



## **REQUEST FOR QUALIFICATIONS (RFQ) ENERGY AUDIT**

### **1.0 Introduction**

The City of Mobile (hereinafter “City”) is seeking a Consultant to develop a comprehensive assessment of all city facilities in order to develop a long-term plan to increase energy efficiency and conservation measures. Consultant shall research and analyze all City facilities to determine current energy consumption and greenhouse gas emissions and then make recommendations in the form of a comprehensive report on options to reduce consumption and emissions via energy efficiency retrofits, beneficial electrification of commercial buildings, carbon footprint calculations.

### **1.1 Background**

In 2023, the City of Mobile drafted and adopted an Energy Efficiency and Conservation Strategy (EECS) using the Department of Energy’s Blueprint 1: Energy Planning. The EECS lays out four goals and this RFQ is needed to address two of those goals: reduce energy consumption; and reduce greenhouse gas or carbon emissions. With the development of the EECS, it became clear that the City did not have enough information to set numeric goals. This effort will establish baseline data as well as enable the City to more easily measure the 10% reduction in energy use defined in the plan. *For purposes of this effort, “facilities” means all city owned properties with utilities: ball fields, parks with lighting or water fountains, etc.*

### **2.0 Scope of Work**

The Energy Audit will include an assessment of current conditions and a plan for meeting the City’s Energy Efficiency Goals. The purpose of the assessment is to understand the following: 1) match billing to physical address/location using a GIS platform to ensure all data and billing are being properly tracked; 2) a defined starting point or baseline for improved energy billing tracking, and 3) a defined baseline understanding of carbon usage and greenhouse gas emissions. The second portion of the audit will define 1) which buildings are the largest energy consumers, 2) which projects should be prioritized for upgrades and maintenance improvements, 3) best practices for building operations and maintenance planning, and 4) the best process for collecting and tracking data related to billing, energy savings, and pollution reduction. These efforts will enable the City to define numeric reduction goals for energy and cost savings as well as how to clearly track carbon usage reductions.

## Task 1 – Assessment of Current Conditions

Consultant will perform an assessment of all city facilities to determine a baseline for energy consumption and carbon emissions.

- Review and verify facility energy use and bills
- Cross check every facility with GIS data
- Conduct Level 1 Energy Audits for a representative sample of each facility type
- Calculate a unit price for energy consumption for each existing facility utilizing the energy usage and Level I Energy Audit data.
- Calculate the value for carbon use/greenhouse gas emissions for each existing facility utilizing the energy usage and Level I Energy Audit data.

## Task 2 – Actionable Energy Efficiency Plan creation

Develop a Preliminary Report that identifies the following:

- The energy impact – both energy consumption cost and greenhouse gas emissions – for each facility. This should include facility type and a consumption rate per square foot.
- A list of energy efficiency and conservation measures that prioritizes which upgrades can have the biggest impact.
  - A best practices guide to building maintenance and operations planning.
  - This list should include building automation, no cost and low-cost energy conservation measures, and additional studies that could reduce energy usage for each City facility based on the energy audits of the representative samples.
- A rough order of magnitude cost for each proposed facility upgrade.
- A rough calculation of time needed to complete each recommended upgrade.
- Potential funding sources for implementing the proposed strategy.

## Task 3 – Presentation of Findings

Consultant will share a preliminary report that summarizes the data, analysis, and findings based on the activities detailed in Tasks 1 – 2 and present the recommendations to the Resilience Office for review. Following the review and adjudication of the comments, Consultant will prepare a final summary presentation and the materials for the City to use. In addition, Consultant will prepare a summary presentation including frequently asked questions. Consultant will prepare one draft visual presentation for review by the Resilience Office. The City will provide one set of consolidated comments on the presentation, and Consultant will revise the presentation to address the comments as appropriate.

### A. Energy Audit Deliverables

- a. Draft and Final assessment of existing conditions that includes (in .pdf format):
  - i. A defined starting point or baseline for improved energy billing tracking, building operations and maintenance.

- ii. A defined baseline understanding of carbon usage and greenhouse gas emissions.
  - iii. List of City owned buildings that are the largest energy consumers,
- b. Draft and Final Energy Efficiency Plan that include (in .pdf format):
  - i. List of projects that should be prioritized for upgrades and maintenance improvements.
  - ii. Estimated cost and timeline calculation for project implementation.
  - iii. Potential sources of funding for implementation.
- c. Draft and final (in .docx format) collateral materials (in .pdf format).
- d. Assist the City of Mobile in preparing performance reports for submission to the Department of Energy by supplying data as requested.

B. Desired Qualities - Selected Consultant must:

1. Possess attention to detail, organization, and time management skills which are fundamental requirements to serve in the role of the Consultant.
2. Be diverse and multi-disciplined with experience working with municipalities at various levels, community engagement, and analytical study.
3. Exhibit excellent written and oral communication skills.
4. Possess effective public speaking and adaptability skills to cater the presentation to the public.

### 3.0 PROPOSAL REQUIREMENTS

Consultant interested in performing the work will be considered based on a written response to this Request for Qualifications (RFQ). Please limit the Project Approach and Methodology Section to no more than 10 pages. All proposals should be organized in the following manner:

#### 3.1 Cover Letter

The Proposal must include a cover letter and acknowledge receipt of any issued amendments to the RFQ. The letter should be addressed to:

**ENERGY AUDIT  
CITY OF MOBILE OFFICE OF RESILIENCE  
205 Government Street, South Tower, 2nd Floor, Mobile, AL 36602**

1. The letter should indicate a primary contact for the Proposal and that person's title, address, phone number, and email address.
2. The letter should introduce the Consultant's project team. The Project Team is defined as the lead plus any key team members who are critical for consideration by the evaluation team and include relevant professional certifications for each.
3. The letter should include a general statement of prior relevant experience and proposed approach for this project.
4. The letter should include a statement that the Project Team is adequately staffed and will execute the Project in a timely manner.

### **3.2 Project Approach and Methodology (10-page limit):**

Describe the Technical Approach that will be used to complete the items identified in the Scope of Work, including:

1. A detailed project time schedule, showing key milestones such as reporting, deliverables, meetings, etc. (It is recognized that this schedule may change due to specific site circumstances.)
2. The Consultant's plan to reach the defined components of the Scope of Work.

### **3.3 Experience and Background**

Consultants interested in performing the work will be considered based on a written response to the RFQ. All applicants must submit their qualifications and list any prior experience with projects similar in nature and scope to the above services being requested. The following information must be submitted in written form:

1. Statement of registration of the firm.
2. Statement of the names, and duties of the individuals that will be involved in this project (when performing professional services) and their experience and qualifications.
3. Statement as to professional standing including any pending lawsuits and/or controversies. If no lawsuits or controversies exist, such a statement should be made.
4. Statement of experience in the fields that the proposed services are requested and work of a similar nature which the proposed staff for requested services was in responsible charge, including a description of the work, the client for whom it was performed, the location of the work, and dates of performance. Provide proposed staff names and specific experience.
5. Statement of experience within the local jurisdictions and knowledge of local standards and specifications.
6. Statement of experience with conducting the technical research needed for this type of project. Please include specific examples of successful feasibility studies in a similar field.
7. Statement of availability and adequacy, in both number and quality of remaining staff, to perform all other functions needed for the proposed services.
8. List of qualified personnel in other disciplines required for proposed services, both in-house and those to be acquired from outside sources and their experience.
9. Statement as to whether the firm is operating on a sound fiscal basis.
10. Statement of where the work will be accomplished.

### **3.4 Project Team and Level of Participation**

The Proposal shall provide the following information so that it can be clearly understood by the Evaluation Team and City personnel.

1. Identify Key Project Team members with responsibility for leading main project tasks, including the percentage of time each is expected to commit through the duration of the study.
2. Identify Key Project Team members that qualify as a Disadvantaged Business Enterprise (DBE), including the percentage of time each is expected to commit through the duration of the planning process. (See attached additional information regarding the City of Mobile's DBE requirements).

3. Include an organization chart of the Project Team showing lines of communication, clearly defined roles, availability, and decision-making hierarchy.

#### **4.0 SUBMITTAL OF PROPOSALS:**

Questions concerning this Request for Proposals should be directed to: **Office of Resilience** at [lance.slater@cityofmobile.org](mailto:lance.slater@cityofmobile.org). Responses will be received until **12:00pm CST on Monday, August 19, 2024.**

**Please limit Project Approach and Methodology to 10 pages.**

**Please submit three (3) copies and a flash drive to:**

**Energy Audit Proposal**  
CITY OF MOBILE OFFICE OF RESILIENCE  
205 Government Street, South Tower, 2nd Floor, Mobile, AL 36602

#### **NO SUBMITTALS WILL BE ACCEPTED AFTER THE STATED DEADLINE.**

Any items submitted as part of a response to this RFP shall become property of the City of Mobile. After written proposals have been reviewed, discussions with prospective firms may be required to clarify any portions of the proposal. The following is a tentative schedule for the selection process. The schedule is subject to change.

07/31/2024	Request for Proposals posted and emailed
08/14/2024	Q&A Meeting with prospective applicants at <b>1pm CST</b> via <a href="#">TEAMS</a> (email <a href="mailto:lance.slater@cityofmobile.org">lance.slater@cityofmobile.org</a> for link)
08/19/2024	Final questions must be submitted via email before <b>Noon - 12 pm CST</b>
08/22/2024	Addendum with responses to questions and Q&A meeting minutes emailed to attendees
09/5/2024	Proposals submitted by <b>4:30pm CST</b> .
09/12/2024	Short list selected; interview requests sent if City deems appropriate. Those not selected will be notified.
09/16- 09/19/2024	Short list interviews
10/01/2024	Selection

**PLEASE NOTE: Presentations may be required and conducted in conjunction with this RFQ.**

**5.0 OTHER CONDITIONS:**

The firm or individual practitioner must:

1. Have current City of Mobile Business License.
2. The licensed professional must be accessible by telephone and available for consultation between the hours of 8:00 AM and 5:00 PM, Monday through Friday.
3. Furnish proof of Insurance as follows:
  - a. General Liability Insurance each in the minimum amount of:
    - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
    - ii. Property Damage - \$1,000,000 per occurrence, or
    - iii. Combined single limit - \$1,000,000
  - b. Automobile Liability Insurance each in the minimum amount of:
    - i. Bodily Injury - \$1,000,000 each person / \$1,000,000 each occurrence, and
    - ii. Property Damage - \$1,000,000 each occurrence, or
    - iii. Combined single limit - \$1,000,000
  - c. Excess/Umbrella and Employer's Liability Insurance in the minimum amount of:
    - i. Combined single limit - \$1,000,000 each occurrence for bodily injury and/or property damage
    - ii. Workmen's Compensation Insurance: Statutory-Amount and coverage required by the State of Alabama
    - iii. Professional Liability Insurance in the minimum amount of: \$1,000,000.
4. Affirm, for the duration of the contract, that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien in the State of Alabama. Evidence of the firm's or individual's enrollment in the federal E-Verify program shall be submitted as a condition of contract approval.
5. *Waiver of Subrogation* - All policies of insurance shall be endorsed to waive rights of subrogation in favor of the City of Mobile.
6. *Additional Insured* - All policies of insurance, except those referenced under item 4.d, shall be endorsed to name the City of Mobile as an Additional Insured
7. *Primary Insurance* - All policies of insurance, except those referenced under item 4.d, shall be endorsed to provide that all such insurances are primary and non-contributing with any other insurance maintained by the City of Mobile.
8. *Notice of Cancellation* - Certificates of Insurance shall provide that such insurance shall not be subject to cancellation, non-renewal nor material change without 30 days or more (except 10 days for non-payment) prior written notice thereof to the City of Mobile.
9. *Certificates of Insurance* - Within ten (10) calendar days from the date of issuance of Contract forms for execution, Contractor shall deliver to the City of Mobile, certificates of insurance (standard ACORD format) certifying the existence and limits of the insurance coverages along with separate policy endorsements as described above. Contractor shall also be responsible for delivering policy renewal certificates to the City of Mobile.

10. *Equal Employment Opportunity Compliance Requirement -*

- a. Bid awardee (or “consultant”) shall comply with all Federal, State and local laws concerning nondiscrimination, including but not limited to City of Mobile Ordinance No. 14-034 which requires, inter alia, that all consultants performing work for the City of Mobile not discriminate on the basis of race, creed, color, national origin or disability, require that all subconsultants they engage do the same, and make every reasonable effort to assure that fifteen percent of the work performed under contract be awarded to socially and economically disadvantaged individuals and business entities.
- b. During the performance of this contract, the bid awardee agrees as follows:
  - i. The consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment, or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
  - ii. The consultant will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
  - iii. The consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the consultant's legal duty to furnish information.
  - iv. The consultant will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the agency contracting officer, advising the labor union or workers' representative of the consultant's commitments under section 202 of Executive Order 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

v. The consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

vi. The consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

vii. In the event of the consultant's non-compliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be canceled, terminated or suspended in whole or in part and the consultant may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

viii. The consultant will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subconsultant or vendor. The consultant will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

11. Consultant will be required to certify that they are not on the Federal list of debarred, suspended, or voluntarily excluded consultants and are not in default on any obligations due to the State of Alabama including, but not limited to, payment of taxes, fines, penalties, or other monies due. Selected consultant will also have to provide evidence of required insurance, a City of Mobile business license, and enrollment in the E-Verify program. The attached forms must be filled out by all successful applicants: UEI Number Documentation and Verification Form, FFATA Disclosure Statement, and the SAM Registration Process.

## **6.0 MISCELLANEOUS:**

1. RFP is not to be construed as a contract or a commitment of any kind, nor does it commit the City of Mobile to pay for any costs incurred in the preparation of a submission or of any costs incurred prior to the execution of a formal contract.
2. The City of Mobile will (1) evaluate submittals; (2) waive any irregularities therein; (3) select candidates for selection interviews; (4) request supplemental or additional information as deemed necessary; (5) contact others to verify information provided in



the submittal; or (6) reject any and all submittal(s), should it be deemed in the best interest of the City of Mobile.

3. In the event that a mutually agreeable contract cannot be negotiated between the selected consultant and the City, the City reserves the right to select an alternate consultant.
4. The successful firm will have to complete an Affidavit of Ownership or Control prior to completion of contract negotiations. The affidavit certifies that the firm is not delinquent in any debt owed to the City of Mobile (taxes, fines, fees, etc.)
5. Project Funding - Costs for this project will be paid from the City of Mobile's Energy Efficiency and Conservation Block Grant: EECBG Award # DE-SE0000431

## **7.0 EVALUATION:**

Submittals received will be fully reviewed by an evaluation team and responses will be considered in the following categories:

### **1. Cover Letter and Comprehensive Project Team (5%)**

- a. Completeness of information on proposed project team.
- b. Conciseness and ingenuity of the statement of approach.
- c. Timeliness of approach.

### **2. Project Approach & Methodology (40%)**

- a. Plan to generate the following points:
  - i. Data collection and analysis;
  - ii. Upgrade and maintenance changes priorities; and
  - iii. Implementation Plan including cost, timeline, and potential funding sources.
- b. Rationale for comparable benchmark cities and incorporating existing materials and best practices.
- c. Ability to begin implementation.

