**RFP/RFQ Response Certification Form**

[RESPONDENT FIRM NAME]

[RESPONDENT ADDRESS]

[RESPONDENT PHONE NUMBER]

[RESPONDENT CONTACT NAME] [RESPONDENT EMAIL ADDRESS]

**This form must be submitted with your ON-LINE RFP/RFQ Submittal.**

We, the undersigned, being familiar with the local conditions affecting the Cost of the Work and with the applicable Contract Documents, including the Request for Proposal, Contract Terms, General Conditions of the Contract for Construction as amended therein, Special Conditions, Predesign, other documentation, and all Addenda Numbers and in accordance with the provisions thereof, hereby propose to furnish design services necessary for the proposed Project and attest that:

1. RFP/RFQ Submittal contents are accurate to the best knowledge of the undersigned,
2. Is committed to entering into the work promptly, if selected, by assigning the persons named along with adequate staff to meet the requirements of the work,
3. Is familiar with the terms of Minnesota State’s contracts, and is willing to sign contract(s), if selected,
4. There are no entities with which it has relationships that create, or appear to create, a conflict of interest with the work that is contemplated in this RFP/RFQ, and
5. There are no relevant facts or circumstances that could give rise to organizational conflicts of interest, except as otherwise disclosed.

**CERTIFICATION:**

**By signing this statement, I certify that as an owner or officer of the company, the appropriate person has executed the Certification on behalf of the Respondent, required by applicable articles, by-laws, resolutions or ordinances; and, that the information provided above is complete and accurate.**

[RESPONDENT FIRM NAME]

Authorized Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[RESPONDENT FIRM NAME]

[RESPONDENT TITLE]

[INSERT DATE mm/dd/yyyy]