

REQUEST FOR STATEMENT OF QUALIFICATIONS

EXECUTIVE SEARCH SERVICES

FOR THE FOLLOWING PROJECT

EXECUTIVE SEARCH SERVICES FOR THE ROLE OF SUPERINTENDENT

RFQ #232

PREPARED BY

RECREATION AND PARK COMMISSION

FOR THE PARISH OF EAST BATON ROUGE (BREC)

May 1, 2025

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PUBLIC NOTICE FOR EXECUTIVE SEARCH SERVICES

To be published

May 6, 2025

Submissions to be Received

June 6, 2025 11:00 A.M. CT

**PUBLIC NOTICE
REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR EXECUTIVE SEARCH SERVICES – RFQ #232**

UNTIL: Friday, June 6, 2025 11:00 A.M. CT
**FOR: Request for Statement of Qualifications (SOQ) for Executive
Search Services – RFQ #232**

The Recreation and Park Commission for the Parish of East Baton Rouge (BREC) is soliciting Request for Qualifications (RFQ)s from qualified independent project managers or staffing or consulting firms for the following project:

Executive Search Services for the position of Superintendent
Fees to be negotiated

The Request for Statement of Qualifications document is available upon request for pickup at the **BREC Finance Department Purchasing Office, 6201 Florida Blvd., Baton Rouge, Louisiana** or by email in PDF format by contacting Richard Terrell, Purchasing Manager at (225) 272-9200, Ext. 1422 or richard.terrell@brec.org.

*Note: BREC has elected to use LaPAC, the state's online electronic bid posting and notification system, in addition to its standard means of advertising this requirement. LaPAC is resident on Office of State Procurement's website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/deptbids.cfm>). and is available for vendor self-enrollment. In that LaPAC provides an immediate e-mail notification by subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting. Though not required, if receiving solicitation and addenda notices

from LaPAC, BREC will e-mail addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

Deadline: Only SOQ submittals received by 11:00 A.M. CT on Friday, June 6, 2025 will be accepted for consideration. Completed Statement for Qualifications will be received by the BREC Finance Department, 6201 Florida Blvd., Baton Rouge, Louisiana 70806. Proposals received after 11:00 A.M. CT on June 6, 2025 shall not be considered.

BREC is an Equal Opportunity Employer. BREC considers all qualified applicants without regard to race, color, national origin, religion, sex, age, or disability.

BREC reserves the right to reject any or all Request for Qualifications for just cause and to waive any informalities.

RECREATION AND PARK COMMISSION
FOR THE PARISH OF EAST BATON ROUGE

/s/ Corey Wilson, Superintendent

**THE ADVOCATE
BATON ROUGE, LOUISIANA**

To be Published Three (3) Times:
5/6/2025, 5/12/25, and 5/19/25

SECTION B

ADMINISTRATIVE AND GENERAL INFORMATION

1. BACKGROUND: The Recreation and Park Commission for the Parish of East Baton Rouge, commonly known as BREC, was created by an act of State Legislature in 1946. BREC stands for Baton Rouge Recreation, and the Commission is a separate, distinct taxing body in East Baton Rouge Parish. Its purpose is to develop, maintain and operate public parks and recreational properties, facilities and programs for all of the citizens of the parish. BREC is not an agency of the City-Parish Government or State Government.

Money for the purchase of land, new facility construction, maintenance and general operation is obtained from taxes approved by the voters of the Parish and from the program fees. The Commission has complete control of these funds. There are nine (9) appointed Commission Members, who are not BREC employees.

The Recreation and Park Commission for the Parish of East Baton Rouge (BREC) is seeking qualified search firms who are interested in providing Executive Search Services for the position of Superintendent. The Superintendent has full accountability for fulfilling BREC's established mission goals and objectives; Is responsible for the development, direction, operation and administration of parks, recreation and leisure services throughout East Baton Rouge Parish. Provides direction to multiple departments including Zoo; Planning and Engineering; Park Operations; Finance; Golf; Human Resources; Recreation/Programs and Special Facilities; Information Systems; and Communications. In conjunction with department heads / facility managers, makes daily decisions related to operations. Interacts regularly with staff, business partners, the general public, volunteers and with nine (9) members of the Recreation and Park Commission.

2. PURPOSE: The purpose of this Request for Statement of Qualifications (RFQ) is to obtain competitive proposals or bids as allowed by BREC governing statutes, ordinances, resolutions and policies from bona fide, qualified proposers, either firms or independent contractors.

3. SCHEDULE OF EVENTS:

<i>Item</i>	<i>Anticipated Schedule</i>
RFQ e-mailed to prospective firms and contractors	May 6, 2025
Deadline to receive written inquiries	May 19, 2025
Deadline to answer written inquiries	May 26, 2025
Submission Opening Date (deadline for submissions)	June 6, 2025 11:00 A.M. CT
Oral discussions with proposers	To be scheduled
Notice of Intent to Award to be issued	To be scheduled
Contract Initiation	Upon Issuance of Notice of Intent to Award

NOTE: BREC reserves the right to deviate from these dates. BREC also reserves the right to search for and send the RFQ to qualified candidates identified through various search methods.

4. SUBMISSIONS: Interested project managers or firms should submit their Statement of Qualifications by the deadline specified. All submissions shall be received by Purchasing **by no later than the date and time shown in the Schedule of Events.** Submissions shall include: a) Qualified resource's resume(s), b) Completed application (section E), c) a cover letter or proposal document, and d) other artifacts as described in no. 13 of the Application in section E. Submit 5 copies of your material, if you do not submit your proposal electronically. If submitting via U.S. mail submissions will be accepted until **11:00 A.M., Local Time, Friday, June 6, 2025.**

Important – If the RFQ documents are being submitted via U.S. mail clearly mark outside of envelope or package with the following information and format:

X RFQ Name: Executive Search Services
X RFQ #: 232
X RFQ Opening Date & Time: June 6, 2025 11:00 A.M. CT

If submitting via email, clearly indicate in the subject line:

RFQ EXEC SEARCH Services, Opening June 6, 2025 11:00 AM CT

Submitters are hereby advised that the U.S. Postal Service does not make deliveries to our physical location.

Qualifications can be delivered by email to richard.terrell@brec.org or by hand or courier service to our physical location at:

Recreation and Park Commission for the Parish of East Baton Rouge
BREC
Finance Department
6201 Florida Blvd.
Baton Rouge, LA 70806

Or mailed to:

BREC
Recreation and Park Commission for the Parish of East Baton Rouge
6201 Florida Blvd.
Baton Rouge, LA 70806

Qualifications are due by **11:00 A.M., June 6, 2025 CT** at the address above. If qualifications are mailed or shipped, they must be done in a manner that will meet this timeline.

Objections to any provision in this request must be identified in writing in the Statement of Qualifications. NO RESPONSE WILL SIGNIFY THAT THE AGREEMENT IS ACCEPTABLE AS WRITTEN.

Proposals will not be opened publicly to avoid disclosure of contents to competing respondents and kept confidential during the process of negotiation.

6. INQUIRY PERIOD: An initial inquiry period is hereby firmly set for all interested firms and contractors to submit any written questions relative thereto. Without exception, all questions MUST be in writing. Initial inquiries shall not be entertained thereafter.

BREC shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our departments. BREC

reasonably expects and requires responsible and interested firms and contractors to submit inquiries in a timely manner.

BREC will respond to written inquiries via an addendum to this RFQ and email to the distribution list of prospective firms and contractors and also posted to the LaPAC website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/deptbids.cfm>).

7. Electronic Documents

*Note: BREC has elected to use LaPAC, the state's online electronic bid posting and notification system in addition to its standard means of advertising this requirement. LaPAC is resident on the Office of State Procurement's website at <https://wwwcfprd.doa.louisiana.gov/osp/lapac/deptbids.cfm> and is available for vendor self-enrollment. In that LaPAC provides an immediate e-mail notification to subscribing bidders that a solicitation and any subsequent addenda have been let and posted, notice and receipt thereof is considered formally given as of their respective dates of posting dates. Though not required if receiving solicitation and addenda notices from LaPAC, BREC will e-mail addenda to all vendors contacting our office and requesting to be put on our office Vendor Listing for this solicitation.

No negotiations, decisions, or actions shall be executed by any submitter as a result of any oral discussions with any BREC employee or BREC consultant. BREC shall only consider written and timely communications from firms and contractors.

Inquiries shall be submitted in writing and clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by BREC. Answers to questions that change or substantially clarify the solicitations shall be issued by addendum and provided to all perspective proposers. Inquiries concerning this solicitation may be delivered by email to: richard.terrell@brec.org.

SECTION B

PROJECT SCOPE OF SERVICES

I. Scope of Executive Search Services

The scope of services to search for qualified candidates to fill the position of Superintendent of Recreation and Parks for East Baton Rouge Parish. Enclosed for your reference is a copy of the Functional Job Description of the position and an Organizational Chart.

BREC is a public employer with an annual budget of approximately \$100,000,000. BREC's former Superintendent has held the position for the past 6 years and receives an annual base salary of \$199,660.76. The new Superintendent's annual salary will be between \$176,987.20 - \$283,171.20 depending on experience, qualifications, etc.

BREC's current Interim Superintendent will terminate on December 31, 2025. BREC currently anticipates having the new Superintendent begin employment at least 60 days prior to the Interim Superintendent's termination to make a smooth transition.

BREC reserves the right to reject all the submittals in response to this Request for Qualifications, and the right to select multiple contractors or firms for negotiation of the services advertised herein. Ultimately, we anticipate the search firm chosen to submit three to five names of prospective candidates for the position.

The services will consist of (but not be limited to):

- How the search will be conducted to include research methodology, candidate sourcing methods and the use of assessment tools
- Project deliverables to include longlist and shortlist of candidates; interview coordination, candidate reports and/or profiles and feedback summaries
- Timeline of search process
- Fee structure to include reimbursement of expenses and guarantee/replacement policy

The following qualifications are required:

- Proven Track Record with experience placing similar roles
- Industry and Functional expertise with a deep understanding of industry dynamics and key players
- Research and Sourcing Capabilities with an ability to may the talent market, including passive candidates not actively seeking roles.
- Assessment capabilities with the use of structured interview, behavioral assessments and expertise in evaluating leadership competencies, cultural fit and

executive potential.

- Process and communication with a transparent and well-defined search process.
- Confidentiality and discretion with a well-established process for protecting candidate and client data

SECTION C
EVALUATION CRITERIA
AND
SELECTION PROCESS

EVALUTATION CRITERIA FOR QUALIFICATION SUBMITTALS

GENERAL: The following general criteria will be used in evaluating the Qualification Submittals for resource selection:

1. Required qualifications met
2. Experience with similar or other comparable agencies and organizations
3. Extent of experience with Executive Search processes
4. Resource availability
5. Communication and client service
6. Proposed fees

SELECTION PROCESS: The contract for this project will be awarded through a qualification-based selection process. All resumes and applications will be reviewed by the BREC selection committee.

The selection process shall be as follows:

1. Each committee member shall independently evaluate each resource submittal submitted for this project in accordance with the aforementioned general criteria.
2. Based on each member's evaluation of the resumes and applications, each member shall score factors 1 through 6 on a scale of 1 to 10 prior to the selection meeting but shall not finalize their scoring until the selection committee convenes to discuss the submittals. Upon completion of the discussion, each committee member shall finalize their scores for each submission. Scores will then be averaged, and the top 3 or less scoring resources will be placed on a short list for the next round, at the discretion of the selection committee based on qualifications of the candidates.
3. A representative of the selection committee will work with the short list of contractors or resources to schedule telephone interviews, if deemed necessary by the selection committee.
4. Upon completion of any interviews or upon final scoring (at the discretion of the selection committee), the committee will vote to select one contractor or firm. The contractor or firm that receives the simple majority vote will be selected.

The selection committee reserves the right to discuss the contractors and firms being considered prior to any voting.