### **3. Experience and Background (45%)**

- a. Diversity of expertise of key team members.
- b. Years of experience in undertaking similar research and documentation efforts by key team members.
- c. Demonstrated team experience on energy and carbon reduction projects.
- d. Demonstrated team experience in completing projects, from project conception through completion and assessment, on budget and on schedule.
- e. Provision of at least two references.

### **4. Project Team and Level of Participation (10%)**

- a. Roles, availability, and time allocation of key Project Team members are clearly defined and reasonable, including DBEs.
- b. Provided organizational chart of key Project Team members clearly delineates roles/responsibilities, lines of communication and decision-making hierarchy.

## **8.0 QUESTIONS AND CONTACT:**

A Question and Answer (Q&A) meeting will be hosted by project managers and appropriate City Review Committee members on **08/14/2022 at 1pm CST via [Teams](#)**. The Chief Resilience Officer and the Committee will accept additional questions about the RFP beyond

the Q&A meeting until **Noon (12pm) CST on 08/19/2024**. An addendum including answers and Q&A meeting minutes will be provided to all attendees no later than **08/22/2024** via email. All interested firms should send an acknowledgement to the email [lance.slater@cityofmobile.org](mailto:lance.slater@cityofmobile.org) within 24 hours.



## CITY OF MOBILE

### UNIQUE ENTITY IDENTIFIER (UEI) DOCUMENTATION AND VERIFICATION FORM

Name of Organization \_\_\_\_\_

UEI Number \_\_\_\_\_

**IF YOUR ORGANIZATION DOES NOT HAVE A UEI (FORMERLY DUNS) NUMBER, PLEASE READ THE INFORMATION BELOW AND CHECK THE BOX IF YOU INTEND TO OBTAIN ONE**

#### Information about Your UEI Number and Instructions to Obtain Your UEI Number

The Federal Funding Accountability and Transparency Act (FFATA) requires all applicants seeking Federal sub-grants and/or sub-contracts to have a UEI number. Please refer to Title 2 of the Code of Federal Regulations Part 25.100 (2 CFR Part 25.100). The Federal government uses UEI numbers to better identify related organizations receiving funding under grants and cooperative agreements and to provide consistent name and address data for electronic grant application systems.

**Obtain a UEI Number** – A UEI or Unique Entity Identifier Number is a unique, nonindicative 12-digit number issued and maintained by SAM.gov that verifies the existence of a business entity globally. After you receive a UEI Number, your business will be listed in the SAM.gov database.

1. **If you have already registered or are unsure**, log onto [https://sam.gov/search/?page=1&pageSize=25&sort=-ModifiedDate&sfm%5Bstatus%5D%5Bis\\_Active%5D=true](https://sam.gov/search/?page=1&pageSize=25&sort=-ModifiedDate&sfm%5Bstatus%5D%5Bis_Active%5D=true) and enter your Business Name and click **SEARCH**. The site will display the results of your search and provide an option to send your UEI Number via email if you are registered.

2. **To obtain a UEI Number**, register by logging onto <https://sam.gov/content/home>. (If you visit a site that attempts to charge you for obtaining a UEI Number, you are at the wrong site because registering for a UEI Number is completely free and is usually created within one (1) business day.

#### FOR OFFICE OF GRANTS MANAGEMENT USE ONLY

UEI NUMBER VERIFIED      YES     NO

Date: \_\_\_\_\_

Performed by: \_\_\_\_\_

Position Title: \_\_\_\_\_

Department: \_\_\_\_\_

Contract/Grant Number: \_\_\_\_\_

Federal Award Number: \_\_\_\_\_



**CITY OF MOBILE  
SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION PROCESS**

The System for Award Management verifies businesses through the U.S. Department of Treasury and the U.S. Department of Homeland Security to prevent fraud.

