



COMMUNITYSERVICEGROWTH

Request for Proposals

RFP #2025-46

Applicant Tracking System

ISSUE DATE: June 18, 2025

DUE DATE: July 23, 2025

Prepared by:

The City of Bowling Green
1017 College Street
Bowling Green, KY 42101

Phone 270-393-3000

www.bgky.org

REQUEST FOR PROPOSALS

RFP #2025-46

Sealed proposals will be received in the Procurement Manager's Office, City Hall Annex, 1017 College Street, Bowling Green, Kentucky, **until 10:00 a.m. CT, Wednesday, July 23, 2025** for the

Applicant Tracking System

All proposals must be turned in to the Procurement Manager's Office, City Hall Annex, 1017 College Street, Bowling Green, KY, no later than 10:00 a.m. CT on date of proposal opening. Proposals cannot be accepted at any other location. The City will acknowledge receipt of all proposals at a public opening thereupon or about 10:05 a.m. CT via an online Lifesize meeting. The Lifesize meeting link is <https://call.lifesizecloud.com/22870418>. The passcode is 1017#. No cost information will be announced. Proposals must be received by the designated date and time and none will be considered thereafter.

The City of Bowling Green, Kentucky reserves the right to reject any and all proposals received, and to select that bid which it determines to be in its best interest. The award of this RFP will be made on the basis of the **best evaluated offer** as permitted in KRS 45A.365.

All forms, information, and specifications regarding this request for proposals are available on the website, www.bgky.org/bids. Respondents are to submit their proposal in a clearly marked sealed envelope. The clearly marked sealed envelope shall include the proposal number and description listed above. **Make sure the shipping envelope has the RFP number listed clearly on the outside as well.** The City of Bowling Green, Kentucky is not responsible for the premature opening of, or the failure to open, a sealed proposal not properly addressed or identified.

Respondents are invited to attend the public opening of the proposals submitted via Lifesize meeting.

FOR THE CITY OF BOWLING GREEN, KENTUCKY

S/Jeff Meisel, City Manager

ATTEST:

S/Meghan VanMeter, Procurement Manager

Special Instructions

INTRODUCTION

You are invited to submit a proposal to provide a comprehensive Applicant Tracking System (ATS) that manages the recruiting and hiring process, including all job postings and applications. The system should collect searchable candidate information, allowing recruiters to quickly identify and evaluate qualified candidates. This solution must help the City of Bowling Green, KY streamline the recruitment process by providing workflow management, communication automation, reporting, and analytics. The system should also focus on the applicant experience and eliminating barriers for prospective employees.

The City of Bowling Green, KY is a local government entity with multiple departments and a workforce that varies between 575-900 employees (due to part time and seasonal positions). We average around 200 new applicants a month and 100 job postings per year. The City utilizes Tyler Technologies New World ERP as the personnel management and payroll system. Vendors can provide documentation about their solution, but should also answer the questions below in their proposal. Vendors may be asked to provide written clarifications of their responses or demonstrations of the proposed system at the request of the City.

PROPOSAL CONTACT

Name of Company	
Software Brand Name	
Name of Preparer	
Name of Primary Contact for Follow-Up Questions	
Contact Phone Number	
E-mail Address	

EVALUATION CRITERIA

General/Vendor Requirements - financial stability, vendor references, quality of proposal, support services, etc.	20%
Functionality – system capabilities, security, reporting, compatibility, etc.	40%
Cost	40%

VENDOR BACKGROUND

Vendors should provide information about the company so that the City of Bowling Green can evaluate the vendor's stability and capability to support the commitments set forth in the RFP. The City of Bowling Green, at its option, may ask that a vendor provide additional documentation to support and/or clarify requested information.

1	Please state the year the Vendor started in the business of selling applicant tracking solutions.	
2	Where is the Vendor company's headquarters?	