5. The selected contractor or firm will be contacted to discuss logistics and agree upon contract terms.

SECTION D
APPLICATION FORM

Recreation and Park Commission for the Parish of East Baton Rouge

RFQ No. 232

Executive Search Services

Application Form

1. Proposed Resource Name:

2. Proposing firm or contractor name: _____

3. Proposing firm or contractor address: _____

4. If the proposer is a firm, please indicate the firm's tax id (EIN) number.

5. Does the proposed resource have at least two years of
Executive Search experience? Yes _____ No _____

6. Is the proposed resource certified by PMI? Yes _____ No _____

7. If the answer to no. 3 above is yes, please indicate the certification held.

8. Does the proposed resource have experience managing a Executive
Search process for a governmental entity or non-profit? _____

9. Please indicate all proposed fees and expenses here:

10. Please attach a cover letter or proposal document.

11. Please attach some examples of the proposed resource's past project
artifacts, such as project plans, subsidiary plans, and/or related artifacts.

SECTION E
SAMPLE CONTRACT
SERVICE CONTRACT AGREEMENT (over \$10,000)

THIS CONTRACTUAL AGREEMENT ("Agreement") is entered into on this _____ day of _____, 20____ in Baton Rouge, Louisiana between the Recreation and Park Commission for the Parish of East Baton Rouge ("BREC") and _____ ("Contractor"), located at (address) _____.

RECITALS

BREC is a political subdivision of the State of Louisiana that owns and maintains parks and recreation facilities in the Parish of East Baton Rouge. Contractor is engaged in providing _____, with his principal place of business at _____, Contractor's Tax I.D. Number _____.

BREC desires to engage and contract for the services of the Contractor to perform certain tasks as set forth below. Contractor desires to enter into this Agreement and perform as a contractor for BREC and is willing to do so on the terms and conditions set forth below.

NOW, THEREFORE, in consideration of the above recitals and the mutual promises and conditions contained in this Agreement, the Parties agree as follows:

1. Status of Contractor. This Agreement does not constitute a hiring by either party. It is the parties' intention that Contractor shall not be an employee for any purposes, including, but not limited to, the application of the Federal Insurance Contribution Act, the Social Security Act, the Federal Unemployment Tax Act, the provisions of the Internal Revenue Code, the State Revenue and Taxation Code relating to income tax withholding at the source of income, the Workers' Compensation Insurance Code 401(k) and other benefit payments and third-party liability claims. This Agreement shall not be considered or construed to be a partnership or joint venture, and BREC shall not be liable for any obligations incurred by Contractor, unless specifically authorized in writing. Contractor shall not act as an agent of BREC, ostensibly or otherwise, nor bind BREC in any manner, unless specifically authorized to do so in writing.

2. Scope of Work:

3. **Performance of the Work.** Contractor shall be responsible to the management and directors of BREC. Contractor shall supply all of his own necessary equipment, materials and supplies. BREC retains the right to inspect, stop, or alter the work of Contractor to assure its conformity with this Agreement.
4. **Term.** This Agreement shall be effective from _____ through _____. However, this Agreement may be terminated immediately by either party giving written notice to the other in the event of abandonment, fraud, insolvency, gross and/or willful misconduct, or breach of this Agreement on the part of such other party. Unless renewed by BREC, *this Agreement, regardless of start date, shall terminate December 31 of the same year contract was executed, unless specified by BREC.*
5. **Renewal Terms.** If mutually agreed upon by both parties, this contract may be renewed for two (2) additional twelve (12) month periods at the same prices, terms, and conditions. BREC will seek renewal from the successful contractor within sixty (60) days of expiration of initial contract term, and thereafter, within sixty (60) days of the expiration of subsequent renewal contract terms.
6. **Compensation:** \$ _____ per _____. Unless otherwise contracted, payment is to be made within 30 days after receipt of properly executed invoice.
7. **Non-Disclosure of Trade Secrets, Customer Lists, and Other Proprietary Information.** Contractor agrees not to disclose or communicate, in any manner, either during or after Contractor's Agreement with BREC, proprietary information about BREC, its operations, clientele, or any other proprietary information, that relate to the business of BREC including, but not limited to, the names of its customers, its marketing strategies, operations, or any other information of any kind which would be deemed confidential, a trade secret, a customer list, or other form of proprietary information of BREC. Contractor acknowledges that the above information is material and confidential and that it affects the profitability of BREC. Contractor understands that any breach of this provision, or that of any other Confidentiality and Non-Disclosure Agreement, is a material breach of this Agreement.
8. **Interaction with Employees, Customers, and Others.** Contractor is required to comply with all laws, ethical codes and company policies, procedures, rules or regulations, including those forbidding harassment, discrimination, and unfair business practices.
9. **Indemnification.** Contractor shall indemnify, defend and hold BREC harmless from claims, demands, and causes of actions asserted against BREC by any person for personal injury, death or loss of or damage to property resulting from Contractor's negligence, gross negligence, intentional or willful misconduct. Where personal injury, death, or loss of, or damage to property, is the result of the concurrence of negligence, gross negligence, intentional and / or willful misconduct of BREC and Contractor, Contractor's duty of indemnification shall be in proportion to its allocable share of fault. The parties hereto intend and agree that this indemnity shall be applied as a comparative fault indemnity, each party being responsible for its own negligence or other act or omission.

- 10. Injunctive Relief.** Both parties acknowledge that the provisions of this Agreement are reasonable and necessary for the protection of their respective businesses and that their respective business will be irrevocably and substantially harmed and damaged if such provisions are not specifically enforced, and money damages will not afford a party an adequate remedy for any breaches of this Agreement. In the event of a breach or threatened breach by either party of the provisions of this Agreement, the Parties hereby acknowledge and agree that the non-breaching party shall be entitled to (i) specific performance and (ii) injunctive and other equitable relief (without bond or other security being required) to prevent or restrain a breach of this Agreement. Nothing herein shall be construed as prohibiting or otherwise restricting a party from pursuing any other rights or remedies it may have at law or in equity in the event of a breach of this Agreement by the non-breaching party.
- 11. Insurance Requirements for Contractors.** The Contractor shall purchase and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, its agents, representatives, employees or subcontractors. **Workers Compensation** insurance shall be in compliance with the Workers Compensation Law of the State of the Contractor's headquarters. Employers Liability is included with a minimum limit of \$500,000 per accident/per disease/per employee. **Commercial General Liability** Insurance, including personal and advertising injury liability, shall have a minimum limit per occurrence of \$1,000,000 and a minimum general aggregate of \$2,000,000. Claims-made form is unacceptable. **Automobile Liability** insurance shall have a minimum combined single limit per occurrence of \$1,000,000. This insurance shall include third-party bodily injury and property damage liability for owned, hired and non-owned automobiles. Any deductibles or self-insured retentions must be declared to and accepted by the Agency. The Contractor shall be responsible for all deductibles and self-insured retentions. BREC shall be named as an additional insured as regards to negligence by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to BREC. Coverage shall not be canceled, suspended, or voided by either party (the Contractor or the Insurer) or reduced in coverage or in limits except after 30 days written notice has been given to BREC. Neither the acceptance of the completed work, nor the payment thereof, shall release the Contractor from the obligations of the insurance requirements or indemnification agreement. Contractor agrees to supply BREC with certificates of insurance, upon request, reflecting proof of required coverage. The certificates for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Contract shall include all subcontractors as insureds under its policies or shall be responsible for verifying and maintaining the certificates provided by each subcontractor. Subcontractors shall be subject to all of the requirements stated herein. BREC reserves the right to request copies of subcontractor's certificates at any time.

