



**NAVAJO NATION JUDICIAL BRANCH
(NNJB)**

Request for Proposal (RFP)

For Judicial Branch “JustWare” Case Management System
Support and Maintenance

BID No. 24-05-3369CD

ISSUE DATE

June 5, 2024

RFP Proposal Due

June 19, 2024

TABLE OF CONTENTS

Contents

SECTION 1: OVERVIEW 3

SECTION 2 – PROPOSAL REQUIREMENTS 5

 A. PROPOSAL SUBMISSION 6

 B. PROPOSAL REVIEW PROCESS 6

 C. PROPOSAL EVALUATION 6

 D. AWARD OF CONTRACT 7

SECTION 3: SCOPE OF WORK 7

 A. BACKGROUND OF THE ORGANIZATION 7

 B. CURRENT JUSTWARE CASE MANAGEMET SYSTEM (CMS) 8

 C. SCOPE OF SERVICES AND REQUIREMENTS OF JUSTWARE 8

 D. PROJECT IMPLEMENTATION SCHEDULE 10

 E. COST PROPOSAL REQUIREMENTS 11

SECTION 4: PROPOSAL SELECTION PROCESS AND EVALUATION CRITERIA 11

SECTION 5: RFP EXHIBITS 12

REQUEST FOR PROPOSAL
Navajo Nation Judicial Branch
JUSTWARE CASE MANAGEMENT SYSTEM
ISSUED: June 5, 2024

RFP BID NO. 24-05-3369CD

SECTION 1: OVERVIEW

The Navajo Nation Judicial Branch (NNJB) uses JustWare to provide court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, services and other governments in Diné bi beenahaz’ áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws. Pursuant to Diné bi beenahaz’ áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People, by moving court cases from beginning to end using efficient technology methods.

	RFP Schedule of Activities	Date
A	Issue of NNJB RFP	Wednesday, June 5, 2024
B	RFP Questions Due – email larryhoskie@navajo-nsn.gov and/or mprice@navajo-nsn.gov	Monday, June 10, 2024, 5:00 p.m. (MST)
C	RFP Response to Questions deadline	Friday, June 14, 2024, 4:00 p.m. (MST)
D	NNJB RFP Proposals Due	Wednesday, June 19, 2024, Time 4:00 p.m. (MST)
E	Official Opening of NNJB Proposals; a. Evaluation and Selection Begins	Thursday, June 20, 2024 By 3:00 p.m. (MST)
F	Notice of selection	Friday, June 21, 2024, By 3:00 p.m. (MST)

- Deadline to Submit Questions** – Questions regarding this RFP must be submitted in writing by email only to Mr. Larry Hoskie Jr. Written questions as to the intent or clarification of this RFP can also be submitted to Mr. Larry Hoskie Jr. and Ms. Melanie Price until close of business, 5:00 p.m. (MST) (local Window Rock, AZ time MST) on Monday, June 10, 2024. In addition, written responses to written questions and any RFP amendments will be distributed in writing and emailed to all parties who obtained the RFP package from NNJB. No further questions, in any form, will be entertained after

Friday, June 14, 2024, 4:00 p.m. (MST).

Project Contact: Larry Hoskie Jr., Acting Information Technology Manager
larryhoskie@navajo-nsn.gov
Melanie Price, Software Support Specialist
mprice@navajo-nsn.gov

2. RFP Proposal Submittal Deadline – Proposals must be physically delivered or mailed to the following address by Wednesday, June 19, 2024, no later than 4:00 PM (MST).

All proposals and bids must be physically submitted or mailed to:

Delivery via UPS or Federal Express

ATTN: Christine Daniels, Buyer
Navajo Nation Purchasing Department

Administration Building 1
2559 Window Rock Blvd.
Window Rock, Arizona
RFP Bid NO: 23-07-3091 KS

Delivery via US Mail

The Navajo Nation
Office of the Controller, Purchasing Department
PO Box 3150
Window Rock, AZ 86515
ATTN: Buyer
RFP Bid NO: 24-05-3369CD

The official opening will be held in accordance to Navajo Nation Procurement Procedures and will be recorded accordingly. Any proposals or portion thereof, received after the submittal deadline will not be considered and returned to the submitting entity. **No facsimile or emailed RFP's will be accepted.**

3. Addendum to the RFP – In the event it becomes necessary to revise any part of the RFP and officially respond to received questions, NNJB shall issue a written addendum(s) on the specifics of the change and inform all concerned. The addendum(s) do not need to be included as part of the RFP proposal document. However, the consulting firm should acknowledge receipt and review of the addendum(s) under the Letter of Interest.
4. Rejection of Proposals – The NNJB reserves the right to reject any or all proposals and to waive informalities in the proposals received whenever such rejection or waiver is in the best interest of the Navajo Nation.
5. Proprietary Information – Any restriction on the use of data contained within any proposal

must be clearly stated in the proposal. Each and every page that contains proprietary information must be stamped or imprinted “Proprietary”.

6. Ownership of Proposals – All materials submitted with the RFP accepted for rating shall become the property of NNJB and not returned to the firm. The NNJB has the right to use any or all information presented in the RFP. Disqualification or non-selection of a firm or proposal does not eliminate this right.
7. Cost Incurred – The NNJB is not liable for any cost incurred by the firm prior to issuance of a signed contract award for services.
8. Notice of selection – Upon selection, the firm will be notified, and a contract will be entered into. The contract shall be effective from the executed date of the contract between the Navajo Nation and the firm.
9. Standard Contract – The Navajo Nation reserves the right to incorporate contract provisions which are based on applicable requirements, such as, Navajo Nation Laws, Federal, State, and local requirements, etc. into the contract documents.
10. Taxes – All work performed, and services provided within the territorial jurisdiction of the Navajo Nation is subject to the Navajo Sales Tax of 6%.
11. Insurance – The Navajo Nation will require the successful firms, at its sole expense, to procure and maintain adequate and sufficient insurance for all potential liability, such as, professional liability, automobile liability, worker’s compensation, errors and omissions liability, etc. Insurance requirements will be outlined by the Navajo Nation Risk Management Department prior to any final award of a contract.
12. Disclaimer – the Navajo Nation's acceptance or review of any proposal shall not guarantee the execution of any contract, and the proposed contract shall be reviewed by all appropriate departments through the 2 N.N.C. § 164 review process, including the Navajo Nation Department of Justice, for administrative and legal sufficiency, prior to execution by the Navajo Nation. Proposal reviews may also be subject to the Navajo Nation Procurement Code 12 N.N.C. §346. The Navajo Nation reserves the right to reject any proposed contract prior to execution, for improprieties in the procurement process or applicable Navajo Nation or federal laws or regulations, or for failure to submit all requested documents or information.

SECTION 2 – PROPOSAL REQUIREMENTS

A. PROPOSAL SUBMISSION

1. Proposal must be submitted in a sealed envelope clearly marked:
 - a. “DO NOT OPEN – BID No. 24-05-3369CD”
 - b. The name of the firm submitting the proposal shall be written legibly and shown on the outside of the sealed envelope. Please include the firm’s address.

- c. Proposals **must** include the following documents:
 - Letter of Interest
 - Debarment and Suspension (Exhibit A);
 - W-9 (Exhibit B);
 - Company Liability and Insurance Form (Exhibit C)
 - Cost Proposal
2. Proposal Format: The firm shall submit one (1) original and four (4) identical copies of their RFP proposal for the evaluation committee members. Appearance of proposal is important and professionalism in proposal presentation should not be neglected. The proposal format are as follows:
 - a. This RFP proposal may not exceed thirty (30) single-sided pages (maximum 8 ½” x 11”) with a minimum of half inch page margins and 10 pt. font size.
 - b. Pages that have photos, charts and graphs will be counted towards the maximum number of pages and font size should be readable.
 - c. The following information is **not** included in the 30-page limit: proposal front and back cover; cover letter on company letterhead; table of content; divider and/or tabs (as long as there is nothing on them), insurance certificate, non-collusive affidavit, non-debarment certificate, W-9, HR Modular Features Provided (Exhibit E), supplemental detailed cost estimate, and maximum 1-page resumes of each key team member.
 - e. Submissions exceeding the 30-page limit or any resumes exceeding the 1-page limit will be considered non-responsive and will be returned to the Applicant un-rated.

B. PROPOSAL REVIEW PROCESS

1. Receipt of proposals will be verified on the due date specified.

C. PROPOSAL EVALUATION

1. Proposals shall be evaluated and rated in accordance with the criteria outlined in Section 4 – Proposal Content and Evaluation Criteria.
2. The NNJB will rate the proposals based on total points awarded to top qualified firm with the highest rating and ranking will be determined as most responsive. The NNJB reserves the right to interview firms who submitted proposals.

D. AWARD OF CONTRACT

1. Upon selection, the firm will be notified, and a contract will be entered into with the

NNJB. Questions regarding the submitted Cost Proposal will be addressed during this time. Failure to address any questions adequately by the firm shall result in cancellation of the offer. The NNJB will offer the contract to the next qualified proposal.

2. Award and processing of the contract is based on the firm's compliance with Navajo Nation laws.

SECTION 3: SCOPE OF WORK

A. BACKGROUND OF THE ORGANIZATION

The Navajo Nation Tribal Government was established in 1923 and currently has 24 Council Delegates, who represent 110 Navajo Nation Chapters. In 1991 a three-branch system was enacted with the Executive Branch, the Legislative Branch, and the Judicial Branch.

The Navajo Nation Judicial Branch (NNJB) provides court services, peacemaking, and probation and parole services, to adjudicate cases, resolve disputes, rehabilitate individuals and families, restore harmony, educate the public, agencies, services and other governments in Diné bi beenahaz' áanii, and protect persons and property pursuant to Navajo Nation laws, customs, traditions, and applicable federal laws. Pursuant to Diné bi beenahaz' áanii, the NNJB has established a justice system that fully embodies the traditional values and processes of the Navajo People.

The Judicial Branch of the Navajo Nation is seeking application support for JustWare case management system, and managing existing custom database, to include training for IT administrators and subject matter expert (SME) staff.

The current case management system has been in use since 2014. There is a need to make JustWare consistent across all screens, organized, and partitioned in a way that it is easy to find information for the Navajo Nation courts and general public when utilizing JusticeWeb.

B. CURRENT JUSTWARE CASE MANAGEMENT SYSTEM

The following general information is provided in assisting firm(s) in preparing the appropriate response to the Nation's request for a JustWare Case Management system (CMS):

JustWare & Peripheral Support

- The current software platform utilizes Window Exchange Server 2019, SQL that provides an integrated JustWare platform for accessibility and accountability. The current structure is a fully automated database system, that is accessed by about 120 users.

- Eliminating data entry redundancy and providing a platform for other approved Navajo Nation departments, programs, offices, and justice other communities use, is a priority of NNJB.
- The NNJB IT Manager position is assigned as the primary oversight for operating and maintaining JustWare case management system.
- Technical Support: Provide support for JustWare CMS and peripheral products including but not limited to JusticeWeb, JustWare API, Window Server Administration, and JustWare Maintenance Console.
- Support Hours: At a minimum, support should be available between 7:00am – 6:00pm (MST), Monday through Friday, with the exception of Navajo Nation Judicial Branch Holidays unless agreed by the parties in order to address a critical need. Afterhours cost support will be negotiated.
- Support Response: At a minimum, support requests should be responded to within 2 hours of delivery.
- Support Contact: Support should be available via Phone, Email, and Chat options. The vendor must maintain a dedicated JustWare support telephone line, email address, and live chat option via Microsoft Teams.
- General Support: Support should include ability to assist in troubleshooting and identifying any system errors including System Down, Business Rules, JDA Templates, JusticeWeb, JWXML screens, and miscellaneous error messages and provide resolution and/or recommendations for remediation.
- Screen Share: Provide tools to allow for online screen sharing in order to assist in troubleshooting issues.

C. SCOPE OF SERVICES AND REQUIREMENTS OF JUSTWARE

The Navajo Nation Judicial Branch is seeking professional services in support of JustWare (JW), a fully functional Court Case Management System that is required to focus on tracking court cases from initiating to closing of court cases.

Support and training Staff

- Application Support: Vendor staff responding to application support requests should have a minimum of 10 years' experience in supporting JustWare and peripherals in a full-time capacity.
- Business Intelligence (BI) Support: Vendor staff responding to Business Intelligence (BI) requests should have a minimum of 10 years' experience with SQL Reporting Services, Document Automation specifically JustWare (JDA), JWXML, JustWare Business Rule Engine, and the JustWare database specifically.

- **Implementation Support:** Vendor staffing should include resources with a minimum of 10 years' JustWare implementation experience and project management. Resources should be able to assist in the configuration and roll-out of JustWare features that are not currently being used.
- **Application Programming Interface (API) Support:** Vendor staff responding to API support requests should have a minimum of 10 years' experience in developing and supporting JustWare API.

Future Case Management System (CMS)

- Provide a future path to upgrade to a web-based case management system including data conversion services from JustWare. Include options for trial sandbox and customer input/feedback on product features.

Training and Travel Expenses

- **Admin Training:** Provide online Administrator training to JB IT staff as requested.
- **Report Writing Training:** Provide online report writing at no additional cost.
- **Report Author Training** at no additional cost.
- **Window Server Training:** Provide an overview at no additional cost.
- **End User Training:** Provide online End User training as requested and agreed.
- **JDA Training:** Provide online JDA training as requested.
- **XML Training:** Provide online XML training.
- If required, cost for travel to and from sites for technical support cost.

Business Intelligence Services

- **JDA:** Provide updates to existing templates and create new templates as requested and agreed upon by the parties at no additional cost.
- **Reports:** Provide updates to existing reports and create new reports as requested and agreed upon by the parties at no additional cost.

- Business Rules: Provide updates to existing business rules and create new rules as requested and agreed upon by the parties at no additional cost.
- JWXML Screens: Provide updates to existing ‘jwxml’ screens and create new screens as requested and agreed upon.

D. PROJECT IMPLEMENTATION SCHEDULE

The NNJB is requesting for a detailed implementation schedule and work-flow process to be included with the firm’s proposal. The schedule should identify stakeholder meetings, integration, beta testing, base software, optional modular implementation, data base support and maintenance, and any additional key milestone for the NNJB consideration.

- New Features: Aid in recommending and implementing JustWare features that are currently not being utilized, such as eFiling. This support should be offered at no additional cost.
- New Departments: Provide implementation services to add additional departments to JustWare as requested. Increased support payment may be negotiated based on this request.
- Upgrade Servers: Provide implementation for Window Server 2022 upgrade. Check compatibility of JustWare for all CMS partitions. This support should be offered at no additional cost.
- Application Programming Interface (API): Development: Provide quoting services for the development of new API based interfaces upon request. Upon agreement of quoted services, provide a purchase order for development of new work.
- API Support: Aid with API based interfaces to troubleshoot errors and make updates as needed as agreed upon by the parties at no additional cost.

E. COST PROPOSAL REQUIREMENTS

- In a separate envelope include maintenance and support cost for year 3 and 5 years extended contract options.
- Provide three (3) references. • References need to be direct end users of the software with a minimum of 100 employees. • Provide Name, Address, Email, and Phone Number

SECTION 4: PROPOSAL SELECTION PROCESS AND EVALUATION CRITERIA

Submission of RFP proposals will be opened in accordance with the Navajo Business Opportunity Act – NBOA will followed, and all eligible proposals will be reviewed and rated for their qualifications, experience, price, and suitability to complete our Scope of Work. The Navajo Nation, at its discretion, reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoint. All proposals are subject to approval by the Navajo Nation Judicial Branch Administrative Office of the Courts – Information Technology Manager and evaluation members.

Proposals evaluation will be based solely on the information outlined in the RFP. It is important to include all relevant information and evidence of your firm’s record of performance and ability to perform the work.

The Navajo Nation Procurement Office has the right to reject any and all proposals received in response to this RFP such as the right to waive informalities or irregularities in bids. In the event there is deviation from the specifications, the bidders will indicate in writing the exception(s) from the specifications, therefore there is no noted exceptions.

Each proposal will be evaluated and rated as follows:

	MAX POINTS
Firm Structure and Experience	5
Adherence to Proposal Information Requirements (SECTION A)	15
Product/JustWare/JusticeWeb Support	20
Project Implementation Schedule	15
Support staff, Core Service Availability	10
Security, functionality, integrity of modules	15
Proposed Cost Proposal / Fee Structure Pricing	20
TOTAL SCORE	100

SECTION 5: REQUEST FOR PROPOSAL COST PROPOSAL REQUIREMENTS EXHIBITS

SECTION 5: RFP EXHIBITS

The following exhibits are being provided:

- Exhibit A: Debarment and Suspension
- Exhibit B: W-9
- Exhibit C: Liability Insurance Form

EXHIBIT A

**NAVAJO NATION CERTIFICATION
Regarding Debarment, Suspension, and
Contracting Eligibility**

1. Applicant entity acknowledges that to the best of its knowledge that the Applicant entity, either in its present form or in any identifiable capacity, has not, in accordance with 12 N.N.C. § 361:
 - A. Been convicted of the commission of criminal offenses incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of any such contract or subcontract;
 - B. Been convicted of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property, or other offenses indicating a lack of business integrity or honesty, which currently, seriously, and directly affect responsibility as a Navajo Nation contractor;
 - C. Been convicted under antitrust statutes arising out of the submission of bids or proposals;
 - D. Violated contract provisions, including:
 - i. Deliberate failure, without good cause, to perform in accordance with the contract specifications or within the time limit provided in the contract,
 - ii. A recent record of failure to perform or of unsatisfactory performance with the terms of any contract, or
 - iii. Any other cause so serious and compelling as to affect responsibility as a Navajo Nation contractor, including debarment by another governmental entity.
2. Applicant acknowledges that if the Navajo Nation determines that the executed Certification provided herein is untrue or not wholly accurate, it shall be grounds for the Navajo Nation to terminate the contract and pursue other legal remedies, at the Navajo Nation's discretion.
3. Applicant certifies to the best of its knowledge that it is eligible to do business with the

Navajo Nation Debarment, Suspension, and Eligibility Form – NNDOJ/TFU.14Jul22
Page 1 of 2

Contracts and Grants Section, OMB P.O. Box 646, Window Rock, AZ 86515 (928) 871-6470, Fax 871-6567

EXHIBIT A...continued

Navajo Nation, in its present form or in any other identifiable capacity, pursuant to 12 N.N.C. § 1501 and 5 N.N.C. § 301. Applicant also acknowledges that per 12 N.N.C. § 1505, it will not be eligible to contract with the Navajo Nation if deemed ineligible by the appropriate department or entity of the Navajo Nation which receives the Applicant's request for consideration for a business opportunity.

[Redacted]

Applicant Name

[Redacted]

Applicant Address

[Redacted]

Applicant Address

[Redacted]

Applicant Address

[Redacted]

Name of individual signing on Applicant's behalf (print)

[Redacted]

Title of individual signing on Applicant's behalf

[Redacted]

Signature of individual signing on Applicant's behalf

[Redacted]

Date

EXHIBIT B

Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) <i>(Applies to accounts maintained outside the United States.)</i>	
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number	
or	
Employer identification number	

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
INSURER E:		
INSURER F:		
		NAIC #

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C							

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE