# Annex B: Evidence of Responsibility

1. **Authorized Negotiators**

[Names of authorized negotiators]

1. **Adequate Financial Resources**

[Company Name] has adequate financial resources to perform the contract, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

* 1. Please briefly describe your relationship with your bank, your line of credit, etc. this should be one sentence. Where does your working capital come from?
1. **Ability to Comply**

[Company Name] is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments. [expand your certification with brief supporting information, as necessary]

1. Briefly describe the systems your company has in place for project management, administration, financing, monitoring, and reporting. These should be a couple of sentences. Briefly describe the systems your company uses to identify and mitigate risk throughout the life of a project. Confirm that your company complies with reporting requirements.
2. Briefly identify the number of projects completed, the amount, and whether or not there were any cost overruns, and whether task orders were completed on time.

Include a statement that the company is able to comply with the proposed delivery of performance schedule, having taken into consideration all existing business commitments, commercial as well as governmental.

**4. Record of Performance, Integrity, and Business Ethics**

[Company Name] has a satisfactory performance record in accordance [expand your certification with brief supporting information, as necessary]

1. Confirm that your company has complied with contract requirements in the past adhered to contract schedules, including the administrative aspects of performance.
2. Confirm your company’s record of forecasting and controlling costs.
3. Confirm that your principals have never been debarred or suspended.
4. Explain how the company will work with the client to ensure work quality.

[Company Name] has a satisfactory record of integrity and business ethics. [expand your certification with brief supporting information, as necessary]

1. Confirm that your company has never been accused of unethical business practices
2. Reference your completion of the Representations and Certifications document.
3. Identify your company’s code of conduct or code of ethics, and briefly describe its contents

**5. Organization, Experience, Accounting and Operational Controls, and Technical Skills**

[Company Name] has the necessary organization, experience, accounting and operational controls, and technical skills, or the ability to obtain them (including, as appropriate, such elements as production control procedures, property control systems, quality assurance measures, and safety programs applicable to materials to be produced or services to be performed by the prospective contractor and subcontractors). [expand your certification with brief supporting information, as necessary]

1. Identify the number of projects your company has completed as evidence of its experience.
2. Reference your company’s past performance record.
3. Demonstrate that your company has the capacity in accounting and financial capacity to complete the project.
4. Identify the type of accounting software your company uses and justify the selection of this software. Is it secure and equipped to handle government contracts?

**6. Equipment and Facilities**

[Company Name] has the necessary production, construction, and technical equipment and facilities, or the ability to obtain them. [expand your certification with brief supporting information, as necessary]

1. Briefly describe your company’s building and facility.
2. Briefly describe your company’s Information Technology systems including hardware, software, and internet connectivity.
3. **Eligibility to Receive Award**

[Company Name] is otherwise qualified and eligible to receive an award under applicable laws and regulations. [expand your certification with brief supporting information, as necessary]

* 1. Recertify that neither your company nor any of your principals are presently debarred, suspended, proposed for debarment, or declared ineligible for the award of a contract by any Federal agency.
	2. Certify that neither your company nor any of its principals have been convicted of or had a civil judgment rendered against them for a commission of fraud, or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) contractor subcontract.
	3. Confirm that neither your company nor any of its principals has been convicted of committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property, and are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with the commission of any of the offenses enumerated above.
1. **Organization of Firm**

With the signature below, [Company Name] certifies that the above statements are accurate, complete, and current.

Signature:

Name:

Title:

Date: