

**ATTACHMENT B**  
**GENERAL BACKGROUND INFORMATION / AUTHORIZED SIGNATORY**

Complete Attachment A in its entirety, obtain an ORIGINAL authorized signatory and submit as part of Phase One, Tab One (Evaluation Criteria) located in Section Four of RFP #18-03. Include a copy of Attachment A with each of the six (6) copies required for submittal as noted in Section Four, Instructions. An ORIGINAL authorized signature must be included on Attachment A within the one (1) original submittal.

**Submitted by:**

LEGAL NAME OF ENTITY OR PERSON MAKING PROPOSAL:	
COMPLETE ADDRESS:	
(include street, city, state and zip code):	
INDIVIDUAL CONTACT NAME:	
INDIVIDUAL CONTACT POSITION TITLE:	
INDIVIDUAL CONTACT PHONE NUMBER:	
INDIVIDUAL CONTACT FAX NUMBER:	
INDIVIDUAL CONTACT EMAIL ADDRESS:	
**RESPONDENT AUTHORIZED SIGNATURE:	
AUTHORIZED SIGNATORY PRINTED NAME/POSITION TITLE (IF DIFFERENT FROM CONTACT INFORMATION ABOVE):	

**\*\*PLEASE NOTE:**

An authorized ORIGINAL signature must be submitted ONLY on the one (1) original submittal. The remaining six (6) copies to be submitted can contain copies of the authorized signature. Those authorized to sign are as follows:

- If a sole proprietorship, the owner may sign
- If a general partnership, any general partner may sign
- If a limited partnership, a general partner must sign
- If a limited liability company, a “member” may sign or “manager” must sign if so specified by the articles of organization
- If a regular corporation, the CEO, President, or Vice-President must sign

Others may be granted authority to sign but the College requires that a corporate document authorizing him/her to sign be submitted with the Proposal.