

AGREEMENT
For
PROFESSIONAL SERVICES
Between
THE CITY OF COLUMBIA, MISSOURI
And
MISSOURI LIFE, INC.
For
THE DESIGN, PRODUCTION AND DISTRIBUTION OF A VISITORS GUIDE

THIS AGREEMENT (hereinafter "Agreement") by and between the City of Columbia, Missouri, a municipal corporation (hereinafter called "CITY"), and **MISSOURI LIFE, INC.**, a **corporation** organized in the State of **Missouri**, and with authority to transact business within the State of Missouri, (hereinafter called "CONSULTANT"), is entered into on the date of the last signatory noted below ("Effective Date"). CITY and CONSULTANT are each individually referred to herein as a "Party" and collectively as the "Parties."

WITNESSETH:

WHEREAS, CITY needs certain technical and professional services as described more fully in CITY's request for proposals number **98/2024** (hereinafter referred to as "RFP"); and

WHEREAS, CONSULTANT has submitted its proposal dated **June 12, 2024** (hereinafter referred to as "CONSULTANT's Proposal") and pricing proposal letter dated **June 12, 2024** (hereinafter referred to as "Pricing Proposal") to CITY in response to CITY's request for proposals; and

WHEREAS, CONSULTANT has made certain representations and statements to CITY with respect to the provision of such services, and CITY desires to accept said CONSULTANT's Proposal on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants set out in this Agreement and for other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged), the Parties agree as follows.

1. **Services And Performance Standards.**
 - a. **Scope of Services.** The scope of services involves the professional and technical consulting services for **design, production and distribution of a visitors guide** (hereinafter "Project"). The Project is more fully described in CITY's RFP, which is attached as Exhibit A, and in CONSULTANT's Proposal and Pricing Proposal, which is attached as Exhibit B.
 - b. Prior to beginning any work on Project, CONSULTANT shall resolve with CITY any perceived ambiguity in Project. CITY shall issue a written notice to proceed.

c. CONSULTANT shall exercise reasonable skill, care and diligence in performance of its services and will carry out its responsibilities in accordance with the generally accepted standards of good professional practices in effect at time of performance. If CONSULTANT fails to meet the foregoing standards, CONSULTANT shall perform at its own cost, and without reimbursement from CITY, the professional services necessary to correct errors and omissions which are caused by CONSULTANT's failure to comply with the above standard.

2. Addition Or Deletions To Services. CITY may add to CONSULTANT's services or delete therefrom, provided that the total cost of such work does not exceed the total cost allowance as specified herein. CONSULTANT shall undertake such changed activities only upon the written direction of CITY. All such directives and changes shall be in written form and prepared and approved by the Parties.

3. Exchange Of Data. All information, data, and reports in CITY's possession and necessary for the carrying out of the work, shall be furnished to CONSULTANT without charge, and the Parties shall cooperate with each other in every way possible in carrying out the scope of services.

4. Personnel. CONSULTANT represents that CONSULTANT will secure at CONSULTANT's own expense, all personnel required to perform the services called for under this Agreement by CONSULTANT. Such personnel shall not be employees of or have any contractual relationship with CITY, except as employees of CONSULTANT. All of the services required hereunder will be performed by CONSULTANT or under CONSULTANT's direct supervision. All CONSULTANT's personnel engaged in the work shall be fully qualified and shall be authorized under state and local law to perform such services. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of CITY.

5. Term. This Agreement shall commence on the Effective Date and shall continue until one year following the Effective Date. Thereafter, the Agreement may be renewed by the CITY for four (4) successive terms of one (1) year.

6. Pricing; Payment; and Costs not to Exceed.

a. Pricing. The pricing is set forth in Exhibit B.

b. Initial Payment. Within thirty days of the Effective Date, City agrees to pay CONSULTANT's fee of \$25,000.00 for the design and production of the visitors guide.

c. Pursuant to Exhibit B, the Parties have established a not to exceed amount of **fifty thousand dollars (\$50,000.00)** for CONSULTANT's services for the production and distribution of the visitor's guide as outlined in this Agreement.

d. Renewal Term pricing. CITY may renew the Agreement with no change in pricing.

7. Sale of Advertising.

a. CONSULTANT shall sell advertising for inclusion in the visitor's guide. All advertising in the visitor guide shall be appropriate for families. Under no circumstances shall the advertising contain any image or content that is offensive, vulgar, indecent or profane.

b. Revenue Sharing. CONSULTANT and CITY shall share the advertising revenue, with CONSULTANT keeping 75% of the revenue and paying CITY 25% of the revenue. Revenue generated by the CONSULTANT's sale of advertising shall be applied to the amount due from CITY to CONSULTANT to offset the amount due from the CITY to CONSULTANT for the design, production and distribution of the visitors guide. CONSULTANT shall credit the amount due from the CITY with the revenue generated by advertising sales.

c. Insufficient Advertising sales revenue. CONSULTANT shall notify CITY if CONSULTANT anticipates that the sale of advertising will not generate sufficient funds to cover the fixed sum for CONSULTANT's services in Section 6. CONSULTANT may provide the CITY with alternative design options that will allow for production of the visitors guide within the amount provided from advertising revenue. CITY may choose an alternative design option or may pay the remainder of the fixed sum for CONSULTANT's services.

c. Reserved.

d. Records related to Advertising Sales. CONSULTANT shall establish a billing system showing the amount of advertising sales revenue generated and the amount of money remaining on this Agreement which shall be shown in each monthly billing.

e. Reserved.

f. Payment Conditioned upon acceptable performance. Provided CONSULTANT performs the services in the manner set forth in paragraph 1 hereof, CITY agrees to pay CONSULTANT in accordance with the terms outlined herein, which shall constitute complete compensation for all services to be rendered under this Agreement; provided, that where payments are to be made periodically to CONSULTANT for services rendered under this Agreement, CITY expressly reserves the right to disapprove in whole or in part a request for payment where the services rendered during the period for which payment is claimed are not performed in a timely and satisfactory manner. CITY shall have ten (10) days from the date of receipt of the invoice to register CITY's disapproval of the work billed on that invoice. Following CONSULTANT's receipt of said disapproval, CONSULTANT shall have ten (10) days to cure the issues presented. If cure cannot be obtained within ten (10) days, CONSULTANT shall notify CITY of the proposed amount of time for cure, and reach an agreement as to an acceptable alternative deadline. CITY shall pay CONSULTANT within thirty (30) days of receipt of an invoice.

8. Termination of Agreement.

a. Termination For Breach. Failure of CONSULTANT to fulfill CONSULTANT's obligations under this Agreement in a timely and satisfactory manner in accordance with the schedule and description of services for the Project

agreed to by both Parties shall constitute a breach of this Agreement, and CITY shall thereupon have the right to immediately terminate this Agreement. CITY shall give seven (7) days written notice of termination to CONSULTANT by one of three different means: Facsimile Transmission ("FAX") if CONSULTANT has a FAX number; U.S. Postal Service Mails; or by hand delivering a copy of the same to CONSULTANT; or may give notice by any combination of the above methods. The date of termination shall be the date upon which notice of termination is hand delivered to CONSULTANT or given by FAX, or the third day following mailing of the notice of termination, whichever first occurs. In the event of termination for breach, CITY, at its sole option, may utilize any and all finished or unfinished documents, data, studies, and reports or other materials prepared by CONSULTANT under this Agreement prior to the date of termination. CONSULTANT shall not be relieved of liability to CITY for damages sustained by CITY by virtue of any such breach of this Agreement by CONSULTANT.

b. Termination for Convenience. CITY shall have the right at any time by written notice to CONSULTANT to terminate and cancel this Agreement, without cause, for the convenience of CITY, and CONSULTANT shall immediately stop work. In such event CITY shall not be liable to CONSULTANT except for payment for actual work performed prior to such notice in an amount proportionate to the completed contract price and for the actual costs of preparations made by CONSULTANT for the performance of the cancelled portions of the Agreement, including a reasonable allowance of profit applicable to the actual work performed and such preparations. In the event of termination for convenience, CITY, at its sole option, may purchase, for just and equitable compensation any and all finished or unfinished documents, data, studies, and reports or other materials prepared by CONSULTANT under this Agreement. Any reuse of any satisfactory work completed prior to the termination for convenience shall be at CITY's own risk and without any liability to CONSULTANT. Anticipatory profits and consequential damages shall not be recoverable by CONSULTANT.

9. Conflicts. No salaried officer or employee of CITY and no member of City Council shall have a financial interest, direct or indirect, in this Agreement. A violation of this provision renders this Agreement void. Any federal regulations and applicable provisions in Section 105.450 et seq. RSMo. shall not be violated. CONSULTANT covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this Agreement. CONSULTANT further covenants that in the performance of this Agreement no person having such interest shall be employed.

10. Assignment. CONSULTANT shall not assign any interest in this Agreement, and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of CITY thereto. Notice of such assignment or transfer shall be furnished in writing promptly to CITY. Any such assignment is expressly subject to all rights and remedies of CITY under this Agreement, including the right to change or delete activities from this Agreement or to terminate the same as provided herein, and no such

assignment shall require CITY to give any notice to any such assignee of any actions which CITY may take under this Agreement, though CITY will attempt to so notify any such assignee.

11. Compliance with Laws. CONSULTANT agrees to comply with all applicable federal, state and local laws or rules and regulations applicable to the provision of services hereunder.

12. Employment Of Unauthorized Aliens Prohibited. CONSULTANT agrees to comply with Missouri State Statute section 285.530 in that CONSULTANT shall not knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. As a condition for the award of this Agreement, CONSULTANT shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. CONSULTANT shall also sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. CONSULTANT shall require each subcontractor to affirmatively state in its contract with CONSULTANT that the subcontractor shall not knowingly employ, hire for employment or continue to employ an unauthorized alien to perform work within the state of Missouri. CONSULTANT shall also require each subcontractor to provide CONSULTANT with a sworn affidavit under the penalty of perjury attesting to the fact that the subcontractor's employees are lawfully present in the United States.

13. General Independent Contractor Clause. This Agreement does not create an employee/employer relationship between the Parties. It is the Parties' intention that the CONSULTANT will be an independent contractor and not CITY's employee for all purposes, including, but not limited to, the application of the Fair Labor Standards Act minimum wage and overtime payments, Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, Missouri revenue and taxation laws, Missouri workers' compensation and unemployment insurance laws. CONSULTANT will retain sole and absolute discretion in the judgment of the manner and means of carrying out CONSULTANT's activities and responsibilities hereunder. CONSULTANT agrees that it is a separate and independent enterprise from the public employer, that it has a full opportunity to find other business, that it has made its own investment in its business, and that it will utilize a high level of skill necessary to perform the work. This Agreement shall not be construed as creating any joint employment relationship between CONSULTANT and CITY, and CITY will not be liable for any obligation incurred by CONSULTANT, including but not limited to unpaid minimum wages and/or overtime premiums.

14. Insurance. CONSULTANT shall maintain, on a primary basis and at its sole expense, at all times during the life of this Agreement the following insurance coverages, limits, including endorsements described herein. The requirements contained herein, as well as the CITY's review or acceptance of insurance maintained by CONSULTANT is not intended to, and shall not in any manner limit or qualify the liabilities or obligations

assumed by CONSULTANT under this Agreement. Coverage to be provided as follows by a carrier with A.M. Best minimum rating of A- VIII.

a. Workers' Compensation & Employers Liability. CONSULTANT shall maintain Workers' Compensation in accordance with Missouri State Statutes or provide evidence of monopolistic state coverage. Employers Liability with the following limits: \$100,000 for each accident, \$100,000 for each disease for each employee, and \$500,000 disease policy limit.

b. Commercial General Liability. CONSULTANT shall maintain Commercial General Liability at a limit of \$2,000,000 Each Occurrence, \$3,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability.

c. Business Auto Liability. CONSULTANT shall maintain Business Automobile Liability at a limit of \$2,000,000 Each Occurrence. Coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event CONSULTANT does not own automobiles, CONSULTANT agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

d. CONSULTANT may satisfy the liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. CONSULTANT agrees to endorse CITY as an Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

e. The City of Columbia, its elected officials and employees are to be Additional Insured with respect to the Project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least ten (10) days prior to the Effective Date of the Agreement between the CONSULTANT and CITY. CONSULTANT is required to maintain coverages as stated and required to notify CITY of a Carrier Change or cancellation within two (2) business days. CITY reserves the right to request a copy of the policy

f. The Parties hereto understand and agree that CITY is relying on, and does not waive or intend to waive by any provision of this Agreement, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to CITY, or its elected officials or employees.

g. Failure to maintain the required insurance in force may be cause for termination of this Agreement. In the event CONSULTANT fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, CITY shall have the right to cancel and terminate this Agreement without notice.

h. The insurance required by the provisions of this article is required in the public interest and CITY does not assume any liability for acts of CONSULTANT and/or CONSULTANT's employees and/or CONSULTANT's subcontractors in the performance of this Agreement.

15. **HOLD HARMLESS AGREEMENT:** To the fullest extent not prohibited by law, CONSULTANT shall indemnify and hold harmless the City of Columbia, its directors, officers, agents, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney's fees) arising by reason of any act or failure to act, negligent or otherwise, of CONSULTANT, of any subcontractor (meaning anyone, including but not limited to consultants having a contract with CONSULTANT or a subcontractor for part of the services), of anyone directly or indirectly employed by CONSULTANT or by any subcontractor, or of anyone for whose acts CONSULTANT or its subcontractor may be liable, in connection with providing these services. This provision does not, however, require CONSULTANT to indemnify, hold harmless, or defend the City of Columbia from its own actions, inactions, (willful or otherwise), or its own negligence.

16. No Waiver Of Sovereign Immunity. In no event shall the language of this Agreement constitute or be construed as a waiver or limitation for either Party's rights or defenses with regard to each Party's applicable sovereign, governmental, or official immunities and protections as provided by federal and state constitution or law.

17. Professional Oversight Indemnification. CONSULTANT understands and agrees that CITY has contracted with CONSULTANT based upon CONSULTANT's representations that CONSULTANT is a skilled professional and fully able to provide the services set out in this Agreement. In addition to any other indemnification set out in this Agreement, CONSULTANT agrees to defend, indemnify and hold and save harmless CITY from any and all claims, settlements, and judgments whatsoever arising out of CITY's alleged negligence in hiring or failing to properly supervise CONSULTANT.

18. Professional Responsibility. CONSULTANT shall exercise reasonable skill, care, and diligence in the performance of its services and will carry out its responsibilities in accordance with customarily accepted good professional practices. If CONSULTANT fails to meet the foregoing standard, CONSULTANT shall perform at its own cost, and without reimbursement from CITY, the professional services necessary to correct the errors and omissions which are caused by CONSULTANT's failure to comply with above standard, and which are reported to CONSULTANT within one (1) year from the completion of CONSULTANT'S services for the Project.

19. Governing Law And Venue. This Agreement shall be governed, interpreted, and enforced in accordance with the laws of the State of Missouri and/or the laws of the United

States, as applicable. The venue for all litigation arising out of, or relating to this Agreement, shall be in Boone County, Missouri, or the United States Western District of Missouri. The Parties hereto irrevocably agree to submit to the exclusive jurisdiction of such courts in the State of Missouri. The Parties agree to waive any defense of forum non conveniens.

20. No Third-Party Beneficiary. No provision of this Agreement is intended to nor shall it in any way inure to the benefit of any customer, property owner or any other third party, so as to constitute any such Person a third-party beneficiary under this Agreement.

