



**REQUEST FOR QUALIFICATIONS
(#RFQ 22-002)**

Communication and Outreach Consulting Services

Date Issued: April 26, 2022

Date Due: May 9, 2022 - 5:00 PM

Communication and Outreach Consulting Services 2022 RFQ

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SECTION I. INTRODUCTION

A. Request for Qualifications

Broward Behavioral Health Coalition (BBHC), Inc. is requesting proposals from reputable vendors for **Communication and Outreach Consulting Services**, which BBHC staff will use to educate residents about BBHC programs, events and funded services, as well as community-wide resources available for children, adults and families in Broward County. The successful applicant will work closely with BBHC staff to assist in creating several strategies and events to celebrate the organization's 10th anniversary. Written proposals using the required format provided herein must be submitted electronically on or before **May 9, 2022, at 5:00 P.M.** Applications must be emailed to info@bbhcflorida.org

B. Broward Behavioral Health Coalition, Inc.

In 2011, the Florida Department of Children and Families (DCF) designated Broward Behavioral Health Coalition, Inc. (BBHC), as Broward's local Managing Entity, which is responsible for the contracting, monitoring, clinical quality oversight and performance improvement of the DCF/State funded behavioral health services.

BBHC Vision

Ensuring a responsive and compassionate behavioral healthcare experience for people in our community.

BBHC Mission

To advocate and ensure an effective and efficient behavioral health system of care is available in Broward County.

C. Statement of Purpose

BBHC is seeking proposals for Communication and Outreach Consulting Services per the attached specifications **for a maximum award of \$80,000 through fiscal years ending June 30, 2023** and extendable for a period of two (2) additional Fiscal Years, ending on June 30, 2025. The award of the selected applicant will be taken to the BBHC Board of Directors. *See Application Timetable.*

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D. Prohibition on Lobbying

Applicants are hereby advised that, pursuant to BBHC By-Laws:

BBHC shall not award funding to an organization, person, or entity which has hired a person, whether directly or indirectly, or consented to or acquiesced in the employment of a person, whose principal responsibilities are to lobby a member of BBHC on behalf of the organization, person, or entity which seeks funding from BBHC. Subject to the foregoing, an officer, director, official, principal, or bona fide employee of an organization, person or entity seeking funding may engage in lobbying without payment of any compensation or reimbursement of expenses for such lobbying, whether directly or indirectly.

No monies granted by BBHC shall be used by a Provider agency to hire a lobbyist or to supplant any funds which would allow for the funding of a lobbyist. Any applicant or lobbyist paid or unpaid, for an applicant is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any Board Member or the CEO, BBHC staff or any representative of BBHC, such as community members serving on one of the procurement’s rating committees, after the issuance of a funding opportunity and until completion of contract award. A proposal from any organization will be disqualified when the applicant or a lobbyist for the Applicant, paid or unpaid, violates this condition of the procurement process.

E. Cone of Silence

To ensure fairness, transparency and to prevent conflicts of interest, Broward Behavioral Health Coalition, Inc. will be in a cone of silence while we are actively receiving submissions for this RFQ. This means that staff members, other than the designated contact so designated herein, are prohibited from discussing or answering questions verbally or in writing outside of the official process. We encourage you to attend the scheduled Pre-Bid Conference to ask any questions or follow the proper procedures outlined in this RFQ to submit any questions. All questions and responses will be posted on BBHC’s website for review by all interested proposers in accordance with the timeline provided.

F. Conflict of Interest

All Applicants must disclose the nature and the existence of any relationship (a) with any BBHC Board member, officer or employee of BBHC or any of their spouses, children, parents or siblings, or (b) with any entity in which any Board member, officer or employee of BBHC, or any of their spouses, children, parents or siblings, is an officer, partner, manager, director, or proprietor or has a material interest. Such disclosure must be submitted in a cover letter included with the Application, addressed to Broward Behavioral Health Coalition or submitted along with your proposal no later than the application deadline. If such a relationship qualifies as a conflict of interest, it may result in the disqualification of the application, otherwise it may be considered in the award process.

G. Bidding Instructions

1. Applications must be received by the date set forth on the application timetable. Late applications will not be accepted or reviewed. Applications must be emailed to info@bbhcflorida.org, and should include a contact name and email address. The Applicant shall submit one (1) electronic copy of the complete application **no later than 5:00 PM on May 9, 2022.** A complete application includes all of the required elements listed in this RFQ. All documents required pursuant to this RFQ are **MANDATORY.** Failure to submit these documents may result in the application being considered non-responsive.

2. Application Timetable

| EVENT | DATE, TIME & LOCATION |
|---|---|
| Date Advertised: | April 26, 2022 |
| Dates Available: | April 26, 2022 – May 9, 2022 |
| Pre-Bid Conference: Virtually via Microsoft Teams Meeting Link: | 10:00 a.m., May 3, 2022 |
| Deadline for Submission of Written Questions: | 12:00 Noon, May 4, 2022 |
| Posting of Responses to Written Questions: | 12:00 Noon, May 5, 2022 |
| Deadline for Receipt of RFQ Responses: | 5:00 p.m., May 9, 2022 (No Exceptions) info@bbhcflorida.org |
| Evaluations and Interviews, if applicable | May 12-13, 2022 |
| BBHC Determines Successful Application(s): | May 17, 2022 |
| Recommendation to BBHC Board of Directors: | May 19, 2022 |
| Notification of Award: | May 20, 2022 |
| Contract Start Date: | June 1, 2022 |

***All dates set forth above are subject to change by BBHC with notice provided.**

3. Pre-bid Applicants' Conference: A Pre-bid Applicants' Conference will be held virtually via Microsoft Teams on **May 3, 2022 at 10:00 a.m.** All prospective Applicants are encouraged to attend in order to have the opportunity to review this bid solicitation and ask questions.

4. Responses to Questions.

a.) Written questions may be submitted to the designated e-mail address prior to or following the Pre-Bid Applicant's conference in order to clarify any matters relating to this RFQ. All questions and responses will become public records and will be available via the website www.bbhcflorida.org). The deadline for questions is **May 4, 2022 at 12:00 p.m.**, beyond that date and time, questions will not be answered.

b.) Questions and answers submitted in writing and at pre-bid conference will be available via the website (www.bbhcflorida.org), by **12 Noon on May 5, 2022.**

c.) Questions should be submitted to info@bbhcflorida.org.

Unauthorized Modifications

Any unauthorized modifications of RFQ specifications, forms or terms may render the proposal invalid. However, if you have suggestions for modifications which BBHC should consider, they may be included IN ADDITION to the required elements of your proposal.

H. Public Information

All submitted proposals, and information included therein or attached thereto shall become public record following the BBHC Board of Directors Meeting on **May 19, 2022**, in accordance with Chapter 119, Florida Statutes, unless excluded under RFQ, Section III, 4, Trade Secrets. During the application period, questions must be submitted in writing to info@bbhcflorida.org.

I. Right to Reject Proposals and Waive Non-Material Irregularities

BBHC reserves the right to accept or reject any or all proposals, waive any non-material irregularities and technicalities and make minor modifications and may, at its sole discretion, request a clarification or other information to evaluate any or all proposals. BBHC reserves the right, before awarding the contract, to require Applicant(s) to submit evidence of qualifications or any other information BBHC may deem necessary.

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SECTION II. RFQ Information

A. Scope of Work

Broward Behavioral Health Coalition, Inc. (BBHC) seeks a professional, full-service marketing, public relations/public affairs, community outreach and communication firm to assist in the development of BBHC's comprehensive, strategic and innovative communication and outreach plan (the "Communication and Outreach Plan") which shall:

- a. Develop and Implement BBHC's Communication & Outreach Plan
- b. Work with BBHC Staff to conceptualize the coordination of the BBHC's 10th anniversary events and generate a budget for same;
- c. Develop public education initiatives about BBHC services;
- d. Provide communications and public relations strategy and input on continuous quality improvement as well as develop concepts, write copy and provide creative input for both print and digital collateral materials to support the work of the BBHC, in compliance with the American with Disabilities Act (ADA);
- e. Identify and implement outreach campaigns aimed at our broadly diverse community using a Racial Equity lens;
- f. Work with BBHC staff to continue to develop and train an outsourced street team to ensure coverage at community events;
- g. Work with BBHC staff to continue to increase capacity and outreach with mainstream and niche media to support BBHC activities and campaigns;
- h. Collaborate with BBHC staff to develop, create content for, and implement a BBHC social media strategy that highlights and promotes BBHC activities, milestones, accomplishments and events/campaigns.
- i. Assist with maintaining and analyzing the content and brand effectiveness of the BBHC website ensuring ADA compliance;
- j. Assist with the production of the BBHC Annual Report, Existing Program Directory and other print publications as needed (search BBHC website: www.bbhcflorida.org);
- k. To aggressively provide recommendations to ensure BBHC's message and brand consistency across all communications, outreach and public education initiatives and portals, and support staff and service providers in upholding branding guidelines through the production of (or review and updating of existing) Corporate Communications Standards;
- l. Provide strategic guidance regarding BBHC visibility through community engagement;

- m. Expand media coverage of BBHC's leadership, resources, and advocacy by assisting in organizing media conferences and other media related events;
- n. Measure effectiveness of current and past strategies as part of our continuous quality improvement;
- o. Support production of advertising and service provider agency promotion across the full spectrum of media;
- p. Provide video and film production as needed;
- q. Assist BBHC staff to develop and create a crisis communications plan; and
- r. Coordinate other initiatives as they may evolve.

B. Submission Criteria

Applicants are encouraged to keep RFQ responses concise and relevant to the Scope of Work. In order to maintain comparability and enhance the review process, it is requested that responses be completed and organized in the manner specified in Section IV instructions. All information must be included in your proposal. It is required that one electronic submission to info@bbhcflorida.org. All submittals should include the following:

- a. A cover letter with the name, address, phone number, and email address of the primary contact briefly summarizing the agency's ability to provide Communication and Outreach Consulting Services;
- b. A Letter of Certification (see **Exhibit A** for description);
- c. A staffing proposal including resumes of agency representatives to be assigned to the account. Specify any services that may be outsourced;
- d. A statement of experience related to public awareness and education campaigns. Preference will be given for work done in the not for profit sector.
- e. A narrative of the services provided by consultant detailing the approach, methodology, deliverables, timelines, and client contacts, as outlined in the Scope of Work;
- f. Two (2) Three (3) client references and contact information;
- g. Three (3) work samples in different media, including results of previously implemented governmental marketing campaigns.

C. Evaluation Process and Criteria

A rating committee appointed by BBHC will evaluate the proposals and make recommendations, in accordance with established evaluation criteria. The rating committee may request a presentation by any or all Applicants to clarify proposed plans and details as part of the review and evaluation process. They may also ask additional questions to clarify the proposal submitted.

Committee members will select a successful Applicant and, if an agreement cannot be reached with the selected Applicant, BBHC shall negotiate with their next selection(s) until an Agreement is reached. At any time during the negotiations, BBHC may modify the choice of a selected Applicant if determined to be in the best interest of BBHC.

BBHC reserves the right to reject any or all proposals submitted. BBHC further reserves the right before recommending any award to inspect the facilities, agency, and financial records necessary to determine the ability to perform the work in accordance with specifications, terms and conditions. The evaluation will be based on the following criteria:

| | Description of Service | Points |
|----|---|--------|
| a. | Demonstrated experience in maintaining and improving a comprehensive Communication and Outreach Plan. | 0-25 |
| b. | Experience developing and implementing successful types of promotional campaigns comprising the full spectrum of media. | 0-20 |
| c. | Experience developing and implementing a cost effective and successful public education strategy. | 0-20 |
| d. | Demonstrated results of increased awareness as a result of a campaign. | 0-15 |
| e. | Experience working with non-profit and/or government clients. | 0-10 |
| f. | Assigned agency staff should have knowledge of diverse audiences and messaging related to Broward County, Florida. | 0-5 |
| g. | Itemized Budget | 0-5 |

