***Seneca Gaming Corporation***



Video Conferencing Solution

RFP SGC-0046-22JR

The Seneca Gaming Corporation Procurement Department is requesting bids for the above-mentioned goods and/or services

May 4, 2022

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# Introduction

Seneca Gaming Corporation is a wholly owned, tribally chartered corporation of the Seneca Nation of Indians (the “Nation”) which operates all of the Nation’s Class III gaming operations in Western New York.

Seneca Gaming Corporation, through its wholly owned subsidiaries, owns and operates Seneca Niagara Resort & Casino in Niagara Falls, New York, Seneca Allegany Resort & Casino in Salamanca, New York, and Seneca Buffalo Creek Casino in Buffalo, New York.

For additional information, please visit our website at [www.Senecacasinos.com](http://www.Senecacasinos.com).

# RFP Objective

Seneca Gaming Corporation (hereinafter referred to as SGC) desires to replace or renew SGC’s current Conference Room and End User Web based Video Conferencing Services by September of 2022. The initial term of the contract will be three (3) years, with two (2) options to renew in favor of SGC, each one (1) year in duration (each a renewal term).

Presently, SGC has video conferencing capability in eleven (11) rooms spread over its three Casino Resort properties; Niagara Falls (7 rooms; *1 room in Resort/Casino and 6 rooms in the Seneca Office building*), Buffalo (2 rooms), and Allegany (2rooms). The video conferencing setups are approximately three years old. The video and audio quality of these systems is very good utilizing 4k Cameras and Dolby Audio and Video Control Units. In 2019 SGC executed a three (3) year lease agreement for the Conference Room Video Systems and unlimited End User licenses for Cloud Based Video Conferencing which is fully integrated with the SGC on premise Microsoft Exchange Calendaring System. That three (3) year agreement is subject for end or extension in September 2022. Our current vendor has informed us that as of October 2022 they will no longer support the current Conference Room technology and will not be offering an unlimited End User Licensee option. As a result, SGC has decided to explore and select a new Enterprise Video Conferencing solution for our Conference Rooms as well as Web- based User Licensing.

Creating Business Value:

Inter-Company Video – Given that SGC has properties that are geographically dispersed it is imperative that the Senior and Operational management have the ability to communicate with each other utilizing technologies such as, Instant messaging, E-mail, Telephone, and high quality video. Our current videoconference solution allows for frequent high quality video communications amongst the management groups located in each property. In addition, video capability was instrumental in enhancing SGC’s HR Training of team members, IT training of team members, and corporation communications.

Intra-Company / Partner Multi-Point Point Video - SGC has many business partners and government agencies with which it routinely communicates. High-speed Open Architecture Video has allowed SGC to improve the productivity of sessions with business partners and government agencies, thus reducing the amount of travel & costs which would be required to participate in “face to face” meetings.

Web Based Video- With over 1600 Team Members that have MS Exchange Outlook credentials the addition of our current Web Based Video Client allowed for thousands of inter-company virtual meetings over the past three years. This capability was indispensable during the height of the Covid-19 Pandemic, and has morphed from a pre-pandemic nice-to-have to a Business Critical tool which has become at least as important as telephone service as part of our overall Communications collaboration tool set.

It is SGC’s intent, through this RFP, to identify and potentially select a set of technologies along with a partner that can, in cooperation with SGC, install and maintain high quality video and audio equipment and provide MS Exchange integrated End User based Web Video services.

# RFP Administrative Information

## Contact Information

Please use the following name and email address for all correspondence with SGC concerning this RFP. Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.

**Coordinating Buye**r:

Name Jason Romine

Email jromine@senecacasinos.com

## Schedule of Events

RFP issue date: 5/4/22

Bidder questions due: 5/13/22

Answers to questions due: 5/18/22

**Bid Submission Deadline: Monday, June 6, 2022 by 5:00 PM Eastern Time**

## Intent to Bid

Potential Bidders must submit an email confirming their intent to bid to the Coordinating Buyer by the date and time indicated in the above schedule of events.

Submission of the intent to bid notice constitutes the Potential Bidder’s acceptance of the RFP schedule, procedures evaluation criteria and other administrative instructions of this RFP.

## Bidder Questions

Bidders must submit any questions to the Coordinating Buyer’s email address directly. *No telephone questions will be accepted or considered*.

Questions must reference the specific RFP paragraph number and page and quote the passage being questioned. SGC will respond to questions promptly and will send answers to Bidders as a group.

## Submission of Proposals

Proposals must be submitted in electronic form, preferably in Microsoft Word and/or Microsoft Excel formats. **Note: SGC’s email system rejects incoming messages with attachments exceeding 20 MB**. Bidders are encouraged to confirm that the Coordinating Buyer received their bid, prior to the bid submission deadline (date and time) indicated in the above schedule of events.

The Coordinating Buyer must receive proposals on or before the bid submission deadline. **Proposals received after the bid submission deadline will not be considered.**

## Proposal Format

Bidders shall conform to the following proposal format:

**Part-1 Solution Proposal**

Section 1: Executive Summary

The purpose of this section is to familiarize SGC evaluators and decision makers with the key elements and unique features of your proposal by briefly describing what is being proposed and how the Bidder intends to comply with the Scope of Work.

Section 2: Response to Requirements

Include complete responses to all requirements outlined in the Excel Spreadsheet supporting document. Unless otherwise indicated, please refrain from simple yes/no responses. Reponses are to follow the outline of the Scope of Work and refer to each requirement that is being addressed. Requirements that cannot be supported in whole or in part should be identified as such.

Section 3: Bidder Supplemental Information

The purpose of this section is to afford Bidder an opportunity to present necessary information that was not requested. Use this section to indicate, for example, alternative methodology or additional functionality which may be outside the scope of the RFP but could enhance the solution or potential issues that are relevant to the RFP and your proposal.

Section 4: Delivery/Deployment

Where applicable, this section summarizes plans with respect to product/project delivery/deployment schedule, maintenance and support plans, and education and training activities.

Section 5: Company Overview

Provide a brief description of the overall organization of your company including the location of corporate headquarters, primary industries and markets served, how long the company has been in business and what experience your company has serving multi property and Native American-owned casinos and casino resorts.

Section 6: References

Include a minimum of three contracts for goods or services similar to those in the RFP’s Scope of Work which have been awarded within the last three (3) years, along with contact information for each client reference. Wherever possible, include casino and casino-resort clients in these references.

**Part-2 Pricing Proposal**

The pricing proposal must be submitted in the attached Excel Spreadsheet, under the pricing section. Additional Offers/Bid Notes: discounts, rebates, marketing funds, etc. should be listed separately. Where applicable, pricing should cover the projected total cost of ownership over the entire term of the contract indicated in the RFP, including any options to renew, where applicable.

**Part-3 Bidder Representations and Certifications**

A corporate officer or person who is authorized to represent Bidder must complete and sign and date the Bidder Certifications and Representations, Section VII of the RFP.

**Part-4 Appendix**

Appendix-A: Evidence of Insurance

Evidence of current insurance is to be provided to the satisfaction of SGC’s Risk Management Department. Insurance requirements vary depending upon the nature of the services and the degree of risk. Standard requirements include minimum $5 million general liability coverage (per occurrence and in the aggregate) [$10 million for construction-related contracts], $1 million automobile liability coverage, combined single limit, for all vehicles brought on-site, worker’s compensation and employer liability insurance in accordance with state law. Additional types of insurance, including, without limitation, professional liability insurance and network privacy/data security/cyber liability insurance, may be required in specific circumstances. SGC and related persons and entities will be additional insured under the general liability and automobile liability policies of insurance.

SGC’s Risk Management Department has discretion to increase, decrease, or dispense with insurance in appropriate cases. They may, in addition to or instead of insurance, require signature of a Waiver, Indemnification and Hold Harmless form by any individuals who will be present on SGC property.

For additional details, see section 22 of SGC’s Standard Terms & Conditions at <https://senecagamingcorporation.com/our-business/business-standards/>

Appendix-B: Standard Agreements

Bidders are invited to include their standard form of agreement (preferably in Word format) to form the basis of the contract should it be awarded to them. However, SGC reserves the right to utilize its own standard form of agreement.

## Proposal Evaluation/Vendor Selection

Proposals will be evaluated to determine their completeness and compliance with the mandatory requirements and qualifications specified throughout this document. Failure to comply with one or more of these requirements may result in the proposal being rejected as non-responsive. SGC reserves the right to waive deviations it deems non-material and/or to reject any and all Proposals in its sole discretion.

The successful Bidder(s) will be notified by email of the award of contract, conditional upon appropriate licensure through SGC’s regulatory authority, the Seneca Gaming Authority (“SGA”), providing proof of insurance to the satisfaction of SGC’s Risk Management Department, and signature of a contract and/or issue of a Purchase Order. It is only following all of these actions that the successful Bidder will be considered a Vendor of SGC.

Successful Bidders must complete SGC’s Vendor Registration Form and W-9 (or equivalent for non-U.S. persons/entities). If required, they must also complete and submit to the SGA the requisite vendor license application. They are also responsible for payment of SGA processing or vendor license fees plus the Seneca Nation of Indians Business License fee. Fees range from $750 to $2,500 depending upon the nature of the services. These requirements must be completed and, if applicable, the requisite SGA vendor license issued, prior to signature of the contract. Vendor licenses and fees must be renewed every two years. SGA may also, in an appropriate case, require the licensure of individual employees who perform certain services that are or may be closely associated with SGC’s casino operation. As SGA retains the discretion to make this type of determination on a case-by-case basis, SGC is unable at the RFP point in the bidding process to state definitively whether such licensure will be required in any particular case.

## General Bidder Information

This RFP does not commit SGC to award a contract, to pay any costs incurred in the preparation of the RFP, nor to procure or contract for services or supplies.

It is the policy of SGC that all Proposals are to be held unopened and confidential until after the closing date and time. At the bid opening, Proposals will be opened by the contact Coordinating Buyer and are reviewed by a compliance representative.

Bid Validity. Bidder’s bid submission must remain valid for a minimum of ninety (90) days from the bid closing date.

Minority Bidders:SGC gives priority to Bidders who are Native American, minority, women-owned or small disadvantaged businesses. If your company falls into any of these categories or has contracted with such businesses for the purpose of the proposal, please note as such on your proposal.

Alternative Proposals*(if applicable)*are accepted based on the following conditions: SGC will consider alternative proposals from Bidders provided they have submitted a response based on the original requirements. The alternative Proposal will be submitted separate and apart from the basic Proposal. It is assumed that the materials included in the alternative Proposal meet all of the qualifications of the original Proposal.

Substitutes. Any recommended substitutions should be attached separately. *Products may require testing before acceptance. Bidder’s pricing must include the conversion calculations if your size, pack, weight, etc. is not the same as the specified product(s).* SGC solicits Bidders’ recommendation(s) for new products and/or services leading to lower costs.

Projected Volume. Bidders are advised that the volumes or quantities indicated on the RFP are for reference purposes only and must not be taken as guaranteed or as constituting representations by SGC. Actual volume and quantities may vary depending upon the needs of the SGC departments or business units for which the goods and/services are destined and fluctuations in the business cycle.

## SGC Standard Terms and Conditions

Any purchase order or contract flowing from this RFP (in the absence of language to the contrary in the contract) is subject to the terms and conditions hereof as well as to Seneca Gaming Corporation’s Standard Terms and Conditions which are available on the following website: <https://senecagamingcorporation.com/our-business/business-standards/>. Reference to, or inclusion of, the Bidder’s preprinted terms and conditions with Bidder’s Proposal will not be considered as an exception to SGC Terms and Conditions.

# Provisions Applicable to the Contract

## Agreement Term

The initial term of the contract will be three (3) years, with two (2) options to renew in favor of SGC, each one (1) year in duration (each a renewal term).

Upon expiration of the initial term and exercised renewal terms, the contract will automatically renewal on a month-to-month basis for a maximum period of six (6) months, in order to allow for coordination with a new RFP process.

## SGC Requirements

The details related to the goods and/or services in this RFP are based upon the operating department’s requirements.

**Please see the attachment “Companion Document – Customer Web Portal & Mobile App” for requirements and questions related to this RFP. This document must be completed and returned with your bid.**

**SGC Location and Room Specifications:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Location** | **Board Room**  | **Conference Rooms**  | **Training Room**  |
| **Seneca Office Building**  | **Board Room** | **Executive Conference Room**  | **IT Training Room** |
| 345 3rd Street | (1GB Ethernet LAN) | (1GB Ethernet LAN) | (1GB Ethernet LAN) |
| Niagara Falls NY 14303 | 16’x34’ | 14’x20’ | 16’ x40’ |
|   | Max Cap: 18 People | Max Cap: 18 People | Max Cap: 35 People |
|   |   |   | Class Room Set Up |
|   | **Requirement:** | **Requirement:** | **Requirement:** |
|   | HD Video / Sound | HD Video/ Sound  | HD Video / Sound  |
|   |  |   |  |
|   |   | **Executive Conference Room 2** |  |
|   |   | (1GB Ethernet LAN) |   |
|   |   | 14’x20’ |   |
|   |   | Max Cap: 10 People |   |
|   |   | **Requirement:** |   |
|   |   | HD Video/ Sound |   |
|   |   |  |   |
|   |   | **IT Conference Room**  |   |
|   |   | (1GB Ethernet LAN) |   |
|   |   | 14’x20’ |   |
|   |   | Max Cap: 10 People |   |
|   |   |  |   |
|   |   | **Leadership Seneca** |   |
|   |   | (1GB Ethernet LAN) |   |
|   |   | 14’x20’ |   |
|   |   | Max Cap: 10 People |  |
|   |   |   |   |
|   |   |   |   |
| **Seneca Niagara Resort & Casino** | **Executive Conference Room** |  |  |
| 310 Fourth Street | (1GB Ethernet LAN) |  |
| Niagara Falls NY 14303 | 18’x35’ |   |
|   | Max Cap: 20 People |   |
|   | **Requirement**: |  |
|   | HD Video / Sound  |   |
|   |  |  |
| **Seneca Buffalo Casino** | **Board Room** | **Conference Room** |  |
| 1 Fulton Street | (1GB Ethernet LAN) | **(**1GB Ethernet LAN) |
| Buffalo, NY 14204 | 15’x30’ | 14’x20’ |
|   | Max Cap: 16 People | Max Cap: 11 People |
|   | **Requirement**: | **Requiremen**t: |
|   | HD Video / Sound  | HD Video/ Sound  |
|   |   |  |
| **Seneca Allegany Resort & Casino** | **Board Room** | **Conference Room** |  |
| 777 Seneca Allegany Blvd. | (1GB Ethernet LAN) | **(**1GB Ethernet LAN) |
| Salamanca, NY 14779 | 15’x32’ | 14’x24’ |
|   | Max Cap: 16 People | Max Cap: 12 People |
|   | **Requirement**: | **Requiremen**t: |
|   | HD Video / Sound / Preso | HD Video/ Sound  |
|   |   |  |

**Respond to the following questions as they pertain to the product and service(s) that you offer:**

**All questions and answers must be recorded in an Excel spreadsheet**. **Information that is incomplete or not prepared in accordance with the RFP will be eliminated from the evaluation process. If there are line items that are not applicable, respond with “N/A”.**

**General Company / Product / Services Information:**

1. Provide your corporate revenue (high level for non-public Companies) specifically percentage of revenue derived from Professional Services.
2. Identify your investment (percentage of revenue) in managed services budget annually (most recently completed fiscal year) specific to your consulting and onsite/remote management services that you are proposing for SGC.
3. Identify the number and capability of the professional staff being proposed for SGC. Provide a thumbnail resume of key personnel.
4. Identify the size/capability/location of your support organization that would be used for SGC.
5. Identify the size/capability of your services organization specific to operational process capability. This should focus on specific experiences that you have brought to other organizations.
6. Identify your onsite backup support coverage model for the proposed services.
7. Provide two to three customer references for whom your firm has provided similar professional services/equipment/software/SaaS-with whom we can communicate.
8. Provide list(s) of user groups (formal or informal) and/or customer forums that you avail yourself of to keep current with operational processes and techniques.
9. Provide specific cost for your proposed solution detailing transition and steady state implementation of services for SGC.
10. Provide, for SGC’s consideration, order of magnitude cost for any optional services or functionality above and beyond those proposed that may have relevance to, or be an enhancement to the proposed solution. This can be done in an appendix.

**Services and Transition Services Strategy / Roadmap:**

Identify your managed infrastructure services roadmap. (This roadmap should be specifically based on the services that would likely be employed for SGC

1. Identify your anticipated growth in terms of customers for your services over the next two years.
2. Identify the number of clients you are presently serving with your services practice.

**Change Methods and Processes:**

1. Identify in free form your organization’’ relationship change plan; i.e., the mechanism that ensures that each party in the relationship understands what steps are required to move “work”’ quickly and smoothly from the current “As Is”’ to the proposed “To Be” environments, both in initial transition as well as ongoing incidental adds, moves and changes.
2. Identify your change organization in terms of personnel and their roles.
3. Provide a business process map that depicts your change management process, including both the roles, responsibilities, and activities that are to be performed by your organization and by the customer organization, including handoffs, timing, etc.
4. Provide a high level synopsis of your change management methodology, including the following:
5. Key Performance Indicators (KPI’s) that are measured and published to the customer;
6. Process ownership map, showing who is responsible for each element and/or process (yours and customer); and
7. Risk Analysis Framework, describing the actions and projected timelines from analyzing and mitigating risks associated with changes.

**Relationship Benefits:**

1. The Relationship Benefits section is intended to allow you to articulate how mutual benefits can be derived from a partnership arrangement between you and SGC. This can be free form in MS Word.

**Exit Plan:**

1. Describe an exit plan that defines SGC’s obligations to execute an end of relationship for Operations & Maintenance Services. (This could be a copy of your standard contract with a section on this topic.)

## Pricing and Payment Terms

Please provide your most competitive pricing and any additional offers by entering them in the Excel Spreadsheet supporting document.

## Price/Fee Structure

Please see the ‘bidder pricing proposal’ tab within the Companion Document pricing/fee structure requirements.

## Price Escalation

Prices are fixed during the term of the contract, including any renewal term.

## Tax Exempt Status

Seneca Gaming Corporation is a governmental instrumentality of the Seneca Nation of Indians all of whose operations (except for its golf course) are on sovereign Seneca Territory. SGC will provide a New York State tax exemption certificate issued in the name of the Seneca Nation of Indians, as applicable.

## Payment Terms

SGC standard payment terms are Net 30 days after delivery of goods and/or services and receipt of a correct invoice. Bidder is encouraged to indicate any additional early payment/ discount terms in its Proposal. It is the policy of SGC not to provide deposits unless significant discounts or special circumstances apply.

# Supplemental Bidder Information

## Conformity of Proposal with SGC Requirements

Bidders represent and warrant that the goods and/or services provided in their Proposal will meet SGC’s requirements **as expressed in the Scope of Work contained in this RFP** and will be fit for the purpose expressed herein.

# Vendor Requirements

## Proposal

Successful Bidders should expect that their response to the RFP and any accompanying supporting materials will be incorporated into any contract signed with SGC.

## Standard Supply Agreement

Successful Bidder will be expected to sign SGC’s standard supply agreement, subject to such changes as are necessary to reflect the terms of this RFP and Successful Bidder’s bid or proposal, and such further changes as the parties, acting reasonably, may agree.

## Operations & Support

### Customer support

Provides toll-free customer support 24 hours, seven days per week.

* Please specify all paid support options.

### User manuals

Provides complete set of user manuals for all software applications to document and explain system features and functions.

### Implementation support

Provides complete turnkey onsite implementation and project management support.

* Please specify which support will be included and which is provided for an additional fee.
* Please specify whether support is available direct from vendor or provided through a partner.

### Training

The type of training provided to administrators.

* Please specify whether training is available directly from the vendor or provided through a partner.

### Software updates

Provides future software releases and updates to all applications as part of regular software maintenance fees.

* For on premise solutions, please specify software update process and typical time between releases.
* For off-premise and appliance solutions, please specify standard update cycle.

## Security Requirements

1. Use industry-accepted standards for software development life cycle (SDLC) including, but not limited to version management, code review, and change management.
2. Describe your quality assurance process for software updates and the automated software assurance standards used to provide the software manifest and code signing (e.g., SWID, Co-SWID, SBOM) • Indicate which third-party software packages are required for your application to function correctly (for example, operating systems, web servers, databases, agents or clients for backup). In addition, indicate who is responsible (the customer or the vendor) for purchasing and maintaining licenses for this software.
3. Analyze software components to determine if they are vulnerable, unsupported, or out of date. This includes the Operating System, web/application server, database management system (DBMS), applications, APIs and all components, runtime environments, and libraries.
4. Have subject matter expertise in Software Security Principles and use industry-accepted practices ([OWASP or similar](https://owasp.org/www-pdf-archive/OWASP_SCP_Quick_Reference_Guide_v2.pdf)) for secure software development that address, at a minimum:
	* 1. Input Validation
		2. Output Encoding
		3. Authentication and Password Management
		4. Session Management
		5. Access Control
		6. Cryptographic Practices
		7. Error Handling and Logging
		8. Data Protection
		9. Communication Security
		10. System Configuration
		11. Database Security
		12. File Management
		13. Memory Management
		14. General Coding Practices
5. Product developed should be able to withstand standard Web application scanning (WAS) -  the process of testing sites and applications hosted on the Internet for various known vulnerabilities and misconfigurations that could lead to unwanted information disclosure or other unintended consequences – with few security flaws.

## Data Security

Upon request, Successful Bidder/Vendor will supply a current Statement on Standards for Attestation Engagements [SSAE] SOC 2 report issued by an independent auditor. Software supplied must not contain any code that weakens the security of SGC’s IT systems and applications, including computer viruses and all other forms of malicious code. Successful Bidder/Vendor must share with SGC in writing all security-relevant information regarding the vulnerabilities, risks and threats to its software immediately upon identification. SGC reserves the right at any time during the term of the contract, to conduct an audit of Vendor’s data security measures, either by means of its own personnel or through a service provider retained by SGC. Should the audit reveal that Vendor’s data security processes and procedures are inadequate or that Vendor is in breach of this provision, the cost of the audit shall be borne by Vendor, and SGC may, in its discretion, forthwith terminate the contract or any business relationship between SGC and Vendor.

## Directives and Minimum Internal Control Standards

Vendor must comply with SGC’s reasonable directives as regards IT security and other matters. In addition, as contemplated in § 542.16 of NIGC Information Technology MICS, Vendor must comply with SGC’s internal control standards, including change control procedures and SGC hereby reserves the right to monitor and audit compliance with said internal control procedures, either directly or through an appointed representative such as an external auditor.

# Bidder Certifications and Representations

Bidder is a reputable company fully qualified and regularly engaged in providing products and/or services necessary to meet the terms, conditions and requirements of the RFP.

Bidder is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

Bidder understands the requirements and specifications set forth in this RFP and affirms that no compensation has been received for participation in the preparation of the specifications for this RFP.

Bidder has reviewed and understood SGC’s Standard Terms & Conditions found at https://senecagamingcorporation.com/our-business/business-standards/.

Bidder represents and warrants that all goods and services quoted in response to this RFP will meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and its regulations in effect or proposed as of the date of this solicitation.

All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Bidder acknowledges that SGC will rely on such statements, information and representations in selecting the Awarded Vendor. If selected by SGC as the Awarded Vendor, Bidder will notify SGC immediately of any material change in any matters with regard to which Bidder has made a statement or representation or provided information.

**I, the undersigned, hereby certify that I am authorized to sign as a representative for the Bidder listed below:**

Legal Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

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

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

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Fax: \_\_\_\_\_\_\_

E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Website: \_\_\_\_\_\_\_\_\_\_\_\_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Representative’s Signature: \_\_\_\_\_\_\_ \_\_\_\_\_

Representative’s Printed Name:

Representative’s Printed Title: \_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ NAICS code #