

## VENDOR REQUIREMENTS

Legal Business Name: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_

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

Executive Director: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

SECTION VI REQUIRED NARRATIVE / DOCUMENTS		
SUB-SECTION	INFORMATION	NOTES
VI(A)(1) VENDOR PROFILE	Vendor Cover Sheet (Attachment B)	
	Narrative Description (5 items)	
	Proof of Business Entity	
VI(A)(3) INSURANCE	Worker's Compensation Insurance Coverage	
	General Liability Insurance Coverage	
	Vehicle Liability Insurance Coverage	
VI(I)(4) REFERENCES	Letters of Reference (2)	
SUB-SECTION	INFORMATION	NOTES
VII(B)(2) NON-EMERGENCY TRANSPORTATION SERVICES AND FEES	Narrative Description (1 item)	
VII(C) COSTS / FEES	Vendor Services Cost Summary	Must state unit rate and what is included within that rate. Must attest that this rate was determined independently.

### Section IV (Proposal Submission):

- One (1) original and five (5) printed copies of each proposal shall be submitted (six (6) copies total).
- One (1) emailed copy of the proposal shall be submitted to [providers@region10pihp.org](mailto:providers@region10pihp.org).

### Section V (Notification of Intent to Bid):

- The Provider is requested to inform the PIHP of their intent to bid by the end of business day on December 2, 2025 via an email to [providers@region10pihp.org](mailto:providers@region10pihp.org). The email shall be clearly labeled with subject line "SUD RFP INTENT TO BID."

**SIGNED STATEMENT OF AUTHORITY**

I \_\_\_\_\_ AM THE \_\_\_\_\_  
**Name of Official** **Title of Official**

OF \_\_\_\_\_  
**Name of Bidding Organization**

Through signature below, I hereby certify that our organization meets the following minimum requirements (check applicable boxes):

- ☐ Possession of necessary systems in the areas of administration and clerical support for the program. This includes the necessary computer equipment, compatible software and Internet connections to be able to electronically request authorization for services and submit data and billing; a valid, active and maintained email account that can receive and submit communications.
- ☐ The ability to understand, relate to, and operate within an ethnic, racial, age, and economically diversified population. In addition, have the capacity to provide services in settings accessible and acceptable to individuals and communities intended to be served.
- ☐ Compliance with Federal Confidentiality, Privacy and Security Regulations and State Confidentiality laws, which includes compliance with Title 42 (Public Health) of the Code of Federal Regulations (CFRs).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**