

# APPENDIX A

**Request for Quotes Cover Sheet Lead Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Contact Information

Organization Name:

Address:

City: State: Zip Code:

Principal Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

Fiscal Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

Executive Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: \_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_

Legal Information

Type of organization: ☐ For-profit ☐ Non-Profit

☐ Government ☐ Education Institution

Federal Employer Identification Number (FEIN): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide your current [Unique Entity ID](https://sam.gov/content/duns-uei) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please provide your current [CAGE Code](https://cage.dla.mil/): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Requirements / Documents** *(proposals submitted without these documents will be considered incomplete, please see associated links for more information and instructions as to how to acquire them) Please note that a single copy of all requirements below must be submitted for EACH Partner, in addition to the lead applicant.*

❏ Registration in the [System for Award Management](https://www.sam.gov/SAM/) (SAM)

❏ W9

# Additional Requirements

❏ Agree to Use Partner4Work’s Contract Management Software, Parley Pro, for Contract

Negotiation

❏ By submitting your proposal you certify that you are compliant with the following [PA](https://www.health.pa.gov/topics/Documents/Administrative/contractor_integrity_provisions_7-30-10_doc.pdf) [state integrity policy](https://www.health.pa.gov/topics/Documents/Administrative/contractor_integrity_provisions_7-30-10_doc.pdf). If you are not, please submit along with your proposal a written explanation of why such certification cannot be made.