3	Please list the Vendor's sales in the previous three years:	2024- 2023- 2022-
4	How many total employees does the vendor have in each of the following categories:	Sales/Marketing- Management/Administration- Help Desk/Support Staff- Development Staff- Implementation/Training Staff- Other- TOTAL -
5	Has this company or product being proposed ever been purchased or acquired by another company? If yes, provide the name of the companies involved and when the merger or acquisition(s) took place.	
6	Indicate if the company incurred an annual operating loss in the last 5 years.	
7	Has the company had a workforce reduction during the past 5 years?	
8	Has the company had a data breach within the past 5 years?	
9	Does the vendor have a toll-free support line? If so, what are the operating hours?	
10	Does the vendor have a knowledge base and updated training documentation available at no additional cost?	
11	Does the vendor offer training videos or recorded webinars at no additional cost?	

REFERENCE INFORMATION

Provide a contact of three (3) clients utilizing the proposed solution that are similar to the City of Bowling Green, KY.

Client Name	
Contact Name	
Contact Phone Number	
Contact Email	
Been a Client Since (Year)	

Client Name	
Contact Name	
Contact Phone Number	
Contact Email	
Been a Client Since (Year)	

Client Name	
Contact Name	
Contact Phone Number	
Contact Email	
Been a Client Since (Year)	

Applicant Tracking System

Vendors should provide detailed documentation about the proposed solution. In addition to that, please answer the following questions about the system. Try to keep these answers concise to help in the review process. If there are any software modifications or additional costs related to an answer, please note that in the comment/response column.

	Question	Response
12	Please explain how your product is licensed. How are additional licenses sold?	
13	How are updates to your product deployed? How frequently? Are they manual or automatic?	
14	Please list the standard job posting/job board integrations included with the product (Indeed, LinkedIn, etc.).	
15	Does the vendor offer a free evaluation period for the City to assess usability and functionality?	

Please answer yes or no to the following capabilities/features.

Technical

	Question	Yes	No	Comment
16	On premises hosting			
17	If the solution is fully cloud based, does the vendor commit to a 99.9% uptime percentage?			
18	Second environment for testing/staging at no additional cost			
19	Integration with on-premises Active Directory			
20	Two-factor authentication (2FA)			

21	Mobile application that supports both iOS and Android operating systems			
22	Integration with Tyler Technologies New World ERP HRIS			
23	Import new applicant information from .CSV files or other methods			
24	All data stored within the United States, including backups			
25	ADA Compliant applicant website			
26	Native e-signature and/or a fully embedded integration with DocuSign			
27	System leverages AI to search through the database of prospects to recommend matches			
28	Product integrates with Microsoft Outlook for interview scheduling			

Notifications/Messaging

	Question	Yes	No	Comment
29	Ability to send emails (leveraging templates or sending ad-hoc) to candidates, contacts, and other client users throughout the entire hiring process. These emails can be automated or sent as needed, are configurable and personalized to the client, are bi-directional, and are automatically tracked, stored, and organized in the platform.			
30	The platform provides the status of emails sent, providing transparency should an email address bounce or reject the email communication. It will also provide the results of any mass email actions, including the number of successfully sent messages and any bounced email addresses.			
31	Both bulk and adhoc emails can include attachments such as images, forms, pdfs, etc.			
32	Vendor platform provides the ability to text candidates (leveraging templates or sending ad-hoc) throughout the entire hiring process.			

	This text engagement can be automated or sent as needed, are configurable and personalized to the client, are bi-directional, and are automatically tracked, stored, and organized in the platform.			
33	Native SMS text capabilities and the ability to send individually or in bulk.			
34	System stores a detailed bi-directional communication log including date/time of all communication methods.			
35	Email, mobile push, and in platform notifications to alert users when key workflow tasks are ready for action as it relates to them.			
36	Configurable reminder notifications are automatically sent out to task holders to help ensure tasks are completed.			

Searching/Reporting

	Question	Yes	No	Comment
37	Detailed audit logs and/or reporting that can be automatically generated on a schedule.			
38	System provides out of the box reports and also supports building ad-hoc reports that can be viewed within the platform.			
39	All fields, including custom fields, are available for reporting and analytics.			
40	Out of the box reports that can be further configured to meet the needs of the organization including: activity workflow, time-to-fill, hiring manager productivity, etc.			
41	Ability to report on how much time applicants spend in each hiring stage/pipeline.			
42	Users can easily export search results and report data to Microsoft Excel in .CSV or .XLS format.			
43	Applicant search criteria can be saved as templates for recurring use.			

44	Ability for individual users to adjust what data is returned with searches (configurable grid columns).			
45	Ability to report and analyze trends in sources of candidates to determine effectiveness of recruitment efforts.			
46	System collects and provides reporting for Equal Employment Opportunity (EEO) data.			
47	Configurable dashboard for user groups that can be further personalized for each individual user.			

Candidate Facing

	Question	Yes	No	Comment
48	Self-scheduling capabilities for qualified candidates for interviews and other events.			
49	Automated candidate messaging at different stages of the hiring process.			
50	Resume parsing to improve the candidate's application experience and reduced data entry.			
51	Candidates can create a user account to make updating application information, resumes, and applying for multiple jobs convenient.			
52	Candidates can apply for a job posting without creating a user account.			
53	Mobile friendly career site that allows candidates to view, search, and filter job opportunities.			
54	Digital offer process - ability to send customized offer letter to candidate that they can reject/accept and notification be sent back to offer owner.			

Configuration/Administration

	Question	Yes	No	Comment
55	Ability to create custom user groups and multiple user roles.			
56	Ability to limit user access to certain application pages and questions			

	(confidential information for public safety positions).			
57	Flexibility to create different types of custom questions including: multiple choice, rating scale, open-ended, checkbox, drop down validation sets, yes/no, and file upload.			
58	Create, configure, and manage multiple workflows from within the product.			
59	Ability to create custom fields on both job postings and applicants that can be organized into sections/groups.			
60	Job postings can be organized and grouped based on user defined categories.			
61	All fields (standard or custom) can be set as required, hidden, or read-only throughout the platform for each individual user group.			
62	Ability to create job specific screening questions.			
63	Ability to prevent applicant from proceeding if they don't meet minimum qualifications.			
64	Create, configure, and manage a library of form, letter, and email templates.			
65	Ability to set user viewing permissions at the job posting level.			
66	System offers career site (displaying information about the organization and current job offerings) that is fully customizable within the product without the need for an outside design agency. The site also allows for embedded videos.			
67	Ability to create and track custom sources of candidates (specific job fair, specific social media sites, etc.).			
68	Toolset provided to create assessments, forms, and surveys for applicants to complete during the application process.			

69	Workflow/process steps/pipelines can be created per job posting.			
70	Job templates that contain foundational data and custom job fields can be used during job creation to pre-populate and reduce data entry.			

General Functionality

	Question	Yes	No	Comment
71	System allows for free-form notes on applicants. Each note includes the date, time, and user created information. These notes can be added individually or in bulk.			
72	Internal secured notes can be created that can only be viewed by specific users.			
73	System can manage applicant/talent pools, allowing individuals to submit personal data and resumes without applying for a job opening.			
74	Users can add tags/keywords to candidates that can be used for easy searching. These can be added individually or in bulk.			
75	Tags/keywords can be used to add candidates to specific talent pool(s).			
76	Ability to filter candidates by individual responses and/or overall rank based on weighted questions or knockout questions.			
77	Mobile app that allows users to search and view candidate information, jobs they have applied to, and the ability to add notes/feedback on candidates.			
78	Mobile app provides a “to-do” page for each system user with unviewed/actionable items.			
79	Job postings can be posted to display internally or externally.			
80	Ability for internal-only jobs to have internal screening questions and messaging.			

81	User can specify the date/time to automatically post and unpost the job.			
82	Ability to track post offer activity (reference checking, drug/alcohol test results, background check, physical fitness exam, etc.) within the application.			

GENERAL INSTRUCTIONS TO RESPONDENTS

A. OFFICIAL CLOCK

Proposals will be accepted until 10:00 a.m. CT in the Procurement Manager's Office, City Hall Annex, 1017 College Street, Bowling Green, Kentucky. Proposals cannot be accepted at any other location. The official clock is the digital, radio controlled, automatically synchronized clock located in the Procurement Manager's Office, City Hall Annex, 1017 College Street, Bowling Green, Kentucky.

B. CALCULATION ERROR(S)

In the event of a calculation error on the Bid Form, unit price shall prevail.

C. QUESTIONS AND ADDENDA

This RFP is offered by the Procurement Manager. Respondents shall carefully examine this RFP and any addenda issued by the Procurement Manager and posted on the website. Respondents are responsible for making themselves aware of, obtaining and incorporating any changes made in any addendum to their final proposal. Failure of any Respondent to receive any such addendum or interpretation shall not relieve such proposer from any obligation under his/her proposal as submitted. All addenda issued shall become part of the contract documents. Acknowledgement of Addendums on the Bid Form must be signed (if applicable). Respondents shall seek clarification of any ambiguity, conflict, omission, or other error in this RFP "in writing." Oral comments or communications do not form any part of this RFP offering. **Questions should be addressed to the Procurement Manager in writing by July 7, 2025.** Questions submitted after this date will not be answered. If the answer materially affects this procurement, the information will be issued in an addendum and posted on the website. Written communications should be addressed as follows:

City of Bowling Green
Procurement Manager's Office
1017 College Street
Bowling Green, Kentucky 42101
OR
E-Mail purchasing@bgky.org

D. PRE-PROPOSAL CONFERENCE and INSPECTION OF FACILITIES

No conference is planned.

E. RESPONSIBILITY OF BIDDER FORM

The City of Bowling Green, Kentucky issues in all proposal offerings a **Responsibility of Bidder form that MUST be completed by the Respondent and attached to the Bid Form** in order for the Respondent to be considered for an award. This is a mandatory form that must be attached to the Bid Form and in accordance with KRS 45A.395, all information submitted thereon is deemed to be confidential and therefore exempt from Kentucky Open Records Law.

F. BASIS OF AWARD

The City of Bowling Green, Kentucky has selected to award this RFP in compliance with KRS 45A.365 that allows the award to be made on the basis of:

() Lowest proposal price, or

(X) Best evaluated offer

GENERAL INSTRUCTIONS TO RESPONDENTS

G. COOPERATIVE USE OF CONTRACT

This agreement may be extended for use by other governmental agencies and political subdivisions of the State. Any such usage by other entities must be in accord with the ordinances, charter, rules and regulations of the respective entity and the approval of the governmental agency.

H. INSPECTION OF RESPONDENT'S PLANT AND PLACE OF BUSINESS

The City of Bowling Green, Kentucky reserves the right to inspect the plant facilities and place of business of any Respondent participating in this offering.

I. RETENTION OF RECORDS

The successful Respondent shall be required to maintain, for a period of five (5) years from the date of final payment to the Respondent, all books and records pertaining to this proposal offering.

J. BUSINESS TAX STATUS

In order to receive an award from the City of Bowling Green, Kentucky, a Respondent must not be delinquent on any ad valorem taxes, including penalty and interest charges, due to the City for real or personal properties owned by the Respondent, or any one or more of its corporate officers. Inquiries can be directed to the Treasury Division, City Hall Annex, 270-393-3000.

K. BUSINESS STATUS AND REGISTRATION REQUIREMENTS

In order to receive an award from the City of Bowling Green, Kentucky, the successful Respondent, and the Respondent's subcontractor(s), must be properly registered with the Occupational License Division to do business in the City. If a Respondent is already registered, all of their applicable license accounts must be in "good standing" with the City. Good standing is defined as having all fees, including penalty and interest charges, relating to employee wages, and business net profits, paid in full with appropriate reporting forms filed in the offices of the City's License Division. Inquiries can be directed to the License Division, City Hall Annex, 270-393-3000.

L. CONFLICTS, GRATUITIES, AND KICK-BACKS PROHIBITED

The City of Bowling Green, Kentucky adheres to the provisions of KRS 45A.455, paragraphs (1) through (5) relative to conflicts of interests, gratuities, kick-backs, and use of confidential information in all offerings.

M. RESTRICTIONS ON COMMUNICATIONS

The following restrictions on communications apply to this solicitation: Respondents are prohibited from contacting 1) City officials regarding the bid from the time the bid has been released until the award is posted for consideration as an agenda item during a Board of Commissioners meeting; and 2) City employees from the time the bid has been released until the contract is approved. Restrictions extend to "thank you" letters, phone calls, e-mails, and any contact that results in the direct or indirect discussion of the bid submitted by the Respondent.

N. SUPPORTING DOCUMENTATION

Respondents are encouraged to submit with their proposal any literature, warranty information, and other documentation to support the Respondent's compliance with the specifications contained in this RFP package.

GENERAL INSTRUCTIONS TO RESPONDENTS

O. PROPOSAL RETRACTION

Respondents are advised that proposals submitted as part of this proposal offering may not be withdrawn for a minimum of 120 days following the public opening unless circumstances justify consideration by the Procurement Manager of a release from this provision. Requests to withdraw a proposal must be in writing and received by the City of Bowling Green, Kentucky within twenty-four hours of the public proposal opening.

P. RIGHT TO REJECT AND AWARD PROPOSAL

The City of Bowling Green, Kentucky reserves the right to reject any and all proposals received in response to this RFP, and to waive any informality in this offering. The award of a contract shall be at the sole discretion of the City of Bowling Green, Kentucky. The award will be made to the responsible Respondent whose proposal is determined to be the most advantageous to the City, taking into consideration the evaluation factors set forth in this proposal package. The City of Bowling Green may make the award without further discussion of the proposals submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the Respondent can propose with respect to price, product, service, and technical capability. The contents of the proposal of the selected Respondent will become the basis for the City of Bowling Green, Kentucky's contractual obligation when the award is made.

Q. PROPOSAL IDENTIFICATION

Respondents are to submit their proposal in a clearly marked sealed envelope. The Respondent is required to clearly mark their proposal material with the proposal number and description set forth in the "Request for Proposals." This instruction is provided as a means to ensure proper delivery, handling, and public announcement of a Respondent's response at the official proposal opening date and time. Proposals in the form of e-mails, telegrams, telephone calls, facsimiles, or telex messages will not be accepted.

R. PROPOSAL SUBMISSION

Prior to entering into a contract with the City of Bowling Green, the successful Respondent(s) must provide the following information:

1. The name of every company bearing an interest in the proposed goods and services to be provided in this RFP.
2. The name, title, address, and telephone number of individuals with authority to contractually bind the Respondent; and,
3. A designated person(s) who can be contacted by the City of Bowling Green, Kentucky, during the proposal evaluation period. This information shall include the person's name, title, address, telephone number, FAX number, and E-mail address.

S. PRESENTATIONS AND DEMONSTRATIONS

If, in the opinion of the City of Bowling Green, Kentucky, Respondent presentations or demonstrations are desired as part of the evaluation process, the City of Bowling Green, Kentucky will notify one or more of the responsive Respondents to make arrangements for the date, time, and place for such a presentation or demonstration.

GENERAL INSTRUCTIONS TO RESPONDENTS

T. CONSTRUCTION

The parties agree that in the event there are conflicts between the proposal, Respondent's proposal, and the contract, the language of the proposal shall prevail first, followed by the Agreement, and then Respondent's proposal.

