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 Website [http:// www.truman.edu/businessoffice/purchasing/open-bids/](http://www.truman.edu/businessoffice/purchasing/open-bids/)

**REQUEST FOR PROPOSALS (RFP) – October 24, 2023**  
**PROJECT SP24-08 FUNDRAISING CAMPAIGN CONSULTING SERVICES**  
 Submittals from minority, women and disadvantaged business enterprises are encouraged.

<p align="center"><b>SUBMITTAL DEADLINE</b>          2:00pm Central Time          Thursday, November 30, 2023</p>	<p align="center"><b>SUBMIT</b>          One (1) electronic copy via thumb drive          or email to lthrasher@truman.edu</p>
<p align="center"><b>DELIVERY BY MAIL</b>          Truman State University Foundation          Attn: Laura Thrasher, 106 McClain Hall          100 East Normal Ave          Kirksville, MO 63501</p>	<p align="center"><b>DELIVERY BY HAND</b>          Truman State University Foundation          Purchasing Department          106 McClain Hall          (corner of Franklin and Normal)</p>

The Truman State University Foundation (Truman) is requesting proposals from qualified consultants to provide fundraising campaign consulting services. Proposals are to be delivered to the Purchasing Department at Truman until 2:00 p.m. CT, November 30, 2023, at which time the names of those consultants submitting proposals will be read aloud. No other public disclosure will be made until after an award of the contract.

RFP documents are available at <http://businessoffice.truman.edu/purchasing/bids/OpenBids.asp>. A notification of intent to respond to this RFP is located immediately below. This page must be submitted to notify Truman of your interest in this project and your plan to submit a proposal. This form is also required if you wish to receive (1) answers to questions regarding the RFP and (2) any RFP addenda. RFP addenda will be issued if there is a change to the specifications or closing date/time of this RFP.

**INTENT TO RESPOND STATEMENT**

\_\_\_ YES our organization plans to submit a response to this solicitation for proposals:

**NO RESPONSE STATEMENT**

\_\_\_ NO our organization is not submitting a response for the following reason(s):

- |  |  |
|--|--|
| <input type="checkbox"/> Do not offer this commodity or equivalent | <input type="checkbox"/> Insufficient time to respond            |
| <input type="checkbox"/> Schedule would not permit us to perform   | <input type="checkbox"/> Cannot meet delivery requirements       |
| <input type="checkbox"/> The project is too small                  | <input type="checkbox"/> Licensing restrictions (please explain) |
| <input type="checkbox"/> The project is too large                  | <input type="checkbox"/> Other reasons                           |

Name of Organization: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

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## PART I – GENERAL INFORMATION

Founded in 1867, Truman is Missouri’s selective public liberal arts and sciences university. Truman offers 48 bachelor degree programs, 11 master degree programs, 68 minor degree programs and 4 certificate programs. Truman is accredited by North Central Association of Colleges and Schools and The Higher Learning Commission. Truman has been recognized as the number one Midwest Regional public university in U.S. News & World Report’s "Best Colleges" publication for 27 consecutive years.

Truman primarily serves full-time undergraduate degree seeking students in a residential environment. Over 85% are Missouri residents with the balance coming from other states and countries. Truman’s academic profile reflects talented scholars with 24 to 30 mid-range ACT composite scores, a high school grade point average of 3.75 and impressive extracurricular records. Over 90% of new freshmen graduated with a 3.25 grade point average and more than 75% ranked in the top 20% of their high school graduating class. In addition to being known as scholars, Truman students and alumni are known as contributors in their communities, creative problem solvers and goal-oriented professionals. More information about Truman is available at the following website: [www.truman.edu](http://www.truman.edu).

As a distinct 501c3 charitable entity, the mission of the [Truman State University Foundation](#) is to advance Truman State University through lasting relationships, strong financial support, and prudent stewardship. Private gifts are essential to providing the high-quality academic programs the institution is known for, and the Truman State University Foundation helps match donors’ passions with the needs of Truman State University. The most recent campaign was conducted in 2017, and approximately \$43 million was committed in support of Truman State University. Currently, Truman raises approximately \$2.5 million annual support.

## PART II - SERVICE REQUIREMENTS

Truman is seeking a consultant to provide professional fundraising consulting services. This RFP contains specific information that must be addressed in the consultant’s proposal response. These specifications will ensure the consultant furnishes the highest quality personnel, products, and service to Truman’s campus community. This RFP, and any subsequent addenda, constitute the complete set of service requirements. Any and all communications regarding service requirements should be directed to Truman’s buyer referenced in this RFP. It is the consultant’s responsibility to ensure any request for information is received by Truman’s buyer.

Unless specifically stated in the RFP, all specifications constitute minimum requirements. All proposals must meet or exceed the stated service requirements. Unless specifically stated and allowed, all pricing submitted in response to this RFP is firm and fixed. The consultant should outline a scope of services designed to meet the following minimum service requirements (submit as Exhibit A – Proposed Services). Consultants may also propose options in addition to these minimum service requirements that may enhance the effectiveness and/or efficiency of Truman’s fundraising campaign.

### Phase I Service Requirements:

- A. Create a feasibility study and external assessment to provide a clear view of Truman’s philanthropic landscape, and these report(s) will indicate Truman’s overall readiness to conduct a successful comprehensive campaign. The feasibility study and external assessment will include the following components:
1. conduct interviews, focus groups, and other data gathering initiatives with external constituents, including volunteers, donors, and prospects
  2. provide an assessment of external factors that would impact a comprehensive fundraising campaign , including constituent perceptions about Truman

3. establish a projected fundraising capacity including a comprehensive determination of constituents' propensity to support Truman's strategic priorities
4. evaluate existing donor prospect database(s) and identify new major donor prospects
5. evaluate existing solicitation strategies
6. identify potential campaign leaders and volunteers
7. examine current performance metrics related to fundraising and alumni engagement, and compare and contrast those metrics with Truman's peer institutions
8. examine Truman's current communication and messaging programs, and assess Truman's ability to articulate a compelling case for support

The consultant will be required to complete the feasibility study and external assessment outlined above and submit a report to Truman on or before February 1, 2024. The report will outline the consultant's findings, external challenges, and recommendations for strengthening Truman's fundraising abilities. The report will also include preliminary recommendations for a prospective campaign goal, timeline, and budget.

### **Phase II Service Requirements:**

Following the initial phase of service requirements, Truman may choose to rely on the feasibility study and external assessment in determining whether to begin a fundraising campaign. In the event Truman elects to begin a fundraising campaign, the consultant will receive a second contractual agreement to provide the following additional services:

- A. Design a campaign plan, including:
  1. a specific campaign budget
  2. a specific campaign calendar with a detailed timeline
  3. the identification and prioritization of prospects
- B. Provide communication and messaging to develop and/or refine a case to strengthen and/or align campus messaging to support the campaign. Produce campaign materials including, but not limited to:
  1. specific advertising
  2. gift request letters
  3. pledge documents
  4. training manuals
- C. Work closely with the Vice President of Advancement to review donor lists to identify existing supporters with major gift potential, and.
- D. Assist with the training, development, and management of Truman's assigned campaign staff.
- E. Support the implementation and ongoing operations of the campaign.
- F. Provide a mechanism for tracking and reporting progress toward established benchmarks and goals.

### **PART III –PROPOSAL, EVALUATION & AWARD**

#### **A. Preparation of Proposals**

1. It will be the consultant's responsibility to ask questions, request changes or clarification, or otherwise advise Truman if any language, specifications or requirements of an RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from proposing consultants regarding specifications, requirements, competitive procurement process, etc. must be directed to Truman, as indicated on the first page of the RFP. All formal inquiries for significant or material clarification or interpretation, or notification to Truman of errors or omissions relating to this RFP document must be submitted in writing and emailed to Laura Thrasher, Purchasing Buyer, at [lthrasher@truman.edu](mailto:lthrasher@truman.edu). Submission of questions and subsequent responses will be issued as an addendum to all prospective consultants on file. No addenda will be issued later than 48 hours prior to the time and date scheduled for the receipt of responses except an addendum postponing or withdrawing the RFP. Every attempt will be made to ensure that the consultant receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all consultants will be advised, via the issuance of an addendum to the RFP, of relevant information related to the RFP.
2. Before submitting a proposal, consultants should become thoroughly familiar with all conditions referred to in this document, and any addenda issued before the proposal submission date. Failure to do so will be at the consultant's risk. Such addenda will form a part of the RFP. It will be the consultant's responsibility to ascertain that the proposal includes all addenda issued prior to the proposal submission date

3. Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
4. If the proposal is accepted, prices will be affirmed for the specified contractual agreement period.
5. Only Truman's written response(s) pertaining to this RFP, or an addendum, are valid.
6. Truman reserves the right to modify or cancel this RFP. Such action will be noted as an addendum.

#### **B. Submission of Proposal and Award**

1. A proposal submitted by a consultant must (a) include a signed RFP Proposal Certification executed by the consultant's duly authorized representative, (b) contain all information required by the RFP, (c) and be delivered to Truman no later than the exact opening time and date specified in the RFP.
2. A proposal may also be withdrawn or modified by the consultant provided requests are made in writing before the RFP opening date and time. Verbal requests to withdraw or modify a proposal will not be honored.
3. Proposal responses must be returned (with all necessary attachments) to Truman on or before 2:00 p.m. central time on Thursday, November 30, 2023. Proposals may be emailed, mailed or delivered in person to the addresses outlined on the first page of this RFP.
4. All data required herein in order for the consultant's proposal to be evaluated and considered for award must be submitted. Failure to submit such data will be deemed a cause for disqualification of a proposal from award consideration. Responses to this RFP should be submitted in the format specified. Proposals in any other format will be considered informal and may be rejected. Conditional proposals will not be considered.
5. Contents of any proposal, attachment, and explanation submitted in response to this RFP, except copyrighted material, will become the property of Truman. All copyrighted material must be clearly marked.
6. If your proposal contains any information you consider to be proprietary, you must place it in a separate envelope or file if e-mailed and mark it "Proprietary Information". Truman is the final authority as to the extent of material considered proprietary or confidential. Pricing information cannot be considered proprietary.
7. Truman reserves the right to reject any or all proposals or any part thereof, or to accept any proposal, or any part thereof, or to withhold the award and to waive or decline to waive irregularities in any proposal when Truman determines that it is in their best interest to do so.
8. After the initial screening process, those consultants whose proposals are selected for further consideration may be requested to make a presentation to Truman's selection committee to address questions in advance of the final selection. Consultants selected to make a presentation will be contacted to schedule a presentation. The person who will be directly responsible for servicing the account will be present at this presentation. Consultants are cautioned not to contact Truman employees concerning this RFP during the evaluation process.
9. Truman reserves the right to consider historic information and fact, whether gained from the consultant's proposal response, question and answer conferences, references, or any other source, in the evaluation process. Truman reserves the right to take such steps as it deems necessary to determine the ability of a consultant to perform the work, and each consultant will furnish to Truman such information and data for this purpose as it may request. Truman reserves the right to reject any proposal response where an investigation, or consideration of the information submitted by such consultant, does not satisfy Truman that the consultant is qualified to properly carry out the terms of these specifications. It is the consultant's sole responsibility to submit information related to the evaluation categories, and Truman is under no obligation to solicit such information if it is not included with the proposal response. Failure of the consultant to submit such information may cause an adverse impact on the evaluation of the consultant's proposal. Pursuant to Section 610.021 RSMo, proposals will not be available for public review until after a contractual agreement is executed or all proposals are rejected. Truman will notify RFP respondents of the consultant whom has been selected to perform these services. Any award protest must be received within 10 days after the date of notification of award in accordance with the statute.

#### **C. Proposal Opening.**

1. Proposal openings are public on the opening date and time specified on the RFP document. Only the names of the RFP respondents will be read at the opening. Proposal content will not be disclosed.
2. It is the consultant's responsibility to deliver the proposal to Truman by the opening date and time.
3. Proposals not received by Truman by the opening date and time will be late. Regardless of the degree of lateness or the reason, including causes beyond the consultant's control, late proposals will not be opened.

#### **D. Evaluation / Award**

1. Any clerical error, apparent on its face, may be corrected by Truman before the contractual agreement award. Upon discovering an apparent clerical error, Truman will contact the consultant and request written clarification of the

- intended proposal. The correction will be made in the notice of award. Examples of apparent clerical errors are: (a) misplacement of a decimal point and (b) obvious mistake in designation of unit.
2. Awards will be made to the consultant whose proposal complies with the requirements of the RFP as outlined in Part II, and is the lowest and the best proposal considering:
    - a. The consultant's proposal for service (submit as Exhibit A: Proposed Services).
    - b. The consultant's qualifications (submit as Exhibit B: Qualifications). Provide the following:
      - i. an overview of the consultant's organization, including parent and/or subsidiary companies;
      - ii. describe experience in providing the requested services to clients similar to Truman;
      - iii. the name, title, address, phone number and email address of the consultant's primary contact person;
      - iv. include five (5) current institutional customer references with contact name, position and e-mail address.
    - c. The consultant's pricing for all service requirements specified in this RFP (submit as Exhibit C: Pricing).
      - i. as outlined in Part II: Service Requirements, provide two separate and distinct pricing proposals for Phase I and Phase II Service Requirements
      - ii. all pricing submitted in response to this RFP will be firm and fixed while proposals are being evaluated.
    - d. All other evaluation criteria specified in the RFP and any subsequent negotiations.
  3. In the event all RFP respondents fail to meet the same mandatory requirement in an RFP, Truman reserves the right, at its sole discretion, to waive that requirement for all proposals and to proceed with the evaluation.
  4. Truman reserves the right to waive any minor irregularity or technicality found in any individual proposal.
  5. Negotiations may be conducted with those consultants who submit potentially acceptable proposals. Proposal revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there will be no disclosure of any information submitted by competing consultants.
  6. Any award of a contractual agreement will be made by written notification from Truman to the consultant. Truman also reserves the right to make multiple awards.
  7. Truman reserves the right to request written clarification of any portion of a consultant's response in order to verify intent. However, consultants are cautioned their response may be accepted without further clarification.
  8. Missouri Preference Executive Order: Proposals are being sought from Missouri and out-of-state companies. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Executive Order 03-27 states Missouri state government agencies will purchase a Missouri product unless it is determined that the value (including, but not limited to price, performance and quality) of the Missouri product does not meet the needs of the user. In assessing value, Truman may consider the economic impact to the State of Missouri for Missouri products versus the economic impact if products generated from out of state. This economic impact may include the revenues returned to the state through tax revenue obligations. Consultants must provide the following information as it relates to this RFP:
    - a. A description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.
    - b. A description of the economic impact returned to the State of Missouri through tax revenue obligations.
    - c. A description of the consultant's economic presence with the State of Missouri (e.g., type of facilities: sales office; sales outlets; divisions; manufacturing; warehouse; other including Missouri employee statistics).
    - d. If any products and/or services offered under this RFP are being manufactured or performed at sites outside the continental United States, the consultant must disclose such fact and provide details with their proposal.
    - e. MBE/WBE Certification. In accordance with Executive Order 98-21, consultants are encouraged to utilize certified minority and women-owned business in selecting other appropriate resources. Executive Order 98-21 directs state agencies to increase the participation of certified minority business enterprises (MBE) and women business enterprises (WBE) in state procurements. MBE/WBE certification issued by the Missouri Offices of Administration and Equal Opportunity is required to be considered an eligible MBE/WBE in meeting participation goals. If you qualify as a MBE or a WBE as defined in 37.020 RSMo, please outline your consultant's qualification in the proposal response

## **PART IV – CONTRACTUAL AGREEMENT**

### **A. General Terms and Conditions**

1. By submitting a proposal, the consultant agrees to furnish any and all equipment, supplies and/or services specified in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein.
2. The contractual agreement between Truman and the consultant will consist of (1) RFP and any addendums thereto, and (2) the proposal submitted by the consultant in response to this RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the

RFP will govern. However, Truman reserves the right to clarify any relationship in writing with the concurrence of the consultant and such written clarification will govern in case of conflict with the applicable requirements stated in this RFP or the consultant's proposal response. In all other matters not affected by the written clarification, if any, the RFP will govern. The consultant is cautioned that its proposal may be accepted without clarification.

3. A notice of award does not constitute an authorization for shipment of products or a directive to proceed with services. Before accepting products or services, Truman will execute a contractual agreement or purchase order.
4. The contractual agreement expresses the complete agreement of the parties and performance will be governed solely by the specifications and requirements contained therein. Any change, whether by modification and/or supplementation, must be accomplished by a formal addendum signed and approved by and between the duly authorized representatives of the consultant and Truman or by a contractual agreement change order prior to the effective date of such modification. The consultant understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, will be used or construed as an addendum/change order to the contractual agreement.
5. The initial term of the contractual agreement will commence on or before January 1, 2024 and extend through June 30, 2025. The contractual agreement will have renewal options for one (3) additional one (1) year periods, with the last available renewal period commencing on July 1, 2027 and ending on June 30, 2028. Either party to the contractual agreement may choose to not exercise a renewal term by giving the other party written notice at least sixty (60) days prior to the end of the current contractual term.
6. The consultant will not sell, convey, transfer, mortgage or assign any interest in the contractual agreement, either in whole or in part, nor any of its rights, title, interest or privilege without Truman's prior written consent.
7. Neither party will be held responsible for any losses resulting if the fulfillment of any terms or provisions of this agreement are delayed or prevented by any cause not within the control of the party whose performance is interfered with, and which by the exercise of reasonable diligence, said party is unable to prevent.
8. The parties to this agreement stipulate that Truman State University and Truman State University Foundation, their departments, agencies, boards and commissions will be indemnified and held harmless by the consultant for the vicarious liability of Truman as a result of entering into this agreement. However, the parties further agree that Truman, its departments, agencies, boards and commissions will be responsible for their own negligence. Each party to this agreement is responsible for their own negligence.
9. The consultant will represent itself to be an independent contractor offering services to the general public and will not represent itself to be Truman's employee. The consultant will assume legal and financial responsibility for taxes, FICA, employee benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc. and agrees to indemnify Truman against all loss; cost (including attorney fees); and damages related to such matters.

## **B. Applicable Laws and Regulations**

1. The contractual agreement will be construed according to the laws of the State of Missouri. The consultant will comply with all local, state, and federal laws and regulations related to the performance of the agreement.
2. To the extent that a provision of the contractual agreement is contrary to the Constitution or laws of the State of Missouri and/or of the United States, the provisions will be void and unenforceable. The balance of the contractual agreement will remain in force unless terminated by consent of both the consultant and Truman.
3. As a public institution, Truman must follow State of Missouri rules and regulations regarding the procurement of services. Data obtained through this consulting process must be handled as confidential and may not be shared with other consultants who may want to do business with Truman without Truman's prior written approval. Any future business with Truman will be obtained through a proposal process.
4. The consultant must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
5. The consultant must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
6. The consultant will not engage in discrimination or harassment on the basis of race, color, national origin, gender, age, religion, ancestry, disability, veteran status or sexual orientation in accordance with all applicable federal, state and local laws.

## **C. Conflict of Interest**

1. Truman's officials and employees, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.

2. Consultants agree they presently have no interest and will not acquire any interest, directly or indirectly, which would conflict in any manner with the performance of the services hereunder. Consultants further agree that no person having any such known interest will be employed, directly or indirectly, in the contractual agreement.
3. Consultants will not provide any pre-requisites, favors, or gifts to Truman employees intended to curry favor with specific persons or which incur expenses to be borne by Truman. Consultants will not attempt to gain appreciation from any group of employees other than providing the highest quality services possible.

#### **D. Remedies and Rights**

1. No provision in the contractual agreement will be construed as a waiver by Truman of any right or remedy available by law in the event of any claim by Truman of the consultant's default or breach of the contractual agreement.
2. The consultant agrees and understands that the contractual agreement will constitute an assignment by the consultant to Truman of all rights, title and interest in and to all causes of action that the consultant may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of or in relation to the particular equipment, supplies, and/or services purchased or procured by the consultant in the fulfillment of the contractual agreement with Truman.

