



**Summit and Medina
Workforce Area**
Council of Governments



Summit & Medina Counties

A proud partner of the
American Job Center network

SFY 2022 ONE-STOP OPERATOR SERVICES RFP

XIII. APPENDICES



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The following items in this section must be submitted in the following order. If not applicable, please indicate such and the reason. All Appendices should be submitted only once as a part of a separate packet with a clearly defined cover sheet marked "Appendix" accompanying the proposal and budget.

1. Copy of the certificate of receipt for the Articles of Incorporation from the state in which the organization operates.
2. Copy of current insurance certificates: include accident, auto, comprehensive general liability, and property.
3. Copies of licenses and certifications that are required of the organization before the organization can legally do business.
4. Names and addresses of current board members or officers of the organization and board president, executive director, or CEO.
5. Copy of the last audited financial statement. Audited financial statements must be completed by a Certified Public Accountant (CPA).
6. Describe the organization's participant grievance procedure. Submit copies of any forms used in this process.
7. Describe the organization's incident report process. Submit copies of any forms used in this process.
8. Disclose in writing any family, acquaintance, or business relationship with any SAMWA COG staff, Summit/Medina Workforce Development Board member, or county executive or commissioner.