

ATTACHMENT C –PROPOSAL REQUIRED SUBMITTAL FORMS

ONLY ELECTRONIC PROPOSAL SUBMITTALS WILL BE ACCEPTED.

Complete and Submit the Following Forms: Completed, Signed & Dated Where Indicated:

1. Attachment C1 - Offer Form
2. Attachment C2 - Authority to Transact Business in Virginia
3. Attachment C3 - Company Information
4. Attachment C4 – References
5. Attachment C5 - Trade Secret/Proprietary Information Identification

Digital signatures are acceptable

ATTACHMENT C1 - OFFER FORM

REQUEST FOR PROPOSALS (RFP)

Date: June 9, 2026

RFP NUMBER: 0501-26 Pension Invest

RFP SUBJECT: Defined Contributions Retirement Savings & Post Employment Benefits

DUE DATE AND TIME: by no later than July 21, 2026 @ 4 P.M. Eastern Standard Time

PROPOSALS TO BE ELECTRONICALLY SUBMITTED ONLY TO:

Cordell Myers, Deputy Purchasing Agent

cmyers@fallschurchva.gov

Phone (571) 666-1809

with copy to Purchasing@fallschurchva.gov

SEE ATTACHMENT B FOR ELECTRONIC PROPOSAL SUBMISSION REQUIREMENTS

Please type or legibly print.

OFFER

In compliance with this Request for Proposal and to all the conditions imposed herein, the undersigned offers and agrees to furnish the goods and/or services in accordance this RFP, the attached forms and associated Proposal.

Firm's Legal Name

Street Address (not PO Box)

City

State

Zip:

Date:

By: _____
Authorized Representative - Signature

Name: _____

Title: _____

Phone: _____ Email: _____

The City of Falls Church is committed to the letter and spirit of the Americans with Disabilities Act. This document will be made available in alternate format upon request. Call 703 248-5007 (TTY 711).

The City of Falls Church does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against any Bidder because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

Attachment C2 AUTHORITY TO TRANSACT BUSINESS IN VA FORM

VIRGINIA STATE CORPORATION COMMISSION (SCC) REGISTRATION INFORMATION

THIS FORM MUST BE SUBMITTED WITH YOUR PROPOSAL. FAILURE TO INCLUDE THIS FORM MAY RESULT IN REJECTION OF YOUR PROPOSAL PACKAGE.

The Offeror's Name: _____
Legal Name of Company (as listed on W-9)

(Check only ONE Box below)

☐ is a corporation or other business entity with the following SCC identification number:

This IS NOT the same as a Tax ID Number (TIN)

-OR-

☐ is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust **-OR-**

☐ is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the business entity in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from business entity's out-of-state location) **-OR-**

□ is an out-of-state business entity that is including with this bid/proposal an opinion of legal counsel which accurately and completely discloses the undersigned business entity's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of §13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. Falsification of such statement may be cause for debarment.

Please check the following box if you have not checked any of the foregoing options but currently have pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wish to be considered for a waiver to allow you to submit the SCC identification number after the due date for bids/proposals:

9

If this bid/proposal for goods or services is accepted by the City of Falls Church, the undersigned agrees that the requirements of the Code of Virginia Section 2.2-4311.2 have been met.

Any Bidder/Offeror described herein that fails to provide the required information or for whom such signed exception is not considered valid by the City, may not receive an award unless a waiver is granted, in writing, by the City Manager or his designee.

Authorized Signature

Date

Print or Type Name and Title

Attachment C3 - COMPANY INFORMATION

1. Legal Name of Business: _____

Other Business Names (including dba(s), T/As), etc.) used during past ten (10) years, if applicable:

2. Type of Business: ☐ Sole Proprietorship; ☐ Partnership; ☐ Corporation; ☐ LLC
☐ Other: _____ (Specify if other)

3. Name/Title of Owner or Chief Executive Officer: _____

4. Federal DBE firm? ☐ NO ☐ YES DBE# _____

5. Virginia SWAM firm? ☐ NO ☐ YES SWAM# _____

6. Registered on SAM.GOV website? ☐ NO; ☐ YES; IF YES, provide your Unique Entity ID

7. How many persons does the firm currently employ? _____ Full-time _____ Part-time

8. Address of local office from which work will be provided, if applicable:

9. If applicable - is all the equipment required by this RFP and/or necessary to efficiently and effectively perform the services under this RFP operative and presently in the firm's equipment inventory?