#### **E. Cancellation**

1. In the event of material breach of contractual obligations by the consultant, Truman may cancel the contractual agreement. At its sole discretion, Truman may give the consultant an opportunity to cure the breach or to explain how the breach will be cured. The cure must be completed within ten (10) working days from notification.
2. If the consultant fails to cure the breach, or if circumstances demand immediate action, Truman will issue a notice of cancellation terminating the contractual agreement immediately.
3. If Truman cancels the contractual agreement for breach, Truman reserves the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contractual agreement from other sources and upon such terms and in such manner as Truman deems appropriate and charge the consultant for any costs incurred.
4. The consultant agrees that funds required to fulfill the contractual agreement must be appropriated by the Missouri General Assembly for each fiscal year included in the contractual agreement term. The contractual agreement will not be binding on Truman for any period in which funds have not been appropriated, and Truman will not be liable for any costs associated with termination caused by lack of appropriations.
5. Upon filing for bankruptcy or insolvency proceeding by or against the consultant, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the consultant must notify Truman immediately. Truman reserves the right to either cancel the contractual agreement or affirm the contractual agreement and hold the consultant responsible for damages.

#### **F. Invoicing and Payment**

1. Truman prefers invoices be delivered by email to [procurement@truman.edu](mailto:procurement@truman.edu).
2. Truman does not pay state or federal taxes unless otherwise required under law or regulation.
3. Truman will not make any advance deposits unless specifically addressed in the contractual agreement.
4. Invoices for services purchased by Truman will be subject to late charges provided in Section 34.055 RSMo.

#### **G. Communication, Notices and Documentation**

1. Written notice to the consultant will be deemed sufficient when deposited in the United States mail, emailed by an authorized Truman representative, or presented to the consultant at the address listed in the contractual agreement.
2. Materials developed or acquired by the consultant as a requirement specified in the contractual agreement will become Truman property. Materials that may reveal names or identification numbers of individuals or corporate entities, if not returned to Truman, must be destroyed to keep such information confidential. No materials prepared, as required by the contractual agreement, will be released to the public without Truman's written consent.
3. All books, accounts, reports, and other reports relating to this agreement will be subject to inspection and audit by the Truman State University Board of Governors, the Truman State University Foundation Board of Directors or Truman's external auditor for five (5) years after completion of this agreement. Consultant will deliver such records to Truman upon request.

**PART V: TRUMAN STATE UNIVERSITY FOUNDATION PROPOSAL CERTIFICATION**

The consultant certifies it is authorized to obligate the represented consultant and further agrees with all terms, conditions, and requirements of Truman’s request for proposal (RFP). The consultant further certifies the responses and resulting proposal to Truman’s RFP are true and accurate. In submitting a response to Truman’s RFP, the consultant understands that Truman retains the right to reject any and all proposals and to waive irregularities and informalities therein, and to award the contractual agreement in the best interests of Truman. It is also understood that proposals may not be withdrawn for a period of 30 days after the date and time set for the receipt of proposals. The consultant hereby affirms:

- (1) That I am the consultant (if the consultant is an individual), a partner in the consultant (if the consultant is a partnership), or an officer or employee of the consultant having authority to sign on its behalf (if the consultant is a corporation);
- (2) That the proposal has been arrived at by the consultant independently, and has been submitted without collusion with, and without any agreement, understanding, or planned common course of action with, any other consultant of materials, supplies, equipment or services described in the RFP designed to limit independent competition;
- (3) That the contents of the proposal has not been communicated by the consultant or its employees or agents to any person not an employee or agent of the consultant or its surety on any bond furnished with the proposal, and will not be communicated to any such person prior to the official opening of the proposal; and
- (4) That the consultant has fully informed itself regarding the accuracy of the statements made in their/its response.
- (5) If required by regulation, the consultant is registered with and maintains good standing with the Secretary of State of Missouri.
- (6) The undersigned certifies that the consultant (check one)  IS or  IS NOT currently debarred, suspended, or proposed for debarment by any federal or state entity. The undersigned agrees to notify Truman of any change in this status, should one occur, until such time as an award has been made under this procurement action.

In compliance with this RFP document, Project No. SP24-08 Fundraising Campaign Consulting Services, and after carefully reviewing all the terms, conditions, and requirements contained therein, the undersigned agrees to furnish such services in accordance with the specifications of this RFP.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company

\_\_\_\_\_  
Federal Tax ID No.

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

\_\_\_\_\_  
Website

**PART VI: CONSULTANT REQUIRED PROPOSAL EXHIBITS**

- Exhibit A: Proposed Services
- Exhibit B: Qualifications
- Exhibit C: Pricing