



JACKSON COUNTY BOARD OF COUNTY COMMISSIONERS

PURCHASING DEPARTMENT

2864 MADISON STREET

MARIANNA, FL 32448

REQUEST FOR PROPOSALS

2122-04

**JOB COACHING SERVICES FOR
NEXTSTEP AT ENDEAVOR AUTISM TRANSITION ACADEMY**



Jackson County Board of County Commissioners

REQUEST FOR PROPOSALS

2122-04

Autism Transition Academy Job Coaching Services

INTENT TO PARTICIPATE

NOTICE is hereby given to all interested parties that Jackson County will be accepting sealed bids for the following:

BID NUMBER: 2122-04

BID NAME: AUTISM TRANSITION ACADEMY JOB COACHING SERVICES

GENERAL DESCRIPTION: The Jackson County Board of County Commissioners is seeking sealed proposals to competitively procure the services of a company/firm to perform various Job Coaching and Training Services pertaining to the County’s NextStep at Endeavor Autism Transition Academy. It is the intent of the County to select and negotiate one contract with a firm that meets the requirements outlined in this RFP.

BID DEADLINE DATE: Thursday, December 2, 2021

DEADLINE TIME: 2:00 PM CST

Questions regarding these documents must be directed to **Nicole Bradley, Procurement Officer** at the Jackson County Purchasing Department by **Friday, November 26, 2021**. Questions must be submitted in writing and may be emailed to bradley@jacksoncountyfl.gov. We appreciate your interest in this request and look forward to working with you.

PLEASE COMPLETE AND RETURN THIS FORM BY EMAIL TO BRADLEY@JACKSONCOUNTYFL.GOV

WE INTEND TO PARTICIPATE IN THIS BID REQUEST	
We DO NOT intend to participate in this Bid request, but would like to remain on the Jackson County Vendor list	
We wish to be removed from vendor list for future invitations to bid	

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Email: _____

Contact Person: _____

PRINTED NAME

TITLE

Authorized Signature: _____ Date: _____

Please return this Intent to Participate immediately upon receipt.

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PART 1. INTENT AND GENERAL INFORMATION

1.1 The intent of Jackson County to solicit proposals from registered, qualified companies to provide professional Job Coaching and Training Services pertaining to NextStep at Endeavor Autism Transition Academy. The selected firm for this project will be required to work with the students and staff of the Academy to implement and manage a job coaching/training program. It is the intent of the County to select and negotiate one contract, to be renewed annually (if needed), with a firm that meets the requirements outlined in the RFP.

1.2 Contractors Pre-bid Meeting

THIS PROJECT DOES NOT INVOLVE A CONTRACTORS PRE-BID MEETING

1.3 Jackson County expects that interested individuals and firms will make every effort to assemble a team with the requisite expertise and qualifications to perform the required services. Submit **one (1)** original and **five (5)** copies for a total of **six (6)** paper copies, along with one (1) electronic copy (on CD or USB drive), each submission must be received in a sealed envelope (or package) prominently marked on the outside with the words **Attention: Nicole Bradley, RFP# 2122-04 AUTISM ACADEMY JOB COACHING SERVICES**

1.4 DEADLINE for receipt of submittals in response to this request is Thursday, **December 2, 2021 at 2:00 pm. CST**. Submittals should be mailed, or hand delivered to: **Jackson County Purchasing Department, 2864 Madison Street, Marianna, Florida 32448**. Submissions by fax or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted.

1.5 **Proposed Schedule:**

Invitation to Participate – Thursday, 11/18/2021

Pre-Bid Meeting – N/A

Questions Due Date –Friday, 11/26/2021

Bid Due Date and Opening – Thursday, 12/2/2021

Projected Award Date – Tuesday, 12/14/2021

1.6 All individuals and firms who are furnished a copy of this Solicitation but who decide not to offer a submittal to the County for consideration are requested to submit a negative reply clearly indicating such in their cover letter.

1.7 **PROHIBITION OF LOBBYING IN PROCUREMENT MATTERS.** Except as (if) expressly set forth in the Jackson County Procurement Ordinance during the blackout period, which is the period between the time the submittals for invitation for bid or the request for proposal, or qualifications, or information, or the invitation to negotiate, as applicable, are received at the

Jackson County Purchasing Department, and the time the Board awards the contract. No proposer, no lobbyist, principal, or other person may lobby, on behalf of a competing party in a particular procurement matter, either any member of the Board, or any county employee. Violation of this provision may result in disqualification of a violating party.

- 1.8 The Jackson County Board of County Commissioners reserves the right to accept or reject any and/or all submissions, to approve or reject any sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of the County in accordance with the CCNA.
- 1.9 TERM: The contract awarded as a result of this RFP shall be for a term of one (1) year or until the completion of the project deliverables, whichever is sooner. This contract may be renewed annually for a further two (2) years. Total possible years under contract is three (3) years.

1.9 GENERAL

- A. These documents constitute the complete set of specification requirements and forms. The Proposal including all sheets and attachments must be filled in, executed and submitted in a sealed envelope bearing the RFP number on the outside and mailed or presented to the Purchasing Office on or before the specified time and date. The face envelope shall contain the return address, the date of RFP opening, the RFP number and title.
- B. It is the sole responsibility of the respondent to ensure that his or her response reaches the Purchasing Office on or before the closing date and time. The County of Jackson shall in no way be responsible for delays, caused by any other occurrence. Offers by telephone, telegram or facsimile shall not be accepted unless otherwise specified.
- C. All responses must be typewritten or written in ink and must be signed in ink by an officer or employee having authority to bind the company or firm.
- D. **Provide one original signed copy and five additional copies** of any Response pages which have to be prepared by your firm as directed in response to this request. The original copy of the RFP must contain an original, manual signature of an authorized representative of the company.
- E. Respondents shall not be allowed to modify their packets after the opening time and date. RFP files may be examined during normal working hours, after the opening, by appointment only.
- F. The RFP packets will be publicly opened by the Purchasing Department of the Board of County Commissioners of Jackson County. This will take place at 2864 Madison Street, Marianna, Florida 32448 on the date and time indicated in RFP packet.

ALL RESPONDENTS OR THEIR REPRESENTATIVES ARE INVITED TO BE PRESENT

1.10 LEGAL REQUIREMENTS

Respondents are required to comply with all provisions of Federal, State and County laws and Ordinances, rules and regulations that are applicable to the items being requested. Lack of knowledge by the respondent shall in no way be a cause for relief from responsibility or constitute a cognizable defense against the legal effect thereof.

PUBLIC ENTITY CRIMES

Any person submitting a proposal in response to this invitation must execute the enclosed SWORN STATEMENT UNDER SECTION 287.133 (A), FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES, including proper check(s) in the space(s) provided, and enclose it with the proposal.

No award will be executed with any person affiliate identified on the Department of General Services "Convicted Vendor" list.

This list is defined as consisting of persons and affiliates who are disqualified from public contracting and purchasing process because they have been found guilty of a public entity crime. No public entity shall award any contract to, or transact any business in excess of the threshold amount provided in Section 287.017, Florida Statutes for Category Two (2) (currently \$10,000.00) with any person or affiliate on the "Convicted Vendor" list for a period of thirty- six (36) months from the date that person or affiliate was placed on the "Convicted Vendor" list unless that person or affiliate has been removed from the list pursuant to Section 287.133 (3)(f) Florida Statutes.

DRUG FREE WORKPLACE PROGRAMS

Preference shall be given to business with Drug-Free Work Place programs, whenever two or more packets which are equal with respect to quality, and service are received by the County of Jackson for the procurement of commodities or contractual services.

PROCUREMENT REGULATIONS

This request is governed by the Jackson County procurement Regulations. A copy of the Procurement Regulations is available for your review at the County Purchasing Office.

PROTESTS OR DISPUTES

Any protests or disputes pursuant to this request and/or contract award shall be governed by the procedures noted in the Procurement Regulations.

FEDERAL AND STATE TAX

The County of Jackson is exempt from Federal and State Taxes for tangible personal property. The Purchasing Department will supply the successful respondent with an exemption certificate if required. Vendors or contractors doing business with Jackson County shall not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with the County, nor shall any Vendor/Contractor be authorized to use the County Tax Exemption Number in securing such materials.

ACCEPTANCE/REJECTION

The County reserves the right to reject the response of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts of a similar nature or who is not in a position to perform properly under this award. The County reserves the right to inspect all facilities of firms in order to make a determination as to the forgoing. Jackson County reserves the right to waive any irregularities and technicalities and may, at its discretion, request re- advertise this RFP.

ALTERNATIVES/APPROVED EQUAL DEVIATIONS

Unless otherwise specified, the mention of the particular manufacture's brand name or number in the specifications does not imply that this particular product is the only one that will be considered for purchase. This reference is intended solely to designate the type or quality of merchandise that will be acceptable. Alternate offers will be considered and must include descriptive literature and/or specifications. Failure to provide descriptive literature and/or specifications with alternate offers may be cause for disqualification of the response. The determination as to whether any alternate product or service is or is not equal shall be made by Jackson County and such determination shall be final and binding upon all responses.

The respondent shall be responsible for reading very carefully, and understanding completely, the requirements and the specifications of the items requested. Any deviation from specifications listed herein must be clearly indicated, otherwise it will be considered that items offered are in strict compliance with these specifications, and the successful respondent will be held responsible therefore; deviations must be explained in detail on an attached sheet(s) and itemized by number. Any item or items that do not meet County specifications upon delivery will not be accepted and if the item cannot be brought up to specifications in a reasonable time, the firm will be required to compensate the County for difference in price entailed in going to the next low firm.

NO RESPONSE

Where more than one item is listed, any items not included in the response shall be indicated by a written "NO RESPONSE" beside the item. If no items are represented, a "Statement of NO RESPONSE" should be returned, with the envelope plainly marked "NO RESPONSE" and with the RFP number. Failure to comply will be an indication that the firm does not wish to be considered for future requests.

NON-COLLUSION

Firm certifies that this response is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a response for the same materials, services, supplies, or equipment and is in all respects fair and without collusion or fraud.

No premiums, rebates or gratuities permitted; either with, prior to or after any delivery of material or provision of service. Any such violation may result in contract cancellation, return of materials or discontinuation of services and possible removal from the vendor list(s).

CONFLICT OF INTEREST

The award is subject to provisions of State Statutes and County Ordinances if any. All respondents must disclose with their response the name of any office, director, or agent who is an employee of Jackson County. Further, all firms must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent (10%) or more in the firm or any of its branches.

UNIFORM COMMERCIAL CODE

The Uniform Commercial Code (Florida Statutes, Chapter 672) shall prevail as the basis for contractual obligations between the awarded contractor/vendor and the County for any terms and conditions not specifically stated in this Invitation.

AVAILABILITY OF FUNDS

The obligations of Jackson County under this award are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and Jackson County.

EEO STATEMENT

Jackson County is committed to assuring equal opportunity in the award of contracts and, therefore, complies with all laws prohibiting discrimination on the basis of race, color, religion, national origin, age and sex.

SUBCONTRACTING

If a vendor subcontracts any portion of a contract for any reason, he must submit the name and address of the subcontractor and the name of the person to be contracted. Jackson County reserves the right to accept or reject any or all responses wherein a subcontractor is named and to make the award to the firm, who, in the opinion of the County, will be in the best interest of and/or most advantageous to the County. Jackson County also reserves the right to reject a response of any firm if the response names a subcontractor who has previously failed in the proper performance of an award or failed to deliver on time contracts of a similar nature, or who is not in a position to perform properly under this award. Jackson County reserves the right to make the determination as to the foregoing.

QUESTIONS PERTAINING TO THE PROJECT

No questions regarding this project will be answered unless said question is in written form. Questions pertaining to the specifications of this project will be delivered to the Purchasing Agent via Fax, Mail, E-mail, or hand delivered. The original question along with the answer will be sent via Fax, Mail, or E-mail to every firm who has returned the Invitation to Participate.

NEGOTIATIONS

Negotiations will be conducted in accordance with Florida State Statute 11.45.

PART 2. SCOPE OF WORK/SERVICES

- 2.1 The managing authority for this project shall be the Jackson County NextStep at Endeavor Academy Director, or an authorized designee. One firm/team will be selected from this RFP to perform the Scope of Work/Services. A Selection Committee will review all submittals and rank firms based on the specified criteria. (See Section 3.)
- 2.2 **Project Background:** NextStep at Endeavor Academy is a transition, employment, and residential program for adults with Autism Spectrum Disorder (ASD). Adults with ASD will be given the curriculum, services, and supports needed to complete intensive learning experiences to increase their ability to maintain competitive employment and live independently. NextStep to Employment is a 90-day (12 week) component of the program which will focus on obtaining and maintaining employment, and which will include a job placement experience. Job coaches skilled in working with this population are critical to providing the support necessary for positive outcomes at the job placement sites.
- 2.3 **The Successful bidder will:**
- Identify the methods and tools used to assess a student's knowledge, skills, and abilities and identify focus for coaching and development
 - Conduct one-on-one coaching sessions with students
 - Have demonstrated experience coaching students on the autism spectrum
 - Provide/manage/maintain a record system for the curriculum and student
 - Provide a detailed cost outline; Include packaged or tiered pricing based on the number of coaching sessions provided and/or number of students coached in a set period of time if applicable
 - Attend meetings as needed (remote attendance is allowable)
 - Coordinate with the County Autism Program Director
 - Other tasks as required to perform the necessary services

SPECIAL CONDITIONS

- 2.4 The County anticipates entering a contract with one (1) firm who submits the proposal judged to be most advantageous to the County. The term of the contract will be effective from date of award and renewed annually as necessary. The contract may be renewed for additional one (2) years terms by mutual consent for a total of 3 years.
- 2.5 Company/Firm shall be certified as applicable to perform the services required under this contract and shall meet all requirements of the County. Contractor shall furnish all necessary staff, materials, and equipment necessary to perform the services required by this RFP.
- 2.6 The Jackson County Board of County Commissioners reserves the right to accept or reject any and/or all submissions, to approve or reject any sub-consultants, and to waive any technicalities or informalities, as determined to be in the best interest of the County.
- 2.7 Company/Firm shall be licensed by the State of Florida to perform the services required under this contract and shall meet all requirements to provide legal services in accordance with State of Florida and any related requirements per the Code of Federal Regulations. All work shall also comply with applicable Florida Statutes and Jackson County Policies/Codes.
- 2.8 Consultant shall include minority owned subs whenever possible. Consultant, in its response, shall certify to the County whether it is a minority owned firm.

PART 3 EVALUATION CRITERIA

3.1 Submittals will be evaluated on a POINT BASIS, (See attached **SAMPLE** Score Sheet). The following criteria will be used in the evaluation process to determine the successful respondents: (Maximum Score: 100 Points)

A. COMPANY/FIRM QUALIFICATIONS AND CAPABILITIES

The overall ability and capability of firm to complete the Sports Tourism Plan, as outlined in their RFP response, based on inclusion of required forms, personnel, past work history, references, and other information that consultant submits including statements from references and letters of reference from previous clients. The maximum weight for this category is Fifteen Points (15).

B. EXPERIENCE WITH SIMILAR PLAN DEVELOPMENT PROJECTS

The overall ability and capability of firm to complete the Sports Tourism Plan as outlined in the scope of work/services for this project. To include examples of previous projects that the firm is currently contracted for or has previously worked on. The maximum weight for this category is Fifteen Points (15).

C. CLIENT REFERENCES FOR SIMILAR PLAN DEVELOPMENT PROJECTS

To include number of references included, type of work identified in the reference, and entity submitting the letter of reference. The maximum weight for this category is Fifteen Points (15).

D. PROPOSED PROJECT APPROACH AND FEE SCHEDULE TO COMPLETE PROJECT

To include the description of how the firm will approach the Scope of Work/Services as outlined in the RFP, a proposed process timeline, description of outreach process and total budget breakdown. These documents will be used to determine the variance among other submittals to the RFP response. The maximum weight for this category is Fifty-Five Points (55).