All entities submitting proposals or receiving payments from the City of Mobile through federal grants and/or contracts are **required to provide a copy of their current active SAM registration.**

Entities not possessing a current active SAM registration **must obtain a UEI Number and register with the System for Award Management (SAM).** A screenshot of your pending Registration Submission confirmation must be provided.

ENTITY NAME \_\_\_\_\_  
UEI NUMBER \_\_\_\_\_  
SAM REGISTRATION ACTIVE DATE \_\_\_\_\_  
SAM REGISTRATION EXPIRATION DATE \_\_\_\_\_  
COPY OF SAM REGISTRATION INCLUDED \_\_\_\_\_ YES \_\_\_\_\_ NO  
IF NO SAM REGISTRATION EXISTS, IS SCREENSHOT OF PENDING SAM REGISTRATION  
SUBMISSION CONFIRMATION INCLUDED \_\_\_\_\_ YES \_\_\_\_\_ NO

**No proposals will be accepted, nor contracts executed, nor payments made to vendors until verification of UEI Number and SAM Registration by the City of Mobile is complete.**

<b>FOR OFFICE OF GRANTS MANAGEMENT USE ONLY</b>		
UEI NUMBER VERIFIED	YES	NO <input type="checkbox"/>
Date:	_____	
Performed by:	_____	
Position Title:	_____	
Department:	_____	
Contract/Grant Number:	_____	
Federal Award Number:	_____	

## **SAM REGISTRATION INFORMATION**

### **OVERVIEW**

- The System for Award Management (SAM) is an official website of the U.S. government.
- There is no cost to use SAM. You can use this site for FREE to:
  - ✓ Register to do business with the U.S. government
  - ✓ Update or renew your entity registration
  - ✓ Check status of an entity registration
  - ✓ Search for entity registration and exclusion records

### **GETTING STARTED**

- You must have an active registration in SAM to do business with the Federal Government or with the City on projects funded through federal grants.
- [www.sam.gov](http://www.sam.gov)
- To register in SAM, at a minimum, you will need the following information:
  - ✓ Your UEI (FORMERLY DUNS) Number
  - ✓ Legal Business Name and Physical Address
  - ✓ Your Taxpayer Identification Number (TIN) and Taxpayer Name associated with your TIN. Review your tax documents from the IRS (such as a 1099 or W-2 form) to find your Taxpayer Name.
  - ✓ Your bank's routing number, your bank account number, and your bank account type, i.e. checking or savings, to set up Electronic Funds Transfer (EFT).

**FOR ADDITIONAL INFORMATION,  
PLEASE CONTACT THE CITY OF MOBILE OFFICE OF GRANTS MANAGEMENT at (251) 208-6853.**



**CITY OF MOBILE**  
**FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT (“FFATA”)**  
**DISCLOSURE STATEMENT**

Effective Date of Agreement \_\_\_\_\_

Award Description/Title \_\_\_\_\_

Entity Completing Form \_\_\_\_\_

Entity UEI Number \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip+4 \_\_\_\_\_

In your business or organization’s preceding completed fiscal year, did your business or organization (the legal entity to which the UEI Number belongs receive (1) 80 percent or more of your annual gross revenues is U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements; and (2) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

YES  NO  **If yes, answer next question.**

**If no, stop here and sign form and return to the City of Mobile Office of Grants Management**

Does the public have access to information about the compensation of the executives in your business or organization (the legal entity to which this UEI Number belongs) through periodic reports filed under Section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)), or Section 6104 of the Internal Revenue Code of 1986?

YES  NO  **If no, answer next question.**

**If yes, stop here and sign form and return to the City of Mobile Office of Grants Management**

Provide the following information for the five (5) most highly compensated executives in your business or organization (the legal entity to which this UEI Number belongs):

Name	Position Title	Total Compensation Amount for the Entity’s Last Complete Fiscal Year

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed Name of Signature