



PROCUREMENT COMPLIANCE VERIFICATION FORM

NOTICE

Contractors providing service to Government customers under this program must be Division of Capital Asset Management (DCAM) certified Prime Contractors in the Energy Management category of work.

If the Customer is a governmental body¹, please indicate which of the following statements is accurate:

- | | | |
|--|-----|-------|
| | Yes | No |
| 1. The Customer has followed M.G.L. c. 30B, the Uniform Procurement Act. | ___ | ___ |
| 2. The Customer has followed an alternate permitted statutory procurement process (such as M.G.L. c. 30, Section 39M or M.G.L. c. 25A, Section 11C). | ___ | * ___ |

**If yes, please indicate which statutory procurement process was followed.*

Note: It is solely the Customer's responsibility to determine which statutory procurement process applies. If the Customer determines it is exempt from public bidding law requirements, it must at a minimum, follow the Cape Light Compact's basic bid procedure described below.

3. The Customer has followed the Cape Light Compact's basic bid procedure. ___ ___

The Cape Light Compact's basic bid procedure consists of making a good faith effort (to be determined solely by the Cape Light Compact in its sole discretion) to obtain written or telephonic price quotations bids from at least three technically qualified and financially responsible contractors.

The Customer will obtain evidence of the contractor's qualifications by making a good faith effort (to be determined solely by the Cape Light Compact in its sole discretion) to obtain the following information from the contractor: (i) copies of all licenses required to perform the work, if any; (ii) names of three references for similar work; (iii) audited financial statements for the last three years (if audited statements are not available, tax returns may be substituted); and (iv) a description of all lawsuits or other legal proceedings filed by or against the contractor and its directors, officer, senior managers and, if the contractor is not a public traded company, owners (collectively, the "Contractor Information").

The Cape Light Compact may request copies of the Contractor Information at any time. The Compact reserves the right to require additional proof of the contractor's technical and financial qualifications. In addition, in order to ensure that the contractor selected by the applicant can satisfy its obligations, the Cape Light Compact may require that the contractor obtain a performance and/or payment bond in an amount to be determined by the Cape Light Compact in its sole discretion.

A written record of telephonic price quotations shall be made and shall contain at least the date of the quotation, the name of the contractor and the contractor's representative, a brief description of the scope of work, and the quoted price. Written price quotations, written records of telephonic price quotations and written records of the Contractor Information shall be retained for a period of two years and shall be made available to the Compact upon its request. The Customer agrees and acknowledges that it has or will award the work to the contractor that offers a competitive price, is technically qualified and financially responsible.

Signature and Title

Date

¹ "Governmental body" is defined under M.G.L. c. 30B, Section 2 as "a city, town, district, regional school district, county, or agency, board, commission, authority, department or instrumentality of a city, town, district, regional school district or county."