12. **Licenses.** Contractor is responsible for obtaining and maintaining during the life of this Agreement any necessary licenses and permits, in accordance with the laws of the State of Louisiana, to perform the services outlined in Section 2 (Scope of Work) of this Agreement. By signing this Agreement, Contractor agrees he has any such licenses and/or permits, and that he will maintain same. BREC reserves the right to request copies of Contractor's license/permit at any time. If requested by BREC, Contractor must submit same within three (3) days of request.
13. **Savings Clause.** The parties agree that this Agreement shall be enforced to the fullest extent permissible under the laws and public policies applied in any jurisdiction in which enforcement is sought. To the extent that any provision herein shall be adjudicated to be overly broad, invalid, illegal, or unenforceable, such provision shall be amended to reduce, delete there from or reform the portion thus adjudicated to be overly broad, invalid, illegal or unenforceable, in order to be enforceable to the extent allowable under applicable law. Such deletion or reformation is to apply only with respect to the particular jurisdiction in which such adjudication is made.

Each provision of this Agreement is intended to be severable. In the event that any one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal, or unenforceable, the same shall not affect the validity or enforceability of any other provision of this Agreement, but this Agreement shall be construed as if such invalid, illegal or unenforceable provision had never been contained therein; provided, however, that no provision shall be severed if it is clearly apparent under the circumstances that the parties hereto would not have entered into the Agreement without such provision.

14. **Legal Fees.** If either party to this Agreement institutes legal proceedings to enforce the terms of the Agreement, the party substantially prevailing in such proceedings shall be entitled to recover its legal fees and costs incurred in doing so from the other party.
15. **Choice of Law.** This Agreement shall be governed by the laws of the State of Louisiana.
16. **Entire Agreement.** This Agreement and the attachments hereto constitute the entire Agreement and understanding between the parties. This Agreement replaces in full all prior agreements and understandings of the parties hereto and any and all such prior agreements and understandings are hereby rescinded by mutual agreement of the parties. This Agreement may be modified, varied, or amended only by a written instrument signed by Contractor and a duly authorized officer of BREC.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

CONTRACTOR/CONSULTANT COMPANY NAME: _____

By: _____
(Contractor signature)

Date: _____

(Printed Name)

(Address)

() _____
(Phone #)

(Email Address)

() _____
(Fax #)

**RECREATION AND PARK COMMISSION FOR THE PARISH OF EAST BATON ROUGE
(BREC)**

By: _____
(BREC Director/Assistant Director)

Date: _____

(Printed Name)

BREC Contact Person:

(Address)

() _____
(Phone #)

() _____
(Fax #)

(Email Address)

By: _____
Corey K. Wilson, BREC Superintendent

Date: _____

Estimated Annual Compensation: \$_____ for the term of this agreement

Cost Center: _____

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

who, being first duly sworn did depose and say that he/she is a duly authorized representative of:

receiving value for services rendered in connection with:

REQUEST FOR QUALIFICATIONS

EXECUTIVE SEARCH SERVICES

FOR THE FOLLOWING PROJECT

EXECUTIVE SEARCH SERVICES FOR THE POSITON OF SUPERINTENDENT

a public project of the Recreation and Park Commission for the Parish of East Baton Rouge, Louisiana.

Pursuant to the provisions of LSA R.S. 38:2224, affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he/she received or will receive payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant. No part of the contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

Pursuant to the provisions of LSA R.S. 38:2212.10, (1) Contractor is registered and participates in a status verification system, the electronic verification of work authorization program of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, 8 U.S.C. 1324(a), and operated by the United States Department of Homeland Security, known as the "E-Verify" program, to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens; (2) Contractor shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana; (3) Contractor shall require all subcontractors to submit to the Contractor a sworn affidavit verifying compliance with paragraphs (1) and (2).

Signature

SWORN TO AND SUBSCRIBED before me, on this _____ day of _____, 20____,
at _____, _____.

Notary Public

Printed Name: _____

Notary ID No.: _____

CORPORATE RESOLUTION

A meeting of the Board of Directors of _____, a Corporation organized under the laws of the State of _____ and domiciled in _____, was held this ____ day of _____, 20__, and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and, after discussion, was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit bid proposals and execute contracts and/or agreements on behalf of this corporation with the Recreation and Park Commission for the Parish of East Baton Rouge.

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors, and that said revocation will not take effect until the Purchasing Manager of the Recreation and Park Commission for the Parish of East Baton Rouge has been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____, 20__, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession. This _____ day of _____, 20__.

Secretary

Printed Name