SAMPLE SCORE SHEET TO BE USED BY RANKING COMMITTEE

2122-04 Autism Transition Academy Job Coaching Services

	Name of Firm	Name of Firm	Name of Firm	Name of Firm
Overall Response: Qualifications & Capabilities (15 points)				
Experience with Similar Plan Development Projects (15 points)				
Client References for Similar Projects (15 points)				
Proposed Approach & Fee Schedule (55 points)				
Total Points (possible 100 points)				

Person Ranking _____
Print Name

Signature _____

Date _____

PART 4. TERMS AND CONDITIONS

- 4.1 Conformity and adherence to the terms and conditions of this solicitation shall be a condition considered by the Selection Committee as part of its review process.
- 4.2 Individuals or firms submitting Letter of Interest and Statements of Qualifications for this RFP shall not contact individual members of the Board of County Commissioners, nor the members of the Professional Services Selection Committee during the evaluation and interview process (excepting only if required regarding other work with the County, but shall not discuss this RFP except to submit questions in writing). **The Selection Committee may include one or all of the five County Commissioners (Alex McKinnie, Paul Donofro Jr., Jim Peacock, Eric Hill, and Clint Pate), and may include the County Administrator (Wilanne Daniels).** Individual committee members will be removed from the committee if unable to participate in all reviews, and scoring will be based on scores by the remaining committee members. Any and all questions must be directed, in writing, to the Jackson County Purchasing Department as indicated above.
- 4.3 In determining submission acceptance, any data submitted or related to the offeror's proposal, required or voluntary, shall be subject to evaluation as deemed appropriate and in the best interest of the County, including the conduct of the offeror or any representative of the offeror with regard to any county official or employee.
- 4.4 Submittals in response to this Solicitation will be reviewed against the criteria listed herein above, and award of contract(s) shall be made in accordance to standard purchasing procedures, the Jackson County Procurement Code and applicable regulations of the State of Florida.
- 4.5 Submittals will be evaluated on the basis of submitted materials, references, and interviews as applicable.
- 4.6 A selection committee appointed and approved in accordance with the Jackson County Procurement Code and CCNA will review all Requests for Qualifications and make a recommendation to the Board of County Commissioners based on the established proposal evaluation criteria. A selected group of Consultants may be required to make an oral presentation to the Selection Committee. If needed, such a presentation will provide an opportunity for the Consultants to clarify the information provided in their proposal. If an oral presentation is required, the final decision of the Selection Committee will be based on the overall tabulation from the oral presentation. The Professional Services Selection Committee will present its recommendations to the Board of County Commissioners, which has the authority to make the final determination and award contracts.
- 4.9 Solicitation by Jackson County to consultants, firms and individuals is based on this advertisement. The advertisement may also be found on the Jackson County Purchasing website www.jacksoncountyfl.gov/purchasing. Firms or individuals submit responses on a voluntary basis, and therefore are not entitled to compensation of any kind. The County, its officers and agents, assume no liability or indebtedness for any cost or inconvenience incurred by any individuals or firms in the preparation, submission, presentation or documentation of any response or proposal.

- 4.10 The deadline for receipt of submittals or alternate submittals in response to this request is as indicated above. Submission by FAX or other electronic media will not be accepted under any circumstances. Late submissions will not be accepted. Final determination of closing time and acceptance or rejection of submittals will be determined by the County Purchasing Department.
- 4.11 A notarized Drug Free Workplace Certification must accompany each submission, in accordance with the Florida Administrative Code, Department of Management Services, and Division of Purchasing. Those responding to this Solicitation may submit certification by statement of their letterhead or elect to submit the State of Florida Certificate, showing compliance with the minimum State of Florida requirements.
- 4.12 By submitting a response to this solicitation, the responder acknowledges that any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, for CATEGORY TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- 4.13 The consultant selected may be required to demonstrate that the consultant has no vested, fiscal or financial interest in a business, firm or corporation which would directly or indirectly gain, profit or benefit from the activities, tasks, design work, reports, records or recommendations of such consultant.
- 4.14 Marianna Time (Central Time) is hereby established as the Official Time of Jackson County Board of County Commissioners, in accordance with the Jackson County Procurement Code.
- 4.15 Unlike the private sector, the public sector which is funded by public money requires complex procedures and systems by law. In order to ensure that the public funds are well spent, as well as to maintain credibility of the public entity, those systems and procedures are sealed and confidential until opened and evaluated, following which they are documented and audited periodically, being subject to public scrutiny and accountability.

By its very nature, a comprehensive evaluation process of many submissions by an approved Professional Services Selection Committee, including verification of performance records, references, and related issues, is a complex and lengthy process. As a result, telephone or fax request for "status reports" and ranking results cannot be honored during the evaluation process.

Upon request, ranking results will be faxed or emailed to all individuals and firms submitting a response to this Solicitation following conclusion and tabulation of the evaluation scores. Each Board-approved, short-listed firm will be notified by fax or email following the preliminary and final scoring and tabulation process.

- 4.16 No oral interpretations will be made to any Proposer as to the meaning of the Proposal/Contract Documents. Any inquiry or request for interpretation received at least 72 hours prior to the submittal time indicated above to by the Jackson County Purchasing Agent will be given consideration. All such changes or interpretations will be made in writing by email in the form of an addendum and, if issued, will be distributed by email or sent by other available or electronic means to all prospective proposers prior to the established due date.
- 4.17 Evidence of registration and statement of professional liability insurance. Evidence of current professional registration (engineering) in the State of Florida

A Certificate of Insurability acceptable to the County shall accompany each proposal or alternate proposal in the amounts as prescribed by State and County.

Professional Liability Insurance: The Vendor shall purchase and maintain such insurance as will protect him from claims which may arise out of or result from the Vendor's operations under the terms and conditions of the RFQ. Liability insurance shall be obtained at the Vendors expense and in his name as the insured, which Certificate shall show Jackson County as an additional named insured. Liability insurance on a form approved by the County (M&D, CGL, etc.) and including endorsements for contractual liability and such other endorsements appropriate for the Work required by this Bid as may be required by the County. The limit of liability for this coverage shall not be less than \$250,000.00 CSL per occurrence.

General Liability, with combined single limits of not less than \$1,000,000 per occurrence. The only aggregate limit acceptable is a "project aggregate" and the Certificate must show an appropriate endorsement (ISO CG2501) or equal.

Business Auto Liability Insurance, with combined single limits of not less than \$200,000 per occurrence and is to include bodily injury and property damage liability arising out of operation, maintenance or use of any auto, including owned, not owned, and hired automobiles and employee non-ownership use.

Workers' Compensation Insurance, as required by the State of Florida.
\$100,000 each accident and \$100,000 each employee
\$500,000 policy limit for disease

Engineer Professional Liability with an occurrence limit of not less than \$250,000.

Note that these insurance requirements will change from time to time. Amounts of insurance will meet the minimum amounts and limits required by the State of Florida and Jackson County.

- 4.18 The Proposer and all subcontractors must be licensed and registered as applicable in Jackson County and the State of Florida to perform the work required by this Project. The Proposer shall furnish the County with a list of all sub-contractors performing work on this project. The successful vendor is required to have proper license as required by the State of Florida and Jackson County and present a copy of such license to the County Purchasing Department. It

will be the vendor's responsibility to determine through these organizations which type of license is required.

- 4.19 **Statement of Qualifications / Response to the RFP** shall be prepared utilizing the following organizational format. Each of the required sections must begin on a new page and be separately tabbed for identification of the section. The statement shall include the following sections:

Submittals must include the following:

1. Submittal Cover Sheet (attached on the following page)
2. Firm qualifications and capabilities
3. Qualifications, resumes, certifications, and licenses of proposed professional personnel
4. Client references for similar projects
5. Experience on similar projects
6. Evidence of registration and statement of professional liability insurance and license(s)
7. Proposed Fee Schedule/Budget Breakdown and Project Timeline & Approach
8. Affidavits and Acknowledgements

Affidavits and Acknowledgements (see attached)

- a) Drug Free Workplace Certification
- b) Public-Entity Crimes
- c) Non-Collusion Affidavit
- d) Certification for Disclosure of Lobbying Activities on Federal-Aid Contracts
- e) Disclosure of Lobbying Activities (as applicable)
- f) Sample Reference Sheet
- g) Sub-contractor form

PART 5. AFFIDAVITS & ACKNOWLEDGEMENTS

(As included in the following pages)

SAMPLE SUBMITTAL COVER SHEET

Name of Firm, Entity or Organization:
Federal Employer Identification Number: State of Florida Professional Engineer License Number -State of Florida General Contractors License Number - Name and Title of Contact Person Name: _____ Title: _____
Mailing Address:Street Address: City, State, Zip: Telephone: Fax:
Organization Structure: Check one: Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Joint Venture <input type="checkbox"/> Other (explain) <input type="checkbox"/>
If Corporation: Date of Incorporation: State of Incorporation: States registered in as foreign Corporation:
Authorized SignaturePrint Name: Signature: Title: Phone:

DRUG FREE WORK PLACE CERTIFICATE

"I, the undersigned, in accordance with Florida Statute 287.087, hereby certify that _____:

NAME OF FIRM

- Publishes a written statement notifying that the unlawful manufacturer, distribution, dispensing possession, or use of a controlled substance is prohibited in the workplace given above, and specifying actions that will be taken against violations of such prohibition;
- Informs employees about the dangers of drug abuse in the work place, the firm's policy of maintaining a drug free working environment, and available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- Gives each employee, engaged in providing commodities or contractual services that are under bid or proposal, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under bid or proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, plea of guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the workplace, no later than five (5) days after such conviction, and requires employees to sign copies of such written [*] statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free workplace through the implementation of the drug free workplace program.

"As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein."

Authorized Signature

Date Signed

Sworn to and subscribed before me this _____ day of _____, 20____

Personally known _____ or produced Identification: _____
[Type of Identification]

Signature of Notary Public _____

State of _____

My Commission Expires _____

**SWORN STATEMENT UNDER SECTION 287.133 (3)(a),FLORIDA STATUTES
ON PUBLIC ENTITY CRIMES**

This SWORN statement is submitted with bid number:1.

By:

(PRINT INDIVIDUALS NAME AND TITLE)

For:

(PRINT NAME OF ENTITY SUBMITTING SWORN STATEMENT)

whose business address

is _____
CITY STATE ZIP

VOICE PHONE _____

and (if applicable) its Federal Employee Identification Number (FEIN) is:

2. I understand that a “public entity crime” as defined in Paragraph 287.133 (1)(g), Florida Statutes means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency of political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand “convicted” or “conviction” as defined in Paragraph 287.133 (a)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court or record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133 (1)(a), Florida Statutes, means:
 - A. A predecessor or a successor of a person convicted of a public entity crime; or
 - B. An entity under the control of any natural person who is active in the management of the entity and who had been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that no one person controls another person. A person who knowingly enters a joint venture with a person who has been convicted of a public entity crime in Florida during the proceeding 36 months shall be considered an affiliate.

I UNDERSTAND THAT A “PERSON” AS DEFINED IN Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the

provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

1. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this SWORN statement.

[INDICATE WHICH STATEMENT APPLIES]

_____ Neither the entity submitting this SWORN statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity **HAS BEEN CHARGED WITH AND CONVICTED OF A PUBLIC ENTITY CRIME** subsequent to July 1, 1989.

_____ The entity submitting this SWORN statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or as a affiliate of the entity **HAS BEEN CHARGED WITH AND CONVICTED OF A PUBLIC ENTITY CRIME** subsequent to July 1, 1989. **HOWEVER**, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this SWORN statement on the convicted vendor list (**ATTACH A COPY OF THE FINAL ORDER**).

STATEMENT OF UNDERSTANDING

I understand that the submission of this form to the contracting officer for the Public Entity Identification in Paragraph one (1) above is for that Public Entity Only and, that this form is valid through December 31 of the calendar year in which it is filed. I also understand that I am required to inform the Public Entity prior to entering into a contract in excess of the threshold amount provided in Section 287.017, Florida Statutes for category two (2) of any change in the information contained in this form.

AUTHORIZED SIGNATURE

Sworn to and subscribed before me this _____ day of _____, 20_____.

SHOW TYPE OF IDENTIFICATION PROVIDED

Personally known _____ OR Produced identification _____

Notary Public-State of _____ My commission expires _____

(PRINTED / TYPED/ OR STAMPED COMMISSIONED NAME OF NOTARY PUBLIC

NON-COLLUSIVE AFFIDAVIT

STATE OF _____ }

COUNTY OF _____ }

_____ being first duly sworn, deposes and says that:

1. He/she is the _____, (Owner, Partner, Officer, Representative or Agent) of _____ the firm that has submitted the attached submittal.
2. He/she is fully informed respecting the preparation and contents of the attached submittal and of all pertinent circumstances respecting such solicitation:
3. Such submittal is genuine and is not collusive or a sham.
4. Neither the said firm nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in anyway colluded, conspired, connived or agreed, directly or indirectly, with any other firm or person to submit a collusive or sham submittal in connection with the Work for which the attached submittal has been submitted; or to refrain from submitting in connection with such work; or have in any manner, directly or indirectly, sought by person to fix the price or prices, or to fix any overhead, profit, or cost elements of the fees negotiated or of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed work;

Signed, sealed and delivered
in the presence of:

Witness

By: _____

Witness

(Printed Name)

(Title)

TRUTH IN NEGOTIATION CERTIFICATION 05/14

Pursuant to Section 287.055(5)(a), Florida Statutes, for any lump-sum or cost-plus-a-fixedfee professional services contract over the threshold amount provided in Section 287.017, Florida Statutes for CATEGORY FOUR, the Department of Transportation (Department) requires the Consultant to execute this certificate and include it with the submittal of the Technical Proposal, or as prescribed in the contract advertisement.

The Consultant hereby certifies, covenants, and warrants that wage rates and other factual unit costs supporting the compensation for this project's agreement are accurate, complete, and current at the time of contracting.

The Consultant further agrees that the original agreement price and any additions thereto shall be adjusted to exclude any significant sums by which the Department determines the agreement price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs. All such agreement adjustments shall be made within (1) year following the end of the contract. For purposes of this certificate, the end of the agreement shall be deemed to be the date of final billing or acceptance of the work by the Department, whichever is later.

Name of Consultant:

By: _____
Authorized Signature

Date: _____

**CERTIFICATION FOR DISCLOSURE OF LOBBYING ACTIVITIES
ON FEDERAL-AID CONTRACTS
(Compliance with 49CFR, Section 20.100 (b))**

The prospective participant certifies, by signing this certification, that to the best of his or her knowledge and belief:

(1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions. (Standard Form-LLL can be obtained from the Florida Department of Transportation's Professional Services Administrator or Procurement Office.)

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The prospective participant also agrees by submitting his or her proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts, which exceed \$100,000 and that all such subrecipients shall certify and disclose accordingly.

Name of Consultant:

By: _____
Authorized Signature

Title: _____

Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
DISCLOSURE OF LOBBYING ACTIVITIES

375-030-34
PROCUREMENT
02/16

Is this form applicable to your firm?
YES NO
If *no*, then please complete section 4
below for "Prime"

1. Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: a. bid/offer/application b. initial award c. post-award	3. Report Type: a. initial filing b. material change For Material Change Only: Year: _____ Quarter: _____ Date of last report: _____ (mm/dd/yyyy)
4. Name and Address of Reporting Entity: <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, <i>if known:</i> _____ _____ _____ Congressional District, <i>if known:</i> 4c _____	5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime: _____ _____ _____ _____ Congressional District, <i>if known:</i> _____	
6. Federal Department/Agency: _____ _____	7. Federal Program Name/Description: _____ _____ _____ CFDA Number, <i>if applicable:</i> _____	
8. Federal Action Number, <i>if known:</i> _____	9. Award Amount, <i>if known:</i> \$ _____	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i> _____ _____ _____	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> _____ _____ _____	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date (mm/dd/yyyy): _____	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

SAMPLE EXPERIENCE STATEMENT
TO BE SUBMITTED WITH RESPONSE PACKET

List at least three references for work of a similar nature performed within the last three years.

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

Description of work	Year of project	Dollar amount of project	Company name:
			Contact person:
			Phone number:

SUBCONTRACTOR LIST
TO BE SUBMITTED IF SUBCONTRACTORS WILL BE USED

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION:

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION:

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION:

COMPANY NAME:	DESCRIPTION OF WORK TO BE DONE:
ADDRESS:	
REPRESENTATIVE:	CURRENT CERTIFICATE OF LIABILITY INSURANCE
PHONE NUMBER:	CURRENT FLORIDA LICENSE #:
FAX NUMBER:	CLASSIFICATION: