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REQUEST FOR PROPOSALS
(RFP 24-04.01)
Road Safety Audits
2024-2025

March 5, 2024

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1. SPECIFICATIONS

1.1. Introduction

The Northwestern Indiana Regional Planning Commission (NIRPC) is seeking to contract with a qualified consultant to conduct multiple Road Safety Audits (RSAs) for its member municipalities. NIRPC will manage the contract and the project on behalf of its members. The project will include office meetings and field visits with municipal representatives and NIRPC staff and the development of a final report that includes RSA documents for multiple locations throughout Lake, Porter, and LaPorte counties in Indiana. The project will be completed in two phases over two years. Each phase shall include meetings, field work, and the development of a final RSA report. The budget for this project is \$77,500 for each year for a total contract of \$155,000. The project is funded with federal Highway Safety Improvement Program funds.

1.2. Budget/Schedule of Fees

The total contract is not to exceed \$155,000. The contract will be structured as an hourly contract with a not to exceed amount of \$77,500.00 per year for two years. The proposal shall include an estimated number of hours per position needed to complete the project as proposed.

1.3. Method of Procurement

The method of procurement will be Competitive Procurement through a Qualification Based Selection (QBS). Consultants will be scored based upon their proposals submitted for this project. The scoring system can be found in Section 2.4.

1.4. Solicitation Schedule

RFP Release Date:	March 5, 2024
Deadline for Inquiries:	March 22, 2024, by 12:00 PM (CT)
Deadline for Q&A Response:	March 28, 2024
Deadline for Submittals:	April 8, 2024, by 12:00 PM (CT)
Executive Commission Approval:	June 20, 2024
Award Date, On or Before:	June 24, 2024
Tentative Contract Start Date:	July 1, 2024

1.5. Anticipated Service Start Dates:

July 1, 2024 – Year 1
April 4, 2025 – Year 2

1.6. Anticipated Service Completion Dates:

November 29, 2024 – Year 1
November 29, 2025 – Year 2

1.7. Project Scope

Prior to the kickoff of the project, NIRPC will solicit, rank, and develop a list of locations for the RSAs, which will be provided to the consultant. The consultant will be responsible for leading an in-person session at the NIRPC offices and a field visit to all selected locations with municipal representatives and NIRPC staff. The consultant will be responsible for preparing meeting materials for both sessions. The session shall include a consultant-led presentation describing the RSA process and outcomes, FHWA Proven Safety Countermeasures, and background data for each location and a facilitated discussion of the location. The field visits will be scheduled and led by the consultant according to FHWA-accepted RSA standards. Sign-in sheets and minutes will be prepared and distributed by the consultant. The consultant shall submit a final report documenting all background data, meetings, and the final RSA recommendations. Documentation of each RSA must be formatted so that each location can be extracted as a standalone document.

1.8. Deliverables

Deliverables include:

- Meeting Agenda, Presentations, & Minutes
- Project Management Plan
- Interim reports described in the scope of work
- One Final Report for each year (two total Final Reports) for NIRPC documenting the process and including the RSA documents for each individual location.

1.9. Contact

Lisa Todd
Northwestern Indiana Regional Planning Commission
6100 Southport Road
Portage IN 46368
P: 219-254-2527
ltodd@nirpc.org

2. INSTRUCTIONS TO PROPOSERS

2.1. Inquiries

Any questions related to this solicitation shall be directed to the contact whose name appears herein. The Proposer shall limit contact or ask questions of the department or agency for which the requirement is being procured. Questions shall be submitted in writing or by email. Any correspondence related to a solicitation should refer to the appropriate Solicitation number, page and paragraph number. Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written solicitation amendment will be binding. All questions and answers will be shared with the email list and posted on the Commission's website.

It is the interested parties' responsibility to contact the individual whose name appears herein to be added to the email list. If the interested party is not on the email list, they will not be sent any addendums, questions, answers, etc. This can be done by submitting an email to Lisa Todd (ltodd@nirpc.org), with the subject line:

RFP 24-04.01 - Roads Safety Audits for 2024-2025

All questions and clarifications are due by 12:00 p.m. CST on March 22, 2024 with subject line:
Question Re: RFP 24-04.01– Road Safety Audits for 2024-2025

2.2. Instructions for Submittal

Proposer(s) must include the following information in the order outlined below in their response:

2.2.1. Cover letter

Maximum of one (1) page describing the firm's interest in the project and the firm's understanding of the project. The cover letter must be signed by an individual authorized to commit firm resources to the project.

2.2.2. Team Member Qualifications

Maximum of six (6) pages describing the qualifications and role of each team member. Team members shall demonstrate having completed an RSA in Indiana or the United States following generally accepted guidance for completing RSAs. The project technical lead(s) must have completed a FHWA or NHI Highway Safety Manual (HSM) training class.

- i. One (1) page for the firm's project principal.
- ii. One (1) page for the firm's project manager.
- iii. One half (1/2) page for each additional team member with a maximum of six team members.
- iv. One (1) page organization chart that shows team members and roles/responsibilities.
- v. This section must also demonstrate the availability of staff to complete the work.

2.2.3. Firm Profile(s) and Prior Work Experience

Maximum of six (6) pages.

- i. Up to one (1) page for lead firm profile.
- ii. Up to one (1) page for the firm profile for each additional firm on the team.
- iii. Up to two (2) pages for relevant project descriptions for similar projects for lead firm.
- iv. Up to one (1) page for relevant project descriptions for similar projects for each additional firm.
- v. Example projects must have been completed in the last five (5) years. Include the date the project was completed. Also include client contact information for reference checks, including name of responsible individual, phone number and email.

2.2.4. Work Plan

Maximum of seven (7) pages.

- i. Greater detail in Section 4: Scope of Work.
- ii. The work plan must include a description of specific tasks that will be performed. Any tasks proposed to be performed by NIRPC staff must be clearly identified in the work plan.
- iii. The proposal must include a cost per RSA to be performed and a minimum number of RSAs that will be performed under the contract. The proposal may provide a specific range of costs per RSA that is based on the complexity of the location, e.g. the cost may be based on the functional classification of the roadways, the AADT, the number of lanes, etc., but the proposal should clearly state the cost per RSA.
- iii. Proposers are encouraged to use their creativity and experience in developing the work plan. The tasks identified, including their descriptions, in the work plan and how they are woven together will be critical to be selected.
- iv. The work plan must describe how the consultant team proposes to coordinate with NIRPC staff.

vi. The work plan must describe the proposer's QA/QC process, identifying responsible parties and how any problems will be resolved. NIRPC expects work products submitted for NIRPC review be of high quality and not contain errors, omissions, or typos.

2.2.5. Schedule of Fees

Proposer(s) must include a detailed schedule of fees that corresponds to the tasks proposed in the work plan.

2.2.6. Project Schedule

Proposer(s) must include a detailed project schedule that corresponds to the proposed work plan. The schedule must demonstrate how the consultant team will complete the project on time and complete the project phases on time. Key tasks (not all tasks) must be reflected on the schedule.

2.2.7. Executed Certifications

Proposer(s) must submit all the attached Certifications under Section 5.

2.2.8. Proposals

Submit by email an electronic (Adobe PDF format) copy of the Proposal, with the subject line: **Response - RFP 24-04.01 –Road Safety Audits for 2024-2025.**

2.3. Evaluation and Vendor Selection

2.3.1. Proposal Evaluation

Proposals will be subject to initial review by the Procurement Manager. Interested Proposers shall be deemed responsive if they conform to the essential requirements of this document which includes the specifications, terms, and conditions to be met.

All submitted Proposals will be subject to scoring and evaluation by a review committee appointed by the Commission and a short list of responses scoring highest will be developed. Where there are apparent deficiencies, ambiguities and uncertainties present in the Proposals, the Commission may engage in discussions, in the manner most appropriate (either verbally or in writing), with Proposers for the sole purpose of addressing these deficiencies, ambiguities, and uncertainties.

Proposers who are on the short list may be asked to participate in an interview with the Commission. The final selection of the successful Proposer will be made after interviews are conducted, if necessary, with each Proposer on the short list.

Notwithstanding the above, the Commission reserves the right to select one Proposer based on the original submission of the Proposals, without negotiations with any Proposer or without interviews.

2.4. Scoring

2.4.1. Evaluation Criteria

Responsive Proposal(s) will be evaluated in accordance with the following six evaluation and selection criteria, listed in general order of relative importance. The Commission will evaluate the Proposals received based on the following criteria:

Evaluation Criteria Rated by Scorers - RFP for Road Safety Audits				
Category	Scoring Criteria	Possible Score	Weight	Weighted Score
Team's Demonstrated Qualifications & Experience	Evaluation of the team personnel and equipment to perform the task with with a broad base of knowledge of various solutions and the applications of those solutions.	10	2.5	
Understanding to the problems presented	Appraisal of essential projects understanding and approach in relation to service/product efficiency (cost, time) and effectiveness (quality).	10	2.5	
Method of Approach	Capability to explore innovative or advanced techniques, and to know the pros and cons of those techniques.	10	1.5	
Quality / Value of Time & Effort	The time and effort proposed by the applicant team. The value that the team brings to the project.	10	1.5	
Capacity of Team members	The team's capacity to do the assigned work in a reasonable time and with utmost quality.	10	1	
Familiarity with state & federal procedures	How well the team is familiar with INDOT & FHWA procedures (especially HSIP)	10	1	
Total				100

Each Proposal will be reviewed to determine if it meets the minimum requirements. The Proposal must be complete, in the required format and in compliance with all the requirements. A list of ranked Proposals will be developed based upon the totals of each committee member's score for each Proposal. The review committee will then recommend the selected proposal to the Commission's Finance and Personnel Committee.

2.5. Deadlines

All Proposal(s) must be received at the Commission by **April 8, 2024, at 12:00 PM CT.** No Proposal(s) will be accepted after this time and date. The Commission reserves the right to reject any or all Proposal(s) received.

3. GENERAL CONDITIONS

3.1 Definitions

Proposal(s): Proposal(s) may refer to a quote, proposal, response, sealed bid, or set of qualifications that is to be submitted by the Proposer.

Proposer: Proposer shall refer to a firm, agent, company, or person or team of firms submitting a Proposal(s) or Qualifications to the Commission.

Contract: Refers to an agreement between the Proposer and the Commission in which a set of terms and conditions and a scope of work are agreed upon after evaluations have determined a competitive Proposer.

RFP: Request for Proposals

The Commission: The Commission may refer to the Northwestern Indiana Regional Planning Commission (NIRPC), the governing body of NIRPC, the Executive Board or the full governing body.

NIRPC: Northwestern Indiana Regional Planning Commission.

Inquiries: Questions and clarifications regarding content in this document.

Solicitation: Refers to this document.

3.2 Right of Rejection

The Commission reserves the right, in its sole discretion, to cancel this RFP, to postpone the closing/opening date for its own convenience and to reject any or all Proposal(s) for any reason. Incomplete submissions will not be reviewed or considered.

3.3 Proposer Responsibility

The Proposer shall have the responsibility of satisfying all parts of this solicitation. It is the desire of the Commission to procure goods and services of the finest quality. No advantage shall be taken by the Proposer in the omission of any part of detail that would be necessary to fully satisfy all work required in this solicitation. All costs for any proposal are borne by the submitter.

3.4 Familiarization of Scope of Work

Before signing a contract, each Proposer shall familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. It shall carefully correlate its observations with the requirements of the solicitation and contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a Contract will constitute a representation of compliance by the Proposer. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.

3.5 Responsive Proposal(s)

The Commission shall award contracts only to responsible/responsive Proposers who possess the potential to perform successfully under the terms and conditions of the Request for Proposals. The Proposer shall affirmatively demonstrate its responsibility and, when necessary, the responsibility of any proposed Sub-Contractors.

If information obtained by the Commission clearly indicates that the Proposer is not responsive and the Commission has doubts about the productive capability or financial strength of a Proposer that cannot be resolved affirmatively, a determination that the Proposer is non-responsive shall be rendered.

3.6 Eligibility

Proposers must not be on the U.S. Government Excluded Parties List System of ineligible firms. The successful Proposer will be required to comply with all applicable Equal Employment Opportunity laws and regulations.

Federal Requirements

This project is being funded with federal funds. As such, the project will be developed in a manner which satisfies all applicable Federal, State, and Local regulations. If selected, the Consultant must be able to verify that they can meet the following terms and conditions:

1. Debarment and Suspension (2 CFR Part 200 Appendix II (I), 2 CFR 180)
2. USDOT Disadvantaged Business Enterprise Program Requirements (49 CFR Part 26)
3. Byrd Anti-Lobbying Amendment (2 CFR Part 200 Appendix II (J))
4. Access to records
5. Equal Employment Opportunity (2 CFR Part 200 Appendix II (C))
6. Title VI of the Civil Rights Act of 1964
7. Termination for Cause and Convenience (2 CFR Part 200 Appendix II (B))
8. Sanctions and Penalties for Breach of Contract (2 CFR Part 200 Appendix II (A))
9. Conflict of Interest (24 CFR Part 570)

4. SCOPE OF WORK

The Consultant team will provide Road Safety Audits (RSAs) services for the Commission and its members. This will be a two-year contract; each task will be completed in the first year of the contract and then repeated in the second year.

Prior to Task 1 of the project, NIRPC will solicit, rank, and finalize a list of locations for the RSAs that can be completed within the project budget. The list will be provided to the consultant.

Task 1: Project Management Plan and Kickoff

The consultant shall develop a draft Project Management Plan describing schedule, data transfer, workflows, coordination and communication protocols, invoicing and other administrative elements of the project. The consultant shall hold a kickoff meeting with NIRPC staff to review the draft project management plan and discuss the list of RSA locations.

Task 2: Background Data and Preliminary Findings

The consultant shall review the list of RSA locations and gather relevant background data, including, but not limited to, traffic volumes, crashes, roadway geometry, lane configuration, and pedestrian accessibility.

Task 3: Working Session

- **Task 3a.** The consultant will develop and lead a one or two day in-person working session with municipal representatives (engineers, planners, emergency service providers, etc.) at the NIRPC offices. The consultant shall be responsible for all aspects of the working session including invitations, meeting agenda, slide show or other presentation materials, sign in sheets, and other materials. The session shall include a consultant-led presentation describing the RSA process and outcomes, FHWA Proven Safety Countermeasures, and preliminary findings and background data for each location, along with a facilitated discussion of the location.
- **Task 3b.** The consultant shall prepare a draft summary report of the working session including documentation of the facilitated discussion and distribute to participants and NIRPC staff for review and comment. All comments shall be incorporated into a final draft summary report.

Task 4: Field Visit

- **Task 4a.** The consultant will conduct field visits to all selected locations. Participation must include municipal representatives and NIRPC staff. The field visits will be scheduled and led by the consultant according to FHWA-accepted RSA standards. Sign-in sheets and minutes will be prepared and distributed by the consultant.
- **Task 4b.** The consultant will prepare an RSA report for each location based on the field visits recommending FHWA proven safety countermeasures. The RSA reports shall be distributed to participants and NIRPC staff for review and comment. All comments shall be incorporated into final draft RSA reports.

Task 5: Final Report

The consultant shall submit a draft final report documenting all background data, meetings, and the final RSA recommendations. Documentation of each RSA must be formatted so that each location can be extracted as a standalone document. The draft final report shall be distributed to NIRPC staff for review and comment. The consultant shall incorporate all comments into the final report, which will be delivered to NIRPC by the date listed in the project management plan.

Note: All materials shall be distributed electronically. The Final Report shall be delivered to NIRPC as an editable file, e.g. Microsoft Word, InDesign, etc.

5. REQUIRED CERTIFICATIONS

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5.1. Compliance With Federal Requirements

CERTIFICATION OF COMPLIANCE WITH FEDERAL REQUIREMENTS

_____ (Proposer) certifies that it can comply with the Federal requirements and conditions as outlined in this document.

Signature

Title

Date

5.2 Compliance With Debarment and Suspension

CERTIFICATION OF COMPLIANCE WITH GOVERNMENT-WIDE DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION PROVISIONS – LOWER TIER COVERED TRANSACTIONS

(Contractors that apply or bid for an award of \$25,000 or more must file the required certification)

In regard to 2 CFR Part 180 and Executive Order 12549 and 12689

By signing and submitting this bid or proposal, the prospective lower tier participant is providing the signed certification set out below in accordance with the following instructions:

1. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, NIRPC may pursue available remedies, including suspension and/or debarment.
2. The prospective lower tier participant shall provide immediate written notice to NIRPC if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "lower tier covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 and 12689 [2 CFR Part 180]. You may contact NIRPC for assistance in obtaining a copy of those regulations.
4. The prospective lower tier participant agrees by submitting this proposal that should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by NIRPC.
5. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction", without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
6. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List issued by U.S. General Service Administration.
7. Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, NIRPC may pursue available remedies including suspension and/or debarment.

Pursuant to the above instructions:

(1) The prospective lower tier participant certifies, by submission of this bid or proposal, that neither it nor its "principals" [as defined at 2 C.F.R. 180] is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) When the prospective lower tier participant is unable to certify to the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Signature of Proposer's Authorized Official

Name and Title of Proposer's Authorized Official

Date

5.3 Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

2 CFR Part 200 - Appendix II

Certification For Contracts, Grants, Loans, And Cooperative Agreements

(Contractors that apply or bid for an award of \$100,000 or more must file the required certification)

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

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. 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.

Signature of Proposer's Authorized Official

Name and Title of Proposer's Authorized Official

Date

5.4 Non-Collusion Affidavit

NON-COLLUSION AFFIDAVIT

The undersigned Proposer, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person from Proposing not to induce anyone to refrain from proposing, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such proposing. He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly any rebate, fee, gift, commission or thing of value on account of such sale.

Printed Name of Proposer

Signature of Proposer

Date

5.5 No Investment in Iran

CERTIFICATION IN NO INVESTMENT IN IRAN

As required by IC 5-22- 16.5, Contractor certified that it is not engaged in investment activities in Iran. Providing false certification may result in the consequences listed in IC 5-22-16.5-14, including termination of this Contract and denial of future state contracts, as well as imposition of a civil penalty.

Contractor

Signed: _____

Printed Name: _____

Title: _____

5.6 Employment Eligibility Verification

EMPLOYMENT ELIGIBILITY VERIFICATION

Contractor affirms under the penalties of perjury that it does not knowingly employ an unauthorized alien.

Contractor shall enroll in and verify the work eligibility status of all its newly hired employees through the Federal E-Verify program as defined in IC 22-5-1.7-3. Contractor is not required to participate should the Federal E-Verify program cease to exist. Contractor shall not knowingly employ or contract with an unauthorized alien. Contractor shall not retain an employee or contract with a person that Contractor subsequently learns is an unauthorized alien.

Contractor shall require its subcontractors, who perform work under this contract, to certify to the Commission that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the Federal E-Verify program. Contractor agrees to maintain this certification throughout the duration of the term of this agreement with the Commission and during the term of any subsequent contract with a subcontractor performing work under this agreement.

The Commission may terminate for default if Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the Commission.

Contractor

Signed: _____

Printed Name: _____

Title: _____

Date: _____