



INVITATION TO BID

Bid Number: 50018-240038 **DATE: APRIL 25, 2024**
TITLE: FURNISH A SICKNESS AND ACCIDENTAL HEALTH INSURANCE PLAN for INTERNATIONAL STUDENTS

**SUBMIT BID TO: Grambling State University
Purchasing Department**
purchasingbids@gram.edu

To maintain the integrity of the bid process, please do not cc any other University email address when submitting your bid.

Purchasing Department Contacts:
Erin Walker (318-274-3280)
walkere@gram.edu

BID SCHEDULE: MAY 21, 2024

DUE DATE/TIME (email only): MAY 21 BY 2:00 PM CST

BID OPENING (Zoom): MAY 21, 2024 AT 2:05 PM CST

MEETING ID: 878 7994 4382 **PASSWORD: 441952**

<https://us06web.zoom.us/j/87879944382?pwd=ysJK0rAkpIncQch4JK6lhBaKRSLMwD.1>

General Instructions to Bidders

- 1. MINIMUM QUALIFICATION TO BID: The PPO network must include Green Clinic and Northern Louisiana Medical Center, an inpatient general hospital in RUSTON, Louisiana within a ten-mile radius of GRAMBLING STATE University, for the life of the contract period unless any change that becomes necessary is agreed to in writing by the University.**
2. Sealed bids for furnishing the items and/or services specified are hereby solicited, and will be received by the issuing Grambling State University Campus/Department at the "Submit Bid To" address stated above, until the specified due date and time. Bidder is solely responsible for the timely delivery of bid. The Purchasing Office is not responsible for any delays. It is the responsibility of the Supplier to ensure the bid is received by GSU Purchasing by the indicated due date and time. Any delays that may occur in transmission of the bid is the responsibility of the supplier. A bid will be considered late if it is not received at the "Submit Bid TO" email address by the indicated due date and time.
3. The maximum email attachment size accepted is 125 MB. It is the supplier's responsibility to ensure bid submission is sized such that it is successfully transmitted and received by GSU. If the bid response is too large to be emailed as one document, the bid must be sent as separate documents. Each submittal should be labeled. (Example – Bid Submittal 1 out of 3 for IFB-50018-24XXXX - Title; Bid Submittal 2 out of 3 for IFB-50018-24XXXX - Title, etc.). If any submittal is received late, GSU will not consider the late submittal(s). Only the submittal(s) received by the due date and time will be considered. Late bids will not be accepted per
4. Bid submissions must be signed by a person authorized to bind the vendor. In accordance with Louisiana R.S. 39:1594, the person signing the bid must be:
 - (1) any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership or partnership in commended listed in the most current partnership records on file with the secretary of state; or
 - (2) an authorized representative of the corporation, partnership, or other legal entity and the Bidder submits or provides upon request a corporate resolution, certification as to the corporate principal, or other documents indicating authority which are acceptable to the public entity, including registration on an electronic Internet database maintained by the public entity; or
 - (3) entity has filed in the appropriate records of the secretary of state in which the public entity is located, an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts.
5. When bid is submitted by email, **the subject line must show the Solicitation/File No.** and submission must be received by bid

deadline.

6. Read the entire solicitation, including all terms, conditions and specifications.
7. All bid information and prices must be typed or written in ink. Any corrections, erasures or other forms of alteration to unit prices are to be initialed by the Bidder.
8. Bid prices shall include all delivery charges paid by the vendor, F.O.B. Grambling State University Destination, unless otherwise provided in the solicitation. Any invoiced delivery charges not quoted and itemized on the Grambling State University purchase order are subject to rejection and non-payment.
9. Payment terms: Net 30 after receipt of properly executed invoice or delivery and acceptance, whichever is later.
10. By signing this solicitation, the Bidder certifies compliance with all general instructions to Bidders, terms, conditions and specifications; and further certifies that this bid is made without collusion or fraud. MANDATORY bid requirements are detailed immediately following the Standard Terms & Conditions section.
11. Quantities listed in these specifications are approximate and are not guaranteed by the University. The University reserves the right to **increase or reduce** quantity as needed if in the best interest of the University.
12. Bid Bonds: If a bid bond is required, a bid bond must be submitted for each separate bid response. The bid bond shall be in an amount equal to 5% of the bid price submitted and alternates, if any. The bid security shall be in a form of a bid bond or certified check, or cashier's check.
13. Bid Forms: Per LA R.S. 39:1556, all written bids, unless otherwise provided for, must be submitted on, and in accordance with, the forms provided, properly signed by an authorized representative of the bidding entity. Bids submitted in the following manner will not be accepted: (1) bid contains no signature indicating intent to be bound; (2) bid sent by facsimile equipment. Price alterations to bid responses received before bid opening time will be considered provided the written price alteration has been received and time-stamped before bid opening time. Any other alterations of the bid response form or foreign conditions attached thereto may cause rejection of the bid response without further consideration.

(PLEASE NOTE THAT A BID BOND MUST BE SIGNED BY THE AGENT OR ATTORNEY-IN-FACT OF THE SURETY.)

(*) The surety or insurance company furnishing the bid bond shall be currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

FOR THIS BID SOLICITATION: BID BOND REQUIRED: No
PERFORMANCE BOND REQUIRED: No
PURCHASE WILL BE EXECUTED WITH: X Purchase Order Only
 Purchase Order and Formal Two-Party Contract
 Formal Two-Party Contract Only

ADVERTISEMENT

April 25, 2024

PUBLIC NOTICE INVITATION TO BID

Sealed bids will be received by the Purchasing Department, GRAMBLING STATE UNIVERSITY, Grambling, La. On May 21, 2024 by 2:00, P.M. for: "Bid Number 50018 -240038-Furnish a Sickness and Accidental Health Insurance Plan for International Students"

At which time and place the bids will be publicly opened and read aloud. Any bid received after closing time will be returned unopened.

Copies of the specifications may be obtained in electronic format by visiting the State of Louisiana, Office of State Purchasing, LaPAC Web Site, <http://www.prd1.doa.louisiana.gov/OSP/LaPAC/pubMain.cfm>. Copies of specifications are on file in the Office of the Director of Purchasing, GRAMBLING STATE UNIVERSITY, Grambling, La. To obtain a copy of the specifications from Grambling State University, call (318)-274-3280 or e-mail walkere@gram.edu.

Bids must be returned to the Purchasing Office at purchasingbids@gram.edu by the due date and time referenced. Bids must be submitted on the forms enclosed with the bid specification, and in strict conformity with the intent of same without modifications. Bids must be signed in ink, dated, and title of person signing the bid should be shown on the bid.

Evidence of General Liability Insurance, Auto Liability Insurance, and Workers Compensation Insurance required for this contract.

No bid may be withdrawn after the scheduled closing time for receipt of bids for at least thirty (30) days.

The University reserves the right to reject any or all bids, and to waive any informalities.

Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(B)(5) and/or R.S. 39:1594(C)(4).

An Equal Opportunity Employer.

GRAMBLING STATE UNIVERSITY
GRAMBLING, LOUISIANA

Erin Walker
Director of Purchasing

TO APPEAR: **4/25/2024**
BID DUE: **5/21/2024**

STANDARD TERMS & CONDITIONS INVITATION TO BID

These standard terms and conditions shall apply to all Grambling State University solicitations, unless otherwise specifically amended and provided for in the special terms and conditions, specifications, or other solicitation documents. In the event of conflict between the General Instructions to Bidders or Standard Terms & Conditions and the Special Terms & Conditions, the Special Terms & Conditions shall govern.

Bids submitted are subject to provisions of the laws of the State of Louisiana, including but not limited to: the Louisiana Procurement Code (R.S. 39:1551-1736); Purchasing Rules and Regulations (Title 34 of the Louisiana Administrative Code); Executive Orders; and the terms, conditions, and specifications stated in this solicitation.

1. **Bid Delivery and Receipt:** To be considered, Bidders may submit bids electronically to purchasingbids@gram.edu When bid is submitted by email, the subject line must show the Solicitation/File No. and must be received by bid deadline.

Bidders are advised that the U.S. Postal Service does not make deliveries to the Purchasing Office. Bids will no longer be accepted by mail or in person. Bidder is solely responsible for the timely delivery of its bid, and failure to meet the bid due date and time shall result in rejection of the bid.

2. **Bid Forms:** Bids are to be submitted on and in accordance with the Grambling State University solicitation forms provided, and must be signed by an authorized agent of the vendor. Bids submitted on other forms or in other price formats may be considered informal and may be rejected in part or in its entirety. Bids submitted in pencil and/or bids containing no original signature indicating the Bidder's intent to be bound will not be accepted.
3. **Interpretation of Solicitation/Bidder Inquiries:** If Bidder is in doubt as to the meaning of any part or requirement of this solicitation, Bidder may submit a written request for interpretation to the Grambling State University Purchasing at the email address on page 1 of this solicitation. Written inquiries must be received in the Grambling State University Purchasing Department no later than five (5) calendar days prior to the opening of bids, and shall be clearly cross-referenced to the relevant solicitation/specification in question.

No decisions or actions shall be executed by any Bidder as a result of oral discussions with any Grambling State University employee or consultant. Any interpretation of the documents will be made by formal addendum only, issued by the Grambling State University Purchasing Department. It is the responsibility of the bidder, prior to submitting their bid, to periodically visit the State of Louisiana Purchasing Department LaPAC website, or contact the Grambling State University Purchasing Department, to identify if any addendums were issued. Grambling State University shall not be responsible for any other interpretations or assumptions made by Bidder.

4. **Bid Opening:** In-person bid openings have been suspended for the foreseeable future. Bidders may attend the public bid opening of sealed bids and proposals conducted on Zoom. No information or opinions concerning the ultimate contract award will be given at bid opening or during the evaluation process. Written bid tabulations will not be furnished. Bids may be examined within 72 hours after bid opening. Information pertaining to completed files may be secured by submitting a written request to the Grambling State University Purchasing at the email address shown in header.
5. **Special Accommodations:** Any "qualified individual with a disability" as defined by the Americans with Disabilities Act, who has submitted a bid and desires to attend the public bid opening, must notify the Grambling State University Purchasing Department in writing not later than seven days prior to the bid opening date of their need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.
6. **Standards of Quality:** Any product or service bid shall conform to all applicable federal, state and local laws and regulations, and the specifications contained in the solicitation. Any manufacturer's name, trade name, brand name, or catalog number used in the specification is for the purpose of describing the standard of quality, performance, and characteristics desired; and is not intended to limit or restrict competition. Bidder must specify the brand and model number of the product offered in his bid. Bids not specifying brand and model number shall be considered as offering the exact product specified in the solicitation.
7. **New Products/Warranty/Patents:** All products bid for purchase must be new, never previously used, of the manufacturer's current model and/or packaging, and of best quality as measured by acceptable trade standards. No remanufactured, demonstrator, used or irregular products will be considered for purchase unless otherwise specified.

The manufacturer's standard published warranty and provisions shall apply, unless more stringent warranties are otherwise required by Grambling State University and specified in the solicitation. In such cases, the Bidder and/or manufacturer shall honor the specified warranty requirements, and bid prices shall include any premium costs of such coverage.

Bidder guarantees that the products proposed and furnished will not infringe upon any valid patent or trademark; and shall, at its

own expense, defend any and all actions or suits charging such infringement, and shall save Grambling State University harmless. Descriptive Information: Bidders proposing an equivalent brand or model should submit descriptive information (such as literature, technical data, illustrations, etc.) sufficient for Grambling State University to evaluate quality, suitability, and compliance with the specifications with the bid submission. Failure to submit descriptive information may cause bid to be rejected. Any changes made by Bidder to a manufacturer's published specifications shall be verifiable by the manufacturer. If items bid do not fully comply with specifications, Bidder should state in what respect items deviate. Bidder's failure to note exceptions in its bid will not relieve the Bidder from supplying the actual products requested.

8. **Bids/Prices/F.O.B. Point**

- The bid price for each item is to be quoted on a "net" basis and F.O.B. Grambling State University Destination, i.e. title passing upon receipt and inclusive of all delivery charges, any item discounts, etc.
- Bids other than F.O.B. Grambling State University Destination may be rejected.
- Bids indicating estimated freight charges may be rejected.
- Bids requiring deposits, payment in advance, or C.O.D. terms may be rejected.
- Bidders who do not quote "net" item prices and who separately quote an overall "lump sum" freight cost or discount for all items shall be considered as submitting an "all-or-none" bid for evaluation and award purposes; and risk rejection if award is made on an item basis.
- Prices shall be firm for acceptance for a minimum of 30 days, unless otherwise specified. Bids conditioned with shorter acceptance periods may be rejected.
- Prices are to be quoted in the unit/packaging specified (e.g. each, 12/box, etc), or may be rejected.
- In the event of extension errors, the unit price bid shall prevail.

14. **Taxes:** Vendor is responsible for including all applicable taxes in the bid price. Grambling State University is exempt from all Louisiana state and local sales and use taxes. By accepting an award, resident and non-resident firms acknowledge their responsibility for the payment of all taxes duly assessed by the State of Louisiana and its political subdivisions for which they are liable, including but not limited to: franchise taxes, privilege taxes, sales taxes, use taxes, ad valorem taxes, etc.

11. **Terms and Conditions:** This solicitation contains all terms and conditions with respect to the purchase of the goods and/or services specified herein. Submittal of any contrary terms and conditions may cause your bid to be rejected. By signing and submitting a bid, vendor agrees that contrary terms and conditions which may be included in its bid are nullified; and agrees that this contract shall be construed in accordance with this solicitation and governed by the laws of the State of Louisiana.

12. **Vendor Forms/ Grambling State University Signature Authority:** : In accordance with LA Revised Statute 39:1594 (Act 121). The terms and conditions of the Grambling State University solicitation, purchase order and contract shall solely govern the purchase agreement, and shall not be amended by any vendor contract, form, etc.

The University's has assigned delegated authorities to execute/sign any vendor contracts, forms, etc., on behalf of Grambling State University as a result of any award of the solicitation. Departments are expressly prohibited from signing any vendor forms.

Any such vendor contracts/forms bearing unauthorized signatures shall be null and void, shall have no legal force, and shall not be recognized by Grambling State University in any dispute arising therefrom. Vendors who present any such forms to department users for signature without regard to this strict Grambling State University policy may face contract cancellation, suspension, and/or debarment.

13. **Awards:** The intent to award this bid on an all-or-none basis to the lowest responsible and responsive Bidder will be stated on the bid form. For bids with several items, Grambling State University reserves the right: (1) to award items separately, grouped, or on an all-or-none basis, as deemed in its best interest; (2) to reject any or all bids and/or items; and (3) to waive any informalities.

All solicitation specifications, terms and conditions shall be made part of any subsequent award as if fully reproduced and included therein, unless specifically amended in the formal contract.

14. **Acceptance of Bid:** Only the issuance of an official Grambling State University purchase order, contract, Notification of Award letter, or a Notification of Intent to Award letter shall constitute the University's acceptance of a bid. Grambling State University shall not be responsible in any way to a vendor for goods delivered or services rendered without an official purchase order and/or contract.

15. **Applicable Law:** All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

16. **Awarded Products/Unauthorized Substitutions:** Only those awarded brands and numbers stated in the Grambling State University contract are approved for delivery, acceptance, and payment purposes. Any substitutions must be reviewed and approved by the Grambling State University Purchasing Department prior to awarding the contract. Unauthorized product

substitutions are subject to rejection at time of delivery, post-return at vendor's expense, and non-payment. Testing/Rejected Goods: Vendor warrants that the products furnished will be in full conformity with the specification, drawing or sample, and agrees that this warranty shall survive delivery, acceptance, and use. Any defect in any product may cause its rejection. Grambling State University reserves the right to test products for conformance to specifications both prior to and after any award. Vendor shall bear the cost of testing if product is found to be non-compliant. All rejected goods will be held at vendor's risk and expense, and subject to vendor's prompt disposition. Unless otherwise arranged, rejected goods will be returned to the vendor freight collect.

17. **Delivery:** Vendor is responsible for making timely delivery in accordance with its quoted delivery terms. Vendor shall promptly notify the Grambling State University Purchasing Department of any unforeseen delays beyond its control. In such cases, Grambling State University reserves the right to cancel the order and to make alternative arrangements to meet its needs. All deliveries must go to: **Property and Receiving, 407 Central Ave., Grambling, La 71245.**
18. **Default of Vendor:** Failure to deliver within the time specified in the bid/award will constitute a default and may be cause for contract cancellation. Where the University has determined the vendor to be in default, Grambling State University reserves the right to purchase any or all goods or services covered by the contract on the open market and to surcharge the vendor with costs in excess of the contract price. Until such assessed surcharges have been paid, no subsequent bids from the defaulting vendor will be considered for award.
19. **Vendor Invoices:** Invoices shall reference the Grambling State University purchase order number, vendor's packing list/delivery ticket number, shipping/delivery date, etc. Invoices are to be itemized and billed in accordance with the order, show the amount of any prompt payment discount, and submitted on the vendor's own invoice form. Invoices submitted by the vendor's supplier are not acceptable.
20. **Delinquent Payment Penalties:** Delinquent payment penalties are mandated and governed by Louisiana R.S. 39:1695. Vendor penalties to the contrary shall be null and void, shall have no legal force, and shall not be recognized by Grambling State University in any dispute arising therefrom.
21. **Assignment of Contract/Contract Proceeds:** Vendor shall not assign, sublet or transfer its contractual responsibilities, or payment proceeds thereof, to another party without the prior written consent and approval of the Grambling State University Purchasing Department. Unauthorized assignments of contract or assignments of contract proceeds shall be null and void, shall have no legal force, and shall not be recognized by Grambling State University in any dispute arising therefrom.
22. **Contract Cancellation/Termination:** Grambling State University has the right to cancel any contract for cause, in accordance with purchasing rules and regulations, including but not limited to: (1) failure to deliver within the time specified in the contract; (2) failure of the product or service to meet specifications, conform to sample quality or to be delivered in good condition; (3) misrepresentation by the vendor; (4) fraud, collusion, conspiracy or other unlawful means of obtaining any contract with the University; (5) conflict of contract provisions with constitutional or statutory provisions of state or federal law; (6) any other breach of contract.

Grambling State University has the right to cancel any contract for convenience at any time by giving thirty (30) days written notice to the vendor. In such cases, the vendor shall be entitled to payment for compliant deliverables in progress.
23. **Prohibited Contractual Arrangements:** Per Louisiana R.S. 42:1113.A, no public servant, or member of such a public servant's immediate family, or legal entity in which he has a controlling interest shall bid on or enter into any contract, subcontract, or other transaction that is under the supervision or jurisdiction of the agency of such public servant. See statute for complete law, exclusions, and provisions.
24. **Equal Employment Opportunity Compliance:** By submitting and signing this bid, vendor agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972; federal Executive Order 11246; federal Rehabilitation Act of 1973, as amended; the Vietnam Era Veteran's Readjustment Assistance Act of 1974; Title IX of the Education Amendments of 1972; the Age Act of 1975; the Americans with Disabilities Act of 1990. Vendor agrees not to discriminate in its employment practices and will render services under any contract entered into as a result of this solicitation without regard to race, color, religion, sex, age, national origin, veteran status, political affiliation, handicap, disability, or other non-merit factor. Any act of discrimination committed by vendor, or failure to comply with these statutory obligations when applicable, shall be grounds for termination of any contract entered into as a result of this solicitation.
25. **Mutual Indemnification:** Each party hereto agrees to indemnify, defend, and hold the other, the State of Louisiana, any governing board, each party's officers, directors, agents and employees harmless from and against any and all losses, liabilities, and claims, including reasonable attorney's fees arising out of or resulting from the willful act, fault, omission, or negligence of

the indemnifying party or of its employees, contractors, or agents in performing its obligations under this agreement, provided however, that neither party hereto shall be liable to the other for any consequential damages arising out of its willful act, fault, omission, or negligence. Certification of No Suspension or Debarment: By signing and submitting this bid, Bidder certifies that its company, any subcontractors, or principals thereof, are not suspended or debarred under federal or state laws or regulations. A list of parties who have been suspended or debarred by federal agencies is maintained by the General Services Administration and can be viewed on the internet at www.epls.gov.

26. **Substitution of Personnel:** If applicable, the University intends to include in any contract resulting from this IFB the following condition: Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to the University for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's bid.
27. **Insurance Requirements:** Please note insurance requirements section included in these bid specifications. **If applicable** to the services procured in this solicitation, the successful Bidder will be required to furnish a certificate of insurance evidencing required coverages and naming the Grambling State University as an additional insured, and grant a waiver of subrogation on all liability policies.
28. **Nonperformance:** Successful Bidder is required to perform in strict accordance with all contract specifications, terms, and conditions. Successful Bidder will be advised in writing of nonperformance issues and shall be required to promptly implement corrective actions to ensure contract compliance and to prevent recurrences. In the event the successful Bidder is issued three or more complaints of nonperformance, Grambling State University reserves the right at its sole discretion to cancel the contract with a ten (10) day written notice. Contract cancellations due to nonperformance may be cause to deem vendor non-responsible in future solicitations.
29. **Official University Recognized Holidays:** The following is a list of officially recognized University Holidays:
- | | |
|------------------------|----------------------|
| New Year's Day | Juneteenth |
| Martin Luther King Day | July 4 th |
| Mardi Gras Day | Labor Day |
| Good Friday | Thanksgiving Day |
| Memorial Day | Christmas Day |

NOTE: The University has a fall break and a Spring Break. Each Break is approximately 4 Days Each.

30. **No Smoking Campus:** The Successful Bidder shall be responsible for compliance with all University policies, security measures and vehicle regulations. Specifically, the University is a NO SMOKING campus and all prospective Bidders are cautioned that smoking will not be permitted inside or outside on ANY part of this facility at any time. Any employee who is found to be in violation of this policy will be subject to immediate dismissal.
31. **Non-Exclusivity:** This agreement is non-exclusive and shall not in any way preclude Grambling State University from entering into similar agreements and/or arrangements with other Vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
32. **Contract Amendments:** Requests for contract changes must be made in writing by an authorized agent/signatory of the Vendor and submitted to the Grambling State University Purchasing Department for prior approval. Requests shall include detailed justification and supporting documentation for the proposed amendment.

Contract revisions shall be effective only upon approval by Grambling State University Purchasing Department and issuance of a formal Grambling State University Contract Amendment. The Vendor shall honor purchase orders issued prior to the approval of any contract amendment as applicable.

33. **Term of Contract:** The duration of this Contract commences from the date specified herein or date of award notification and continues until University accepts final delivery of all deliverables. Total initial contract period not to exceed **Twelve (12)** months, unless renewal terms are specified in the solicitation documents.

All terms of the solicitation shall be firm for the duration of Contract.

34. **Notification of Fund Appropriation:** The continuation of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the Legislature. If the Legislature fails to appropriate sufficient monies to provide for the continuation of the contract or if such appropriation is reduced by the veto of the Governor or by any means provided in the Appropriations Act to prevent the total appropriations for the year from exceeding revenues for that year or for any lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

All Bidders should be aware that our Legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds. Number of Bid Response Copies: Each Bidder must submit one (1) signed original bid to the Office of Purchasing at the mailing address specified in this solicitation document. The original must CONTAIN ORIGINAL SIGNATURES of those company officials or agents duly authorized to sign on behalf of the organization. Bidders may be required to mail in the original documents upon award.

35. **PROHIBITION OF DISCRIMINATORY BOYCOTTS OF ISRAEL:** In accordance with LA R.S. 39:1602:1, for any contract for \$100,000 or more and for any contractor with five or more employees, Contractor, or any Subcontractor, shall certify it is not engaging in a boycott of Israel, and shall, for the duration of this contract, refrain from a boycott of Israel.

The State reserves the right to terminate this contract if the Contractor, or any Subcontractor, engages in a boycott of Israel during the term of the contract.

36. **PRE-BID MEETING: A MANDATORY PRE-BID MEETING Non/Applicable. La. R.S. 38:2212.H; Bidders must attend (and stay at) any mandatory pre-bid meeting.**

37. **SITE VISIT/CONTACT INFORMATION:** It is the responsibility of the prospective bidder to visit and examine the jobsite, take measurements to his/her own satisfaction and determine conditions under which work is to be done. Owner will not accept responsibility for conditions which careful examination of premises would have shown existed.

To visit jobsite and for further information, prospective bidder is to contact the Grambling State University Purchasing Departments at the contacts listed on page 1. It is preferred to have a written record of the correspondence for each site visit request. Please do not contact us by phone to schedule a visit unless you do not receive a response to your email request after 48 hours.

38. **PIGGY BACK CLAUSE:** Grambling State University is asking all responding vendors to indicate their willingness to extend the terms of resulting contracts, inclusive of price, to other Louisiana state agencies and/or universities. While this clause in no way commits any state agency and/or university to purchase from the awarded vendor, nor does it guarantee any additional orders will result, it does allow state agencies and/or universities, at their discretion, to make use of the Grambling State University's competitive process (provided said process satisfies their own procurement guidelines) and purchase directly from the awarded contractor. All purchases made by other state agencies and/or universities shall be understood to be transactions between that state agency and/or university and the awarded vendor. Grambling State

University shall not be responsible for any such purchases.

39. **STATE OF LOUISIANA CONTRACTOR'S LICENSE REQUIREMENTS:** If a Louisiana Contractor's License Number is Required for the items, work, or services to be performed under this solicitation, then it shall be stated in the bid advertisement that will appear in the Baton Rouge Advocate, and it will be stated in the specifications provided with these bid documents.

NOTICE TO VENDORS

LOUISIANA'S HUDSON (SMALL ENTREPRENEURSHIP) AND VETERAN INITIATIVE

The Louisiana Initiative for Small Entrepreneurships (the Hudson Initiative) and the Veteran Initiative (Veteran Small Entrepreneurship) are race and gender neutral goal-oriented programs which encourage State agencies to contract with and encourage contractors who receive contracts from the State to use good faith efforts to utilize certified small entrepreneurships and certified veteran or service-connected disabled veteran owned small entrepreneurships as subcontractors in the performance of the contract. The primary intent of the programs is to provide additional opportunities for Louisiana-based small entrepreneurships that are certified by the Louisiana Department of Economic Development (LED) to participate in contracting and procurement with the State.

Small entrepreneurships that are not currently certified and are interested in participating in procurement and contracting opportunities with the State are encouraged to visit <https://www.opportunitylouisiana.gov/small-business/special-programs-for-small-business/hudson-initiative> or <https://www.opportunitylouisiana.gov/small-business/special-programs-for-small-business/veteran-initiative> for qualification requirements and on-line certification. After certification, businesses are encouraged to register in the [LaGov Supplier Portal](#).

END OF SECTION

MANDATORY BID REQUIREMENTS

Failure to meet all of the listed mandatory requirements will result in rejection of bid without further consideration.

1. **CERTIFICATION STATEMENT:** The Bidder **must** sign and include the Certification Statement as set forth in solicitation document. The signature of Bidder's Authorized Representative **must be an ORIGINAL signature** - not a typed/electronic signature. Documents signed in the DocuSign™ program are the only exceptions to this policy.
2. **BID SHEET/FORM:** The Bidder must submit bid on the form herein provided. The proposal must be signed in ink, and blank space(s) should be filled in for every applicable blank in the UNIT PRICE and EXTENDED TOTAL column. Items left blank will not be awarded to that bidder. It is not necessary to bid on all items. However, if you are not bidding on a particular item, or find a blank that is not applicable to your submission, write "NO BID" or "N/A" in the provided space(s). The Bidder must state the UNIT price (written in ink or typewritten) for each item and shall show the total amount for each item based on the quantities listed.
3. **CONTRACTOR QUALIFICATIONS: REFERENCE LETTERS** – The University reserves the right to verify contractor's qualifications regarding the bid response received, and to request references for verification purposes.
4. **CERTIFICATE OF INSURANCE: If insurance is required under this solicitation, it will be stated in the advertisement of the solicitation to appear in the Baton Rouge Advocate, and in the specification provided with these bid documents.** Bidder shall submit a certificate of insurance with bid submission or by provide the following information: Policy number, names and addresses of carriers and Agents, amounts of coverage, types of coverage, and effective dates on the bid form enclosed.
5. **ILLUSTRATIVE MATERIALS:** Vendor bidding anything other than exact goods/services specified in these specifications should submit descriptive and illustrative literature with the bid for consideration of award. Failure to do so may be cause for rejection of bid.

CONTACT INFORMATION

ELECTRONIC BID SUBMISSIONS (ONLY) *Do not email questions about the bid to this email address.*

purchasingbids@gram.edu

Be sure to include the solicitation number in the subject line.

Do not send your submission to any other University email address.

QUESTIONS/CONCERNS ABOUT SPECIFICATIONS

walkere@gram.edu

Do not email bid submissions this address.

To contact Purchasing by phone: 318-274-3280

CAMPUS DELIVERIES

Please send samples or other associated documents when a hard copy is requested or deemed necessary. By

Mail – Grambling State University

Purchasing Department

PO Box 4269

Grambling LA 71245

By Courier Service: Grambling State University

Purchasing Department

PO Box 4269

Grambling, LA 71245

DEFINITIONS

Agent - The University's representative in Purchasing Department who is referred to throughout these documents as singular in number.

Contractor - The person/company who contracts with Grambling State University to provide the items, services, or to perform the work as called for on these documents who is referred to as singular in number.

Owner –Grambling State University.

IMPORTANT NOTES:

1. **VENDOR BIDDING ANYTHING OTHER THAN EXACT GOODS/SERVICES SPECIFIED IN THESE SPECIFICATIONS SHOULD SUBMIT DESCRIPTIVE AND ILLUSTRATIVE LITERATURE WITH BID FOR CONSIDERATION OF AWARD. FAILURE TO DO SO MAY BE CAUSE FOR REJECTION OF BID.**
2. **ALL PRICES QUOTED ARE TO REMAIN FIRM UNTIL ALL DELIVERABLE GOODS OR SERVICES ARE RENDERED TO AND ACCEPTED BY GRAMBLING STATE UNIVERSITY.**
3. **IN THE EVENT OF EXTENSION ERRORS, THE UNIT PRICE ON THE BID FORM SHALL PREVAIL.**
4. **GRAMBLING STATE UNIVERSITY ADHERES TO NET 30 PAYMENT TERMS. ALL OTHER PAYMENT TERMS MUST BE DISCLOSED WITH BID. BE ADVISED THAT STRICTER PAYMENT TERMS MAY BE CAUSE FOR REJECTION OF BID.**
5. **QUANTITIES ARE APPROXIMATE AND ARE NOT GUARANTEED BY THE UNIVERSITY. THE UNIVERSITY RESERVES THE RIGHT TO INCREASE OR REDUCE QUANTITY AS NEEDED IF IN THE BEST INTEREST OF THE UNIVERSITY.**
6. **THE UNIVERSITY RESERVES THE RIGHT TO AWARD PROPOSAL ON AN INDIVIDUAL ITEM BASIS, A COMBINATION OF ITEMS BASIS, OR AS A TOTAL PACKAGE TO ONE VENDOR, WHICHEVER IS IN THE BEST INTEREST OF THE UNIVERSITY.**
7. **BID SUBMISSIONS MUST DISCLOSE ALL FEES INCLUDING SHIPPING, HANDLING, FREIGHT, FUEL SURCHARGES, ETC.. NO ADDITIONAL FEES WILL BE ACCEPTED AFTER AWARD.**
8. **FAILURE TO COMPLY WITH ANY MANDATORY REQUIREMENTS SHALL BE CAUSE FOR REJECTION OF BID.**
9. **TAX EXEMPTION: *Grambling State University is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for this or any other project. Grambling State University is a tax-exempt State Agency. However, that tax-exempt status does not transfer to its contractors, subcontractors, suppliers or vendors for their use in purchasing project-related materials.***

END OF SECTION

Grambling State University

BID SPECIFICATIONS –

OBJECTIVE:

To provide sickness and accidental insurance coverage that meets the requirements as set by the Federal Health Care legislation for the international (mandatory) of GRAMBLING STATE University beginning August 6, 2024.

BASE BID: SICKNESS and ACCIDENTAL INSURANCE

MANDATED FOR F-1 INTERNATIONAL STUDENTS WITH HARD WAIVER, AVAILABLE FOR J-1 EXCHANGE VISITOR

For a one (1) year period from August 6, 2024, through August 9, 2025

QUALIFICATIONS OF BIDDERS:

The Bidder shall submit, as part of this bid, proof of the following:

1. Evidence of successful operation in providing insurance coverage at other universities for at least the last five (5) years.
2. Evidence of sufficient net worth to be able to meet the requirements of the plan as outlined.
3. A list of Universities and Colleges which are served at the present time, with the number of students insured at each institution.
4. A list of Universities and Colleges to whom bidder has provided sickness and accidental insurance for international students.
5. Best's Key Rating Guide rating of A_ or better, which includes A, A+, and A++.
6. Evidence the insurance company is authorized to do business in the State of Louisiana.
7. Evidence the agent or agency submitting the bid is licensed to do insurance business in the State of Louisiana.
8. Evidence the following information pertaining to the Managing General Agency (MGA) is stated:
9. Years in business writing this program.
10. Number of years MGA has used its present insurance carrier in the program.
11. "Insurance Company Declaration", as outlined below.

INSURANCE COMPANY DECLARATION:

Please reply to the following. All items must be answered and all forms requested must be submitted with bid.

1. Name of insurance company.
2. Insurance company's address.
3. Insurance company's telephone number, toll free and/or collect.
4. Best's policyholder's rating.
5. Best's financial size category classification.
6. List of each university or college insured during previous school year and attach a separate form listing the name for each university or college; approximate premium volume for each university or college; and the name and title of the administrator at each school responsible for the student health program. Denote those schools, which have been insured for three (3) years or more. Individual schools may be contacted.
7. Please provide/answer the following:
 - a) List the location of the office where claims will be paid.
 - b) List the name, title, telephone number, and years of experience in administering student claims, of the persons responsible for the claim service.
 - c) List toll free number or a number that can be used to call collect by the University in reference to any claim, questions, or problems;
 - d) Will claims' office provide copies of all claim's status to the University?

- e) Will claims' office provide information on all claims rejected and the reason(s) for the rejection?
 - f) What is the average time for a claim to be processed after the date the insurance company receives it?
8. What are the insurance company's procedures in processing claims when notice of claim is submitted beyond the policy time limit?
- a) What are the conditions of coverage, exclusions and limitations
 - b) When to file a claim, how to file a claim and notification of decision.
 - c) What are the notification requirements and Care Coordination?
 - d) Factors affecting payment
 - e) What are the insurance company's procedures in processing claims when written proof of loss is submitted more than ninety (90) days after the date of such loss?
9. Will the insurance company furnish the school with a monthly listing of all claims paid, including:
- Claim
- a) Insured persons' name
 - b) Date of claim incurred
 - c) Date of claim paid
 - d) Amount of claim
 - e) Company paid
10. Provide copies of all claim forms necessary for payment of claims, for both sickness and accident, in the form of a 'hard copy' to be made available to the Insurance Office at the Student Health Service, and to have the availability of 'online' access with either providing claim forms or submittal of claim forms.