☐ YES ☐ NO. If NO, explain. _____

10. Subcontractors to be utilized if contract is awarded.

Please note that Contractor will be required to submit copies of Subcontractor licensing as applicable and obtain City approval of specific Subcontractors prior to beginning work.

Subcontractor's Name	Types of Work To Be Performed	% Of Total Work To Be Performed

11. Is the firm currently removed from a vendor's list or debarred, suspended or otherwise excluded from conducting business or submitting bids/proposals on contracts by any Commonwealth of Virginia agency or local government, or agency of the Federal government See Section entitled "Debarment/Exclusion Status"? ☐ YES ☐ NO

If YES, explain and provide information regarding the debarment, suspension or exclusion and the associated state, local or federal government agency or jurisdiction contact information (name, title, telephone number and email address).

Attach a separate page if needed.

ATTACHMENT C4 - COMPANY REFERENCES

NAME OF COMPANY: _____

REFERENCES

Provide at least three (3) references (other than the City) for contracts/projects of similar scope and comparable size to this RFP. References should be for current work or projects completed within the last two (2) years. The City may be included in addition to the three (3) references requested.

Please Type or print legibly.

1. Firm's Name: _____

Contact Name & Title: _____

Email Address: _____ Phone number: _____

Project Title/Description: _____

Date Completed: _____ Contract Amount: \$_____

2. Firm's Name: _____

Contact Name & Title: _____

Email Address: _____ Phone number: _____

Project Title/Description: _____

Date Completed: _____ Contract Amount: \$_____

3. Firm's Name: _____

Contact Name & Title: _____

Email Address: _____ Phone number: _____

Project Title/Description: _____

Date Completed: _____ Contract Amount: \$_____

You may include brief detail on any projects, add other references and/or examples of experience

Attachment C5 - TRADE SECRET/PROPRIETARY INFORMATION IDENTIFICATION

Name of Company: _____

- A. Trade secrets or proprietary information submitted by an Offeror/Bidder in response to a solicitation shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror/Bidder must invoke the protections of §2.2-4342F of the Code of Virginia, in writing, either before or at the time the data, material or other information (hereinafter "information") is submitted.
- B. The trade secrets or proprietary information to be protected from disclosure must be clearly identified in the original Proposal/Bid document by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. In addition, a redacted copy of the Proposal/Bid, labeled "Redacted" with the specific proprietary or trade secret information blacked-out must be submitted with the Proposal/Bid.
- C. The Bidder/Offeror must also list such trade secrets or proprietary information in the Proposal/Bid including page number(s) and section(s) on this form and clearly state the justifiable reason why protection from disclosure is necessary. Such general terms as "confidential", "proprietary" or "not public information" without reasonable justification is not acceptable.
- D. A Bidder/Offeror shall not designate as trade secret or proprietary information (i) an entire Proposal/Bid, (ii) any portion of a Proposal/Bid that does not contain trade secrets or proprietary information; or (iii) line-item prices or total Bid/Proposal prices (Code of Virginia Section 2.2-4342(F)(c). Any Proposal/s in contradiction to this requirement If the Offeror/Bidder refuses to withdraw such a prohibited classification designation, the Proposal/Bid will be rejected.
- E. The City shall not be responsible for an Offeror's/Bidder's failure to clearly identify information considered trade secret or proprietary or if Offeror/Bidder fails to properly redact (blackout) information in the redacted copy of their Proposal/Bid even if such information is listed on this attachment. The redacted copy will be provided to the public/third parties as requested and permitted under the Virginia Freedom of Information Act.
- F. Does your Proposal/Bid contain any information that is considered by the undersigned as proprietary or trade secret? Please check (X) one of the following boxes:
 - ☐ **NO**, I certify that none of the information included with this Proposal/Bid is considered trade secret or proprietary.
 - ☐ **YES**, I certify that this Proposal/Bid contains information considered trade secret or proprietary and all such information is specifically identified on this form.
If the "YES" box is checked the Offeror/Bidder must:
 - (1) Submit a redacted copy of the Proposal/Bid with the specific proprietary or trade secret information blacked-out in addition to the requirement in paragraph B above with regard to the original Proposal/Bid document; and
 - (2) Clearly identify on the form below, the specific information considered as trade secret or proprietary information. List each page number, section, or other information sufficient to make the information readily identifiable; and the justifiable reason for protection from disclosure.

Authorized Signature: _____

Printed Name & Title: _____

Date: _____

Name of Offeror/Bidder: _____

TRADE SECRET/PROPRIETARY INFORMATION IDENTIFICATION

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE

Add pages if necessary