



Dear Prospective Offeror,

By submitting this offer, the offeror certifies that, at the time of submission, they have adequate financial resources to perform the contract; they have the capability to comply with the required or proposed delivery or performance schedule; and otherwise meet or exceed the general standards required by FAR 9.104-1.

Contractor Responsibility – Instructions for Submitting Contractor Assurance Information

The Offeror shall submit information supporting this certification to the CO with their quote/proposal. This submission will be reviewed by the CO in making a determination of responsibility. At a minimum, offeror shall include:

- 1) The offeror's delivery plans, including, but not limited to, any agreements and/or arrangements with suppliers, providing as much detail necessary to explain how the statement of work will be accomplished within this working relationship;
- 2) A description of the Offeror's ability to adequately meet the financial demands of the requirement, including current relationships with lending and/or financial institutions or equity sources which have demonstrated interest in providing financing for the proposed project; and
- 3) The Offeror must disclose any filings for bankruptcy, fines levied by governmental agencies, or legal proceeding against any participating organization, employees, corporate officer, or entity that might have a material effect on the proposer's ability to implement the proposed project as required by FAR [52.209-5 or 52.212-3(h)*], Certification Regarding Responsibility Matters.
- 4) At the offeror's discretion, any additional information the offeror believes supports the above certification and will assist FEMA in making the determination of responsibility for the Offeror and its subcontractors.

Please provide a written response to all sections on your company's letterhead. A response is required by 3:00 pm, PST, Thursday, March 2, 2023. If you have any questions or concerns, please feel free to contact me, Demetria Carter, Contracting Officer at demetria.carter@fema.dhs.gov or Tiffany Young, Procurement Specialist at tiffany.young@fema.dhs.gov.

Thank you