D. Contract Term:

1. It is the intent of BBHC to receive proposals for the selection of a reputable vendor to provide consulting services as needed for Contract term June 1, 2022 – June 30, 2023 with possible additional consulting services through June 30, 2025 on an annual contract term basis from July 1 through June 30, as may be negotiated between the parties and at amounts budgeted and appropriated by BBHC for such purpose.
2. Cancellation of Award/Termination: In the event any of the provisions of the contract are violated by the vendor, the CEO, or designee, will provide written notice to the vendor stating the deficiencies. Unless the deficiencies are corrected within ten (10) days, a recommendation may be made to the BBHC Board of Directors for immediate

cancellation. Upon cancellation, BBHC may pursue any and all legal remedies as provided in the contract and as may be available to it by law.

BBHC reserves the right to terminate any contract resulting from this RFQ, without cause with thirty (30) days prior written notice to the other party. If said contract should be terminated without cause, BBHC will be relieved of all obligations under said contract. BBHC will only be required to pay to the vendor that amount of the contract for the scope of work actually performed prior to the date of termination.

The vendor will have the option to terminate the contract without cause upon 20 days prior written notice to the CEO. Cancellation of contract by provider may result in removal from Bidders/Applicants list for a period of three (3) years.

3. Default: In the event that the awarded Applicant(s) should breach this contract BBHC reserves the right to seek remedies in law and/or in equity. Default will result in removal from the bidders/Applicants list for a period of three years.
4. Award of Contract: BBHC's "Communication and Outreach Consulting Services is expected to be awarded at the BBHC Board of Directors meeting that will be held at **4:30 P.M., May 19, 2022** at a public meeting conducted pursuant to Florida Sunshine law requirements.

SECTION III - TERMS, CONDITIONS AND OTHER REQUIREMENTS

A. Tax Exemptions

BBHC is exempt from federal and state taxes for tangible personal property, sales taxes, and intangible taxes. The Director of Administration will provide an exemption certificate to the successful candidate. Applicant(s) doing business with BBHC will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with BBHC, nor will any Applicant be authorized to use BBHC's Tax Exemption Number in securing such materials.

B. Legal Requirements

It shall be the responsibility of the Applicant to be knowledgeable of all applicable federal, state, county, and local laws, ordinances, rules and regulations which may apply or in any manner affect the . Lack of knowledge by the Applicant(s) will in no way be a cause for relief from responsibility.

Applicants(s) doing business with BBHC are prohibited from discriminating against any employee, applicant, or participant because of race, creed, color, national origin, gender, sexual orientation, or age with regard to but not limited to the following: employment practices, rates of pay or other compensation methods, and training selection.

C. Agreement

A contract will be negotiated after the award for any work to be performed as a result of this RFQ. The RFQ, the proposal, and the resulting contract will constitute the complete Agreement between Applicant and BBHC.

D. Trade Secret and Confidential Materials

1. If the application includes material which is deemed a trade secret (as defined by Section 812.081, Fla. Stat.) or other confidential material exempt from the provisions of Chapter 119, Florida Statutes, which the applicant does not wish to become public record, such trade secret or confidential material must be identified by the applicant and accompanied with the following statement included in the application: "Trade Secrets" as defined by Section 812.081, Florida Statutes, or other confidential materials contained in this application shall not be used or disclosed, except for evaluation purposes. However, if a contract is awarded to this offer or as a result in connection with the submission of this program, BBHC shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit BBHC's right to use or disclose the information designated as trade secrets or confidential which is obtained from another source.
2. Any exemption claimed will be limited to the pertinent data identified and claimed to be a trade secret and must be supported by an applicable statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent BBHC from complying with the disclosure requirements of Chapter 119, Florida Statutes, when material is incorrectly identified as a trade secret or confidential information. By submitting an application, the applicant covenants not to sue BBHC and waives any claim against BBHC arising under Chapter 119, Florida Statutes, or in connection with or as a result of any disclosures by BBHC in connection herewith.

SECTION IV - INSTRUCTIONS FOR COMMUNICATION AND OUTREACH CONSULTING SERVICES

The ideal Communication and Outreach Services Plan will include components that can be implemented at low cost by leveraging existing resources and can easily be adapted to fit broad messaging strategies. The successful proposal shall detail a working collaboration with BBHC staff, and a description of how the Communication and Outreach Services Plan will provide the desired services.

A. COST

Maximum award under this RFQ shall not exceed \$80,000, subject to negotiation and final Agreement. The evaluation process is designed to select the Applicant whose Proposal best meets the requirements of this RFQ. The proposal shall include all a detailed description of costs, a cost sheet for services rendered, an itemized budget, and a menu of services with associated costs for performing the services necessary to accomplish tasks as may be requested by BBHC and to produce the deliverables under the contract. Costs for subcontractors should be included in the total and are to be displayed separately.

B. SUBMISSION CHECKLIST

1. Table of Contents
2. Cover Letter
3. Letter of Certification - **EXHIBIT A**
4. Firm Profile/Staffing Proposal
5. Relevant Experience and References
6. Approach and Methodology
7. Three (3) Client References with Contact Information
8. Three (3) Work Samples in Any Media
9. Itemized Budget
10. Certification Affidavit – **EXHIBIT B**
11. W-9 IRS Form - **EXHIBIT C**

1. Table of Contents

Table of Contents: section the material by tabs and by page number.

2. Cover Letter

3. Letter of Certification - **EXHIBIT A**

This section is a letter of certification on Company letterhead signed by the Applicant. The letter should state that the firm can provide the service BBHC requires, that specific attachments have been included, that the required additional documentation will be forwarded within 24 hours if selected, and that it is understood that all information included in the response shall become public record. See the example of the Letter of Certification Exhibit A of this RFQ.

4. Firm Profile

Structure of agency, length of time in business and number of employees.

5. Relevant Experience and References

List two examples of relevant references and their contact information.

6. Approach and Methodology

Discuss how you will accomplish the Statement of Work outlined in Section II – RFQ Instructions and an explanation of the responsibilities as outlined below:

- a. Developing or expanding primary messages and themes that increase public knowledge of BBHC programs and services to Broward County residents.
- b. Developing BBHC marketing brochures, presentations and other collateral materials with a specific focus on the value of such a taxing authority.
- c. Working with BBHC staff to identify and develop public events, community outreach exhibits, and promotional items (signage/banners/specialty advertising), to reinforce the public awareness at community and special events and presentations.
- d. Monitoring, evaluating and modifying advertising schedules and messages as needed.

- e. Involvement with local companies and organizations, and the leveraging of local business partnerships as part of the campaign.
- f. Understanding regional media outlets, festivals, events, professional and collegiate athletic sports and other activities should be incorporated in the plan.
- g. Preparing a project schedule indicating when the elements of the work will be completed and when deliverables will be provided.

7. Client References with Contact Information

8. Samples of previous work

Provide samples of previous outreach plans and outreach materials and data demonstrating the success of the plan.

9. Itemized Budget

10. Certification Affidavit - EXHIBIT B

The Certification Affidavit attests that the organization has made all necessary disclosures and will provide copies of policies within 3 days of being selected. This form needs to be signed with the proposal.

11. W-9 IRS Form - EXHIBIT C

Complete a standard W-9 IRS form to certify the firm's taxpayer identification number

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EXHIBIT A

Example of Letter of Certification

Kerline Robinson, Communications Manager
Broward Behavioral Health Coalition, Inc.
3521 W. Broward Blvd.
Suite #206
Lauderhill, Florida 33312

Dear Ms. Robinson:

We have read Broward Behavioral Health Coalition’s Request for Qualifications for Communication and Outreach Consulting Services and fully understand its intent. We certify that we have adequate personnel, equipment, technology, and facilities to fulfill the requirements. We understand that our ability to meet the criteria and provide the required services may be judged by a Rating Committee with final approval by the BBHC Board of Directors.

We have attached the proposal for Communication and Outreach Consulting Services Services.

I, the undersigned Applicant have not divulged, discussed, or compared this proposal with any other Applicants and have not colluded with any other Applicant in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

It is understood that all information included in, attached to, or required by this RFQ shall become public record upon their delivery to BBHC as defined in the Public Records Act, Chapter 119, F.S.

Submitted by:

(FIRM)

(AUTHORIZED SIGNATURE)

(DATE)

(TITLE)

(E-MAIL)

(TELEPHONE)

CERTIFICATION AFFIDAVIT

DIRECTIONS: BY ATTESTING TO THIS FORM, THE PROVIDER AGREES TO COMPLY WITH ALL SECTIONS (ONE THROUGH FIVE) ON SWORN AFFIDAVIT. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. APPLICATION ACCURACY

I do hereby certify that all facts, figures, and representations made in the proposal are true and correct. The filing of this proposal has been authorized by the contracting entity and I have been duly authorized to act as the representative of the organization in connection with this proposal. I also agree to follow all Terms, Conditions, and applicable federal and state statutes.

2. PROHIBITION ON LOBBYING

Applicants are hereby advised, and agree to comply with BBHC's adopted prohibition on lobbying:

Broward Behavioral Health Coalition, Inc. shall not award funding to an organization, person or entity which has hired a person, whether directly or indirectly, who receives payment or economic consideration for the purpose of lobbying. Additionally, BBHC shall not award funding to an organization, person, or entity which has consented to or acquiesced in the employment of a person whose principal responsibilities are to lobby a member of BBHC on behalf of the organization, person, or entity which seeks funding from BBHC. Subject to the foregoing, an officer, director, official, principal or bona fide employee of an organization, person, or entity seeking funding may engage in lobbying without payment of any compensation or reimbursement of expenses for such lobbying, whether directly or indirectly.

No monies granted by BBHC shall be used by a Provider agency to hire a lobbyist or to supplant any funds which would allow for the funding of a lobbyist.

Any applicant or lobbyist, paid or unpaid, for an Applicant is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any BBHC Board Member or the CEO after the issuance of a funding opportunity and until completion of contract award. A proposal from any organization will be disqualified when the Applicant of a lobbyist, paid or unpaid, for the Applicant violates this condition of the procurement process.

3. CONFLICT OF INTEREST

Applicants are hereby advised, and agree to comply with BBHC's adopted conflict of interest regulations:

All Applicants must disclose the name of any officer, director or agency who is also an employee of BBHC. All Applicants must disclose the name of any BBHC employee who owns, directly or indirectly, any interest in the Applicants' business or any of its branches. All applicants must disclose the names of any board or staff members who may have a direct or indirect relationship with BBHC board or staff members. Such disclosure should be submitted in a separate sealed envelope addressed to the BBHC's Communications Manager, Kerline Robinson, at krobinson@bbhcflorida.org no later than the proposal deadline.

4. AGENCY CERTIFICATION

I, the undersigned Applicant, hereby attest that the following policies, procedures, regulations, and documentation are in effect and agree to provide copies of the following within three (3) working days of notification of intent to contract or contract award:

- a. Affirmative Action Policy
- b. Certified Minority Business Enterprise (if applicable)
- c. Small Disadvantaged Business Enterprise Policy (if applicable)
- d. Americans with Disabilities Act Policy
- e. Drug Free Workplace Policy

5. PUBLIC ENTITY CRIME AFFIDAVIT

- a. I understand that a "public entity crime as defined in Paragraph 287.1 33(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 entity or with an agency or political subdivision of any other state or with 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 or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
- b. I understand that "convicted" or "conviction" as defined in Paragraph 287.1 33(1)(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 of record relating to charges brought by indictment or information after July, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
- c. I understand that an "affiliate" as defined in Paragraph 287.1C3(a)(a), Florida Statutes means:
 - o A predecessor or successor of a person convicted of a public entity crime; or
 - o An entity under the control of any natural person who is active in the management of the entity and who has been convicted of public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of affiliate.

The ownership by one person of shares constituting a controlling interest in another person, or pooling of equipment of income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

- d. I understand that a “person” as defined in Paragraph 287.1330) (e), Florida Statutes means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bids 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.
- e. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies).
 - o Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
 - o The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in 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, AND (Please indicate which additional statement applies.)
 - o There has been proceeding concerning the conviction before a hearing officer of the state of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order).
 - o The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).
 - o The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Department of General Services).

ORGANIZATION’S NAME AND ADDRESS:

IRS FORM W-9