible for protecting any disclosure of its Proposal under applicable law.

ATTACHMENT A
PROPOSAL RESPONSE FORM

5. EQUAL EMPLOYMENT OPPORTUNITY

With the submission of a Proposal, the undersigned certifies the Proposer complies with all federal, state and local Equal Employment Opportunity laws, rules and regulations.

6. CONTINGENT FEES

The undersigned certifies the Proposer has not paid or agreed to pay any fee or commission, or offer any other thing of value, contingent upon the award of this RFP, to any employee, official or current consultant of STA. The undersigned certifies the financial information in its Proposal has been arrived at independently and without consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such costs with any other response or Proposer.

7. ANTI-KICKBACK

The undersigned certifies no officer or employee of STA, having the power or duty to perform an official act or action related to this Proposal, has been or will be solicited or granted a present or future gift, favor, service or other thing of value from or to the Proposer.

8. FEDERAL DEBARMENT

The undersigned represents that the Proposer and all entities with any controlling interest herein are not currently, and have not previously been, on any debarred bidders list maintained by the United States Government.

9. UBI CERTIFICATION

The undersigned certifies that no final determination of violation of RCW 50.12.070(1)(b) or 82.32.070(2) has been made by the Washington State Department of Employment Security, Department of Labor and Industries, or Department of Revenue, respectively dated within two (2) years of the Proposal Due Date. The undersigned understands further that no Proposal may be submitted, considered or contract awarded for a public work to any person or entity that has a determination of violation of the above reference statutes within two (2) years from the date that a violation is finally determined and the Proposal Due Date.

10. AWARD OF CONTRACT

If written notice of acceptance of all or part of the Proposal is mailed, sent electronically or delivered to the Proposer within ninety (90) Days after the Proposal Due Date, or the Best and Final Offer date, whichever is later, the Proposer will, within **five (5) Days** after date of such notice, execute and deliver the Contract to STA as specified and furnish all requisite documentation including, but not limited to, Certificates of Insurance, Payment and Performance Bonds, and Subcontractor Proposer Certifications, as required.

ATTACHMENT A
PROPOSAL RESPONSE FORM

11. PROPOSAL SUBMITTAL CHECKLIST

This checklist ***must be completed in its entirety and included with*** the Proposal Response Form. By completing the form below, the Proposer attests all referenced forms are accurate, complete and fully executed. Failure by the Proposer to properly complete and include this checklist shall render the Proposal non-responsive and shall be grounds for rejection of the Proposal.

A. All RFPs

- ☐ Proposal Response Form (this document)
- ☐ Price Proposal Form
- ☐ IRS Form W-9

B. RFPs subject to Federal Assistance (complete only if the Instructions to Proposers states the RFP is subject to Federal Assistance)

- ☐ Disadvantaged Business Enterprise Participation
- ☐ Suspension & Debarment Certificate
- ☐ Federal Cargo Certification
- ☐ Buy America Certificate (required for solicitations valued at \$150,000 or more)
- ☐ Lobbying Certificate (required for solicitations valued at \$100,000 or more)

C. RFPs subject to Prevailing Wages (complete only if the Instructions to Proposers states the RFP is subject to Prevailing Wages)

- ☐ Certificate of Wage Compliance

D. RFPs subject to Public Works (complete only if the Instructions to Proposers states the RFP is subject to Public Works)

- ☐ Public Works Responsibility Criteria

ATTACHMENT A
PROPOSAL RESPONSE FORM

12. PROPOSER ADMINISTRATIVE INFORMATION

Entity Name: _____
(as registered with the State of Washington)

Physical Address: _____

Mailing Address: _____

Website: _____ Phone: _____

Primary Contact: _____

Email: _____ Phone: _____

Washington UBI No.: _____ Federal Tax Id No.: _____

DUNS No.: _____

Complete for Public Works projects:

Washington Contractor Registration No.: _____

Washington Industrial Insurance Account No.: _____

• Contact for Contract Administration:

Name: _____ Title: _____

Physical Address: _____

Mailing Address: _____

Email: _____ Phone: _____

• Contact for Legal Communications:

Name: _____ Title: _____

Mailing Address: _____

Email: _____ Phone: _____

• Individuals Authorized to Execute the Contract:

Name: _____ Title: _____

Name: _____ Title: _____

ATTACHMENT A
PROPOSAL RESPONSE FORM

13. PROPOSER INSURANCE COMPANY

Agency Name: _____

Physical Address: _____

Mailing Address: _____

Primary Contact: _____

Email: _____ Phone: _____

14. PROPOSER SURETY (complete only if bond(s) are required by the RFP)

Surety Name: _____

Physical Address: _____

Mailing Address: _____

Primary Contact: _____

Email: _____ Phone: _____

I CERTIFY, to the best of my knowledge:

- I have read and understand all RFP Documents;
- The information contained in the Proposal, Proposal Response Form, Price Proposal Form, Proposer Certifications, and any documentation attached thereto is accurate and complete;
- I have the legal authority to submit the Proposal and commit this firm to a contractual agreement; and
- Final funding for any good or service is based upon STA-approved budgets and the approval of the Spokane Transit Authority's Board of Directors.

Proposer Name: _____
(as registered with the State of Washington)

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

ATTACHMENT B
PRICE PROPOSAL FORM
2026-11268 Temporary Staffing Services

We, the undersigned, propose to provide Spokane Transit Authority with Temporary Staffing Services over a five-year (5) period for the costs listed below in accordance with the Request for Proposals and the Scope of Work.

- 1) Fee Structure: All fees to be built into hourly employee bill rate, based on “contracted” markup percentage. *(Markup Percentage Charged to STA Based on Hourly Rate(s) Paid to Temporary Personnel)*

Hourly Markup Percentage: _____ %

List Proposer Costs Associated with Markup Fee:

Note: No pass-through costs shall be charged to STA as a separate fee (e.g., mandated ACA fees). Contractor shall include these costs in the hourly markup percentage.

Cost Associated w/Markup	Price
	\$
	\$
	\$

- 2) Temporary/Temp to Hire Conversion Fee (one-time): \$_____ *Fee shall be prorated based on the difference between a set number of hours determined by the Contractor, minus the actual hours worked by the temporary employee, multiplied by the billing rate. Please provide fee calculation if different than as described (example in the Scope of Work).*

Firm Name: _____

Authorized Signature: _____

Printed Name and Title: _____

Date Signed: _____

Email: _____

ATTACHMENT C

FEDERAL BUY AMERICA CERTIFICATE

The Proposer must submit to STA this completed Buy America Certificate with its Proposal on or before the Proposal Due Date. Proposals that are not accompanied by this completed Buy America Certificate shall be rejected as nonresponsive and will be removed from further consideration.

This solicitation is subject to Federal Assistance and the FTA "Buy America" requirements as follows:

The Contractor agrees to comply with 49 U.S.C. 5323(j), 49 CFR Part 661, and Public Law 117-58, div. G §§ 70901-27 or its codified statute or regulation, which provide that Federal funds may not be obligated unless steel, iron, manufactured products and construction materials used in FTA-funded projects are produced in the United States, unless a waiver has been granted by the FTA or the product is subject to a general waiver. General waivers are listed in 49 CFR 661.7 and include small purchases (currently less than \$150,000) made with capital, operating or planning funds. Separate requirements for rolling stock are set out at 5323(j)(2)(C) and 49 CFR 661.11.

NOTE: SIGNING IN BOTH AREAS SHALL INVALIDATE THIS CERTIFICATE & RESULT IN A NONRESPONSIVE PROPOSAL

The Proposer hereby certifies that it **WILL COMPLY** with the requirements of 49 U.S.C. 5323(j), 49 CFR Part 661, and Public Law 117-58, div. G §§ 70901-27 or its codified statute or regulation.

Proposer Name: _____

Proposer Address: _____

Telephone: _____ Fax: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

---- OR ----

The Proposer hereby certifies that it **CANNOT COMPLY** with the requirements of 49 U.S.C. 5323(j)(1) but may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(B) or (j)(2)(D) and the regulations in 49 CFR 661.7, or Public Law 117-58, div G. §§ 79091-27 or its codified statute or regulation.

Proposer Name: _____

Proposer Address: _____

Telephone: _____ Fax: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

ATTACHMENT D

FEDERAL DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

DBE PARTICIPATION. STA is committed to ensuring that all firms regardless of race, color, sex or national origin have equal opportunity to participate in STA contracts. Therefore, STA has established an annual agency goal for Disadvantaged Business Enterprise (“DBE”) participation in its contracting opportunities. It shall be understood that no specific goal has been assigned to this contract; however, contractors and subcontractors are required to comply with the following:

1. Non-discrimination Assurances. The Contractor, subrecipient or subcontractor shall not discriminate on the basis of race, color, national origin or sex in the performance of this Contract. The Contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this Contract. Failure by the Contractor to carry out these requirements is a material breach of this Contract, which may result in the termination of this Contract or such other remedy as STA deems appropriate, which may include, but is not limited to:
 - a. Withholding monthly progress payments;
 - b. Assessing sanctions;
 - c. Liquidated damages; and/or
 - d. Disqualifying the Contractor from future bidding opportunities as non-responsible.

Each subcontract the Contractor signs with a subcontractor must include the assurance in this paragraph.

2. Prompt Payment. The Contractor is required to pay its subcontractors performing work related to this Contract for satisfactory performance of that work no later than thirty (30) days after the Contractor’s receipt of payment for that work from STA. In addition, the Contractor may not withhold retainage from its subcontractors.
3. DBE Participant List. As required by 49 CFR Part 26.11, STA is required to create and maintain a list of all firms bidding on prime contracts and bidding or quoting subcontracts on Department of Transportation, Federal Transit Administration-assisted contracts. STA is also committed to providing equal access to small business concerns in bidding on STA’s contracting opportunities. The U.S. Small Business Administration (“SBA”) defines a “small business” in terms of the number of employees over the past year or the average annual receipts over the past three (3) years. This standard varies by industry. STA will use size standards established by the SBA to determine small business eligibility.

To comply with this requirement, STA requests the Contractor provide the information required by the Federal Transit Administration on page two of this certification. **This information is not used in determining award of Contract or in evaluating your Proposal in any way. Providing this information is voluntary.**

A copy of 49 CFR Part 26 may be found at www.ecfr.gov or by contacting:

Jordan Hayes-Horton
DBE Liaison
Spokane Transit Authority
1230 W Boone Ave
Spokane, WA 99201
(509) 325-6032
jhorton@spokanetransit.com

Contractor DBE Information

Proposer Name: _____

Proposer Address: _____

North American Industry Classification System (NAICS) Code: _____

To determine your industry NAICS code go to www.census.gov/eos/www/naics and enter a keyword of your business classification in the box directly above the **2017** NAICS Search on the left side of the page and choose from the selection of codes that best matches your business classification.

Type of Business: _____

Telephone Number: _____ Email Address: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

- Is your firm a Disadvantaged Business Enterprise registered with the State of Washington Office of Minority and Women's Business Enterprises?

☐ Yes ☐ No

- How long has your firm been in business? _____

- Please check the box that describes your total gross annual receipts:

- | | |
|--|--|
| ☐ less than \$500,000 | ☐ \$3,000,001 - \$3,500,000 |
| ☐ \$500,000 - \$1,000,000 | ☐ \$3,500,001 - \$4,000,000 |
| ☐ \$1,000,001 - \$1,500,000 | ☐ \$4,000,001 - \$4,500,000 |
| ☐ \$1,500,001 - \$2,000,000 | ☐ \$4,500,001 - \$5,000,000 |
| ☐ \$2,000,001 - \$2,500,000 | ☐ \$5,000,001 - \$5,500,000 |
| ☐ \$2,500,001 - \$3,000,000 | ☐ greater than \$5,500,000 |

- Is your business a small business as defined by the SBA's definition of a small business concern? To determine if your business is considered a small business by SBA go to www.sba.gov/size-standards, enter your six- digit NAICS Code and follow the 3-step process.

☐ Yes ☐ No

DBE Subcontractors

Name, Address, UBI of DBE Subcontractor	Portion of Work to be performed.	\$ Amount

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

ATTACHMENT E

FEDERAL LOBBYING RESTRICTION CERTIFICATION

Certification for Contracts, Grants, Loans and Cooperative Agreements

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

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for making lobbying contacts to an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form--LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions [as amended by "Government wide Guidance for New Restrictions on Lobbying," 61 Fed. Reg. 1413 (1/19/96). Note: Language in paragraph (2) herein has been modified in accordance with Section 10 of the Lobbying Disclosure Act of 1995 (P.L. 104-65, to be codified at 2 U.S.C. 1601, *et seq.*)]
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

[Note: Pursuant to 31 U.S.C. § 1352(c)(1)-(2)(A), any person who makes a prohibited expenditure or fails to file or amend a required certification or disclosure form shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such expenditure or failure.]

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

Proposer Name: _____
(as registered with the State of Washington)

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

ATTACHMENT F

FEDERAL SUSPENSION & DEBARMENT CERTIFICATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION IN A LOWER-TIER COVERED TRANSACTION

The Contract awarded by this solicitation is a covered transaction for purposes of 2 CFR Parts 1200 and 180 and the Contractor is required to comply with 2 CFR Part 180, Subpart C. The Contractor must include the requirement to comply with 2 CFR Part 180, Subpart C, in any lower tier covered transaction it enters into. The Contractor shall verify that its principals, affiliates and subcontractors are eligible to participate in this federally funded contract and are not presently declared by any Federal department or agency to be:

- A. Debarred from participation in any federally assisted Award;
- B. Suspended from participation in any federally assisted Award;
- C. Proposed for debarment from participation in any federally assisted Award;
- D. Declared ineligible to participate in any federally assisted Award;
- E. Voluntarily excluded from participation in any federally assisted Award; or
- F. Disqualified from participation in any federally assisted Award.

By signing below and submitting its Proposal, the Proposer certifies as follows:

The certification in this clause is a material representation of fact relied upon by Spokane Transit Authority. If it is later determined that the Proposer knowingly rendered an erroneous certification, in addition to remedies available to Spokane Transit Authority, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The Proposer agrees to comply with the requirements of 2 CFR Part 180, Subpart C while this offer is valid and throughout the period of any contract that may arise from this solicitation. The Proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

Proposer Name: _____

Proposer Address: _____

Telephone: _____ Fax: _____

Email: _____

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

EXHIBITS

EXHIBIT A – Sample Agreement is attached to this document and posted separately on STA's website under 2026-11268 Temporary Staffing Services:

<https://www.spokanetransit.com/bidding-opportunities/>