

REQUEST FOR PROPOSALS (RFP) No. P-061226
Executive Search & Recruitment Services for Senior Leadership Positions

**Sworn Statement under (VPPA) Virginia Code §§ 2.2-4300,
(RFP Attachment G-4; Contract Appendix No. 4)**

PLEASE NOTE: This form will be completed by the successful proposer as a part of the execution of the ensuing contract.

SWORN STATEMENT REGARDING PUBLIC ENTITY RESPONSIBILITY (To be signed in the presence of a Notary Public or other officer authorized to administer oaths.)

Before me, the undersigned authority, personally appeared _____, who, being by me first duly sworn, made the following statement:

1. Business Information The business address of (Name of Offeror or Business) is:

2. Relationship My relationship to (Name of Offeror or Business) is:

(Relationship such as sole proprietor, partner, president, vice president, owner, or authorized agent.)

3. Understanding of Virginia Law I understand that under the Virginia Public Procurement Act (VPPA), Virginia Code §§ 2.2-4300 et seq., a public body may refuse to award a contract or may debar or disqualify a contractor if the contractor, or any officer, director, owner, partner, shareholder, employee, member, or agent active in the management of the contractor, has been convicted within the past ten (10) years of a crime related to public contracting, construction, or similar governmental or nongovernmental contracting activities.

4. Definition of Conviction I understand that under Virginia law, the term “convicted” includes a finding of guilt, a verdict, or a plea of guilty or nolo contendere in any federal or state court, whether or not adjudication of guilt was withheld, and that such convictions may affect the contractor’s eligibility, responsibility, or authority to contract with any public body.

5. Affiliates I understand that an “affiliate” or other entity connected to the Offeror—such as a predecessor, successor, entity under common control, or an officer/director/owner active in management—may also be considered in evaluating the responsibility or eligibility of the Offeror under Virginia procurement law.

6. Statement of No Convictions Neither the Offeror nor any officer, director, owner, partner, shareholder, employee, member, or agent who is active in the management of the Offeror, nor, to the best of my knowledge, any affiliate of the Offeror, has been convicted in the past ten (10) years of a crime related to public contracting or

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(Draw a line through paragraph 6 if paragraph 7 applies.)

7. Listing of Convictions or Debarments (if applicable) The following person(s) or entities have been convicted or debarred within the past ten years, or are currently debarred. Please list each, including the date, jurisdiction, and nature of the offense or debarment:

Certification I certify that the statements contained herein are true and correct to the best of my knowledge and belief, and I understand that making a materially false statement in connection with a public contract may subject the Offeror and the undersigned to civil or criminal penalties under Virginia law.

Signature: _____
Printed Name: _____
Title: _____
Date: _____

State of Virginia, County/City of _____
Subscribed and sworn to before me this ___ day of _____, 20__ by
_____.

Notary Public Signature: _____
Notary Seal: _____
My commission expires: _____