U. DISPOSITION OF PROPOSALS

All materials submitted in response to this RFP will become the property of the City of Bowling Green, Kentucky. One (1) copy of each proposal shall be retained for the official files and will become a public record after an award is made by the City of Bowling Green, Kentucky, and thus open for public inspection. It is understood that the proposal will become a part of the official file without obligation on the part of the City of Bowling Green, Kentucky except as to the disclosure restrictions contained in paragraph V below.

V. DISCLOSURE

In compliance with Kentucky Revised Statutes, Chapter 45A, and the Kentucky Open Records Act, trade secrets or proprietary information submitted by a Respondent in connection with this procurement shall not be subject to public disclosure. However, the Respondent must invoke this protection prior to, or upon submission of the data or other materials, and must identify the specific area or scope of data or other materials to be protected and state the reasons why protection is necessary. An all-inclusive statement that the entire proposal is proprietary is unacceptable. A statement that costs are to be protected is also unacceptable. Disputes over disclosure will be resolved by the City Manager based on legal advice provided by the City of Bowling Green, Kentucky's Law Department.

W. COST INCURRED IN RESPONDING

This RFP does not commit the City of Bowling Green, Kentucky to pay any costs incurred in the preparation and submission of proposals or in making necessary studies or designs, nor does it commit the City of Bowling Green, Kentucky to enter into a contract.

X. PRIME RESPONDENT RESPONSIBILITIES

If the Respondent's response includes goods and services provided by others, the Respondent will be required to act as the prime contractor for all such items and must assume full responsibility for the procurement, delivery, and quality of such goods and services. The Respondent will be considered the sole point of contact with regard to all stipulations, including payment of all charges and the meeting of all contractual requirements resulting from this proposal offering.

Y. LAWS AND REGULATIONS

This RFP shall be governed by the applicable Model Procurement Code of the Commonwealth of Kentucky and any applicable regulations of the City of Bowling Green, Kentucky.

Z. FAILURE TO PERFORM

Any vendor awarded a contract who fails to fulfill all obligations on this contract, may be disqualified from bidding on any City proposal/bid for a period of up to five (5) years. Should the contractor fail to perform as indicated herein, the City reserves the right to procure the required services elsewhere at its discretion, either temporarily or permanently, and to either suspend or cancel all or part of the contract.

GENERAL INSTRUCTIONS TO RESPONDENTS

AA. DISPUTE RESOLUTION

Contract documents establish a procedure to resolve conflicts that may arise during construction. The procedures include identifying the causes of the conflict, the filing and handling of claims and the uses of consultants in resolving conflicts. The City of Bowling Green eliminates mandatory binding arbitration language in the contract documents, but attempts to resolve conflicts without the necessity of litigation through negotiation and mediation.

BID FORM, Page 1
RFP #2025-46
(Shall be included in sealed proposal)

TO: City of Bowling Green
c/o Procurement Manager's Office
1017 College Street
Bowling Green, KY 42101

FROM: _____ Phone: _____
_____ Fax: _____
_____ E-Mail: _____

The undersigned hereby certifies that to the best of his/her knowledge and belief, the cost or pricing data submitted herein is accurate, complete, and current as of the date set forth here on.

The undersigned hereby certifies that he/she has carefully examined the plans and/or specifications. The undersigned is familiar with the type of service/ equipment/ supplies to be furnished as set forth for a complete installation/ supply.

The undersigned proposes to furnish the supplies and/ or equipment which will perform in a satisfactory manner and that is in accordance with the plans and specifications set forth, for the price that follows on *Attachment 1: Cost Proposal*.

The Respondent, herein certifies by signature, that all specifications have been reviewed and that any variations to the City's specifications, including both exceptions to, or enhancements of same, are clearly spelled out in an attachment to this proposal.

The Respondent, herein certifies by signature, that all addendums issued to this proposal offering, if any, have been reviewed and the Respondent is fully aware of the implications of the addendums on the proposal offering.

Acknowledgment of Addendum(s) (If Applicable)

Addendum #1: _____ Addendum #2: _____
Addendum #3: _____ Addendum #4: _____

The Respondent, herein certifies by signature, that the Responsibility of Respondents Form has been fully completed and attached hereto as part of the proposal.

Are there any exceptions to the specific specifications set forth on bid? Yes _____ No _____

If yes, please explain. _____

Company or Individual Name _____

BID FORM, Page 2
RFP #2025-46
(Shall be included in sealed proposal)

Doing business as (DBA) _____

Street Address _____

P.O. Box Number _____

City, State, Extended Zip Code _____

If the above address is not in Bowling Green, KY, please note if the Company has an office or satellite location in Bowling Green, KY:

Street Address in Bowling Green, KY _____

Purpose of this location in Bowling Green, KY _____

Official Name (Printed)

Official Signature

Date Signed

Please respond with three (3) complete copies of the proposal. The original shall be clearly marked.

Attachment 1: Cost Proposal

(Shall be included in sealed proposal)

This is an evaluated bid. The one (1) year licensing/subscription cost will be used for general comparison between vendors. Other listed costs will be evaluated and would be further determined by the decisions of the City. We fully understand that different providers handle licensing differently, so please utilize the information below to provide a one (1) year licensing cost. Additional one time modification, implementation, or training costs should be listed in the grid below, but not be included on the estimated licensing cost line. Please feel free to attach your own pricing estimate but you must also fill out the information below.

- Pay per recruiter/user model – **75 user accounts** (*each department is involved in hiring decisions*)
- Pay per job posting/vacancy model – **100 job postings annually**
- Pay per organization size – **650 employees**

One (1) Year Licensing/Subscription Cost
(Do not include one-time costs in this amount).

ESTIMATED LICENSING COST \$ _____

Possible additional/optional costs based on decisions by the City of Bowling Green, KY or anticipated costs based on a new implementation should be listed below.

Item	Cost
Licensing/Subscription for three (3) years (<i>useful to see discounts for multi-year subscriptions</i>)	
Known or anticipated modification costs (based on response/comment columns)	
Known or anticipated implementation costs	
Known or anticipated training costs	
Any other one time or anticipated expenses	

RESPONSIBILITY OF BIDDER FORM

This form must be completed in full and submitted with the proposal. Misrepresentation or failure to complete will automatically disqualify proposal. All information is confidential and exempt from the Open Records Law, pursuant to KRS 45A.395.

NAME _____ Phone# () _____

ADDRESS _____
Street or PO Box City State Zip Code

1. Type of services/supplies provided in normal course of business: _____
2. Length of time in business: _____
3. Experience in providing proposal-required services/supplies: _____
4. Currently a party/defendant in lawsuit(s)? () Yes () No If yes, explain. _____
5. State past history as party/defendant in lawsuit(s) _____
6. Name of contract/product liability insurance Carrier: _____ Limits: \$ _____
7. If construction proposal: (a) how many other projects currently ongoing? _____ (b) how many proposals currently submitted elsewhere? _____ (c) have books been audited by CPA? () Yes () No Date of last audit _____
* 8. City of Bowling Green Occupational License No. _____
9. List of references (public or private) and contact person for whom similar services/supplies provided: _____

Name of Firm	Address	Contact Person
Name of Firm	Address	Contact Person
Name of Firm	Address	Contact Person

Note: If more space is needed, please attach separate sheet(s).

I, _____, do solemnly swear that to the best of my knowledge and belief the above is true and accurate statement of facts.

Signed _____ Date _____

State of _____ County of _____

Sworn to and subscribed before, me, a Notary Public, this ____ day of _____, 20____.

My commission expires _____

Notary Public

* Required by City of Bowling Green Code of Ordinances