DATES OF SEMESTERS - Subject to Change

FALL 2024	August 11, 2024, until December 20, 2024
SPRING 2025	January 13, 2025, until May 19, 2025
SUMMER 2025	May 19, 2025, until August 11, 2025
FALL 2025	August 12, 2025, until January 12, 2026
SPRING 2026	January 13, 2026, until May 17, 2026
SUMMER 2026	May 18, 2026, until August 11, 2026
FALL 2026	August 12, 2026 until January 12, 2026
SPRING 2027	January 13, 2027, until May 17, 2027
SUMMER 2027	May 18, 2027, until August 11, 2027
FALL 2027	August 12, 2027, until January 12, 2027
SPRING 2028	January 13, 2028, until May 17, 2028
SUMMER 2028	May 18, 2028, until August 11, 2028

INTERNATIONAL BASIC INSURANCE POLICY

ENROLLMENT HISTORY: The information pertaining to numbers of insured is supplied for the use of the bidder as an aid in preparing a bid response but should in no way be considered a guarantee on the part of the University.

TOTAL INTERNATIONAL STUDENT ENROLLMENT PARTICIPATION:

Year	Number of Students	Premiums
2023-2024	99	\$18,437
2022-2023	113	\$51,230

BASE BID - SICKNESS and ACCIDENTAL INSURANCE

Mandatory for all F-1 Graduate and Undergraduate International Students (with hard waiver) and non-F-1 Intensive English Students: available for J-1 Exchange Visitor For a one (1) year period from August 6, 2024, through August 9, 2025

METHOD OF ENROLLMENT:

The University will be the collecting agent at registration. The method of enrollment of each student in the group insurance plan will be as follows:

BASE BID:

International

All F-1 - non-immigrant graduate and undergraduate international students and non-F-1 Intensive English students (IEP), regardless of the number of hours enrolled, will be assessed in their tuition through the International Student Insurance Fees. Students enrolled for the preceding semester will be covered by the policy during the semester break if the student registers for the following semester. Students registering in the spring and planning to continue in the fall will be considered a continuing student; in order to keep the policy enforced, they must pay the summer premiums.

HARD WAIVER: Each semester a refund will be considered for those international students with documented insurance coverage by their Sponsors that meet the requirements as set by ACA.

All J-1 International Exchange Visitor/ J-2 Dependents will be offered coverage under this policy as these benefits will surpass the current compliance requirements.

REPORTING TO THE UNIVERSITY:

Upon request the Company shall report to the University in a manner acceptable to the University a "Statement of Experience" details on any claim received by the Company. These details shall include:

1. Data that would be found in an Explanation of Benefits (EOB), which includes:
 - a. Date of receipt of claim.
 - b. Amount being claimed itemized by each vendor.
 - c. Any payments made, and where differences of amount claimed and payments made to be clearly indicated.
2. Data that would be needed to evaluate plan and to generate a 'loss ratio'.
 - a. General information to include:
 - i. Total number of students enrolled per semester
 - ii. Enrollment by age
 - iii. Total amount of premium paid to Insurance Company

- iv. Total Benefits paid by Diagnosis, by listing in columns
 - 1. Diagnosis group
 - 2. Dollar amount of Benefits paid
 - 3. % of total
- v. Total Benefits paid by Benefit Group, by listing in columns
 - 1. Benefit Groups
 - a. Accidental Death and Dismemberment
 - b. Medical evacuation and repatriation
 - c. Accident
 - d. Maternity
 - e. Mental Health
 - f. Motor Vehicle
 - g. Sickness
 - h. Wellness
 - 2. Dollar amount of Benefits paid
 - 3. % of total
- vi. List the 25 largest providers by the dollar amount paid, by listing in columns
 - 1. Provider name
 - 2. Number of claims
 - 3. Dollar amount paid
 Claims arranged by size by listing in columns:
 - 1. Number of claims
 - 2. Category
 - a. Claims pending
 - b. No benefits
 - c. \$1-1,000
 - d. \$1001 - 5,000
 - e. \$5001 - 15,000
 - f. \$15,001 -25,000
 - g. >\$25,001
 - Dollar amount paid

b. Experience data must be in such detail so as to indicate what is included in the phrase 'loss ratio' and be itemized to report all claims whether incurred or pending and any provision for incurred but not reported, claims paid and any administrative or overhead which is included in the 'loss ratio', a monthly breakdown of claims, by listing in columns:

- i. Policy month / year
- ii. Actual premium paid YTD
- iii. Total projected premium
- iv. Claims paid YTD
- v. Claims 'Incurred but Not Reported' YTD
- vi. Expense Factor
- vii. Total Claims paid and expenses
- viii. % Total Claims and expenses to Total projected premium

3. The Company shall have printed, at their expense, a brochure which explains to the students the extent of the coverage of this policy. The layout and contents of this brochure must be approved by the University so as to ensure that all pertinent data is included. This brochure is to be made available to the Admissions Office by July 1st of the bid year and in the case of a multiyear bid, by January 1st each year thereafter. The Company is to provide enough brochures to accommodate 100% of the international fall enrollment. A brochure should also be available by linking from the Student Health Center website to the Vendor's website.

4. The Company will provide a toll-free line or accept collect calls from GRAMBLING STATE University representative and/or students in reference to claims, invoicing, payments or other problems or questions in regard to this contract, for the life of the contract.

GENERAL STUDENT COVERAGE:

BASE BID will provide protection to cover registered F-1 non-immigrant international students, non-F-1 Intensive English (IEP) students and the J-1Exchange Visitors and their J-2 dependents. These participating students of GRAMBLING STATE University will be covered at home, school, or while traveling for twenty-four (24) hours a day throughout the school year, provided (s)he is enrolled on a continuous basis, with the following exception:

IEP has 5 scheduled sessions per year (two in the Fall and Spring and one in the Summer). Enrollment will begin six (6) days before the 1st day of class and will be continuous for each subsequent session as long as the student is registered in the program and will end six (6) days after the student has completed the program.

TELEHEALTH:

Virtual platform that includes 24-hour telehealth access. Platform should include in-network providers/services for counseling, psychiatry and general medical illnesses.

DEFINITIONS:

Accidental Death is a death caused by a covered Injury.

Accidental Injury is a condition occurring as a direct result of a traumatic bodily injury sustained solely through accidental means from an external force. With respect to injuries to teeth, injuries caused by the act of chewing do not constitute an injury caused by external force

Admission is the period from entry (Admission) into an approved facility for Inpatient care until discharge. In counting days of care, the date of entry and the date of discharge are counted as one (1) day.

Allowable charge relates to the lesser of the billed charge or the amount established by the Company or negotiated as the maximum amount allowed for all Provider services covered under the terms of this Benefit Plan.

Ambulance Service relates to Medically Necessary transportation by means of a specially designed and equipped vehicle used for transporting the sick and injured.

Benefit period deductible amount is the dollar amount, as shown in the Schedule of Benefits before the Benefit Plan starts paying Benefits.

Benefits is the agreed coverage for health care services, treatment, procedures, equipment, drugs, devices, items or supplies provided under the specific Benefit Plan.

Claim is a written or electronic proof in a form acceptable to the Company, of charges for Covered Services that have been incurred by a Member during the time period the Member was insured under the specific Benefit Plan. The provisions in effect at the time the service or treatment is received shall govern the processing of any Claim expense actual incurred as a result of the service or treatment rendered.

Copayment (Coplay) relates to the amount of charges for a Covered service for which a Member must pay.

Company is the successful bidder of the said policy.

Covered Person: any person insured under the coverage type you applied for: individual (named insured listed in the Policy Schedule), named insured/Spouse only (named insured and Spouse), one-parent family (named insured and Dependent Children), or two-parent family (named insured, Spouse, and Dependent Children). Spouse is defined as the person to whom you are legally married and who is listed on

your application. Newborn children are automatically covered under the terms of the policy from the moment of birth. If coverage is for individual or named insured/Spouse only, and you desire uninterrupted coverage for a newborn child, you must notify Company in writing within 31 days of the birth of your child (or within 31 days of the date of the release from the hospital), and Company will convert the policy to one-parent family or two-parent family coverage and advise you of the additional premium due. Coverage will include any other Dependent Child, regardless of age, who is incapable of self-sustaining employment by reason of mental or physical handicap and who became so incapacitated prior to age 26 and while covered under the policy. Dependent Children are your natural children, stepchildren, grandchildren (who are in the k:ga custody of and residing with the covered grandparent), or legally adopted children who are under age 26. A Dependent Child (including persons incapable of self- sustaining employment by reason of mental or physical handicap) must be under age 26 at the time of application to be eligible for coverage.

Covered Service is a service or supply specified in this Benefit Plan for which Benefits are available when rendered by a provider.

Deductible Amount defines the dollar amount, as shown in the Schedule of Benefits, of charges for Covered Services that a Member must pay within a Benefit Period before the Benefit Plan starts paying Benefits.

Effective Date is the date that the coverage begins as shown in the Policy Schedule and corresponds to Semester dates.

Elective means surgery or medical treatment, which is not necessitated by a pathological change occurring after the effective date of coverage and for which a reasonable delay will not unfavorably affect the outcome of the treatment.

- Elective surgery includes but is not limited to: tubal ligation; circumcision; vasectomy; breast reduction; sexual reassignment surgery; and services or supplies rendered for the purpose or with the intent of inducing conception; temporomandibular joint dysfunction (TMJ); cosmetic procedures; and submucous resection and/or other surgical corrections for deviated nasal septum other than for treatment of covered acute purulent sinusitis.

- Elective treatment includes but is not limited to: allergy testing; treatment of acne; biofeedback-type services; Infertility; hypnotherapy; learning disabilities and weight reduction.

Generic Drug is a prescription drug that is equivalent to a brand-name drug in dosage form, safety, strength, route of administration, quality, performance characteristics and intended use.

Guaranteed-Renewable is the right to renew the policy as long as the Enrollment qualifications are met.

Hazardous Activity Accident: an accident that occurs on or after the Effective Date of coverage, while coverage is in force, and while a Covered Person is participating in sky diving, scuba diving, hang gliding, motorized vehicle racing, cave exploration, bungee jumping, parachuting, or mountain or rock climbing, or while a Covered Person is a pilot, an officer, or a member of the crew of an aircraft and has any duties aboard an aircraft, or while giving or receiving any kind of training or instruction aboard an aircraft. A Hazardous Activity Accident does not include any Common-Carrier Accidents.

Injury means accidental bodily injury which is: 1) directly and independently caused by a specific accidental contact with another body or object; 2) unrelated to any pathological, functional or structural disorder; 3) a source of loss; 4) treated by a Physician within thirty (30) days after the date of the accident. All injuries sustained in one accident, including all related conditions and recurrent symptoms of these injuries will be considered one injury. Injury does not include loss, which results wholly or in part, directly or indirectly, from disease, or other bodily infirmity.

Mandated Benefits - The plan will pay benefits for specific mandated services in accordance with current Louisiana Insurance Laws under the same circumstances and conditions as for other diagnoses and sicknesses.

Medically Necessary relates to health care services, treatment, procedures, equipment, drugs, devices, items or supplies that a Provider, exercising prudent clinical judgment, would provide to a patient for the purpose of preventing, evaluation, diagnosing or treating an illness, injury, disease or its symptoms.

Pre-existing condition relates to a condition which has been treated within the previous six (6) months without insurance coverage. Coverage of pre-existing conditions will follow the guidelines of ACA.

Preferred Allowance relates to the amount a Preferred Provider will accept as payment for Covered Medical Expenses.

Preventive or Wellness Care describes services designed to effectively prevent or screen for a disease for which there is an effective treatment when discovered in an early stage.

Sickness means bodily sickness, mental sickness or maternity, which is not a pre-existing condition and which loss occurred while the coverage was in force. Sickness includes pregnancy, complications of pregnancy and trauma related disorders due to injuries which otherwise do not meet the definition of an injury. All related sicknesses and recurrent symptoms of the same or similar condition would be considered one sickness.

Usual and customary charges (U&C) means charges for medical services or supplies that are legally liable and which do not exceed the average rate charged for the same or similar services or supplies in the geographic region where the services or supplies are received. U&C are determined by referencing the 75th percentile of the most current survey published by Medical Data Research (MOR) for such services or supplies.

CONTRACT MODIFICATIONS / AMMENDMENTS: The University reserves the right to add or delete from this contract. The University will provide the Contractor with adequate notice for any changes in the scope of the contract. We will negotiate an equitable contract amendment with the Contractor to document any changes to the contract.

QUALIFICATION REQUIRMENTS FOR COMPANIES SUBMITTING A BID: All contractors submitting a bid for this contract shall meet these requirements listed below. Please include documentation in your bid submission that addresses each requirement. Submit the Bid including Unit Prices, Equipment List Breakout, executed & sworn; obtain and maintain throughout the term of the Contract, all required licenses, permits, certificates, insurances, performance and payment bonds, and agency signoffs to perform the Contract; demonstrate that it is an organization doing business for a minimum of three years prior to the Bid Opening Date; Must be an authorized dealer for all the Equipment; provide Bid Security – either a 5% percent Bid Bond.

Contractor shall be licensed and certified as required by the State of Louisiana Secretary of State, and all other applicable agencies. Documentation to be provided within five (5) days after receipt of request from the University.

Contractor awarded the bid shall provide a copy of their insurance certificate indicating proof of coverage as required in the insurance section of these bid within five (5) days from receipt of request.

INQUIRY PROCESS: Contractors shall direct all inquiries, requests for information, requests for clarification, etc. in writing to the Grambling State University Purchasing Department. Inquiries may be emailed to Erin Walker at walkere@gram.edu.

INVOICING I PAYMENT TERMS: Contractor shall submit invoice upon completion of the project. The University shall review the invoice for accuracy and shall process for payment. Terms shall be Net 30 days.

BASE_BID SPECIFICATIONS FOR INSURANCE POLICY

Base Bid Mandatory for all F-1 Graduate and Undergraduate International Students {with hard waiver} and non-F-1 Intensive English Students: available for J-1 Exchange Visitor For a one (1) year period from August 6, 2024 through August 9, 2025

The University reserves the right to extend the contract agreement for three (3) additional one (1) year periods at the same prices, terms and conditions if mutually acceptable to the Contractor. Any renewal shall be subject to continued appropriation of funding to the University by Louisiana State Legislature. In the event the Legislature fails to appropriate sufficient funding, the contract agreement shall be considered cancelled.

Policy Limits-When the covered Injury or Sickness requires treatment by a Physician, this policy will provide benefits for 52 weeks from the date of first treatment of a sickness, for the Preferred Allowance (PA) or Usual and Customary Charges (U & C) scheduled below.

**MEDICAL EXPENSE BENEFITS
Injury and Sickness**

Maximum Benefit

Student: \$100,000 (Per injury) (Per sickness)

Deductible Preferred Providers: \$25 (Per Injury) (Per Sickness)

Co-Pays for Student Health Center: \$ 0

Co-Insurance Preferred Providers: 100% of the PPO Allowance for Eligible Charges

Co-Insurance Out-of-Network Providers: 60% of Usual & Customary Charges (U&C)

*PPO-Preferred Provider Organization

**Usual and Customary Charges-see definition herein

INPATIENT	IN-NETWORK Preferred Allowance	OUT-OF-NETWORK Usual and Customary
Maximum for Room & Board	PPO Allowance	60 % of U & C
Maximum for Intensive Care	PPO Allowance	60 % of UC
Maximum for Hospital Miscellaneous Expenses	PPO Allowance	60 % of UC
Maximum for Physiotherapy when prescribed by the attending doctor and administered by a licensed physiotherapist.	PPO Allowance	60% of U&C
Maximum for Surgery	PPO Allowance	
Maximum for Assistant Surgeon	PPO Allowance	60% of U&C

Maximum for Anesthetist: professional services Administered in connection with inpatient surgery.	PPO Allowance	60% of U&C
Maximum for Registered Nurse's Services: When prescribed by attending doctor.	PPO Allowance	60% of U&C
Maximum for Physician's Visits: benefits are limited to one visit per day and do not apply when related to surgery.	PPO Allowance	60% of U&C
Pre-Admission Testing: payable within 3 working days prior to admission.	PPO Allowance	60% of U&C
Maximum for Psychotherapy: Treatment of mental/nervous disorders; alcoholism and drug addiction; covered as any sickness	PPO Allowance	60% of U&C
OTHER SERVICES	IN-NETWORK Preferred Allowance	OUT-OF-NETWORK Usual and Customary
Maximum for Ambulance Service	100% of U&C	100% of U&C

Maximum for Braces and Appliances- when Prescribed by the attending doctor exclusively for the purpose of healing the specific part of the body for which the brace or appliance is prescribed (replacement braces and appliances are not covered) Dental braces, except when	PPO Allowance	60% of U&C
necessitated by accidental or bodily injury, are not covered.		
Maximum for Durable Medical Equipment	PPO Allowance	60% of U&C

Maximum for Consultant Physician Services- when requested and approved by the attending physician	PPO Allowance	60% of U&C
Maximum for Dental Treatment: Injury to sound, natural teeth.	PPO Allowance Up to \$100 maximum per tooth to a \$500 maximum benefit	60% of U&C Up to \$100 maximum per tooth to a \$500 maximum benefit
Maximum for Dental Treatment; if caused by sickness.	PPO Allowance Up to \$1,000 maximum benefit	60% of U&C Up to \$1,000 maximum benefit
Maximum for Therapeutic Abortion- covered as any sickness	PPO Allowance Up to a \$500 maximum benefit per Policy Year	60% of U&C Up to a \$500 maximum benefit per Policy Year
Maximum for Pregnancy-covered as any sickness when conception occurs while insured hereunder.	PPO Allowance	60% of U&C
Maximum for Preventative Care- Covered as any condition	PPO Allowance Up to a \$500 maximum benefit per Policy year	No Benefit
Mental Illness Treatment: services received on an inpatient and outpatient basis. Institutions specializing in or primarily treating Mental Illness and Substance Use Disorders are not covered	Paid as any other Sickness	
Substance Use Disorder Treatment: services received on an inpatient and outpatient basis. Institutions specializing in or primarily treating Mental Illness and Substance Use	Paid as any other Sickness	

Disorders are not covered.		
Psychotherapy: Benefits are limited to one visit per day. Including all related or ancillary charges incurred as a result of Mental & Nervous Disorder.	50% of PA/ \$10 Co-pay per visit	50% of U & C / \$10 Deductible per visit
Ambulance Services	100% of PA	60% of U&C
Maternity and Complications of Pregnancy	Paid as any other Sickness	
Elective Abortion	No Benefits	
Consultant Physician Fees: when requested and approved by the attending Physician.	100% of PA/ \$10 Co-pay per visit	60% of U & C / \$10 Deductible per visit
Maximum for Surgery	PPO Allowance	60% of U&C
Maximum for Day Surgery	PPO Allowance	60% of U&C
Miscellaneous		
Maximum for Anesthetist Services	PPO Allowance	60% of U&C
Maximum for Assistant Surgeon	PPO Allowance	60% of U&C
Maximum for Doctors Visits-Limited to one visit per day when Surgery benefit is not paid	PPO Allowance	60% of U&C
Maximum for Physiotherapy-when prescribed by the attending necessary to continue recovery from a covered Injury for Sickness; Limited to one visit per day	PPO Allowance Up to \$1,000 maximum benefit	60% of U&C Charges Up to \$1,000 maximum benefit
Maximum for Chiropractic Care- covered as any condition	PPO Allowance Up to \$50 Per Visit To a \$1000 maximum benefits	60% of U&C Up to \$50 Per Visit To a \$1000 maximum benefits
Maximum for Medical Emergency		
Expenses-incurred in a Hospital room, surgical center or clinic	PPO Allowance	60% of U&C
Maximum for Diagnostic X-Rays- When Prescribed by the attending Physician	PPO Allowance	60% of U&C
Maximum for Radiation Therapy- when prescribed by the attending Physician	PPO Allowance	60% of U&C
Maximum for Laboratory Procedures-when prescribed by the attending Physician	PPO Allowance	60% of U&C
Maximum for Miscellaneous Test and Procedures-when prescribed by		

the attending Physician	PPO Allowance	60% of U&C
Maximum for Shots or Injections- when administered in an emergency room or Physician's office and charged on the emergency room bill or Physicians bill	PPO Allowance	60% of U&C
Maximum for Chemotherapy; when prescribed by the attending Physician	PPO Allowance	60% of U&C
Maximum for Psychotherapy- treatment of mental and nervous disorders; alcoholism and drug addiction; covered as any sickness	PPO Allowance Up to a \$500 maximum benefit ..	60% of U&C
Medical Evacuation: If a covered person's injury or sickness results in loss of life payable under this insurance, the company will pay the expenses for the cremation of the deceased's body or for the preparation of the deceased body.	Benefits shall meet or exceed the current minimum required for J-1 visas Minimum of \$10,000	Benefits shall meet or exceed the current minimum required for J-1 visas Minimum of \$10,000

for burial, and transportation of the deceased's body to his or her home country, provided that the covered person's death occurred outside his or her home country. The administrator must approve any expenses incurred under this benefit before the body is prepared for transportation.	
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<p>Preventive Care Services/ Wellness: medical services that have been demonstrated by clinical evidence to be safe and effective in either the early detection of disease or in the prevention of disease, have been proven to have a beneficial effect on health outcomes and are limited to the following as required under applicable law: 1) Evidence-based items or services that have in effect a rating of "A" or "B" in the current recommendations of the <i>United States Preventive Services Task Force</i>; 2) immunizations that have in effect a recommendation for the <i>Advisory Committee on Immunization Practices of the Centers for Disease Control and Prevention</i>; 3) with respect to infants, children and adolescents, evidence-informed preventive care and screenings provided for in the comprehensive guidelines supported by the <i>Health Resources and Services Administration</i>; and 4) with respect to women, such additional preventive care and screenings provided for in comprehensive guidelines supported by the <i>Health Resources and Services Administration</i>.</p> <p>No Deductible, Co-pays or Coinsurance will be applied when the services are received from a Preferred Provider.</p>	<p>100% of PA</p>	<p>No Benefit</p>
<p>Accidental Death and Dismemberment Benefits: If such Injury shall independently of all other causes and within 180 days from the date of injury, solely result in any one of the following specific losses, the Insured Person or beneficiary may request the Company to pay the applicable amount listed in addition to payment under the Medical Expense <u>Benefits</u>.</p>	<p>Life \$5,000 Two or more members\$5,000 One Member\$2,500</p>	
<p>Mandated: The plan will pay benefits for specific mandated services in accordance with current Louisiana Insurance Laws under the same circumstances and conditions as <u>other diagnoses and sicknesses</u>.</p>		

PRESCRIPTION DRUGS

- \$10 Co-payment per generic prescription
- \$15 Co-payment per brand name prescription
- \$30 Co-payment per multi-source prescription

Participating Pharmacies should include, but are not limited to: Walgreens, Wal-Mart, and Super 1 Foods.

BID RESPONSE FORM
BASE BID: SICKNESS and ACCIDENTAL INSURANCE

MANDATED FOR INTERNATIONAL STUDENTS WITH HARD WAIVER

For a one (1) year period from August 6, 2024 through August 9, 2025 In compliance with your invitation for Bids, the undersigned having read and examined all the specifications for the Plan, hereby proposes to Student Health Insurance during the 2024 - 2025 school year for the Students GRAMBLING STATE University, as called by said documents for the sum of:

STUDENT COVERAGE (per enrolled student):

PREMIUM RATES MUST BE CONSISTENT FOR ALL GROUPS WITHOUT AGE LIMITS.

FALL SEMESTER COVERAGE ONLY:

LEVEL OF COVERAGE	UNIT	WEIGHT	SUBTOTAL
Student Only.....	_____	X 100	= _____
Total			_____

SPRING SEMESTER COVERAGE ONLY:

LEVEL OF COVERAGE	UNIT	WEIGHT	SUBTOTAL
Student Only.....	_____	X 100	= _____
Total			_____

SUMMER SEMESTER COVERAGE ONLY:

LEVEL OF COVERAGE	UNIT	WEIGHT	SUBTOTAL
Student Only.....	_____	X 100	= _____
Total			_____

All quoted prices to remain firm for the length of the contract.

The University reserves the right to award, to award the Bid, or not to award the Bid.

A BID WILL BE ACCEPTED FOR INTERNATIONAL STUDENT. VENDOR MAY BUT IS NOT REQUIRED TO BID ON BOTH.

LOUISIANA UNIFORM BID FORM

TO: Grambling State University_
Purchasing Dept
GSU P.O. Box 4269.
Grambling, La 71245

**BID FOR: To Furnish a Sickness and Accidental Health Insurance Plan
For International Students**
Bid No.: 50018-2400

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: **Grambling State University** and **dated: April 25, 2024**.

TOTAL BASE BID: For all work required by the Bidding Documents for ***Furnish a Sickness and Accidental Health Insurance Plan For International Students*** the **we bid the sum of:**

_____ Dollars (\$ _____)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

FAX NO.: _____ **EMAIL ADDRESS:** _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

NAME OF AUTHORIZED SIGNATORY OF BIDDER: _____

TITLE OF AUTHORIZED SIGNATORY OF BIDDER: _____

AUTHORIZED SIGNATURE OF BIDDER *: _____

DATE: _____

THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM BID FORM:

*The Unit Price Form shall be used is the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

****A CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid as prescribed by LA R.S. 38.2212(B)(5).

BID SECURITY in the form of a bid bond, certified check or cashier's check as prescribed by LA R.S. 38:2218.A is attached to and made a part of this bid. If a bid bond is provided it shall be on the attached form and only on the attached form.

BID SUBMISSION CHECKLIST

_____ Certification statement w/original signature _____ Bid prices provided on the bid sheet(s) provided
_____ Illustrative literature for items offered as equivalent

BID SUBMISSION DEADLINE:

Bid submissions for this solicitation are **due on May 21, 2024 by 2:00PM CST** – must be received electronically at purchasingbids@gram.edu. There are no exceptions to this deadline.

BID OPENING:

The public bid opening will take place on 5/21/2024 at 2:05PM CST on Zoom, which is available for viewing by registering at:

<https://us06web.zoom.us/j/87879944382?pwd=ysJK0rAkpIncQch4JK6lhBaKRSLMwD.1>

ZOOM MEETING ID: 878 7994 4382 **PASSWORD: 441952**

Opening of the bid submissions begins at five (5) minutes past the hour.

For further information about the bid or to view job/delivery site, prospective bidder is to email the Purchasing Staff Members Contact Information provided on page 1

BID SHEET (continued)

PAYMENT OF TAXES

Grambling State University is exempt from all Louisiana state and local sales and use taxes and will not pay taxes delineated on invoices for items, services, or work under this solicitation or any other project. Grambling State University is a tax-exempt State Agency. However, that tax-exempt status does not transfer to its contractors, subcontractors, suppliers or vendors for their use in purchasing materials to be procured under this solicitation.

ADDENDA ACKNOWLEDGEMENT(S)

BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA (if applicable):

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

ADDENDUM NO. _____ DATED: _____

FIRM NAME _____

LOUISIANA CONTRACTOR'S LICENSE NUMBER: _____

SIGNED BY (signature) _____

SIGNED BY (printed) _____

By submitting your bid, you are acknowledging that you understand and agree that your company is capable of supplying the products/services in the timeline you have provided for the price(s) submitted in your bid.

Grambling State University reserves the right to reject any or all bids submitted.

CERTIFICATION STATEMENT

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Invitation for Bid (IFB), including any attachments.

OFFICIAL CONTACT. The University requests that the Bidder designate one person to receive all documents and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date _____ Official Contact Name: _____

A. E-mail Address _____

B. Telephone Number with area code: (_____) _____

Bidder certifies that the above information is true and grants permission to the University to contact the above-named person or otherwise verify the information provided. By its submission of this Proposal and authorized signature below, Bidder certifies that:

1. The information contained in its response to this IFB is accurate;
2. Bidder complies with each of the mandatory requirements listed in the IFB and will meet or exceed the requirements specified therein;
Bidder agrees to provide all tasks, services, and deliverables listed in Scope of Services for the total cost stated on Bid Form;
3. Bidder accepts the procedures, evaluation criteria, mandatory contract terms, and all other administrative requirements set forth in this IFB.
4. Bidder confirms that its bid will be considered valid until award is made.
5. In making this bid, each Bidder represents that: They have read and understand the bid documents and the bid is made in accordance herewith, and the bid is based upon the specifications described in the bid documents without exception.
6. Bidder certifies, by signing and submitting a proposal for \$25,000 or more, that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the internet at www.epls.gov.)
7. FEDERAL CLAUSES, IF APPLICABLE: Should Federal Funds be utilized in this procurement transaction, the following clauses apply:
ANTI-KICKBACK CLAUSE- The contractor hereby agrees to adhere to the mandate dictated by the Copeland "Anti-Kickback" Act which provides that each contractor or subgrantee shall be prohibited from inducing, by any means, any person employed in the completion of work, to give up any part of the compensation to which he is otherwise entitled.
CLEAN AIR ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.
ENERGY POLICY AND CONSERVATION ACT- The contractor hereby recognizes the mandatory standards and policies relating to energy efficiency which are contained in the State Energy Conservation Plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94-163).
CLEAN WATER ACT- The contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 508 of the Clean Water Act which prohibits the use under non-exempt Federal Contracts, Grants or Loans of Facilities included on the EPA list of Violating Facilities.
ANTI-LOBBYING AND DEBARMENT ACT- The contractor will be expected to comply with Federal Statues required in the Anti-Lobbying Act and the Debarment Act.

Professional Job Title:

Official Company Name:

Federal Identification Number:

Street Address:

City: _____ State: _____ Zip: _____

SIGNATURE of Bidder's Authorized Representative: _____
(Signature MUST be HAND SIGNED and should be in Blue ink)

Date: _____

**STANDARDIZED INSURANCE REQUIREMENTS FOR STATE AGENCY CONTRACTS
CHAPTER 6**

INSURANCE AND INDEMNIFICATION

Before commencing work, the Other Party shall obtain at its own cost and expense the following insurance placed with insurance companies authorized to do business in the State of Louisiana with A.M. Best ratings of A:VI or higher. The Other Party shall provide evidence of such insurance as required by the Agency. The Certificates of insurance shall confirm that a thirty-day policy cancellation notice has been provided to the Agency for all of the following stated insurance policies. All cancellation notices shall name the Other Party and identify the agreement or contract number.

- A. **Workers Compensation:** Workers Compensation insurance shall be in compliance with the Workers Compensation law of the State of the Other Party's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per person/per disease. If work is to be performed over water and involves maritime exposure, applicable LHWCA, Jones Act, or other maritime law coverage shall be included and the Employers Liability limit increased to a minimum of \$1,000,000. If A.M. Best's insurance company rating requirement may be waived for workers compensation coverage only.
- B. **Commercial General Liability:** Commercial General Liability insurance, including Personal and Advertising Injury Liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. The Insurance Services Office (ISO) Commercial General Liability occurrence coverage form CG 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. Claims-made form is unacceptable.
- C. **Automobile Liability:** Automobile Liability Insurance shall have a minimum combined single limit per occurrence of \$1,000,000. The ISO form number CA 00 01 (current form approved for use in Louisiana), or equivalent, is to be used in the policy. This insurance shall include third-party bodily injury and property damage liability for the following automobile coverage classes:
1. Owned automobiles
 2. Hired automobiles
 3. Non-owned automobiles
- Location of operations shall be "All Locations".
- Note: If the vendor/contractor does not own an automobile and an automobile is utilized in the execution of the contract, then only hired and non-owned coverage is acceptable. If an automobile is not utilized in the execution of the contract, then automobile coverage is not required.
- D. **Professional Liability: (If required)** Professional Liability shall have minimum limit of \$1,000,000. Claims-made coverage is acceptable. This coverage may be listed in the "Special Conditions" of the bid/contract.
- If at any time an insurer issuing any such policy does not meet the minimum A.M. Best rating, the Other Party shall obtain a policy with an insurer that meets the A.M. Best rating and shall submit another Certificate of Insurance as required in the contract. Upon failure of the Other Party to furnish, deliver and maintain such insurance as above provided, this contract, at the election of the Agency, may be suspended, discontinued or terminated. Failure of the Other Party to purchase and/or maintain any required insurance shall not relieve the Other Party from any liability or indemnification under the contract.
- E. All Certificates of Insurance of the Other Party shall reflect the following:
- 1) The Other Party's insurer will have no right of recovery or subrogation against the Agency. It is the intention of the parties that the Other Party's insurance policies shall protect both parties and shall be the primary coverage for any and all losses that occur under the contract.
 - 2) The Agency shall be named as an additional insured as regards negligence by the contractor. The ISO Form CG 20 10 (current form approved for use in Louisiana), or equivalent, is to be used when applicable.
 - 3) The insurance companies issuing the policy or policies shall have no recourse against the Agency for payment of any premiums or for assessments under any form of the policy or policies.
- F. The following Indemnification Agreement shall be a provision of the contract:

The Other Party agrees to save and hold harmless, protect, defend, and indemnify the State of Louisiana, all State

Departments, Agencies, Boards and Commissions, its officers, agents, employees and volunteers, from and against any and all claims, demands, expenses and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the Other Party, its agents, servants and employees, or any and all costs, expenses and/or attorney fees incurred by the Other Party as a result of any claim, demands, and/or causes of action, except those claims, demands, and/or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its agents, representatives, employees and volunteers. The Other Party agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands or suits at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claim, demand or suit is groundless, false or fraudulent.

- G. Any deductibles or self-insured retentions must be declared to and accepted by the Agency. Any and all deductibles shall be assumed in their entirety by the Other Party.
- H. All property losses caused by the actions of the Other Party shall be adjusted with and made payable to the Agency.
- I. Neither the acceptance of the completed work nor payment shall release the Other Party from the insurance requirements and indemnification agreement obligations.
- J. Additional insurance may be required on an individual basis for hazardous activities and specific service agreements. If such additional insurance is required for a specific contract, that requirement should be added to the list of required coverages found in the appropriate Exhibit.
- K. If the Other Party does not continue to comply with all of the insurance requirements at any time during the contract or at contract renewal, the Agency has the following options:
 - 1. Payments to the Other Party may be withheld until the requirements have been met;
 - 2. The Agency may pay any renewal policy premiums and withhold such payments from any monies due the Other Party;
 - 3. The Agency may suspend, discontinue or terminate the contract.

**EXHIBIT E
INDEMNIFICATION AGREEMENT**

The _____{Contractor/Lessee} agrees to protect, defend, indemnify, save, and hold harmless, Grambling State University, the State of Louisiana, all State Departments, Agencies, Boards and Commissions, its officers, agents, servants, employees, and volunteers, from and against any and all claims, damages, expenses, and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur, or in any way grow out of, any act or omission of

_____ {Contractor/Lessee}, its agents, servants, and employees, or any and all costs, expenses and/or attorney fees incurred by _____ {Contractor/Lessee} as a result of any claims, demands, suits or causes of action, except those claims, demands, suits, or causes of action arising out of the negligence of the State of Louisiana, all State Departments, Agencies, Boards, Commissions, its officers, agents, servants, employees and volunteers.

_____ {Contractor/Lessee} agrees to investigate, handle, respond to, provide defense for and defend any such claims, demands, suits, or causes of action at its sole expense and agrees to bear all other costs and expenses related thereto, even if the claims, demands, suits, or causes of action are groundless, false or fraudulent.

Accepted by _____

Company Name

Signature

Title

Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Contract No. _____ for

Grambling State University State Agency

PURPOSE OF CONTRACT: _____