21. Notices. Any notice, demand, request, or communication required or authorized by this Agreement shall be delivered either by hand, facsimile, overnight courier or mailed by certified mail, return receipt requested, with postage prepaid, to:

If to CITY:

City Purchasing Agent
Finance Department
701 E. Broadway
P.O. Box 6015
Columbia, MO 65205-6015
Telephone: (573) 874-7375

If to CONSULTANT:

Missouri Life, Inc.
208 Columbia Street
PO Box 57
Rochepport, MO 65279
ATTN: Deborah Marshall

With a copy to:

Conventions and Visitors Department
P.O. Box 6015
Columbia, MO 65205-6015
ATTN: Director

The designation and titles of the person to be notified or the address of such person may be changed at any time by written notice. Any such notice, demand, request, or communication shall be deemed delivered on receipt if delivered by hand or facsimile and on deposit by the sending party if delivered by courier or U.S. mail.

22. Public Records Act. CITY is subject to the Missouri Sunshine Law. The Parties agree that this Agreement shall be interpreted in accordance with the provisions of the Missouri Sunshine Law as amended and CONSULTANT agrees to maintain the confidentiality of information which is not subject to public disclosure under the Sunshine Law.

23. Amendment. No amendment, addition to, or modification of any provision hereof shall be binding upon the Parties, and neither Party shall be deemed to have waived any provision or any remedy available to it unless such amendment, addition, modification or waiver is in writing and signed by a duly authorized officer or representative of the applicable Party or Parties.

24. Copyright

a. Original Work. CONSULTANT shall create an original work for this Project. Consultant's work shall not infringe upon any copyright or intellectual property of any other person or entity.

b. Ownership. The CONSULTANT agrees that the City shall own the original work and the copyright to the work upon final payment by City. The CONSULTANT agrees that this work shall be a unique example of the CONSULTANT's work and the CONSULTANT shall not anywhere else produce such work for commercial purposes, nor allow others to do so, without the express written consent of the City. Copies of the work can be made by the CONSULTANT for the purposes of applications for further commissions provided the City is credited with commissioning the original work and provided the City consents in writing to the CONSULTANT's use of the Work.

c. Warranty. CONSULTANT warrants that the work is CONSULTANT's original work, and that CONSULTANT is the sole and exclusive owner and rights holder of the work and all included content, that no third parties will make any challenges or claims as to ownership or fraud. CONSULTANT also warrants that the CONSULTANT has not and work does not (a) infringe upon any third party proprietary rights, intellectual property rights, industrial property rights, personal or moral rights or any other rights, including without limitation, copyright, trademark, patent, trade secret or confidentiality obligations; or (b) otherwise violate applicable United States law.

d. INTELLECTUAL PROPERTY RIGHTS. CONSULTANT represents and warrants that CONSULTANT has all intellectual property rights, including all necessary patent, trademark, trade secret, copyright or other proprietary rights, in and to the Work. If CONSULTANT uses any third-party materials in the Work, CONSULTANT represents and warrants that CONSULTANT has the right to distribute the third-party material in the Work. CONSULTANT agrees that the Work does not include any material that is copyrighted, protected by trade secret, or otherwise subject to third party proprietary rights, including patent, privacy and publicity rights, unless CONSULTANT is the owner of such rights or has obtained permission from their rightful owner to submit or include the material in the Work.

e. USE OF PERSONS' IMAGES. CONSULTANT represents and warrants that CONSULTANT shall obtain any and all rights and consents for the use of all persons' images featured or visible in the Work. CONSULTANT represents and warrants that CONSULTANT shall not photograph, film, use or display any image of any person or thing to which CONSULTANT does not have or has not obtained the valid legal consent or right to use or display such image in the Work.

25. Data Ownership and Security. CONSULTANT shall comply with the requirements of this Section. CONSULTANT shall require its subcontractors or third party software providers to at all times comply with the requirements of this section.

a. CONSULTANT further covenants that any data entered into the software or CONSULTANT's hosted site from the City, its employees or customers or derived therefrom (hereinafter "City Data") shall be stored in the United States of America. City Data shall not be transferred, moved, or stored to or at any location outside the United States of America. City Data shall be confidential and proprietary information belonging

to either the City or its customers or users of the Software. CONSULTANT shall not sell or give away any such City Data.

b. CONSULTANT shall maintain the security of City Data and that of City's customers and any user that is stored in or in any way connected with Software Products, hosted systems and applications. If either Party believes or suspects that security has been breached or City Data compromised whether it be from harmful code or otherwise, the Party shall notify the Other Party of the issue or possible security breach within forty-eight (48) hours.

c. NO HARMFUL CODE: CONSULTANT warrants that the Software Products and Services do not contain Harmful Code. For purposes of this Agreement, "Harmful Code" is any code containing any program, routine, or device which is designed to delete, disable, deactivate, interfere with or otherwise harm any software, program, data, device, system or service, including without limitation, any time bomb, virus, drop dead device, malicious logic, worm, Trojan horse or trap or back door. "Harmful Code" shall also include any code containing any program, routine, or device which is designed to monitor consumers in the privacy of their home or during other private activities without their knowledge, including but not limited to the use programs to monitor the use of audio beacons emitted by television contained in software programs such as Silverpush or other comparable program or the use of video or photographic content without the consumers consent. CONSULTANT shall include in contracts with any subcontractor a provision which prohibits the use of Harmful Code.

d. CONSULTANT warrants and guarantees that the products, equipment, software and services do not include products, software and services prohibited by any presidential order, state or federal law, rule or regulation, including but not limited to the 2019 National Defense Authorization Act.

26. Counterparts and Electronic Signatures. This Agreement may be signed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document. Faxed signatures, or scanned and electronically transmitted signatures, on this Agreement or any notice delivered pursuant to this Agreement, shall be deemed to have the same legal effect as original signatures on this Agreement.

27. Contract Documents. The Contract Documents include this Agreement and the following attachments and exhibits which are incorporated herein by reference.

Exhibit:

- A CITY's RFP
- B CONSULTANT's Proposal and Pricing Proposal

In the event of a conflict between the terms of any of the Contract Documents and the terms of this Agreement, the terms of this Agreement control. In the event of a conflict between the terms of any Contract Documents, the terms of the documents control in the order listed above.

28. Entire Agreement. This Agreement represents the entire and integrated agreement between the Parties relative to the Project herein. All previous or

contemporaneous contracts, representations, promises and conditions relating to CONSULTANT's services on this Project described herein are superseded.

[SIGNATURES ON FOLLOWING PAGE]

IN WITNESS WHEREOF, the Parties hereto have set their hands on the day and year written below.

CITY OF COLUMBIA, MISSOURI

By: _____
De'Carlon Seewood, City Manager



Date: _____

APPROVED AS TO FORM:

By: _____
Nancy Thompson, City Counselor/rw

CERTIFICATION: I, hereby certify that this Agreement is within the purpose of the appropriation to which it is to be charged, Account Number **22904810-504310**, and that there is an unencumbered balance to the credit of such appropriation sufficient to pay therefor.

By: _____
Matthew Lue, Director of Finance

(Seal)



MISSOURI LIFE, INC.

By: _____
Deborah Marshall

Date: 10-30-2024

ATTEST:

By: City Clerk

Name: Janice Orton

Exhibit A

City's RFP

Excludes the sample contract.



NOTICE TO BIDDERS
ADDENDUM #1
RFP #98/2024

Offeror shall note the following information in regard to the above Request for Proposal and *incorporate this information in their submittal*. Offerors shall attach a signed acknowledged copy of this addendum to their bid response.

The following request for clarification was submitted.

No.	Question	Answer
1.	How many prints will be needed for distribution?	In the past the CVB has done a run of 60,000-80,000 guides for distribution. They are open to the amount of the print run. It is likely the CVB will want to stay in that range as their distribution indicates the guides are still in demand in that amount.
2.	What is the storage requirement? Approximately how many will need to be on reserve and ready for distribution?	The CVB only has the capability to store 10-20 cases of the guides at a time, so the vendor will need to be able to store and distribute the remaining stock.
3.	What is the print size for the booklet?	Currently, the guide is magazine size.
4.	How many channels various advertising channels are you seeking? How often?	We do a new advertising reach-out with each guide. The CVB can send an email to partners indicating that the vendor is working with the CVB.
5.	Is the cost for printing and advertising included in the allotted amount of up	Yes.

	to \$50,000	
6.	Do you require a specific Edit to Ad ratio, for example 60% edit to 40% ads?	No.
7.	Can you tell us the advertising revenue for the last 2 years? Can you direct us to your rate card?	The rate card is proprietary to the previous vendor.
8.	Will the map on page 16/17 be provided?	Yes.
9.	Will the map on page 10/11 be provided camera ready or is that a "sold" page to advertisers?	This is a map the CVB provides.
10.	What size do you want this guide to be as far as paper size and quality?	The CVB has been publishing a magazine-size, glossy guide for the past few cycles. They would like to continue with a high-quality product but are open to other size and paper options.
11.	Perfect Bound or Saddle Stitch?	The CVB prefers Perfect Bound but are open to other options.
12.	How many copies were distributed in 2024 and to what locations and how many guides to each location (Addresses will help with costing, please provide)	Guides are distributed to CVBs and welcome centers across Missouri in bulk as well as to two distribution centers for placement along I-70. The CVB takes care of smaller amounts requested. The previous print run was 60,000 to 80,000.
13.	How will listings and chart information come to the vendor?	The contractor will be provided with the information file from the previous guide

		and will be responsible for updating and fact-checking.
14.	Are you membership only ads, or do you allow non-members to advertise?	The CVB is not a membership-based organization, so all businesses are able to advertise.
15.	Do the advertisers currently provide the ads camera ready, or would vendor have to create for your advertisers?	Previously, advertisers have provided camera-ready ads. The offeror is welcome to include those services in their proposal.
16.	Will you provide all photography or use of your photo library, or will you require new photography be taken by the vendor chosen?	The contractor will have access to the CVB's photo library. The vendor can propose photography as part of their proposal.
17.	Will you provide all content or will you require our writers for content?	The contractor will need to write the agreed-upon feature content.
18.	Currently your guide is 40+4 pages; do you only want pricing for that exact page count?	The CVB is open to a different page count.
19.	Does the vendor selling ads keep all the ad revenue if the cost to CVB meets the \$50k outlined in RFP?	It is up to the vendor to propose that funding structure in their proposal.
20.	The way the contract is structured, if I'm understanding it, there's no incentive for any proposal submitter to sell ads. That would just take extra time on the part of the producer, with no extra reward. In other words, \$50,000 is the cap, regardless of whether those funds come from the city or our own efforts in selling advertising. It doesn't seem like	The attached sample contract listing the Sales of Advertising and Payment is a sample contract for informational purposes only to the City's terms and conditions. Per the RFP on page 5, should the offeror take exception to any of the required legal terms and conditions set forth in the attachment, the offeror shall specifically include the exception in its proposal on vendor letterhead.

	there's any incentive to sell even the first advertisement. Rather, our time would be better spent simply producing a guide and not bothering to sell advertising. Was that the intent or am I misreading this in some way?	
21.	Finally, because the RFP also says if any amount over \$50,000 is sold, the city gets that too?	Please see answer 20.

ACKNOWLEDGEMENT OF ADDENDUM #1

The undersigned Respondent hereby certifies that the information set forth in this Addendum #1 has been incorporated in their proposal and are a part of Request for Proposal No. 98/2024. All other provisions of the proposal documents, except as herein stated, shall remain in force as written.

Firm _____ Date _____

Signed _____



SOLICITATION NO.: Request for Proposal (RFP) 98/2024

BUYER: Autumn Klauba

PHONE NO.: (573) 817-5020

E-MAIL: autumn.klauba@como.gov

TITLE: Columbia, Missouri Visitor & Area Guide Production and Distribution

ISSUE DATE: May 15, 2024

RETURN PROPOSAL NO LATER THAN: June 12, 2024 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type **Solicitation Number** and **End Date** on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

	(U.S. Mail)		(Courier Service)
RETURN PROPOSAL TO:	CITY OF COLUMBIA PURCHASING	or	CITY OF COLUMBIA PURCHASING
	PO BOX 6015		701 E. BROADWAY, 5th FLOOR
	COLUMBIA MO 65205		COLUMBIA MO 65201

CONTRACT PERIOD: Effective Date of Contract through One (1) Year

DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

**Columbia Convention and Visitors Bureau
300 South Providence Road
Columbia, MO 65203**

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME
MAILING ADDRESS
CITY, STATE, ZIP CODE

CONTACT PERSON	EMAIL ADDRESS
PHONE NUMBER	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE)	
<input type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE	DATE
PRINTED NAME	TITLE

1. INTRODUCTION AND GENERAL REQUIREMENTS

INTRODUCTION:

This document constitutes a request for competitive, sealed proposals for the production and distribution of the Columbia, Missouri Visitor & Area Guide for the City of Columbia, Missouri's Convention and Visitors Bureau (hereinafter referred to as CVB) as set forth herein.

Organization - This document, referred to as an RFP, is divided into the following parts:

- 1) Introduction and General Information
- 2) Scope of Work
- 3) Proposal Submission Information
- 4) Exhibits A – G
- 5) Attachment 1 – Sample Contract
- 6) Attachment 2 - W-9 Form

Terminology/Definitions: Whenever the following words and expressions appear in a Request for Proposal (RFP) document or any addendum thereto, the definition or meaning described below shall apply.

- Addendum/Amendment means a written, official modification to an RFP.
- Attachment applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.
- Proposal end date and time and similar expressions mean the exact deadline required by the RFP for the receipt of sealed proposals.
- Offeror means the supplier, vendor, person, or organization that responds to an RFP by submitting a proposal with prices to provide the equipment, supplies, and/or services as required in the RFP document.
- Buyer means the procurement staff member of the Purchasing Division. The contact person as referenced herein is usually the buyer.
- Contract means a legal and binding agreement between two or more competent parties, for a consideration for the procurement of equipment, supplies, and/or services.
- Contractor means a supplier, offeror, person, or organization who is a successful offeror as a result of an RFP and who enters into a contract.
- Exhibit applies to forms which are included with an RFP for the offeror to complete and submit with the sealed proposal prior to the specified end date and time.
- Request for Proposal (RFP) means the solicitation document issued by the Purchasing Division to potential offerors for the purchase of equipment, supplies, and/or services as described in the document. The definition includes all pricing pages, exhibits, attachments, and addendums thereto.
- May means that a certain feature, component, or action is permissible, but not required.
- Must means that a certain feature, component, or action is a mandatory condition.
- Pricing Page(s) applies to the form(s) on which the offeror must state the price(s) applicable for the equipment, supplies, and/or services required in the RFP. The Pricing Pages must be completed and submitted by the offeror with the sealed proposal prior to the specified proposal end date and time.
- Shall have the same meaning as the word must.
- Should means that a certain feature, component and/or action are desirable but not mandatory.

BACKGROUND INFORMATION:

The CVB is the official destination marketing organization for Columbia and Boone County in Missouri. The CVB's mission is: to generate economic growth and promote Columbia as a tourism destination that creates memorable experiences. The CVB uses sales, marketing, public relations, destination development, and other efforts to meet its mission.

Located on Interstate 70 and U.S. Highway 63 and with a population of just over 123,000, the City is right in the middle of the state and the nation. Just a two-hour drive from St. Louis or Kansas City, the City is Boone County’s largest population center and has received numerous national awards and recognitions.

The CVB is seeking full-service agencies to assist with the production and distribution of the Columbia, Missouri Visitor & Area Guide to promote Columbia as an ideal leisure, meeting and amateur spot destination to targeted potential visitors to increase visitor-ship and visitor spending. The Visitor & Area Guide will allow potential visitors the opportunity to explore and experience Columbia visually before visiting, and will act as a reference to visitors already in Columbia. Offerors shall note that a new Columbia, Missouri Visitor & Area Guide will not be produced until FY2025. Offerors shall refer to the following link for the most recent Columbia, Missouri Visitor & Area Guide: https://issuu.com/missourilifemagazine/docs/2021_columbia_cvb_vg_lr

Although an attempt has been made to provide accurate and up-to-date information, the City of Columbia, Missouri does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

SCHEDULE OF ACTIVITIES:

DATE	ACTIVITY
May 29, 2024	Close of written <i>Requests for Additional Information</i>
May 31, 2024	Written responses to <i>Requests for Additional Information</i> sent to all
June 12, 2024	Request for Proposal is due by 5:00 p.m. CST
June 20, 2024	Contract Start Date
The above dates are target dates and may change.	

PROPOSAL SUBMISSION:

Proposals may be submitted in a sealed envelope at the purchasing office or uploaded electronically on the City’s E-bidding website. No fax or e-mail proposals will be accepted. Sealed proposals must be delivered to the Finance Department, Purchasing Division, 701 E. Broadway, 5th Floor, Columbia, MO 65201 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. The proposal must be in sealed envelopes and marked in bold letters “RFP 98/2024 Columbia, Missouri Visitor & Area Guide Production and Distribution.”

QUESTIONS/CLARIFICATIONS OF THE REQUEST FOR PROPOSAL:

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the name below. You are encouraged to submit your questions via e-mail.

Autumn Klauba – Procurement Officer II
 Phone: (573) 817-5020
 E-mail: autumn.klauba@como.gov

Any oral responses to any question shall be unofficial and not binding on the City of Columbia. An Addendum to this RFP providing the City of Columbia’s official response will be issued if necessary to all known prospective offerors. Questions must be submitted no later than 5:00 p.m. on May 29, 2024.

VALIDITY OF PROPOSALS:

Offerors agree that proposals will remain firm for a period of ninety (90) calendar days after the date specified for the return of proposals.

REJECTION OF PROPOSALS:

The City of Columbia reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Columbia to do so. Failure to furnish all information requested in this RFP may disqualify the proposal. Any exceptions to the requirements specified must be identified in the proposal.

WITHDRAWAL OF PROPOSALS:

Any offeror may withdraw his or her proposal at any time prior to the scheduled closing time for the receipt of proposals. However, no proposal will be withdrawn for a period of ninety (90) calendar days after the scheduled closing time for the receipt of proposals.

ALTERATION OF SOLICITATION:

The wording of the City of Columbia's solicitation may not be changed or altered in any manner. Offerors taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Columbia, whose decision will be final.

RESPONSE MATERIAL OWNERSHIP:

All material submitted regarding this RFP becomes the property of the City of Columbia. Any person may review proposals after the Agreement has been issued, subject to the terms of this solicitation.

INCURRING COSTS:

The City of Columbia shall not be obligated or be liable for any cost incurred by offerors prior to issuance of an Agreement. All costs to prepare and submit a response to this solicitation shall be borne by the offeror.

COLLUSION CLAUSE:

Any agreement or collusion among offerors and prospective offerors to illegally restrain freedom of competition by agreement to fix prices, or otherwise, will render the proposals of such offerors void.

CONTRACT DOCUMENTS:

The final agreement between the City of Columbia and the offeror will include by reference:

- Offeror's Response to the RFP
- The City Issued RFP with any addendums

Any changes, additions or modifications hereto will be in writing and signed by the Purchasing Agent. No other individual is authorized to modify the agreement in any manner.

FUNDS:

Financial obligations of the City of Columbia payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available. In the event funds are not appropriated, any resulting Contract will become null and void, without penalty to the City of Columbia.

SAMPLE CONTRACT:

The sample contract is attached as Attachment 1. Please review the terms and conditions set forth in the sample contract. Should the offeror take exception to any of the required legal terms and conditions set forth in Attachment 1, the offeror shall specifically include the exceptions in its proposal on vendor letterhead.

2. SCOPE OF SERVICES

PERIOD OF SERVICE:

Contract Period: The original contract period shall be as stated in the agreement/contract. The contract shall not bind, nor purport to bind, the city for any contractual commitment in excess of the original contract period. The Purchasing Division shall have the right, at its sole option, to renew the contract for four (4) additional one-year periods, or any portion thereof. In the event the Purchasing Division exercises such right, all terms and conditions, requirements and specifications of the contract shall remain the same and apply during the renewal period, pursuant to applicable option clauses of the agreement/contract.

In no event, shall the term of the contract/agreement exceed five (5) years and three (3) months per City Ordinance.

SUBCONTRACTORS:

Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the contractor and the City and to ensure that the City is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract/agreement between the City and the contractor.

The contractor shall expressly understand and agree that they shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract.

The contractor shall agree and understand that utilization of a subcontractor to provide any of the products/services in the contract/agreement shall in no way relieve the contractor of the responsibility for providing the products/services as described and set forth herein.

The contractor shall only utilize subcontractors stated on Exhibit D in performance of the contract/agreement. The contractor must obtain the approval of the City prior to establishing any new subcontracting arrangements and before changing any subcontractors. The approval shall not be arbitrarily withheld.

SCOPE OF SERVICES:

At a minimum, the Columbia, Missouri Visitor & Area Guide shall:

- a. Serve as the main print collateral piece for the CVB;
- b. Be visually appealing and able to deliver a significant amount of information without being overwhelming;
- c. Provide both useful listings and compelling feature content that engages readers;
- d. Built on brand identity, consistency, awareness and interest for our destination;
- e. Promote consistency in font, colors, etc.; and
- f. Allow the CVB to enhance customer relationships, attract new visitors and strengthen relationships with community partners.

At a minimum, the contractor shall:

- a. Concept a layout and content plan for the Columbia, Missouri Visitor & Area Guide with the CVB team; the contractor shall understand and agree that the Columbia, Missouri Visitor & Area Guide shall be accessible via online and hard copy.
- b. Sell approved advertisements for the interior of the Columbia, Missouri Visitor & Area Guide.
- c. Design layout and write content for the Columbia, Missouri Visitor & Area Guide.

- d. Display photography approved by the CVB that showcases Columbia as a destination.
- e. Supervise printing of the Columbia, Missouri Visitor & Area Guide.
- f. Store the Columbia, Missouri Visitor & Area Guides once printed.
- g. Provide a distribution plan of the Columbia, Missouri Visitor & Area Guide to the CVB and execute distribution plan of the approved Columbia, Missouri Visitor & Area Guide.

The contractor shall understand and agree that the production and distribution services of the Columbia, Missouri Visitor & Area Guide shall not exceed \$50,000.00 for the original contract period.

3. PROPOSAL SUBMISSION INFORMATION

SUBMISSION OF PROPOSALS:

On-line Proposal - If a registered offeror is responding electronically through the City of Columbia Bidding System website, in addition to completing the pricing, the registered offeror should submit completed exhibits, forms, and other information concerning the proposal as an attachment to the electronic proposal. The registered offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing, including applicable renewal pricing.

The exhibits and forms provided herein can be saved into a word processing document, completed by a registered offeror, and then sent as an attachment to the electronic submission. Other information requested or required may be sent as an attachment. Be sure to include the solicitation/bid number, company name, and a contact name on any electronic attachments.

In addition, a registered offeror may submit the exhibits, forms, etc., through mail or courier service. However, any such submission must be received prior to the specified end date and time.

If a registered offeror submits an electronic and hard copy proposal response and if such responses are not identical, the offeror should explain which response is valid. In the absence of an explanation, the City of Columbia shall consider the response which serves its best interest.

Hard Copy Proposal - If the offeror is submitting a proposal via the mail or a courier service or is hand delivering the proposal, the offeror should include completed exhibits, forms, and other information concerning the proposal. The offeror is instructed to review the RFP submission provisions carefully to ensure they are providing all required pricing, including applicable renewal pricing.

Recycled Products - The City of Columbia recognizes the limited nature of our resources and the leadership role of government agencies in regard to the environment. Accordingly, the offeror is requested to print the proposal double-sided using recycled paper, if possible, and minimize or eliminate the use of non-recyclable materials such as plastic report covers, plastic dividers, vinyl sleeves, and binding. Lengthy proposals may be submitted in a notebook or binder.

Open Records - Pursuant to section 610.021, RSMo, the offeror's proposal shall be considered an open record after a contract is executed or all proposals are rejected. At that time, all proposals are scanned into the Purchasing Division imaging system.

The scanned information will be available upon request from the Purchasing Division. Therefore, the offeror is advised not to include any information in the proposal that the offeror does not want to be viewed by the public, including personal identifying information such as social security numbers.

In preparing a proposal, the offeror should be mindful of document preparation efforts for scanning purposes and storage capacity that will be required to image the proposals and should limit proposal content to items that provide substance, quality of content, and clarity of information.

To facilitate the evaluation process, the offeror is encouraged to organize their proposal into sections that correspond with the individual evaluation categories described herein. The offeror is cautioned that it is the offeror's sole responsibility to submit information related to the evaluation categories and that the City of Columbia is under no obligation to solicit such information if it is not included with the proposal. The offeror's failure to submit such information may cause an adverse impact on the evaluation of the proposal.

The proposal should be page numbered.

The signed page one from the original RFP and all signed addendums should be placed at the beginning of the proposal.

Each section should be titled with each individual evaluation category and all material related to that category should be included therein.

Questions Regarding the RFP – Except as may be otherwise stated herein, the offeror and the offeror's agents (including subcontractors, employees, consultants, or anyone else acting on their behalf) must direct all of their questions or comments regarding the RFP, the solicitation process, the evaluation, etc., to the buyer of record indicated on the first page of this RFP. Inappropriate contacts to other personnel are grounds for suspension and/or exclusion from specific procurements. Offerors and their agents who have questions regarding this matter should contact the buyer.

The buyer may be contacted via e-mail or phone as shown on the first page.

Only those questions which necessitate a change to the RFP will be addressed via an addendum to the RFP. Offerors are advised that any questions received less than ten (10) calendar days prior to the RFP opening date may not be addressed.

Joint Venture or Co-Counsel Response – If the proposal is being submitted in conjunction with another entity or law firm (similar to a joint response, joint venture, or co-counsel), there can be only one (1) response submitted in response to the Request for Proposal by the entities/firms involved. Therefore, only one (1) entity/firm must be designated as lead and must be designated as the official offeror for purposes of submitting the proposal. Such lead offeror and contractor, if awarded the contract, must be the only party officially signing and submitting the proposal as well as serving as the official signatory for the joint venture or co-counsel.

COMPETITIVE NEGOTIATION OF PROPOSALS:

The offeror is advised that under the provisions of this Request for Proposal, the Purchasing Division reserves the right to conduct negotiations of the proposals received or to award a contract without negotiations. If such negotiations are conducted, the following conditions shall apply:

Negotiations may be conducted in person, in writing, or by telephone.

Negotiations will only be conducted with potentially acceptable proposals. The Purchasing Division reserves the right to limit negotiations to those proposals which received the highest rankings during the initial evaluation phase. All offerors involved in the negotiation process will be invited to submit a best and final offer if necessary.

Terms, conditions, prices, methodology, or other features of the offeror's proposal may be subject to negotiation and subsequent revision. As part of the negotiations, the offeror may be required to submit supporting financial, pricing and other data in order to allow a detailed evaluation of the feasibility, reasonableness, and acceptability of the proposal.

The mandatory requirements of the Request for Proposal shall not be negotiable and shall remain unchanged unless the Purchasing Division determines that a change in such requirements is in the best interest of the City of Columbia.

EVALUTION AND AWARD PROCESS:

After determining that a proposal satisfies the mandatory requirements stated in the Request for Proposal, the evaluator(s) shall use both objective analysis and subjective judgment in conducting a comparative assessment of the proposal in accordance with the evaluation criteria stated below. The contract(s) shall be awarded to the lowest and best proposal(s). The City of Columbia reserves the right to reject any or all proposals, to negotiate with any offeror considered qualified, or to make multiple or single award(s) without further discussion.

Evaluation Criteria Scoring Category	Maximum Points
Method of Performance and Pricing Breakdown	60 points
Offeror's Experience, Reliability, Expertise of Personnel	40 points
TOTAL	100 points

After an initial screening process, a question and answer conference or interview may be conducted with the offeror, if deemed necessary by the evaluation committee. In addition, the offeror may be asked to make an oral presentation of their proposal during the conference. Attendance cost at the conference shall be at the offeror's expense. All arrangements and scheduling shall be coordinated by the Purchasing Division.

EVALUATION OF OFFEROR'S EXPERIENCE, RELIABILITY, EXPERTISE, AND METHOD OF PERFORMANCE:

Experience and reliability of the offeror and expertise of the offeror's personnel will be considered subjectively in the evaluation process. Therefore, the offeror is advised to submit information concerning the offeror's organization, information documenting the offeror's experience in past performances related to the requirements of this RFP, and information documenting the qualifications of the personnel proposed by the offeror to perform the requirements of this RFP. If the offeror is proposing an entity other than the offeror to perform the required services, the offeror should also submit the information requested for such proposed subcontractor.

Offeror Information - The offeror should provide information about the offeror's organization on Exhibit A.

Experience - The offeror should provide information related to previous and current services/contracts of the offeror or any proposed subcontractor where performance was similar to the required services of this RFP. The information may be shown on Exhibit B or in a similar manner.

As part of the evaluation process, the City of Columbia may contact the offeror's references, including references not listed or identified within the offeror's proposal but who have current or previous experiences with the offeror.

The offeror shall agree and understand that the City of Columbia is not obligated to contact the offeror's references.

Personnel Expertise - The offeror should provide the information requested on Exhibit C for each key person proposed to provide the services required herein. The offeror may also submit resumes for such key personnel.

The information should identify any relevant qualifications and experience of the person in performing services similar to the services required herein.

Personnel Qualifications - If personnel are not yet hired, the offeror should provide detailed descriptions of the required employment qualifications; and detailed job descriptions of the position to be filled, including the type of person proposed to be hired.

Licenses - The offeror should submit a copy of all licenses and/or certifications, related to the performance of the services required herein that are held by the personnel proposed to provide such services. If not submitted with the proposal, the City of Columbia reserves the right to request and obtain a copy of any license or certification required to perform the defined services prior to contract award.

Subcontractors Proposed - The offeror must either provide a properly completed Exhibit D, Documentation of Intent to Participate Form, signed and dated no earlier than the RFP issuance date by each subcontractor proposed or must provide a letter of intent signed and dated no earlier than the RFP issuance date by each subcontractor proposed which must describe the products/services the subcontractor will provide.

Proposals will be subjectively evaluated based on the offeror's plan for performing the requirements of the RFP. Exhibit E is provided for the offeror's use in providing information about the proposed method of performance.

Miscellaneous Submittal Information:

Affidavit of Work Authorization and Documentation - Pursuant to section 285.530, RSMo, if the offeror meets the section 285.525, RSMo, definition of a "business entity" (), the offeror must affirm the offeror's enrollment and participation in the E-Verify federal work authorization program with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services requested herein. The offeror should complete Exhibit F, Business Entity Certification, Enrollment Documentation, and Affidavit of Work Authorization. Exhibit F must be submitted prior to an award of a contract.

The offeror should complete and submit Exhibit G, Miscellaneous Information.

Business Compliance - The offeror must be in compliance with the laws regarding conducting business in the City of Columbia. The offeror certifies by signing the signature page of this original document and any addendum signature page(s) that the offeror and any proposed subcontractors either are presently in compliance with such laws or shall be in compliance with such laws prior to any resulting contract award. The offeror shall provide documentation of compliance upon request by the Purchasing Division. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- Registration of business name (if applicable) with the Secretary of State at <http://sos.mo.gov/business/startBusiness.asp>
- Certificate of authority to transact business/certificate of good standing (if applicable)
- Taxes (e.g., city/county/state/federal)
- State and local certifications (e.g., professions/occupations/activities)
- Licenses and permits (e.g., city/county license, sales permits)
- Insurance (e.g., worker's compensation/unemployment compensation)

EXHIBIT A

OFFEROR INFORMATION

The offeror should provide the following information about the offeror's organization:

Provide a brief company history, including the founding date and number of years in business as currently constituted.

Describe the nature of the vendor's business, type of services performed, etc. Identify the vendor's website address, if any.

Provide a list of and a short summary of information regarding the vendor's current contracts/clients.

List, identify, and provide reasons for each contract/client gained and lost in the past two (2) years.

EXHIBIT B

CURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: _____ (if reference is for a Subcontractor):	
Reference Information (Current/Prior Services Performed For:)	
Name of Reference Company/Client:	
Address of Reference Company/Client:	
Reference Contact Person Name, Phone #, and E-mail Address:	
Title/Name of Service/Contract	
Dates of Project Initiation and Project Completion:	
If service/contract has terminated, specify reason:	
Description of Services Performed, such as: <input checked="" type="checkbox"/> What the offeror did <input checked="" type="checkbox"/> How the offeror did it <input checked="" type="checkbox"/> Results <input checked="" type="checkbox"/> Additional Detail	
Personnel Assigned to Service/Contract (include all key personnel and identify role):	

EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: _____	
Name of Person:	
Educational Degree (s): include college or university, major, and dates	
License(s)/Certification(s), #(s), expiration date(s), if applicable:	
Specialized Training Completed.	
# of years' experience in area of service proposed to provide:	
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	
Describe this person's responsibilities over the past 12 months.	
Previous employer(s), positions, and Dates	

Staffing Methodology

Describe the person's planned duties/role proposed herein:	
--	--

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	
---	--

EXHIBIT D

DOCUMENTATION OF INTENT TO PARTICIPATE

If the offeror is proposing to include the participation of a subcontractor(s) in the provision of the products/services required in the RFP, the vendor must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

~ Copy This Form For Each Subcontractor Proposed ~

This Section To Be Completed by Subcontractor:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the vendor identified above.

Name of Subcontractor: _____

Contact Name: _____ Email: _____

Address: _____ Phone #: _____

City: _____ Fax #: _____

State/Zip: _____ MBE/WBE/DBE Certification # _____

MBE/WBE/DBE Certification (or attach copy of certification)

Expiration Date: _____

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you *(as the subcontractor)* have agreed to provide:

Authorized Signature:

Authorized Signature of Subcontractor

*Date
(Dated no earlier than
the RFP issuance date)*

EXHIBIT E

METHOD OF PERFORMANCE

The offeror should use this Exhibit, or any format desired, to present a written plan for performing the requirements specified in this Request for Proposal.

Offerors should provide any additional suggested services that will be used for production and distribution of the Columbia, Missouri Visitor & Area Guide.

Offerors should provide a thorough description of the proposed approach, strategy, process, schedule, issues and concerns related to the production and distribution of the Columbia, Missouri Visitor & Area Guide. Please describe any information that the City must supply and/or any other resources the City must supply in order for the offeror to complete the required services.

Offerors should provide the breakdown of pricing needed to complete the proposed services. The proposed pricing shall include 1) Concept and Writing; 2) Advertising Sales, 3) Design and Photos; 4) Printing, Storage and Distribution.

Offerors should indicate how the Columbia, Missouri Visitor & Area Guide will be accessible online for both viewers and the CVB.

Offerors should provide information on potential recommendations for materials and press run amount of the printing of the Columbia, Missouri Visitor & Area Guide.

Offerors should provide a minimum of three examples of successful projects that are similar to the production and distribution services of the Columbia, Missouri Visitor & Area Guide.

EXHIBIT F**NOTICE TO OFFERORS****Sections 285.525 To 285.550 RSMo.**

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorization Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:
<http://www.dhs.gov/e-verify>

EXHIBIT G

MISCELLANEOUS INFORMATION

Employee/Conflict of Interest:

Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:	
Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:	
If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:	
Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:	_____ %

Registration of Business Name (if applicable) with the Missouri Secretary of State

The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

<i>Charter Number (if applicable)</i>	<i>Company Name</i>
If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption:	

Exhibit B
CONSULTANT'S Proposal and Pricing
Proposal



SOLICITATION NO.: Request for Proposal (RFP) 98/2024
 BUYER: Autumn Klauba
 PHONE NO.: (573) 817-5020
 E-MAIL: autumn.klauba@como.gov

TITLE: Columbia, Missouri Visitor & Area Guide Production and Distribution

ISSUE DATE: May 15, 2024

RETURN PROPOSAL NO LATER THAN: June 12, 2024 AT 5:00 PM CENTRAL TIME (END DATE)

OFFERORS ARE ENCOURAGED TO RESPOND ELECTRONICALLY THROUGH THE CITY'S E-BIDDING WEBSITE BUT MAY RESPOND BY HARD COPY (See Mailing Instructions Below)

MAILING INSTRUCTIONS: Print or type Solicitation Number and End Date on the lower left hand corner of the envelope or package. Delivered sealed proposals must be in the Purchasing Division office (701 E. Broadway, 5th Floor) by the return proposal date and time.

(U.S. Mail) (Courier Service)

RETURN PROPOSAL TO: CITY OF COLUMBIA PURCHASING or CITY OF COLUMBIA PURCHASING PO
 BOX 6015 701 E. BROADWAY, 5th FLOOR COLUMBIA MO 65205 COLUMBIA
 MO 65201

CONTRACT PERIOD: Effective Date of Contract through One (1) Year DELIVER SUPPLIES/SERVICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

Columbia Convention and Visitors Bureau
 300 South Providence Road
 Columbia, MO 65203

The offeror hereby declares understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein. The offeror further agrees that the language of this RFP shall govern in the event of a conflict with their proposal. The offeror further agrees that upon receipt of an authorized purchase order from the Purchasing Division or when a Contract is signed and issued by an authorized official of the City of Columbia, a binding contract shall exist between the offeror and the City of Columbia.

SIGNATURE REQUIRED

OFFEROR NAME Missouri Life magazine
MAILING ADDRESS 208 Columbia Street PO Box 57
CITY, STATE, ZIP CODE Rocheport, Mo 65279

CONTACT PERSON Deborah Marshall	EMAIL ADDRESS deborah@missourilife.com
PHONE NUMBER 660-728-0288	FAX NUMBER
OFFEROR TAX FILING TYPE WITH IRS (CHECK ONE) <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Individual <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt	
AUTHORIZED SIGNATURE <i>D Marshall</i>	DATE 6-12-2024
PRINTED NAME Deborah Marshall	TITLE Director of Sales & Marketing



NOTICE TO BIDDERS
ADDENDUM #1
RFP #98/2024

Offeror shall note the following information in regard to the above Request for Proposal and *incorporate this information in their submittal*. Offerors shall attach a signed acknowledged copy of this addendum to their bid response.

The following request for clarification was submitted.

No.	Question	Answer
1.	How many prints will be needed for distribution?	In the past the CVB has done a run of 60,000-80,000 guides for distribution. They are open to the amount of the print run. It is likely the CVB will want to stay in that range as their distribution indicates the guides are still in demand in that amount.
2.	What is the storage requirement? Approximately how many will need to be on reserve and ready for distribution?	The CVB only has the capability to store 10-20 cases of the guides at a time, so the vendor will need to be able to store and distribute the remaining stock.
3.	What is the print size for the booklet?	Currently, the guide is magazine size.
4.	How many channels various advertising channels are you seeking? How often?	We do a new advertising reach-out with each guide. The CVB can send an email to partners indicating that the vendor is working with the CVB.

5.	Is the cost for printing and advertising included in the allotted amount of up to \$50,000	Yes.
6.	Do you require a specific Edit to Ad ratio, for example 60% edit to 40% ads?	No.
7.	Can you tell us the advertising revenue for the last 2 years? Can you direct us to your rate card?	The rate card is proprietary to the previous vendor.
8.	Will the map on page 16/17 be provided?	Yes.
9.	Will the map on page 10/11 be provided camera ready or is that a "sold" page to advertisers?	This is a map the CVB provides.
10.	What size do you want this guide to be as far as paper size and quality?	The CVB has been publishing a magazine-size, glossy guide for the past few cycles. They would like to continue with a high-quality product but are open to other size and paper options.
11.	Perfect Bound or Saddle Stitch?	The CVB prefers Perfect Bound but are open to other options.
12.	How many copies were distributed in 2024 and to what locations and how many guides to each location (Addresses will help with costing, please provide)	Guides are distributed to CVBs and welcome centers across Missouri in bulk as well as to two distribution centers for placement along I-70. The CVB takes care of smaller amounts requested. The previous print run was 60,000 to 80,000.

13.	How will listings and chart information come to the vendor?	The contractor will be provided with the information file from the previous guide and will be responsible for updating and fact-checking.
14.	Are you membership only ads, or do you allow non-members to advertise?	The CVB is not a membership-based organization, so all businesses are able to advertise.
15.	Do the advertisers currently provide the ads camera ready, or would vendor have to create for your advertisers?	Previously, advertisers have provided camera-ready ads. The offeror is welcome to include those services in their proposal.
16.	Will you provide all photography or use of your photo library, or will you require new photography be taken by the vendor chosen?	The contractor will have access to the CVB's photo library. The vendor can propose photography as part of their proposal.
17.	Will you provide all content or will you require our writers for content?	The contractor will need to write the agreed-upon feature content.
18.	Currently your guide is 40+4 pages; do you only want pricing for that exact page count?	The CVB is open to a different page count.
19.	Does the vendor selling ads keep all the ad revenue if the cost to CVB meets the \$50k outlined in RFP?	It is up to the vendor to propose that funding structure in their proposal.

20.	The way the contract is structured, if I'm understanding it, there's no incentive for any proposal submitter to sell ads. That would just take extra time on the part of the producer, with no extra reward. In other words, \$50,000 is the cap, regardless of whether those funds come from the city or our own efforts in selling advertising. It doesn't seem like there's any incentive to sell even the first advertisement. Rather, our time would be better spent simply producing a guide and not bothering to sell advertising. Was that the intent or am I misreading this in some way?	The attached sample contract listing the Sales of Advertising and Payment is a sample contract for informational purposes only to the City's terms and conditions. Per the RFP on page 5, should the offeror take exception to any of the required legal terms and conditions set forth in the attachment, the offeror shall specifically include the exception in its proposal on vendor letterhead.
21.	Finally, because the RFP also says if any amount over \$50,000 is sold, the city gets that too?	Please see answer 20.

ACKNOWLEDGEMENT OF ADDENDUM #1

The undersigned Respondent hereby certifies that the information set forth in this Addendum #1 has been incorporated in their proposal and are a part of Request for Proposal No. 98/2024. All other provisions of the proposal documents, except as herein stated, shall remain in force as written.

Firm Missouri magazine Date 6-12-2024

Signed Deborah Marshall

Offeror Information

Exhibit A

Company Information:

Missouri Life Magazine and Media Company
208 Columbia St. PO Box 57, Rocheport, MO 65279
Phone: 660-537-2521
Email: greg@missourilife.com
Primary Contact: Greg Wood, Publisher
Established: 1999
Employees: 10
Main Office: 208 Columbia St. Rocheport, MO 65279
Website: missourilife.com

About Us:

Missouri Life magazine is dedicated to enhancing the enjoyment and experiences of those living in or traveling within Missouri. Our publication explores charming small towns, highlights urban secrets, discovers noteworthy dining spots, and delves into the state's rich heritage and culture. We introduce readers to notable Missourians, showcase books by Missouri authors, and provide the most comprehensive calendar of events across the state. From kid-friendly day trips and romantic weekend getaways to secluded hiking trails and fascinating historical sites, Missouri Life is your guide to the best of the state.

Missouri Life TV features host Meredith Hoenes, who takes viewers behind the scenes of various attractions, explores beautiful locales, delves into our heritage, and shares intriguing stories. Producer Will Moore discovers delectable dining spots throughout Missouri, and our TV shows have won five Emmy awards.

Clientele and Market:

Our clientele list is diverse, including everything from health to automotive, but it primarily consists of travel and tourism-related businesses, with growing sectors in retail and sustainability. We have a remarkably low customer churn rate, with most clients returning for repeat business.

Project Team:

- **Danita Allen Wood**, Owner/Editor-in-Chief: Supervises projects in an editorial director capacity with an entire career producing magazine content and obtaining readers, including one million circulation magazine and including the launch of five magazines.

- **Deborah Marshall**, Director of Sales and Marketing: Six years with the organization and over 30 years of print/media sales and management experience. We are dedicating her and one other salesperson to sell this project.
- **Dan Bishop**, Art Director, with over 30 years of experience and formerly worked at Meredith Corporation where he designed multiple magazines.
- **Assistant Editor Andrea Merritt**, to be a point person for communications and assisting with content under Danita's direction.
- **Contributing Writers and Photographers** as assigned.
- **Amy Stapleton**, Advertising Coordinator, Amy Stapleton has over twenty years of experience in customer service and ad coordination.

Experience:

- **Years in Business:** 25
- **Years Performing Required Services:** 22
- **Years of Experience with Governmental Entities:** 22

Our principals have no conflicts of interest or pending legal proceedings involving Missouri Life.

Why Missouri Life?

Missouri Life excels in magazine-style storytelling:

- We have the highest number of paid subscriptions in Missouri, surpassing even urban city magazines in St. Louis and Kansas City.
- The primary salesperson, Deborah Marshall, has experience selling the Columbia market while at the Columbia Tribune, and she has consistently grown sales for Missouri Life. We are confident we'll exceed advertising sales from prior years as we have freed her up for more sales by hiring an administrative assistant to handle many duties she currently handles.
- Our expertise in content creation captures readers' attention and inspires them to visit Missouri.
- We use storytelling to create emotional connections with readers, which encourages them to explore the state.
- We recommend an "advertorial" approach for advertisers to maintain the storytelling feel of the publication, while also offering traditional advertising options.
- Our award-winning creative team will oversee this project. Missouri Life has been named Magazine of the Year by the International Regional Magazine Association six times in the past decade, and our Editor-in-Chief, Danita Allen Wood, was named one of the Top Women in Magazine Media by Folio: in 2018.
- Using E-magazine platform used by biggest magazines, considered one of the best digital editions.

References:

Please refer to our work on two Silver Dollar City anniversary publications, publications for the Missouri Humanities Council, the Missouri Parks Association, Magnificent Missouri, and others. Each of these projects involved concept proposal and execution to our clients' satisfaction.

Differentiating Quality:

Our dedication to quality and attention to detail in both content and advertising ensures a phenomenal reader experience. We are recognized as premier storytellers

in Missouri.

Interest in the Project:

We are eager to collaborate on this project because it aligns perfectly with our mission of celebrating and exploring Missouri. We are confident in our ability to help the CCVB achieve its goals through our expertise in content, sales, design, and distribution.

Client Testimonials:

Some of the finest, most professional, and most vividly appealing projects of my career have been accomplished in partnership with Missouri Life.

In my three decades at Silver Dollar City, the creative teams of Missouri Life beautifully captured the essence of the much-loved theme park through articles, photography, booklets and even an Emmy-awarded video production.

Missouri Life's people exemplify quality, eagle-eye producing & editing, and truly gifted storytelling. Lisa B. Rau

After working with *Missouri Life* for nearly a decade on numerous extensive projects, I am confident as ever to declare that they are unrivalled in everything they accomplish. One of my favorite projects with *Missouri Life* remains the German Heritage Corridor of Missouri, where they produced an elegantly designed, superbly written, thoughtfully compiled, and intellectually stimulating book, along with a 90 minute-length video that only rivals the printed piece. Both products exceeded all expectations, to put it mildly, and both works undoubtedly stand as the foundation for any exploration and understanding of our state's rich German cultural heritage. They bring this unmatched professionalism to every project in which they engage. There are several cultural heritage projects that I intend to develop and implement over the next decade, and I will most definitely partner with *Missouri Life* as the first step in any of these endeavors. If your organization seeks the consummate printed or digital product – that is, if you want to tell the most compelling story possible – then *Missouri Life* is quite simply your only source. Steve Belko - former Director of the Missouri Humanities Council.

EXHIBIT B

CURRENT/PRIOR EXPERIENCE

The offeror should copy and complete this form documenting the offeror and any subcontractor's current/prior experience considered relevant to the services required herein. In addition, the offeror is advised that if the contact person listed for verification of services is unable to be reached during the evaluation, the listed experience may not be considered.

Offeror Name or Subcontractor Name: Missouri Life magazine
(if reference is for a Subcontractor):

Reference Information (Current/Prior Services Performed For:)

Name of Reference Steve Belko
Company/Client: Former Director of Humanities Council

Address of Reference Company/Client: 6915 Fieldstone Farms Drive, O'Fallon, MO 63368

Reference Contact Person
Name, Phone # and E-mail, Steve Belko 636-980-0926 wsbelko@gmail.com 6915 Fieldstone Farms Drive, O'Fallon, MO 63368

Title/Name of Service/Contract - Explore Missouri's German Heritage Book that included and Missouri Life TV documentary

Dates of Project Initiation and Project Completion: 2019 - 2022

If service/contract has terminated, specify reason:

Description of Services - Curated historical content, designed, printed and developed book.

Personnel Assigned to Service/Contract (include all key personnel and identify role):
Editor and Chief Danita Allen Wood . Researched German heritage in Missouri and wrote the content. Art director, directed and designed the book.

Name of Reference Katie Gibson

Company/Client: Tourism Director of Boonville Tourism

Address of Reference Company/Client: 100 East Spring, Boonville, Mo 65233

Reference Contact Person

Name, Phone # and E-mail, Katie Gibson, katie.gibson@boonville-mo.org (660) 882-3967

Address: 100 East Spring, Boonville, Mo 65233

Title/Name of Service/Contract - Boonville Walking Tour Guide

Dates of Project Initiation and Project Completion: April - September 2023

If service/contract has terminated, specify reason:

Description of Services - This was the second version of the walking tour guide that we produced with Boonville Tourism. Our role in this product was editorial oversight, printing and delivering of the guide.

Personnel Assigned to Service/Contract (include all key personnel and identify role):

Ad coordinator and editor and chief were responsible for facilitating and editing this product.

EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: Director of Sales and Marketing	
Name of Person:	Deborah Marshall
Educational Degree (s): include college or university, major, and dates	BA degree and BS Marketing Communications degree from Stephens Collge
License(s)/Certification(s), #(s), expiration date(s), if applicable:	NA
Specialized Training Completed.	Continuing education in sales and management. Traction, Integrity Selling and ACA Businss Club
# of years* experience in area of service proposed to provide:	Over 30 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Employee and has worked at Missouri Life for 6 years.
Describe this person's responsibilities over the past 12 months.	Responsible for the sales and marketing of the magazine and other digital channels. Supervise a staff of 3 sales people.
Previous employer(s), positions, and Dates	Gatehouse Media 2005 to 9/2018, Missouri Life magazine 2003-2005, Gannett 1999-2003, McClatchey 1998-1999, Portland

	Newspapers 1992-1995, Gannett 1989-1991, Value Shopper 1988-1989 and National Car Rental 1987-1988.
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Staffing Methodology

Liason between the City and Missouri Life, advertising sales.

Describe the person's planned duties/role proposed herein:	Oversee and sell advertising for this project.
--	--

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	Magazine and account executive sales for all of Missouri Life.
---	--

EXHIBIT C

EXPERTISE OF KEY PERSONNEL

(Copy and complete this table for each key person proposed)

Title of Position: Editor and Chief	
Name of Person:	Danita Allen Wood
Educational Degree (s): include college or university, major, and dates	Bachelor of Science and Master of Arts, and also served as the Meredith Chair w/full professor rank at MU, School of Journalism where she taught many courses to editors in New York City and Los Angeles.
License(s)/Certification(s), #(s), expiration date(s), if applicable:	NA
Specialized Training Completed.	N/A
# of years' experience in area of service proposed to provide:	Over 40 years
Describe person's relationship to offeror. If employee, # of years. If subcontractor, describe other/past working relationships	Owner
Describe this person's responsibilities over the past 12 months.	Editor and Chief of Missouri Life
Previous employer(s), positions, and Dates	Meredith Corp:1980-1995, MU 1995-2005. Publisher of Better

	Homes and Gardens and Midwest Living and many other magazines.
--	--

Staffing Methodology

Oversee circulation, HR, finance and editorial direction

Describe the person's planned duties/role proposed herein:	Editorial direction of publication
--	------------------------------------

List of Projects and Roles Completed

Describe the projects worked by the individual and the specific role:	Magazine and editorial direction
---	----------------------------------

EXHIBIT D

DOCUMENTATION OF INTENT TO PARTICIPATE

If the offeror is proposing to include the participation of a subcontractor(s) in the provision of the products/services required in the RFP, the vendor must either provide a recently dated letter of intent, signed and dated no earlier than the RFP issuance date, from each organization documenting the following information, or complete and provide this Exhibit with the offeror's proposal.

~ Copy This Form For Each Subcontractor Proposed ~

This Section To Be Completed by Subcontractor:

By completing and signing this form, the undersigned hereby confirms the intent of the named participating organization to provide the products/services identified herein for the vendor identified above.

Name of Subcontractor: N/A

Contact Name:	_____	Email:	_____
Address:	_____	Phone #:	_____
City:	_____	Fax #:	_____
State/Zip:	_____	MBE/WBE/DBE Certification #	_____
		MBE/WBE/DBE (or attach copy of certification) Certification	_____
		Expiration Date:	_____

PRODUCTS/SERVICES PARTICIPATING ORGANIZATION AGREED TO PROVIDE

Describe the products/services you (as the subcontractor) have agreed to provide:

Authorized Signature:

Authorized Signature of Subcontractor

*Date
(Dated no earlier than
the RFP issuance date)*

Method of Performance

Exhibit E

Let's build on both Columbia CVB's and our own past experience, still producing a magazine guide, but adding some new elements:

1. Interactive and Immersive Digital Experiences

Incorporate augmented reality (AR) and virtual reality (VR) elements into the mobile-friendly digital edition of the visitor's guide if available from destinations, such as museums, and connecting our print readers to same through QR codes. This is important as mobile reading has become predominant. This can offer potential visitors an immersive preview of Columbia's attractions:

- **AR Features:** Readers can use their smartphones to scan images in the guide, bringing them to life with short hand-held mobile videos taken by our interns or provided or supplied by the destinations.
- **VR Tours:** Offer virtual tours of key attractions, allowing visitors to experience Columbia's highlights from their own homes. This could include 360-degree videos of walking tours, museum interiors, and outdoor adventures, or videos interviewing key sources.
- **Interactive Maps:** Develop an interactive map within the digital guide where users can click on different attractions to see detailed information, user reviews, photos, and AR content.

2. Local Stories and Insider Tips

Let's build on your recent advertising campaigns, introducing diverse Columbians and places they like. We will focus on storytelling by including personal narratives and insider tips from locals. This approach can make the guide more relatable and engaging:

- **Local Spotlight Sections:** We will feature interviews with local residents, business owners, and influencers sharing their favorite places and hidden gems in Columbia. These personal stories can provide a unique perspective that typical travel guides lack. We will include photos of these sources.
- **Insider Itineraries:** We can create these itineraries curated by locals based on different themes, such as "An Arts Extravaganza Getaway," "A Perfect Weekend for Foodies," or "Nature Lover's Adventure Day." Other itineraries could include shopping or girlfriends getaway, or theater lovers. These can offer authentic experiences that resonate with visitors looking for a genuine connection to the destination.
- **Cultural and Historical Narratives:** Include stories that delve into Columbia's history, culture, and traditions. This can provide a richer context for visitors interested in the historical destinations, making their experience more meaningful.

By adding these fresh elements, the visitor's guide can stand out not only for its high-end magazine style but also for its innovative use of technology and deep connection to the local community.

Magazine Concept

We propose a high-end, clutter-free magazine that inspires visitors to Columbia, encouraging them to stay longer, even if they're visiting for business.

Why This Style Works

Our magazine blends engaging, easy-to-read content with striking visuals. Research shows visitors seek guides to find attractions, maps, travel tips, dining recommendations, and special events. Our approach meets these needs with compelling stories and impactful imagery.

What We'll Do

We'll create themed sections or itineraries according to your choices. Each section will feature storytelling photos and top destinations, offering an insider, curated feel. Every destination will get a unique, travel writer's perspective.

Digital Integration

We'll offer the most sophisticated digital edition out there (the same one used by giants like Better Homes and Gardens and others, which includes the opportunity to download desired PDFs.)

BONUS DIGITAL

We will repurpose content into web articles, to be shared on MissouriLife.com, social media, and email newsletters, ensuring ongoing engagement and driving tourism. We have a large digital audience of more than 78,000 monthly.

Strategies

1. Curated, magazine-style content
2. Digital content repurposing
3. Social media engagement

Proposed revenue -

PROPOSED FEE & REVENUE SHARING PROPOSAL					
Example 1		Example 2		Example 3	
Adv rev	\$80,000	Adv rev	\$60,000	Adv rev	\$40,000
Total fee	\$60,000	Total fee	\$60,000	Total fee	\$60,000
CVB 25% adv share*	-\$20,000	CVB 25% adv share*	-\$15,000	CVB 25% adv share*	-\$10,000
Total CVB cost	\$40,000	Total CVB cost	\$45,000	Total CVB cost **	\$50,000
ML adv share	\$60,000	ML adv share	\$45,000	ML adv share	\$30,000
*applied to Total Fee					

** We guarantee the CB's cost would not exceed \$50,000

Missouri Life will print, store and distribute the guides.

Our Custom Projects Process :

1. Creative Intake meeting with Client
 - a. Client, creative team, sales representative
2. Creative Brief
 - a. Prepared by creative team using notes from Intake.
 - b. Consult with Client for revision or approval.
3. Flatplan
 - a. Prepared by creative team using notes from Intake.
 - b. Consult with Client for approval or revision.
4. Schedule
 - a. Prepared by creative team after intake. Assign and date all aspects of project.
 - b. Consult with client for revision or approval.
5. Creative team assigns needed authors and photographers; choose project manager editor.
6. Creative team designs 2-3 mockups and design approaches and sends to Client for choice of one, and approval or revision
7. Missouri Life will remind Client of upcoming deadlines 2 weeks out, 1 week out, and 2 days out.
8. Chapters or sections will be sent to Client for approval and revision as produced.
9. Print number, polybagged, other details re-confirmed; print order created.
 - a. Distribution list
 - b. Final quantity confirmed
10. Once all pages are approved, the project is sent to press.

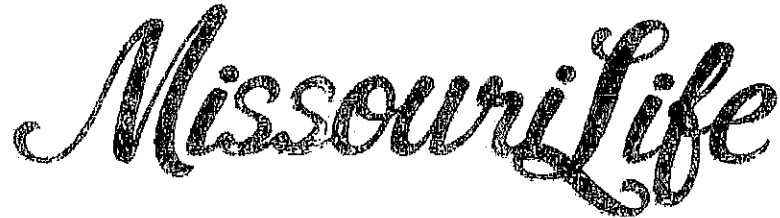
RFP 98/2024 Columbia Museum Visitor Guide Production and distribution

2024

Solicitation # 98/2024

Item Number	Production and design	
52 page magazine	48 page on 45# gloss text with 4 page gloss 80# cover stock 60,000 copies	
	Cost for consultation, photo curation, design and digital edition	\$20,500
	Cost for printing and storing 60,000 copies	\$30,000
	Distribution	
	Distribution of remaining magazines after first distribution	\$9,500
		Total *
		\$60,000

* After ad sales contribution max of \$50,000 investment



Proposed exceptions to terms to the Agreement for Professional Services
Between The City of Columbia and *Missouri Life* magazine.

Page 1. Services and Performance Standards

- a. Scope of Services. The scope of services involves the professional and technical consulting services for design, production, and distribution of a visitor guide (hereinafter "Project"). CITY agrees to CONSULTANT'S fee of \$25,000 to begin services of design and production.

Page 3 7 b. See attached Sample Revenue Sharing Proposal

Page 3. 7 C. Excessive Advertising Sales Revenue: See attached Sample Revenue Sharing Proposal

REF 9/8/2024 Columbia, Missouri list and area Cante Production and Distribution

Distribution

LOCATION	ADDRESS	CITY	STATE	ZIP	QUANTITY	CARTONS
Missouri Div of Tourism	Joplin Welcome	2481 Interstate 44	Joplin	MO	64804	4
	Hayti Welcome	55 Welcome Center Dr	Hayti	MO	63851	2
	Conway	110619 I-44 W	Conway	MO	65632	4
	Eagleville	11687 I-35 S	Eagleville	MO	64442	4
	Rock Port	23181 I-29	Rockport	MO	64482	2

Columbia Area Hotels						
The Broadway Hotel - Double Tree Hotel	Manager	111 E Broadway	Columbia	MO	65201	4
Courtyard By Marriott	Manager	3301 Lemone Industrial Blvd	Columbia	MO	65201	4
Hampton Inn and Suites	Manager	1225 Fellows Pl	Columbia	MO	65201	4
Stoney Creek Inn	Manager	2601 S Providence Rd	Columbia	MO	65203	4
Drury Inn Stadium	Manager	1000 Knipp St	Columbia	MO	65203	4
Comfort Suites Columbia	Manager	1010 Business Loop 70 W	Columbia	MO	65202	4
TownePlace Suites by Marriott	Manager	4400 Nocona Pkwy	Columbia	MO	65201	4
Drury Plaza Hotel CO.East	Manager	3100 Interstate 70 Dr SE	Columbia	MO	65201	4
Wingate by Wyndham	Manager	3101 Wingate Ct	Columbia	MO	65201	4
Hampton Inn	Manager	3410 Clark Ln	Columbia	MO	65202	4
Hilton Garden Inn	Manager	3300 Vandiver Dr,	Columbia	MO	65202	4
Springhill Suites by Marriott	Manager	3415 Clark Ln	Columbia	MO	65202	4
Holiday Inn East	Manager	915 Port Way	Columbia	MO	65201	4
Fairfield Inn & Suites	Manager	1115 Woodland Springs Ct	Columbia	MO	65202	4
Residence Inn	Manager	1100 Woodland Springs C	Columbia	MO	65202	4
Holiday Inn Executive Ctr	Manager	2200 Interstate 70 Dr SW	Columbia	MO	65203	4
Staybridge Suites	Manager	805 N Keene St	Columbia	MO	65201	4
Holiday Inn Express	Manager	1402 Cinnamon Hill Ln	Columbia	MO	65201	4
Ramada Inn	Manager	901 Conley Rd	Columbia	MO	65201	4
Country Inn and Suites	Manager	817 N Keene St	Columbia	MO	65201	4
LaQuinta	Manager	2500 Interstate 70 Dr SW	Columbia	MO	65203	4
Best Western	Manager	2904 Clark Ln	Columbia	MO	65202	4
Super 8 by Wyndham East	Manager	5700 Freedom Dr	Columbia	MO	65202	4
Extended Stay	Manager	2000 Business Loop 70 W	Columbia	MO	65203	4
Candlewood Suites	Manager	1400 Creekwood Pkwy	Columbia	MO	65202	4
voco Tiger Hotel	Manager	23 S 8th St	Columbia	MO	65201	4
Quality Inn & Suites	Manager	801 N Keene St	Columbia	MO	65201	4
Motel 6	Manager	3402 I-70 Dr SW	Columbia	MO	65203	3
Red Roof Inn	Manager	201 E. Texas Ave	Columbia	MO	65202	2
Suburban Extended Stay	Manager	3100 Wingate Ct	Columbia	MO	65201	3
Super 7	Manager	1306 Rangeline	Columbia	MO	65201	2
Super 8 Clark Lane	Manager	3216 Clark Lane	Columbia	MO	65202	2

Welcome Inn	Manager	1612 N Providence Road	Columbia	MO	65202		2
Columbia Airport		11300 S. Airport Dr.	Columbia	MO	65201		10
Cotton Woods RV Park		5170 N.Oakland Gravel	Columbia	MO	65202		8
Columbia Racks/Madd Media		204 Peachway Suite D	Columbia	MO	65203		10
Columbia Racks/Madd Media		1604 Teituride Ln	Columbia	MO	65201		10
Columbia CVB		300 S. Providence Rd.	Columbia	MO	65203		30
The District		11 S 10th St	Columbia	MO	65201		3
Area CVB Fulton		510 Market St.	Fulton	MO	65251		1
Area CVB Boonville		100 Spring St.	Boonville	MO	65233		2
Area CVB Jefferson City		700 E. Capitol Ave	Jefferson City	MO	65101		1
Area CVB Cape Girardeau		220 North Fountain	Cape Girardeau	MO	63701		1
Area CVB Chillicothe		514 Washington St.	Chillicothe	MO	64601	20 copies	
Clinton Tourism Association		200 S Main Street	Clinton	MO	64735	25 copies	
Area CVB Hannibal	Attn: Trevor	PO Box 188	Hannibal	MO	63401		1
Moberly Tourism		211 W. Reed St	Moberly	MO	65270	100 copies	
Perry County Tourism		508 N Main St	Perryville	MO	63775	100 copies	
Platte County		11724 NW Plaza Cir, Ste. 200	Kansas City	MO	64153	25 copies	
Pulaski County Tourism		137 St. Robert Blvd, Ste A	St. Robert	MO	65584	25 copies	
Rolla Tourism		1311 Kingshighway	Rolla	MO	65401	50 copies	
St. Charles CVB		230 South Main	St. Charles	MO	63301		1
St. Joseph CVB		911 Frederick Ave	St. Joseph	MO	64501		1
Sedalia CVB		600 East 3rd St, Attn. Katy Dept	Sedalia	MO	65301	100 copies	
Sikeston CVB		128 N New Madrid St	Sikeston	MO	63801		1
Springfield CVB		815 E. St. Louis St, Ste 100	Springfield	MO	65806	50 copies	
St. Genevieve Tourism		66 S Main St	St. Genevieve	MO	63670	50 copies	
Table Rock Lake Area Chamber		14226 State Highway 13	Kimberling City	MO	65686	25 copies	
Troy Area Chamber of Commerce		850 E Cherry St, Ste A	Troy	MO	63379	25 copies	
Warrensburg CVB		102 S Holden St	Warrensburg	MO	64093	100 copies	
CTM Media Group	bulk on skids. Need pallet jack	10252 Page Industrial Dr.	St. Louis	MO	63132		50
CTM Media Group	bulk on skids. No pallet jack	1024 NE JIB Court Suite A	Lee's Summit	MO	64064		50
Rocheport Storage	remaining balance	208 Columbia St	Rocheport	MO	65279		

EXHIBIT F

NOTICE TO OFFERORS

Sections 285.525 To 285.550 RSMo.

Pursuant to section 285.530 (1) RSMo., No business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri.

As a condition for the award of any contract or grant in excess of five thousand dollars by the state or by any political subdivision of the state to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall, by sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. Every such business entity shall sign an affidavit affirming that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. {RSMo 285.530 (2)}

An Employer may enroll and participate in a federal work authorization program and shall verify the employment eligibility of every employee in the employer's hire whose employment commences after the employer enrolls in a federal work authorization program. **The E-verify system issues a Memorandum of Understanding once enrollment is complete; the City of Columbia requires a copy of this document be attached to the Work Authorizatiou Affidavit.** The employer shall retain a copy of the dated verification report received from the federal government. Any business entity that participates in such program shall have an affirmative defense that such business entity has not violated subsection 1 of this section. {RSMo 285.530 (4)}

For offerors that are not already enrolled and participating in a federal work authorization program, E-Verify is an example of this type of program. Information regarding E-Verify is available at:
<http://www.dhs.gov/e-verify>

EXHIBIT F, Continued
CITY OF COLUMBIA, MISSOURI
WORK AUTHORIZATION AFFIDAVIT
PURSUANT TO 285.530 RSMo
(FOR ALL BIDS IN EXCESS OF \$5,000.00)

County of Howard)
)SS.
State of MO)

My name is Deborah Marshall. I am an authorized agent of MISSION LIFE (Bidder). This business is enrolled and participates in a federal work authorization program for all employees working in connection with services provided to the City of Columbia. This business does not knowingly employ any person who is an unauthorized alien in connection with the services being provided.

Documentation of participation in a federal work authorization program is attached to this affidavit.

Furthermore, all subcontractors working on this contract shall affirmatively state in writing in their contracts that they are not in violation of Section 285.530.1 RSMo and shall not thereafter be in violation. Alternatively, a subcontractor may submit a sworn affidavit under penalty of perjury that all employees are lawfully present in the United States.

Deborah Marshall
Affiant

Deborah Marshall
Printed Name

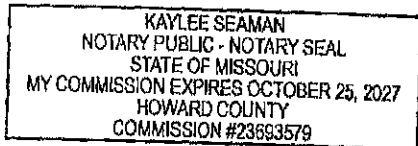
Personally appeared before me, a Notary Public, within and for the County of

Howard

State of Missouri, the person whose signature appears above, PERSONALLY AND KNOWN TO ME AND ACKNOWLEDGED, that signed the foregoing Affidavit for the purposes therein stated.

Subscribed and sworn to me this 11 day of June, 2024.

My Commission expires October 25, 2027.



Kaylee Seaman
(Notary Public)

REP
9/8/2024

**THE E-VERIFY
MEMORANDUM OF UNDERSTANDING
FOR EMPLOYERS**

**ARTICLE I
PURPOSE AND AUTHORITY**

The parties to this agreement are the Department of Homeland Security (DHS) and the Missouri Life, Inc. (Employer). The purpose of this agreement is to set forth terms and conditions which the Employer will follow while participating in E-Verify.

E-Verify is a program that electronically confirms an employee's eligibility to work in the United States after completion of Form I-9, Employment Eligibility Verification (Form I-9). This Memorandum of Understanding (MOU) explains certain features of the E-Verify program and describes specific responsibilities of the Employer, the Social Security Administration (SSA), and DHS.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note). The Federal Acquisition Regulation (FAR) Subpart 22.18, "Employment Eligibility Verification" and Executive Order 12989, as amended, provide authority for Federal contractors and subcontractors (Federal contractor) to use E-Verify to verify the employment eligibility of certain employees working on Federal contracts.

**ARTICLE II
RESPONSIBILITIES**

A. RESPONSIBILITIES OF THE EMPLOYER

1. The Employer agrees to display the following notices supplied by DHS in a prominent place that is clearly visible to prospective employees and all employees who are to be verified through the system:
 - a. Notice of E-Verify Participation
 - b. Notice of Right to Work
2. The Employer agrees to provide to the SSA and DHS the names, titles, addresses, and telephone numbers of the Employer representatives to be contacted about E-Verify. The Employer also agrees to keep such information current by providing updated information to SSA and DHS whenever the representatives' contact information changes.
3. The Employer agrees to grant E-Verify access only to current employees who need E-Verify access. Employers must promptly terminate an employee's E-Verify access if the employer is separated from the company or no longer needs access to E-Verify.

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4. The Employer agrees to become familiar with and comply with the most recent version of the E-Verify User Manual.
 5. The Employer agrees that any Employer Representative who will create E-Verify cases will complete the E-Verify Tutorial before that individual creates any cases.
 - a. The Employer agrees that all Employer representatives will take the refresher tutorials when prompted by E-Verify in order to continue using E-Verify. Failure to complete a refresher tutorial will prevent the Employer Representative from continued use of E-Verify.
 6. The Employer agrees to comply with current Form I-9 procedures, with two exceptions:
 - a. If an employee presents a "List B" identity document, the Employer agrees to only accept "List B" documents that contain a photo. (List B documents identified in 8 C.F.R. § 274a.2(b)(1)(B)) can be presented during the Form I-9 process to establish identity.) If an employee objects to the photo requirement for religious reasons, the Employer should contact E-Verify at 888-464-4218.
 - b. If an employee presents a DHS Form I-551 (Permanent Resident Card), Form I-766 (Employment Authorization Document), or U.S. Passport or Passport Card to complete Form I-9, the Employer agrees to make a photocopy of the document and to retain the photocopy with the employee's Form I-9. The Employer will use the photocopy to verify the photo and to assist DHS with its review of photo mismatches that employees contest. DHS may in the future designate other documents that activate the photo screening tool.
- Note: Subject only to the exceptions noted previously in this paragraph, employees still retain the right to present any List A, or List B and List C, document(s) to complete the Form I-9.
7. The Employer agrees to record the case verification number on the employee's Form I-9 or to print the screen containing the case verification number and attach it to the employee's Form I-9.
 8. The Employer agrees that, although it participates in E-Verify, the Employer has a responsibility to complete, retain, and make available for inspection Forms I-9 that relate to its employees, or from other requirements of applicable regulations or laws, including the obligation to comply with the antidiscrimination requirements of section 274B of the INA with respect to Form I-9 procedures.
 - a. The following modified requirements are the only exceptions to an Employer's obligation to not employ unauthorized workers and comply with the anti-discrimination provision of the INA: (1) List B identity documents must have photos, as described in paragraph 6 above; (2) When an Employer confirms the identity and employment eligibility of newly hired employee using E-Verify procedures, the Employer establishes a rebuttable presumption that it has not violated section 274A(a)(1)(A) of the Immigration and Nationality Act (INA) with respect to the hiring of that employee; (3) If the Employer receives a final nonconfirmation for an employee, but continues to employ that person, the Employer must notify DHS and the Employer is subject to a civil money penalty between \$550 and \$1,100 for each failure to notify DHS of continued employment following a final nonconfirmation; (4) If the Employer continues to employ an employee after receiving a final nonconfirmation, then the Employer is subject to a rebuttable presumption that it has knowingly

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employed an unauthorized alien in violation of section 274A(a)(1)(A); and (5) no E-Verify participant is civilly or criminally liable under any law for any action taken in good faith based on information provided through the E-Verify.

b. DHS reserves the right to conduct Form I-9 compliance inspections, as well as any other enforcement or compliance activity authorized by law, including site visits, to ensure proper use of E-Verify.

9. The Employer is strictly prohibited from creating an E-Verify case before the employee has been hired, meaning that a firm offer of employment was extended and accepted and Form I-9 was completed. The Employer agrees to create an E-Verify case for new employees within three Employer business days after each employee has been hired (after both Sections 1 and 2 of Form I-9 have been completed), and to complete as many steps of the E-Verify process as are necessary according to the E-Verify User Manual. If E-Verify is temporarily unavailable, the three-day time period will be extended until it is again operational in order to accommodate the Employer's attempting, in good faith, to make inquiries during the period of unavailability.

10. The Employer agrees not to use E-Verify for pre-employment screening of job applicants, in support of any unlawful employment practice, or for any other use that this MOU or the E-Verify User Manual does not authorize.

11. The Employer must use E-Verify for all new employees. The Employer will not verify selectively and will not verify employees hired before the effective date of this MOU. Employers who are Federal contractors may qualify for exceptions to this requirement as described in Article II.B of this MOU.

12. The Employer agrees to follow appropriate procedures (see Article III below) regarding tentative nonconfirmations. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending. Further, when employees contest a tentative nonconfirmation based upon a photo mismatch, the Employer must take additional steps (see Article III.B. below) to contact DHS with information necessary to resolve the challenge.

13. The Employer agrees not to take any adverse action against an employee based upon the employee's perceived employment eligibility status while SSA or DHS is processing the verification request unless the Employer obtains knowledge (as defined in 8 C.F.R. § 274a.1(l)) that the employee is not work authorized. The Employer understands that an initial inability of the SSA or DHS automated verification system to verify work authorization, a tentative nonconfirmation, a case in continuance (indicating the need for additional time for the government to resolve a case), or the finding of a photo mismatch, does not establish, and should not be interpreted as, evidence that the employee is not work authorized. In any of such cases, the employee must be provided a full and fair opportunity to contest the finding, and if he or she does so, the employee may not be terminated or suffer any adverse employment consequences based upon the employee's perceived employment eligibility status

(including denying, reducing, or extending work hours, delaying or preventing training, requiring an employee to work in poorer conditions, withholding pay, refusing to assign the employee to a Federal contract or other assignment, or otherwise assuming that he or she is unauthorized to work) until and unless secondary verification by SSA or DHS has been completed and a final nonconfirmation has been issued. If the employee does not choose to contest a tentative nonconfirmation or a photo mismatch or if a secondary verification is completed and a final nonconfirmation is issued, then the Employer can find the employee is not work authorized and terminate the employee's employment. Employers or employees with questions about a final nonconfirmation may call E-Verify at 1-888-464-4218 (customer service) or 1-888-897-7781 (worker hotline).

14. The Employer agrees to comply with Title VII of the Civil Rights Act of 1964 and section 274B of the INA as applicable by not discriminating unlawfully against any individual in hiring, firing, employment eligibility verification, or recruitment or referral practices because of his or her national origin or citizenship status, or by committing discriminatory documentary practices. The Employer understands that such illegal practices can include selective verification or use of E-Verify except as provided in part D below, or discharging or refusing to hire employees because they appear or sound "foreign" or have received tentative nonconfirmations. The Employer further understands that any violation of the immigration-related unfair employment practices provisions in section 274B of the INA could subject the Employer to civil penalties, back pay awards, and other sanctions, and violations of Title VII could subject the Employer to back pay awards, compensatory and punitive damages. Violations of either section 274B of the INA or Title VII may also lead to the termination of its participation in E-Verify. If the Employer has any questions relating to the anti-discrimination provision, it should contact OSC at 1-800-255-8155 or 1-800-237-2515 (TDD).

15. The Employer agrees that it will use the information it receives from E-Verify only to confirm the employment eligibility of employees as authorized by this MOU. The Employer agrees that it will safeguard this information, and means of access to it (such as PINS and passwords), to ensure that it is not used for any other purpose and as necessary to protect its confidentiality, including ensuring that it is not disseminated to any person other than employees of the Employer who are authorized to perform the Employer's responsibilities under this MOU, except for such dissemination as may be authorized in advance by SSA or DHS for legitimate purposes.

16. The Employer agrees to notify DHS immediately in the event of a breach of personal information. Breaches are defined as loss of control or unauthorized access to E-Verify personal data. All suspected or confirmed breaches should be reported by calling 1-888-464-4218 or via email at E-Verify@dhs.gov. Please use "Privacy Incident – Password" in the subject line of your email when sending a breach report to E-Verify.

17. The Employer acknowledges that the information it receives from SSA is governed by the Privacy Act (5 U.S.C. § 552a(i)(1) and (3)) and the Social Security Act (42 U.S.C. 1306(a)). Any person who obtains this information under false pretenses or uses it for any purpose other than as provided for in this MOU may be subject to criminal penalties.

18. The Employer agrees to cooperate with DHS and SSA in their compliance monitoring and evaluation of E-Verify, which includes permitting DHS, SSA, their contractors and other agents, upon

reasonable notice, to review Forms I-9 and other employment records and to interview it and its employees regarding the Employer's use of E-Verify, and to respond in a prompt and accurate manner to DHS requests for information relating to their participation in E-Verify.

19. The Employer shall not make any false or unauthorized claims or references about its participation in E-Verify on its website, in advertising materials, or other media. The Employer shall not describe its services as federally-approved, federally-certified, or federally-recognized, or use language with a similar intent on its website or other materials provided to the public. Entering into this MOU does not mean that E-Verify endorses or authorizes your E-Verify services and any claim to that effect is false.

20. The Employer shall not state in its website or other public documents that any language used therein has been provided or approved by DHS, USCIS or the Verification Division, without first obtaining the prior written consent of DHS.

21. The Employer agrees that E-Verify trademarks and logos may be used only under license by DHS/USCIS (see [M-795 \(Web\)](#)) and, other than pursuant to the specific terms of such license, may not be used in any manner that might imply that the Employer's services, products, websites, or publications are sponsored by, endorsed by, licensed by, or affiliated with DHS, USCIS, or E-Verify.

22. The Employer understands that if it uses E-Verify procedures for any purpose other than as authorized by this MOU, the Employer may be subject to appropriate legal action and termination of its participation in E-Verify according to this MOU.

B. RESPONSIBILITIES OF FEDERAL CONTRACTORS

1. If the Employer is a Federal contractor with the FAR E-Verify clause subject to the employment verification terms in Subpart 22.18 of the FAR, it will become familiar with and comply with the most current version of the E-Verify User Manual for Federal Contractors as well as the E-Verify Supplemental Guide for Federal Contractors.

2. In addition to the responsibilities of every employer outlined in this MOU, the Employer understands that if it is a Federal contractor subject to the employment verification terms in Subpart 22.18 of the FAR it must verify the employment eligibility of any "employee assigned to the contract" (as defined in FAR 22.1801). Once an employee has been verified through E-Verify by the Employer, the Employer may not create a second case for the employee through E-Verify.

a. An Employer that is not enrolled in E-Verify as a Federal contractor at the time of a contract award must enroll as a Federal contractor in the E-Verify program within 30 calendar days of contract award and, within 90 days of enrollment, begin to verify employment eligibility of new hires using E-Verify. The Employer must verify those employees who are working in the United States, whether or not they are assigned to the contract. Once the Employer begins verifying new hires, such verification of new hires must be initiated within three business days after the hire date. Once enrolled in E-Verify as a Federal contractor, the Employer must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

b. Employers enrolled in E-Verify as a Federal contractor for 90 days or more at the time of a contract award must use E-Verify to begin verification of employment eligibility for new hires of the Employer who are working in the United States, whether or not assigned to the contract, within three business days after the date of hire. If the Employer is enrolled in E-Verify as a Federal contractor for 90 calendar days or less at the time of contract award, the Employer must, within 90 days of enrollment, begin to use E-Verify to initiate verification of new hires of the contractor who are working in the United States, whether or not assigned to the contract. Such verification of new hires must be initiated within three business days after the date of hire. An Employer enrolled as a Federal contractor in E-Verify must begin verification of each employee assigned to the contract within 90 calendar days after date of contract award or within 30 days after assignment to the contract, whichever is later.

c. Federal contractors that are institutions of higher education (as defined at 20 U.S.C. 1001(a)), state or local governments, governments of Federally recognized Indian tribes, or sureties performing under a takeover agreement entered into with a Federal agency under a performance bond may choose to only verify new and existing employees assigned to the Federal contract. Such Federal contractors may, however, elect to verify all new hires, and/or all existing employees hired after November 6, 1986. Employers in this category must begin verification of employees assigned to the contract within 90 calendar days after the date of enrollment or within 30 days of an employee's assignment to the contract, whichever date is later.

d. Upon enrollment, Employers who are Federal contractors may elect to verify employment eligibility of all existing employees working in the United States who were hired after November 6, 1986, instead of verifying only those employees assigned to a covered Federal contract. After enrollment, Employers must elect to verify existing staff following DHS procedures and begin E-Verify verification of all existing employees within 180 days after the election.

e. The Employer may use a previously completed Form I-9 as the basis for creating an E-Verify case for an employee assigned to a contract as long as:

- i. That Form I-9 is complete (including the SSN) and complies with Article II.A.6,
- ii. The employee's work authorization has not expired, and
- iii. The Employer has reviewed the Form I-9 information either in person or in communications with the employee to ensure that the employee's Section 1, Form I-9 attestation has not changed (including, but not limited to, a lawful permanent resident alien having become a naturalized U.S. citizen).

f. The Employer shall complete a new Form I-9 consistent with Article II.A.6 or update the previous Form I-9 to provide the necessary information if:

- i. The Employer cannot determine that Form I-9 complies with Article II.A.6,
- ii. The employee's basis for work authorization as attested in Section 1 has expired or changed, or
- iii. The Form I-9 contains no SSN or is otherwise incomplete.

Note: If Section 1 of Form I-9 is otherwise valid and up-to-date and the form otherwise complies with

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Article II.C.5, but reflects documentation (such as a U.S. passport or Form I-551) that expired after completing Form I-9, the Employer shall not require the production of additional documentation, or use the photo screening tool described in Article II.A.5, subject to any additional or superseding instructions that may be provided on this subject in the E-Verify User Manual.

g. The Employer agrees not to require a second verification using E-Verify of any assigned employee who has previously been verified as a newly hired employee under this MOU or to authorize verification of any existing employee by any Employer that is not a Federal contractor based on this Article.

3. The Employer understands that if it is a Federal contractor, its compliance with this MOU is a performance requirement under the terms of the Federal contract or subcontract, and the Employer consents to the release of information relating to compliance with its verification responsibilities under this MOU to contracting officers or other officials authorized to review the Employer's compliance with Federal contracting requirements.

C. RESPONSIBILITIES OF SSA

1. SSA agrees to allow DHS to compare data provided by the Employer against SSA's database. SSA sends DHS confirmation that the data sent either matches or does not match the information in SSA's database.

2. SSA agrees to safeguard the information the Employer provides through E-Verify procedures. SSA also agrees to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security numbers or responsible for evaluation of E-Verify or such other persons or entities who may be authorized by SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).

3. SSA agrees to provide case results from its database within three Federal Government work days of the initial inquiry. E-Verify provides the information to the Employer.

4. SSA agrees to update SSA records as necessary if the employee who contests the SSA tentative nonconfirmation visits an SSA field office and provides the required evidence. If the employee visits an SSA field office within the eight Federal Government work days from the date of referral to SSA, SSA agrees to update SSA records, if appropriate, within the eight-day period unless SSA determines that more than eight days may be necessary. In such cases, SSA will provide additional instructions to the employee. If the employee does not visit SSA in the time allowed, E-Verify may provide a final nonconfirmation to the employer.

Note: If an Employer experiences technical problems, or has a policy question, the employer should contact E-Verify at 1-888-464-4218.

D. RESPONSIBILITIES OF DHS

1. DHS agrees to provide the Employer with selected data from DHS databases to enable the Employer to conduct, to the extent authorized by this MOU:

a. Automated verification checks on alien employees by electronic means, and

- b. Photo verification checks (when available) on employees.
2. DHS agrees to assist the Employer with operational problems associated with the Employer's participation in E-Verify. DHS agrees to provide the Employer names, titles, addresses, and telephone numbers of DHS representatives to be contacted during the E-Verify process.
3. DHS agrees to provide to the Employer with access to E-Verify training materials as well as an E-Verify User Manual that contain instructions on E-Verify policies, procedures, and requirements for both SSA and DHS, including restrictions on the use of E-Verify.
4. DHS agrees to train Employers on all important changes made to E-Verify through the use of mandatory refresher tutorials and updates to the E-Verify User Manual. Even without changes to E-Verify, DHS reserves the right to require employers to take mandatory refresher tutorials.
5. DHS agrees to provide to the Employer a notice, which indicates the Employer's participation in E-Verify. DHS also agrees to provide to the Employer anti-discrimination notices issued by the Office of Special Counsel for Immigration-Related Unfair Employment Practices (OSC), Civil Rights Division, U.S. Department of Justice.
6. DHS agrees to issue each of the Employer's E-Verify users a unique user identification number and password that permits them to log in to E-Verify.
7. DHS agrees to safeguard the information the Employer provides, and to limit access to such information to individuals responsible for the verification process, for evaluation of E-Verify, or to such other persons or entities as may be authorized by applicable law. Information will be used only to verify the accuracy of Social Security numbers and employment eligibility, to enforce the INA and Federal criminal laws, and to administer Federal contracting requirements.
8. DHS agrees to provide a means of automated verification that provides (in conjunction with SSA verification procedures) confirmation or tentative nonconfirmation of employees' employment eligibility within three Federal Government work days of the initial inquiry.
9. DHS agrees to provide a means of secondary verification (including updating DHS records) for employees who contest DHS tentative nonconfirmations and photo mismatch tentative nonconfirmations. This provides final confirmation or nonconfirmation of the employees' employment eligibility within 10 Federal Government work days of the date of referral to DHS, unless DHS determines that more than 10 days may be necessary. In such cases, DHS will provide additional verification instructions.

ARTICLE III

REFERRAL OF INDIVIDUALS TO SSA AND DHS

A. REFERRAL TO SSA

1. If the Employer receives a tentative nonconfirmation issued by SSA, the Employer must print the notice as directed by E-Verify. The Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify

case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer agrees to provide written referral instructions to employees and instruct affected employees to bring the English copy of the letter to the SSA. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. After a tentative nonconfirmation, the Employer will refer employees to SSA field offices only as directed by E-Verify. The Employer must record the case verification number, review the employee information submitted to E-Verify to identify any errors, and find out whether the employee contests the tentative nonconfirmation. The Employer will transmit the Social Security number, or any other corrected employee information that SSA requests, to SSA for verification again if this review indicates a need to do so.

4. The Employer will instruct the employee to visit an SSA office within eight Federal Government work days. SSA will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.

5. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

6. The Employer agrees not to ask the employee to obtain a printout from the Social Security Administration number database (the Numident) or other written verification of the SSN from the SSA.

B. REFERRAL TO DHS

1. If the Employer receives a tentative nonconfirmation issued by DHS, the Employer must promptly notify employees in private of the finding and provide them with the notice and letter containing information specific to the employee's E-Verify case. The Employer also agrees to provide both the English and the translated notice and letter for employees with limited English proficiency to employees. The Employer must allow employees to contest the finding, and not take adverse action against employees if they choose to contest the finding, while their case is still pending.

2. The Employer agrees to obtain the employee's response about whether he or she will contest the tentative nonconfirmation as soon as possible after the Employer receives the tentative nonconfirmation. Only the employee may determine whether he or she will contest the tentative nonconfirmation.

3. The Employer agrees to refer individuals to DHS only when the employee chooses to contest a tentative nonconfirmation.

4. If the employee contests a tentative nonconfirmation issued by DHS, the Employer will instruct the

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employee to contact DHS through its toll-free hotline (as found on the referral letter) within eight Federal Government work days.

5. If the Employer finds a photo mismatch, the Employer must provide the photo mismatch tentative nonconfirmation notice and follow the instructions outlined in paragraph 1 of this section for tentative nonconfirmations, generally.
6. The Employer agrees that if an employee contests a tentative nonconfirmation based upon a photo mismatch, the Employer will send a copy of the employee's Form I-551, Form I-766, U.S. Passport, or passport card to DHS for review by:
 - a. Scanning and uploading the document, or
 - b. Sending a photocopy of the document by express mail (furnished and paid for by the employer).
7. The Employer understands that if it cannot determine whether there is a photo match/mismatch, the Employer must forward the employee's documentation to DHS as described in the preceding paragraph. The Employer agrees to resolve the case as specified by the DHS representative who will determine the photo match or mismatch.
8. DHS will electronically transmit the result of the referral to the Employer within 10 Federal Government work days of the referral unless it determines that more than 10 days is necessary.
9. While waiting for case results, the Employer agrees to check the E-Verify system regularly for case updates.

ARTICLE IV SERVICE PROVISIONS

A. NO SERVICE FEES

1. SSA and DHS will not charge the Employer for verification services performed under this MOU. The Employer is responsible for providing equipment needed to make inquiries. To access E-Verify, an Employer will need a personal computer with Internet access.

ARTICLE V MODIFICATION AND TERMINATION

A. MODIFICATION

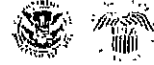
1. This MOU is effective upon the signature of all parties and shall continue in effect for as long as the SSA and DHS operates the E-Verify program unless modified in writing by the mutual consent of all parties.
2. Any and all E-Verify system enhancements by DHS or SSA, including but not limited to E-Verify checking against additional data sources and instituting new verification policies or procedures, will be covered under this MOU and will not cause the need for a supplemental MOU that outlines these changes.

B. TERMINATION

1. The Employer may terminate this MOU and its participation in E-Verify at any time upon 30 days prior written notice to the other parties.
2. Notwithstanding Article V, part A of this MOU, DHS may terminate this MOU, and thereby the Employer's participation in E-Verify, with or without notice at any time if deemed necessary because of the requirements of law or policy, or upon a determination by SSA or DHS that there has been a breach of system integrity or security by the Employer, or a failure on the part of the Employer to comply with established E-Verify procedures and/or legal requirements. The Employer understands that if it is a Federal contractor, termination of this MOU by any party for any reason may negatively affect the performance of its contractual responsibilities. Similarly, the Employer understands that if it is in a state where E-Verify is mandatory, termination of this by any party MOU may negatively affect the Employer's business.
3. An Employer that is a Federal contractor may terminate this MOU when the Federal contract that requires its participation in E-Verify is terminated or completed. In such cases, the Federal contractor must provide written notice to DHS. If an Employer that is a Federal contractor fails to provide such notice, then that Employer will remain an E-Verify participant, will remain bound by the terms of this MOU that apply to non-Federal contractor participants, and will be required to use the E-Verify procedures to verify the employment eligibility of all newly hired employees.
4. The Employer agrees that E-Verify is not liable for any losses, financial or otherwise, if the Employer is terminated from E-Verify.

ARTICLE VI PARTIES

- A. Some or all SSA and DHS responsibilities under this MOU may be performed by contractor(s), and SSA and DHS may adjust verification responsibilities between each other as necessary. By separate agreement with DHS, SSA has agreed to perform its responsibilities as described in this MOU.
- B. Nothing in this MOU is intended, or should be construed, to create any right or benefit, substantive or procedural, enforceable at law by any third party against the United States, its agencies, officers, or employees, or against the Employer, its agents, officers, or employees.
- C. The Employer may not assign, directly or indirectly, whether by operation of law, change of control or merger, all or any part of its rights or obligations under this MOU without the prior written consent of DHS, which consent shall not be unreasonably withheld or delayed. Any attempt to sublicense, assign, or transfer any of the rights, duties, or obligations herein is void.
- D. Each party shall be solely responsible for defending any claim or action against it arising out of or related to E-Verify or this MOU, whether civil or criminal, and for any liability wherefrom, including (but not limited to) any dispute between the Employer and any other person or entity regarding the applicability of Section 403(d) of IIRIRA to any action taken or allegedly taken by the Employer.
- E. The Employer understands that its participation in E-Verify is not confidential information and may be disclosed as authorized or required by law and DHS or SSA policy, including but not limited to,



Company ID Number: 1156801

Congressional oversight, E-Verify publicity and media inquiries, determinations of compliance with Federal contractual requirements, and responses to inquiries under the Freedom of Information Act (FOIA).

F. The individuals whose signatures appear below represent that they are authorized to enter into this MOU on behalf of the Employer and DHS respectively. The Employer understands that any inaccurate statement, representation, data or other information provided to DHS may subject the Employer, its subcontractors, its employees, or its representatives to: (1) prosecution for false statements pursuant to 18 U.S.C. 1001 and/or; (2) immediate termination of its MOU and/or; (3) possible debarment or suspension.

G. The foregoing constitutes the full agreement on this subject between DHS and the Employer.

To be accepted as an E-Verify participant, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 1-888-464-4218.

E-Verify



Company ID Number: 1156801

Approved by:

Employer Missouri Life, Inc.	
Name (Please Type or Print) Gregory Wood	Title
Signature Electronically Signed	Date 01/05/2017
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 01/05/2017



Company ID Number: 1156801

Information Required for the E-Verify Program	
Information relating to your Company:	
Company Name	Missouri Life, Inc.
Company Facility Address	501 High St Suite A Boonville, MO 65233
Company Alternate Address	
County or Parish	COOPER
Employer Identification Number	431859016
North American Industry Classification Systems Code	713
Parent Company	
Number of Employees	5 to 9
Number of Sites Verified for	1



Company ID Number: 1156801

Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:

MISSOURI

1 site(s)



Company ID Number: 1156801

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name	Gregory Wood
Phone Number	(660) 882 - 9898 ext. 106
Fax Number	(660) 882 - 9899
Email Address	gwood@missourilife.com



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EXHIBIT G

MISCELLANEOUS INFORMATION

Employee/Conflict of Interest:

<p>Offerors who are elected or appointed officials or employees of the City of Columbia or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the offeror or any owner of the offeror's organization is currently an elected or appointed official or an employee of the City of Columbia or any political subdivision thereof, please provide the following information:</p>	
<p>Name and title of elected or appointed official or employee of the City of Columbia or any political subdivision thereof:</p>	<p>N/A</p>
<p>If employee of the City of Columbia or political subdivision thereof, provide name of City or political subdivision where employed:</p>	<p>N/A</p>
<p>Percentage of ownership interest in offeror's organization held by elected or appointed official or employee of the City of Columbia or political subdivision thereof:</p>	<p>____ 0 ____ %</p>

Registration of Business Name (if applicable) with the Missouri Secretary of State The offeror should indicate the offeror's charter number and company name with the Missouri Secretary of State. Additionally, the offeror should provide proof of the offeror's good standing status with the Missouri Secretary of State. If the offeror is exempt from registering with the Missouri Secretary of State pursuant to section 351.572, RSMo., identify the specific section of 351.572 RSMo., which supports the exemption.

Charter Number
00472786

Company Name
Missouri Life

N/A

If exempt from registering with the Missouri Secretary of State pursuant to section 351.572 RSMo., identify the section of 351.572 to support the exemption.

RFP 4/8/2024

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.) Gregory Wood	
	2 Business name/disregarded entity name, if different from above. Missouri Life, Inc	
	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 checked="" 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. 208 Columbia St.	Requester's name and address (optional)
	6 City, state, and ZIP code Rockport, MO 65279	
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.

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.

Social security number
or
Employer identification number
43-1859016

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 Amy Stapleton	Date 4/9/24
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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

JUNE 22 2024 PM 1:25
RCUB

BR

JUN 22 2024 1:25

City of Columbia Purchasing Dept
701 E Broadway, 5th floor
Columbia, MO

Request for Proposal

2024 Columbia, Missouri Visitor Area Guid

Access and Distribution

MISSOURI MOTORCYCLE GUIDE *MissouriLife*

Booklet Reviewed

[Signature]



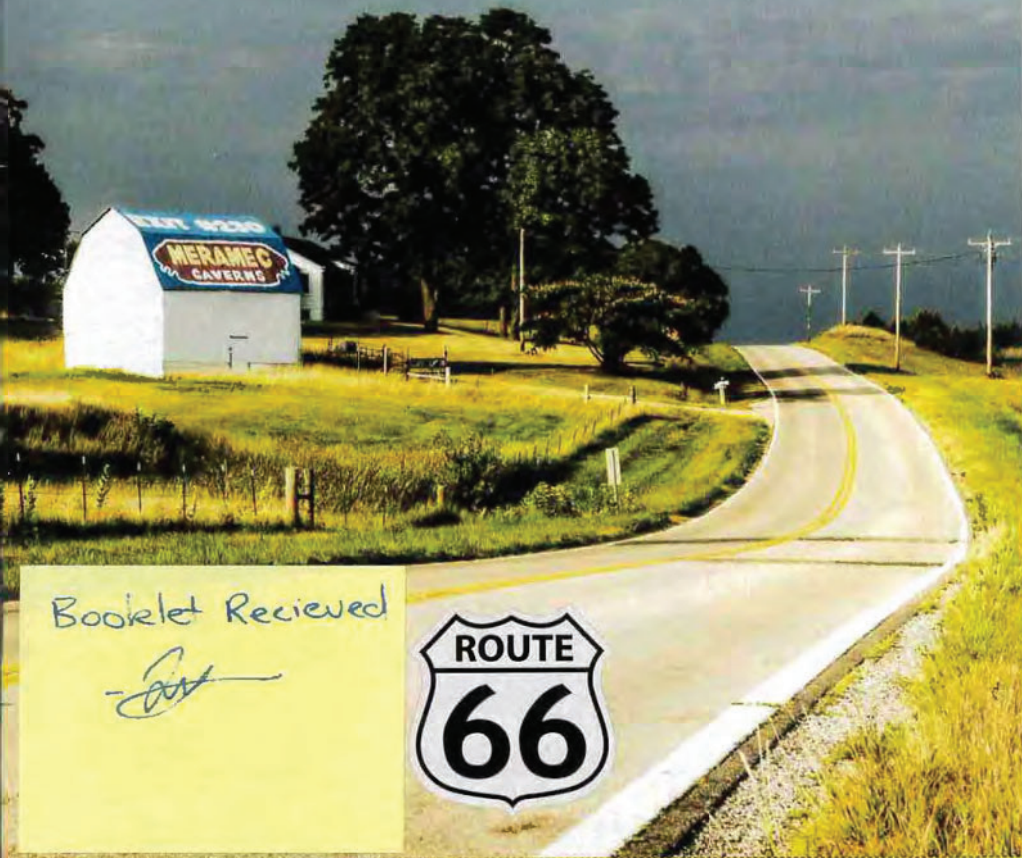
21 ROUTES

230+ POINTS
OF INTEREST

2019 Guide to Missouri's

ROUTE 66

TRAVEL HISTORIC ROUTE 66
FROM ST. LOUIS TO JOPLIN



Booklet Reviewed

[Handwritten signature]



MissouriLife

GUIDE TO MISSOURI'S



78 POINTS
OF INTEREST

317 ROAD MILES

Booklet Reviewed

A handwritten signature in black ink, appearing to be "Jas".

FIFTY-6

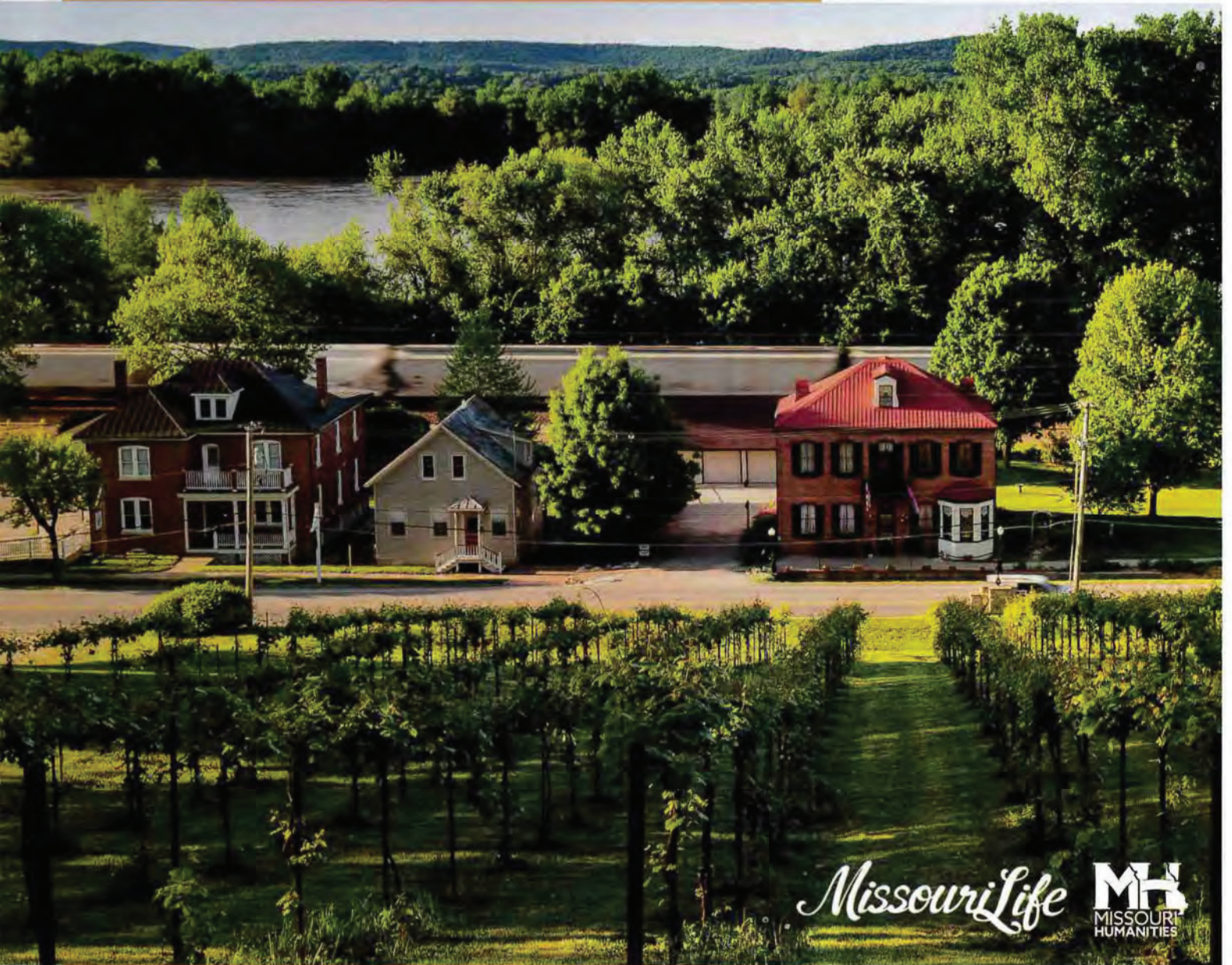
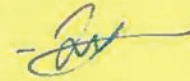
Travel historic Route 66 from St. Louis to Joplin.

MissouriLife

EXPLORE MISSOURI'S GERMAN HERITAGE

by W. Arthur Mehrhoff

Booklet Reviewed



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MH
MISSOURI
HUMANITIES



COLUMBIA, MO

WHAT YOU UNEXPECT



Booklet Reviewed

[Signature]

HISTORY + ART + THEATER + ARCHITECTURE

Find culture, festivals, nightlife and outdoor entertainment!

DO ONE THING WELL: DOUGHNUTS, PIZZA AND PIE

+ More than 100 dining choices

BOUTIQUES BECKON

Stroll through Columbia's one-of-a-kind shops!

MissouriLife

Missouri State Parks

DISCOVER ALL 92 PARKS!

Booklet Reviewed!

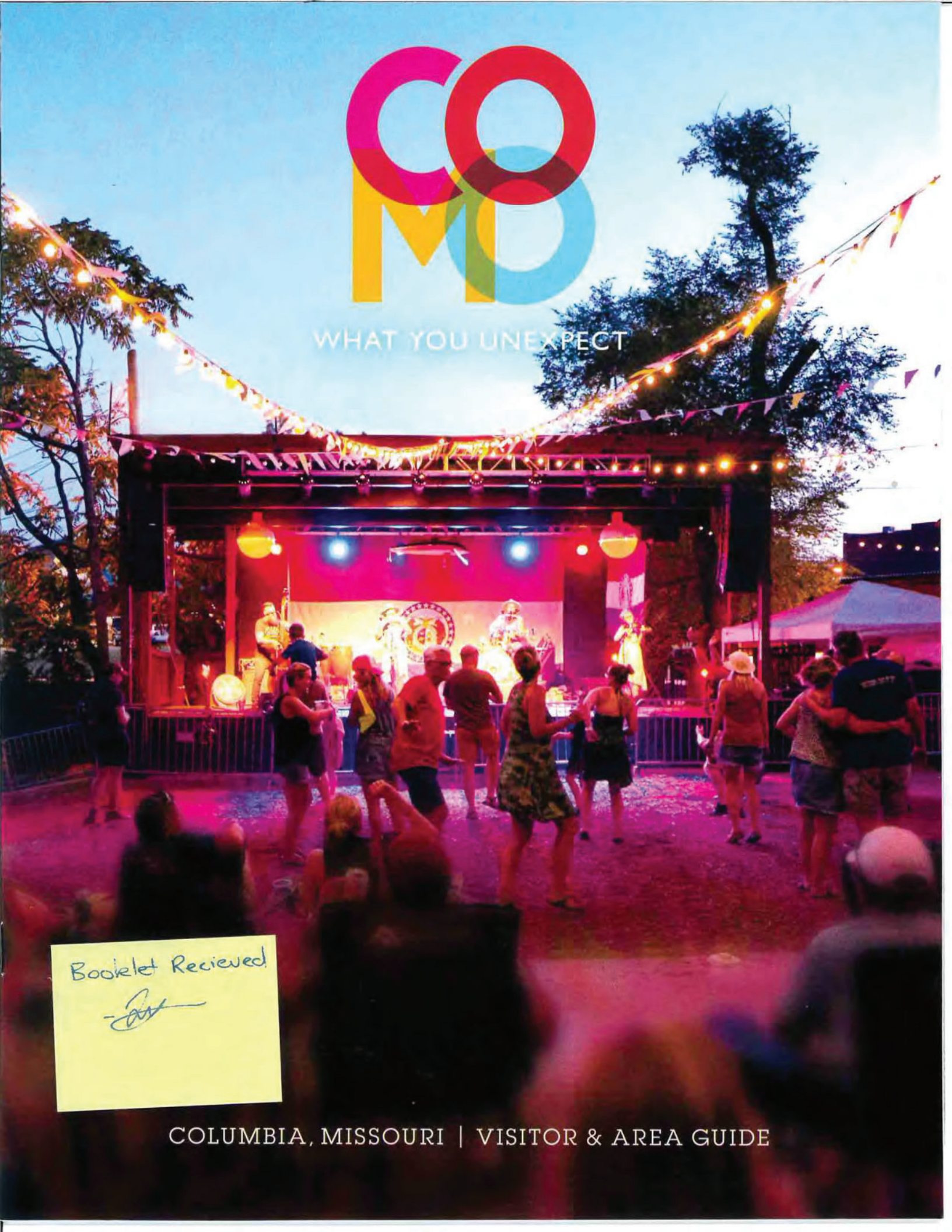


Second Edition

\$19.99



WHAT YOU UNEXPECT



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[Signature]

From the depths of a cave
DISCOVER
50 TREASURES

OF
SILVER
DOLLAR
CITY



Booklet Reviewed
[Signature]



HEART & SOUL



Booklet Reviewed

[Handwritten signature]

