



FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION

Solicitation Acknowledgement Form
REQUEST FOR PROPOSALS (RFP)

CONTRACTUAL SERVICES

Page 1 of 39
SUBMIT PROPOSAL TO: Bureau of General Services - Procurement Section
Florida Department of Environmental Protection
3800 Commonwealth Blvd, MS93
Tallahassee, Florida 32399-3000
Agency Release Date: August 19, 2019
Solicitation Title: Administration of Continuing Education Units for the Operator Certification Program in Florida
Solicitation No.: 2020007

SEALED PROPOSALS DUE: 3:00 PM ET, September 10, 2019
SEALED PROPOSALS OPENED: 9:00 a.m.ET, September 11, 2019 and may not be withdrawn within 180 days after such date and time.

Vendor Name:
Vendor Mailing Address:
City-State-Zip:
Phone Number:
Toll Free Number:
Fax Number:
Email Address:
FEID No.:
*Authorized Signature (Manual)
*Authorized Signature (Typed), Title
*This individual must have the authority to bind the respondent.

Type Of Business Entity (Corporation, LLC, partnership, etc):

I certify that the material terms and the proposed prices contained in this response to this Request for Proposal (this Solicitation) have been kept confidential by the Respondent (and all people and entities affiliated with this Respondent who have or may have had knowledge of the same) and that, to the best of my knowledge, they have not been disclosed to any third party including, but not limited to, any other respondent to this Solicitation.

I certify that I am authorized to sign this response to this Solicitation for the Respondent and that the Respondent is in compliance with all requirements of this Solicitation; including, but not limited to, the certification requirements contained in this Solicitation as well as those contained above.

Respondent agrees to abide by all conditions of this Response and, if selected, to perform in accordance with all terms of the Solicitation and any contract arising there from.

RESPONDENT CONTACTS: Please provide the name, title, address, telephone number, and e-mail address of the official contact and an alternate, if available. These individuals shall be available to be contacted by telephone or attend meetings, as may be appropriate regarding the solicitation schedule.

Primary Contact:
Secondary Contact:
Name, Title:
Address:
Phone Number:
Fax Number:
Email Address:

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Section 1.00 INTRODUCTION

1.01 Purpose.

The Florida Department of Environmental Protection (hereinafter referred to as the "Department" or "DEP") is requesting proposals from multiple vendors that are qualified to assist the Division of Water Resource Management (DWRM), Operator Certification Program (OCP), with administering Continuing Education Units (CEUs) for professions related to Water Treatment Plant Operators, Wastewater Treatment Plant Operators, and Water Distribution System Operators. The awarded CEU Provider(s) (Provider) shall approve sponsors and their courses, seminars, and self-study courses, by following the guidelines in the "Manual for Approving Continuing Education Courses for Operator Licensing" (Exhibit F), included in this Request for Proposals (RFP). It is the Department's intent to award multiple contracts for this service.

1.02 Timeline of Events.

The following schedule will be strictly adhered to in all actions relative to this Solicitation. The Department reserves the right to make adjustments to this schedule and will notify participants in the Solicitation by posting an addendum on the Vendor Bid System (VBS). It is the responsibility of the Vendor to check VBS on a regular basis for such updates.

Events	Date	Time	Location/Method
RFP Advertised	August 19, 2019		Vendor Bid System
Vendor Questions Due	August 26, 2019	5:00 PM	Email to Procurement Officer
Questions & Answers Addendum, on or about	September 3, 2019		Vendor Bid System
Sealed Proposals Due	September 10, 2019	3:00 PM	<u>Mail to Department:</u> RFP 2020007 Bureau of General Services, Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
Public Opening	September 11, 2019	9:00 AM	Conference Room 153 3800 Commonwealth Blvd Tallahassee, Florida 32399-3000
Vendor References Contacted	September 16-20, 2019		By Phone and/or Email by Department
Intent to Award, on or about	October 1, 2019		Vendor Bid System

***All times referenced in this solicitation are current local times in Tallahassee, Florida**

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1.03 Procurement Officer.

Wanda Norton, FCCM, FCCN
Bureau of General Services – Procurement Section
Florida Department of Environmental Protection
3800 Commonwealth Boulevard, MS#93
Tallahassee, Florida 32399-3000
Email: Wanda.Norton@FloridaDEP.gov

Pursuant to section 287.057(23), F.S., and the PUR 1001, the Procurement Officer is the sole point of contact from the date of release of this RFP until the Contract award is made. Violation of this provision may be grounds for rejecting a Proposal.

Refer ALL inquiries in writing to the Procurement Officer by email. Responses to timely questions posed to the Procurement Officer will be posted on the VBS. The Procurement Officer shall not be bound by any verbal information or by any written information that is not contained within the Solicitation documents or formally noticed and issued by the DEP Procurement Section. All emails to the Procurement Officer shall contain the solicitation number 2020007 in the subject line of the email.

1.04 Questions.

NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR-1001), Paragraph #5, Questions.

Information will NOT be provided by telephone. Any questions from prospective Respondents concerning this Solicitation shall be submitted in writing to the Procurement Officer no later than the time and date specified in the Timeline of Events. No interpretation shall be considered binding unless provided in writing by the Department in response to a request in full compliance with this provision. All questions and answers will be posted on the VBS. Questions will not constitute a formal protest of the specifications or of the Solicitation.

Each submission shall identify the solicitation number **2020007 in the subject line of the email.** **Questions must be submitted in the following format to be considered:**

Question	RFP Section	RFP Page #	Question

Responses to all written inquiries, and clarifications or addenda if made to the Solicitation, will be made through the VBS. It is the prospective Respondent’s responsibility to periodically check the VBS. The Department bears no responsibility for any delays, or resulting impacts, associated with a prospective Respondent’s failure to obtain the information made available through the VBS.

1.05 Addenda.

If the Department finds it necessary to supplement, modify, or interpret any portion of the Solicitation documents, a written “Addendum” will be posted on the VBS. It is the responsibility of the prospective Respondents to be aware of any Addenda that might have a bearing on their Proposal.

1.06 Department’s Reserved Rights.

In determining Respondent responsibility, the Department may consider any information or evidence which comes to its attention and which reflects upon a Respondent’s capability to fully perform the contract requirements and/or the Respondent’s demonstration of the level of integrity and reliability which the Department determines to be required to assure performance of the contract.

The Department reserves the right at any time to:

1. Reject any and all Proposals at any time, including after an award is made, when doing so would be in the best interest of the State of Florida.
2. Determine a response nonresponsive.
3. Waive any minor irregularity, technicality, or omission if the Department determines that doing so will be in the best interest of the State of Florida.
4. Withdraw the RFP at any time, including after an award is made, when doing so would be in the best interest of the State of Florida.
5. Withdraw or amend its Notice of Award at any time prior to execution of a Contract, including, but not limited to, situations in which the selected Contractor fails to execute the Contract.
6. Withdraw or amend its Notice of Award if the Contractor defaults in performance.
7. Re-procure services in accordance with Rule 60A-1.006(3), F.A.C.
8. To make an award without further discussion of the Proposals submitted.

By exercising the above-listed rights, the Department assumes no liability to any Contractor.

1.07 General Instructions for Preparation of the Proposal.

This section contains the General Instructions and Special Instructions to Respondents. The General Instructions to Respondents Form PUR 1001 is incorporated by reference and can be accessed at MyFlorida.com, Department of Management Services (DMS) or at [Form PUR 1001 General Instructions to Respondents.pdf](#).

The following instructions have been designed to help ensure that all Proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and preparation time. Any and all information submitted in variance with these instructions will not be reviewed or evaluated. Nonconformance with the instructions provided in the RFP may result in an unfavorable Proposal evaluation or being deemed Nonresponsive.

Respondent's Proposals must be submitted in hard and electronic (CD/DVD/USB) copies as specified and all Tabs are to be in order and organized as directed and contain complete responses to all items. Using the instructions outlined below, the Respondent must complete all forms and provide the detail information as requested. If a portion of any section is omitted, or incomplete, the Proposal may be deemed Nonresponsive at the discretion of the Department.

Tab (Section)	Proposal	Page Limit
Tab A	Executive Summary	2
Tab B	Solicitation Acknowledgment Form	1
Tab C	Disclosure and Attestation Forms	7
Tab D	Client Reference Forms	4
Tab E	Technical and Professional Experience	30
Tab F	Price Response Form	2

A. Tab A: Executive Summary.

Each Respondent must prepare and include an Executive Summary. The Executive Summary must begin with company/division's street address; and size of business, CBEs status, and a summary of the key points from the Respondent's Proposal. The Executive Summary should provide information on the historical background of the Respondent, years in operation, and years involved in work related to administering a continuing education program.

B. Tab B: Solicitation Forms.

Each Respondent must complete and include the following Solicitation Forms:

- Solicitation Acknowledgement Form(s)

C. Tab C: Disclosures and Attestations.

Each Respondent must complete and include the following Disclosures and Attestations:

- Vendor Financial Attestation;
- Vendor Responsibility Disclosure;
- Vendor Conflicts of Interest Attestation;
- Vendor Principal Place of Business Attestation;
- Vendor Drug-Free Workplace Attestation;
- Certification Regarding Scrutinized Companies Lists; and
- Respondent/Contractor or (Team, If Not Subcontractor) Summary Form.

D. Tab D: Client References Form.

Each Respondent must complete and include the Client Reference Form for three (3) customers to whom Respondent has provided commodities and/or contractual services of similar scope and size as those identified in the RFP during the past five (5) years.

- If the Respondent is a current or former Contractor to the Department, the Respondent may indicate this information on a separate document, however, this shall not count as one (1) of the three (3) required Client References.
- The same Client Reference may not be listed for more than one (1) of the three (3) Client References.
- Clients that are listed as subcontractors in the Respondent's proposal will not be accepted as Client Reference under this Solicitation.
- A client that is currently a parent or a subsidiary company to the Respondent will not be accepted as a Client Reference under this Solicitation.
- The Department will not attempt to correct incorrectly provided contact information on the Client Reference Form submitted.

E. Tab E: Technical and Professional Experience

Respondent must submit the following information for the Technical and Professional Experience. Using the description of work outlined in the Technical Specifications, Respondents shall prepare their Technical Proposal Package in the order outlined below for ease of the identification and review by the evaluators. If a portion of any section is omitted, the Respondent will receive a score of zero (0) for that section. However, Respondent shall not use the Tab pages to present additional information.

1. Introduction: This section should provide a general description of the Respondent's understanding of the DEP's procedures for approving the continuing education providers, sponsors and presenters in accordance with the provisions of Florida Administrative Code (F.A.C.) Chapter 62-602, and the Manual for Approving Continuing Education Courses for Operator Licensing (Exhibit F). A statement that the Respondent meets the minimum requirements for approval as a Provider, as listed in Section 3.00, Statement of Work, must also be included in this section.
2. Organizational Plan: This section shall provide the organizational structure of the proposed team and outline the responsibilities of each team member, as applicable. If subcontractors will be used, identify the tasks for which they will be responsible. Only personnel who are current employees of the Respondent or of the subcontractors shall be identified.
3. Qualifications and Experience: This section shall describe the Respondent's experience in administering a continuing education program, present the qualifications of the Respondent and Respondent's team. Experience shall be demonstrated by a discussion of programs conducted that are similar to that described in this solicitation. Specific duties performed shall be indicated. The experience listed in this section must demonstrate that the Respondent meets the minimum qualifications as outlined in Section 3.00, Statement of Work.
4. Electronic Data Storage and Reporting Capabilities: This section shall describe the Respondent's electronic data reporting, storage, and manipulation. Capability shall be demonstrated by identifying the specific computer hardware, software, and communication capabilities which will be used to conduct the program. Specific functions and processes shall be indicated.

F. Tab F: Price Response

Respondent must fill in the list of services Respondent will provide for a fee (examples: CEU Course Application fee, CEU Course Update/Revision fee, CEU Roster Uploading fee) and the maximum fee Respondent will charge for each service. Respondent may charge less than the fees listed, however Respondent will not be allowed to charge more than the maximum fee provided. Proposals that do not include a completed Price Response Form in the sealed package marked Price Response shall be rejected. The Respondent's Price Response must be submitted on the form provided in the Solicitation.

1.08 General Formatting Instructions.

The Respondent's Proposal must include all data and information requested by this RFP and be submitted in accordance with these instructions. Nonconformance with the instructions provided in the RFP may result in an unfavorable Proposal evaluation or being deemed nonresponsive.

A. Binding and Labeling.

Each Tab should be separately bound to permit the Tab to lie flat when open. Staples must not be used. Three-ring binders or spiral binding are preferred, but not required. The Tab cover, or a cover sheet, must be bound in each Tab, clearly marked as to Tab number, title, original or copy number, RFP name and number, and the Respondent's name. The same identifying data should be placed on the spine of each Tab, if applicable. Be sure to apply all appropriate markings to each Tab.

B. Cross Referencing.

Each Tab must be written on a stand-alone basis so that its contents may be evaluated with no cross-referencing to other Tabs of the Proposal. Information required for Proposal evaluation that is not found in its designated Tab will be assumed to have been omitted from the Proposal.

C. Tables of Contents and Glossary.

Each Tab must contain a table of contents to delineate the sections and any subsections within that Tab. If a Tab contains uncommon words, technical abbreviations, or acronyms, it should contain a glossary of these terms, with an explanation for each. Tables of contents and glossaries do not count against the page limitations for their respective Tabs.

D. Page Limitations.

Page limitations, if specified, must be treated as maximums. If exceeded, the excess pages will not be read or considered in the evaluation of the Respondent's Proposal. Each page must be counted except the following: blank pages, title pages, tables of contents, tabs, glossaries, and those parts of the Proposal noted as unlimited.

E. Page Size and Format.

A page is defined as each face of an 8 ½ X 11-inch sheet of paper containing information. When both sides of a sheet display printed material, it will be counted as two (2) pages. For the purposes of formatting, font sizes must not be less than 10 points. Pages must be numbered sequentially within Tabs. These limitations apply to both electronic and hard copy Proposals. Department-furnished forms and attachments must not be altered and are exempt from stated formatting.

F. Charts and Tables.

Tables, charts, graphs and figures must be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays must be uncomplicated and must not exceed 11 x 17 inches in size. Foldout pages must fold entirely within the Tab, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams and schematics, not for pages of text. For tables, charts, graphs and figures, the font size must be no smaller than 10 points. These limitations must apply to both electronic and hard copy Proposals.

G. Electronic Copies.

In addition to the required hard copies, one (1) electronic copy of the entire Proposal must be submitted on CD, DVD, or USB-compatible memory stick. Respondent must submit all Tabs in electronic format, using MS Windows-compatible, CDs/DVDs/USBs. One CD/DVD/USB containing all Tabs with all documents is preferred, but multiple CDs/DVDs/ USBs are acceptable. Each CD/DVD/USB must indicate the Respondent's name, RFP number, and Tab and title (if separated).

The content and page sizes contained on the electronic copy must be identical to the hard copies. Files included on the CD/DVD/USB must be uncompressed. The electronic copy of the Proposal must be submitted in a format readable by Microsoft (MS) Word 2013®, MS Excel 2013®, MS Power Point 2013®, or Adobe Acrobat®, or later, as applicable. Hidden fields, comments, macros, etc. must be omitted, and read passwords on files must not be used. Files must be consistently and uniformly named to allow for easy distinction between Tabs. Inclusion of company name or abbreviation is acceptable.

Documents submitted electronically must be in their native format and, when printed, must match the original paper submittal. In the event there is a conflict between the content found in a paper submittal and an electronic copy, the paper submittal marked "original" will take precedence.

Respondents are advised to assure electronic files are not corrupt prior to mailing, as any material which is not readable will not be considered and may be grounds for rejection from further consideration.

1.09 Proposal Submission.

**NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR-1001)
Paragraph #3, Electronic Submission of Responses.**

Respondents shall deliver sealed Proposals to the Department's office designated in the Solicitation Acknowledgement Form before the date and time specified. Any Proposal that is received after the exact time specified in the Timeline of Events is late. Late Proposals, as well as Proposals submitted electronically or by facsimile, are Nonresponsive and will not be considered in the Evaluation and are not eligible for Award. All Proposal materials must be packaged so that each box shipped to the Department does not exceed 25 pounds.

If Respondent asserts that any portion of the Proposal is exempt from disclosure under the Florida Public Records law, Respondent must submit a redacted version of the Proposal along with the un-redacted version. The redacted copy shall be clearly titled "Redacted Copy."

In addition to whatever markings are required for shipment, **Proposal packages must be marked to show the Respondent's name and address, the solicitation number 2020007, and the date and time Proposals are due (see Timeline of Events, Section 1.02)**. If multiple packages are shipped, package sequences (i.e. 1 of 3, 2 of 4, etc.) must also be indicated on the outside of the package.

1.10 Alternate Proposals.

A Respondent may not submit more than one (1) Reply. The Department seeks each Respondent's single-best Proposal. In the event a Respondent submits more than one (1), only the most-current (i.e. latest received by the Department) Proposal will be accepted.

1.11 Elaborate Proposals.

Respondent may include in their Proposal brochures and artwork, paper and bindings, or other visual presentation aids. Proposal shall be prepared in accordance with the instructions herein.

1.12 General Evaluation Information.

The Department reserves the right to accept or reject any or all Proposals received; waive any minor irregularity, technicality, or omission if the Department determines that doing so will serve the State's best interest; and reserves the right to make an award without further discussion of the Proposals submitted. No allowances will be made to the Respondent because of a lack of knowledge of conditions or requirements and the Respondent will not be relieved of any liabilities and obligations due to any such lack of knowledge.

The Department objects to and shall not consider any additional terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's Proposal. In submitting its Proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have not force or effect.

1.13 Administrative Review.

All Proposals will be reviewed by the Procurement Officer to ensure that complete Proposals have been submitted and to ensure that the Proposals meet the minimum requirements of this Solicitation. Complete Proposals that meet the minimum requirements of this Solicitation will be sent to the Evaluation Team for their qualitative review. To foster maximum competition, the Department will seek to minimize Respondent disqualifications resulting from nonresponsiveness during the administrative review process. Therefore, the Department may, in its sole discretion, notify Respondents whose qualifying information or documentation does not meet the requirements of the Solicitation and will allow the correction of

errors and omissions prior to making a final determination of responsiveness. Timely cures will be accepted by the Department.

1.14 Administrative Cure Process.

In the interest of maximizing competition, the administrative cure process seeks to minimize, if not eliminate, disqualifications resulting from nonmaterial, curable deficiencies in the Proposal. During the Administrative Review portion of the evaluation, if the Department determines that a nonmaterial, curable deficiency in the Proposal will result in the disqualification of a Respondent, the Department may notify the Respondent of the deficiency and a timeframe within which to cure the deficiency. This process is at the sole discretion of the Department; therefore, the Respondent is advised to ensure that its Proposal is compliant with the Solicitation at the time of submittal.

1.15 Evaluation Criteria

The Department will establish an Evaluation Team composed of persons who collectively have experience and knowledge in the program area and service requirements for this RFP. These evaluators will work independently to evaluate and score the Respondent's Proposals using the evaluation criteria included in this section.

1.16 Past Performance Evaluation

The Department will conduct a Past Performance Evaluation of the Client References the Respondent provided. Each Client Reference will be asked the questions on the Past Performance Evaluation Form (Section 14.00). The Maximum Raw Score for each Client Reference is 20 points. The Department will calculate the Respondent's Final Past Performance Score as follows:

$$\text{Raw Score} \times \text{Weight Factor} = \text{Final Past Performance Evaluation Score}$$

The Department will contact Respondent's references via telephone or by email to complete the Evaluation of Past Performance Form.

1. The Department will contact Client References by telephone OR email during normal business hours (8:00 AM - 5:00 PM) during the designated time period on the Timeline of Events.
2. By telephone: The Department will make up to three (3) telephone contact attempts and send (1) follow-up email if no response is received.
3. By email: The Department will email the Past Performance Evaluations form and follow-up with three (3) reminder emails if no response is received.
4. If the contact person cannot be reached following the specified number of attempts, the Respondent shall receive a score of zero (0) for that Client Reference.

1.17 Technical and Professional Experience Evaluation

Each evaluator will work independently using the Evaluation Criteria to review and score Respondent's Professional Experience Proposal in the order and method they deem most effective. Upon completion of the Professional Experience Proposal evaluation, the evaluators will submit their scores to the Procurement Officer for tabulation.

The members of the Evaluation Team score each Professional Experience Proposal separately. For each Respondent, each evaluator will assign a numerical score from zero (0) to four (4) to each Tab, use the scoring guidelines provided below to assign numerical scores.

Numerical Score	Evaluation Word	Description
4	Excellent	Proposal extensively addresses the evaluation criterion or demonstrates exceptional experience related to the criterion.
3	Satisfactory	Proposal adequately addresses the evaluation criterion or demonstrates sufficient experience related to the criterion.
2	Fair	Proposal minimally addresses the evaluation criterion or demonstrates nominal experience related to the criterion.
1	Poor	Proposal inadequately addresses the evaluation criterion or demonstrates limited experience related to the criterion.
0	No Response	Proposal does not address the evaluation criterion or does not demonstrate experience related to the criterion.

After the evaluation team assigns scores, the Department will calculate the Respondent’s Final Technical and Professional Experience Score as follows:

$$\text{Raw Score} \times \text{Weight Factor} = \text{Final Past Performance Evaluation Score}$$

A. Introduction

Based upon the Respondent’s description of their understanding of the DEP’s procedures for approving the continuing education providers, sponsors and presenters, I rate their ability to fulfill the requirements of the Statement of Work as ____ out of 4.

Consider in your evaluation the following points:

- Has the Respondent provided concrete examples of similar projects that have been accomplished?
- Has the Respondent identified specific key person(s) that will be involved in accomplishing the work and demonstrated their experience as relevant and useful?
- Has the Respondent demonstrated expertise in administering a continuing education program?

B. Organizational Plan

Based upon the Respondent’s description of their organizational structure of the proposed team and the outlined responsibilities of each team member, I rate their ability to fulfill the requirements of the Statement of Work as ____ out of 4.

Consider in your evaluation the following points:

- Has the Respondent identified specific key person(s) that will be involved in accomplishing the work and demonstrated their experience as relevant and useful?

- Has the Respondent demonstrated expertise in strategic planning, scheduling, account/project management?
- Has the Respondent provided references to previous clients with whom they have shown an ability to communicate and coordinate effectively?

C. Qualification and Experience

Based upon the Respondent’s description of their experience in administering a continuing education program and their qualifications of approach to production, I rate their ability to fulfill the requirements of the Statement of Work as _____ out of 4.

Consider in your evaluation the following points:

- Has the Respondent identified specific key person(s) that will be involved in accomplishing the work and demonstrated their experience as relevant and useful?
- Does the Respondent show that they have experience in administering a continuing education program?
- Does the Respondent show experience demonstrated by a discussion of programs conducted that are similar to that described in this solicitation with specific duties performed?
- Does the Respondent show experience that meets the minimum qualifications as outlined in Section 3.00, Statement of Work?

D. Electronic Data Storage and Reporting Capabilities

Based upon the Respondent’s description of their approach to Electronic Data Storage and Reporting Capabilities, I rate their ability to fulfill the requirements of the Statement of Work as _____ out of 4.

Consider in your evaluation the following points:

- Has the Respondent described their electronic data reporting, storage, and manipulation processes?
- Has the Respondent demonstrated their Electronic Data Storage and Reporting Capabilities by identifying the specific computer hardware, software, and communication capabilities which will be used to conduct the program?
- Has the Respondent indicated specific functions and processes of their Electronic Data Storage and Reporting Capabilities?

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1.18 Price Response Evaluation

The sum of the Total Maximum Fees yearly rate for both the Original and Renewal contract terms will be evaluated for reasonableness. The evaluation team will assign a score of zero (0) or one (1).

Numerical Score	Evaluation Word	Description
1	Reasonable	Price Response appears reasonable in comparison to historical program data.
0	Not Reasonable /No Response	Price Response does not appear reasonable in comparison to historical program data, Price Response not provided or portions left blank.

After the evaluation team assigns scores, the Department will calculate the Respondent’s Final Price Response Form Score as follows:

$$Raw\ Score \times Weight\ Factor = Final\ Price\ Response\ Form\ Evaluation\ Score$$

1.19 Compilation of Scores

To arrive at each Respondent’s Final Score, the Department will sum the Final Past Performance, Final Technical and Professional Experience, and Final Price Scores.

$Final\ Past\ Performance\ Score + Final\ Technical\ and\ Professional\ Experience\ Score + Final\ Price\ Score = Final\ Score$

The Department will use the final score to create a recommendation for award and present it to the Secretary, or designee, for their approval or rejection.

Respondent’s Name: _____		Evaluator’s Name: _____			
Evaluation Criteria		Maximum Raw Score Possible	Raw Score	Weight Factor	Maximum Points Possible
Tab A. Executive Summary					
Tab B. Solicitation Acknowledgement Form					
Tab C. Disclosure and Attestations 1. Vendor Financial Attestation; 2. Vendor Responsibility Disclosure; 3. Vendor Conflicts of Interest Attestation; 4. Vendor Principal Place of Business Attestation; 5. Vendor Drug-Free Workplace Attestation; 6. Certification Regarding Scrutinized Companies Lists; and					

Respondent's Name: _____		Evaluator's Name: _____				
Evaluation Criteria		Maximum Raw Score Possible	Raw Score	Weight Factor	Maximum Points Possible	
7. Respondent/Contractor or (Team, If Not Subcontractor) Summary Form. (and letter of Commitment if applicable)						
Tab D. Client Reference – Past Performance						
1. Client #1		20		X	1	= 20
2. Client #2		20		X	1	= 20
3. Client #3		20		X	1	= 20
Tab E. Technical and Professional Experience						
1. Introduction		4		X	4	= 16
2. Organizational Plan		4		X	4	= 16
3. Qualifications and Experience		4		X	4	= 16
4. Electronic Data Storage and Reporting Capabilities		4		X	4	= 16
Tab F. Price Response (total for both original & renewal terms)		1		X	4	4
Maximum Total Numerical Rating:						128

Please notify the DEP Procurement Officer (see Section 1.03) at least ten (10) days prior to the due date for Responses if an accommodation because of a disability is required in order to participate in this procurement opportunity.

1.20 Basis of Award.

The Department seeks to Award a single Respondent, or multiple Respondents, to the responsive and responsible Respondent(s) whose Proposal(s) receives at least a minimum score of 80 and is determined to be the most advantageous to the State, taking into consideration the criteria detailed in this Solicitation.

1.21 Posting of Agency Decision.

NOTE: This section supersedes Section 2.00, General Instructions to Respondents (PUR-1001), Paragraph #3, Electronic Posting of Notice of Intended Award.

The Department will post a Notice of Intent to Award, stating its intent to enter into one (1) or more Contracts with the Respondents(s) identified therein, on the VBS website. If the Department decides to reject all Responses, it will post its notice on the same VBS website. The Notice of Intent to Award will be posted for review by interested parties on the VBS on or after the date listed on the Timeline of Events.

1.22 Type of Contract Contemplated.

There shall be no compensation paid by DEP to the Provider for the services sought under this Solicitation. It is anticipated that the Provider shall offset expenses through the receipt of revenues paid directly from the Operators seeking CEUs from this program (i.e. application fees, etc.). This will be a non-exclusive contract whereby the Department may procure the same services and enter into a contract with other vendors while this contract is still in effect.

Information on Federal procurement Regulations, State Statutes or Rules, referred to in this solicitation, may be obtained by contacting the DEP Procurement Office referred to in Section 1.03.

The requirements of the Proposed Contract should be scrutinized by the Respondent since modifications proposed by the Respondent may not be considered.

1.23 Anticipated Contract Term and Renewal.

The term of the Contract will begin upon execution by both parties and remain in effect for a period of five (5) years unless cancelled earlier in accordance with the terms of the Contract. The Department reserves the right to renew any Contract resulting from this Solicitation. Renewal(s) shall be in writing and subject to the same terms and conditions as the original Contract and any amendments thereto, for a period no greater than five (5) years. All renewals are contingent upon satisfactory performance by Contractor. Renewals may be for the entire period or in increments.

1.24 Florida Department of State Registration Requirements.

All entities seeking to do business with the Department shall, prior, to the execution of the contract, be appropriately registered with the Florida Department of State. Information about the registration process is available at the Department of State's website.

1.25 MyFloridaMarketPlace Vendor Registration.

Prior to execution of Contract(s) by the Department, Awarded Vendor(s) must be registered with the Florida Department of Management Services' (DMS) MyFloridaMarketPlace (MFMP) Vendor Registration System. Information about the registration process is available on, and registration may be completed at, the MFMP website. Prospective vendors who do not have Internet access may request assistance from MFMP Customer Service.

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The following United Nations Standard Products and Services Code(s) (UNSPSC) are provided to assist potential Respondents in their registration efforts:

Code	Title
86101807	Management sector manpower development
86101810	Personnel skills training
86132100	Training planning, facilitation and delivery services
86132102	Training planning and development consultancy service
86101800	In service training and manpower development
80111718	Employee skill testing and assessment service

1.26 Diversity.

The Department is dedicated to fostering the continued development and economic growth of small, minority-, veteran-, and women-owned businesses. Participation of a diverse group of Respondents doing business with the State is central to the Department's effort.

To this end, small, minority-, veteran-, and women-owned business enterprises are encouraged to participate in the State's procurement process as both prime Respondents and subcontractors under prime contracts. Respondents are encouraged to partner with certified small, minority-owned, veteran-owned, and women-owned businesses for contract performance. Enterprises that desire to be certified as a small, minority-, veteran-, or women-owned business can request certification information from the State's [Office of Supplier Diversity \(OSD\)](#) within the Florida Department of Management Services.

1.27 Responsibility.

The Respondent must prove to the satisfaction of the Department that they have available under their direct supervision, the necessary organization, experience, equipment and staff to properly fulfill all the conditions, requirements, and specifications required under this Solicitation. In determining Respondent(s) responsibility, the Department may consider any information or evidence which comes to its attention and which reflects upon a Respondent's capability to fully perform the Solicitation requirements and/or the Respondent's demonstration of the level of integrity and reliability which the Department determines to be required to assure performance of the Solicitation.

1.28 Protest Rights.

Failure to file a protest within the time prescribed in section 120.57(3), Florida Statutes, or failure to post a bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Documents received after 5:00 p.m. will be filed the following business day.

All filings must be made with the Agency Clerk ONLY and are only considered "filed" when stamped, physically or digitally, by the Agency Clerk. It is the responsibility of the filing party to meet all filing deadlines.

The Agency Clerk's address is:

Agency Clerk, Office of General Counsel
Department of Environmental Protection
3900 Commonwealth Boulevard,
Douglas Building, MS#35
Tallahassee, Florida 32399-3000

Email: Agency_Clerk@floridadep.gov

Do not send Proposals to the Agency Clerk's Office. Send all Proposals to the Procurement Officer identified in the solicitation.

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Section 2.00 SPECIAL GENERAL INSTRUCTIONS TO RESPONDENTS

2.01 Definitions. Listed below are definitions specific to this Solicitation:

- A. **“Associated Business Entity”** shall mean a Business Entity, that, directly or indirectly, through one or more intermediaries, controls, is controlled by, or is under common control with the Respondent; including but not limited to, the following: i) a business entity twenty percent (20%) or more of whose outstanding voting securities, membership interests or partnership interests are directly or indirectly owned, controlled, or held with power to vote, by the Respondent, ii) a business entity which directly or indirectly owns controls, or holds, with power to vote, twenty percent (20%) or more whose outstanding voting securities, membership interests or partnership interests are directly or indirectly owned, controlled, or held with power to vote, by the Respondent.
- B. **“Business Entity”** includes firms, associations, joint ventures, partnerships, estates, trusts, business trusts, syndicates, companies, fiduciaries, corporations, and all other groups or combinations.
- C. **“Control”** means the ability, directly, or indirectly, to direct the management or policies of an entity, whether through ownership of securities, by contract, or otherwise, including through common officers, directors, executive, partners, shareholders, employees, members, or agents who are active in the management of an entity.

2.02 Assertion of Confidentiality Regarding Submitted Materials.

- a) Proposals should contain only information that is responsive to the Solicitation. Any relevant and responsive information submitted which is asserted by Respondent to be proprietary, trade secret, intellectual property, or otherwise confidential (“Confidential Information”) and which Respondent claim as privileged from disclosure despite any applicable Florida Public Records Law, must be clearly marked as such in the un-redacted version of the Proposal, and either removed from or obliterated in the Redacted Copy.
- b) If Respondent fails to submit a Redacted Copy, the Department is authorized to produce the entire un-redacted document submitted to the Department in response to a public records request encompassing the Proposal.
- c) The Redacted Copy should redact all, but only, those portions of material that Respondent asserts are Confidential Information. Respondent must identify the statutory citation supporting its claim of confidentiality for each and every redaction.
- d) Failure to identify asserted Confidential Information in Proposals, and/or to redact such information in the Redacted Copy, shall constitute a waiver of any claim of confidentiality or exemption to such information, document or Proposal.

2.03 Conflict of Interest.

The Respondent covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of the services required to be performed under the contract.

2.04 Disclosure.

Information will be disclosed to Respondents in accordance with State statutes and rules applicable to this Solicitation after evaluations are complete.

2.05 Firm Proposal.

NOTE: This section supersedes Section 2.00, General Instruction to Respondents (PUR1001), Paragraph #14, Firm Response.

The Department may make an award(s) within one hundred eighty (180) days after the date of the Proposal opening, during which period the Proposal submitted shall remain firm and shall not be withdrawn. If an award(s) is not made within one hundred eighty (180) days after the Proposal opening date, the Proposal shall remain firm until either the Department posts an Agency Decision, or the Department receives a written notice from the Respondent that the Proposal is withdrawn, whichever occurs first. Any Proposal that expresses a shorter duration shall be rejected.

2.06 Misrepresentations.

All information submitted, and representations made by the Respondent are material and important and will be relied upon by the Department in awarding the contract. Any misstatement or omission (a “Misrepresentation”) shall be treated as a fraudulent concealment of the true facts relating to submission of the Solicitation. A misrepresentation shall be a basis for the Department to disqualify the Respondent from participating in this Solicitation, and any re-solicitation pertaining to this subject matter (regardless of whether the re-solicitation resulted from Respondent’s misrepresentation) and shall be punishable under law, including, but not limited to, Chapter 817, F.S.

2.07 Public Requests for Proposals.

- a) If a public records request is made for the Proposal, the Department will provide the requestor access to the Redacted Copy, bearing Respondent’s assertion of exemption from disclosure. If a public records request is made for the un-redacted Proposal challenging the assertion of exemption, the Department will notify Respondent that the requested records contain asserted Confidential Information. Respondent shall be solely responsible for taking whatever action it deems appropriate to legally defend its claim of exemption from disclosure under the Public Records Law.
- b) Respondent shall obtain either an agreement with the requestor withdrawing its request or commence an action in a court of competent jurisdiction requesting an injunction prohibiting its disclosure within seventy-two (72) hours (excluding weekends and state and federal holidays) of Respondent’s receipt of notice of the public records request.
- c) By submitting its Proposal, Respondent agrees that no right or remedy for damages against the Department will arise from disclosure by the Department of the alleged Confidential Information following Respondent’s failure to promptly protect its claim of exemption.
- d) By submitting a Proposal to this Solicitation, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent’s assertion that the redacted portions of its Proposal are Confidential Information not subject to disclosure.

2.08 Qualifications.

The Respondent must prove to the satisfaction of the Department that they have available under their direct supervision, the necessary organization, experience, equipment and staff to properly fulfill all the conditions, requirements, and specifications required under this Solicitation.

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Section 3.00 STATEMENT OF WORK (SCOPE)

The Department is requesting Proposals from prospective Contractors to assist the Operator Certification Program with administering Continuing Education Units (CEUs). The Contractor(s) hereinafter are referred to as the Provider. This Service will be provided to professions relating to Water Treatment Plant Operators, Wastewater Treatment Plant Operators, and Water Distribution System Operators. The DEP Operator Certification Program has approximately 14,000 licensed operators which in turn attend approximately 27,000 CEU courses each license cycle. An example of a license cycle would be May 1, 2019 through April 30, 2021

3.01 Scope of Service.

A. The Provider(s) will assist the Operator Certification Program with administering Continuing Education Units (CEUs) as follows:

- Approve sponsors and their courses, seminars, and self-study courses, as detailed in the DEP Operator Certification Program manual titled, “Manual for Approving Continuing Education Courses for Operator Licensing” (see Exhibit F).
- Assign a course number and the number of units for each continuing education course approved.
- Track the CEUs earned by each licensed operator.
- Transfer the CEUs earned to the Department each month in an electronic format.
- Electronic transfers must include the course number, the license number, the license type (drinking water, wastewater, or water distribution), course completion date, license cycle and the number of CEUs earned.
- Submit an updated list of approved courses on a quarterly basis or as new courses are approved.

B. All Providers must meet the following minimum requirements in order to provide a response to this Solicitation:

1. Must be either an educational institution accredited by the Southern Association of Colleges and Schools (SACS), a “recognized association”, or a non-profit organization.
 - Educational institutions are accredited universities, community colleges, and vocational technical centers.
 - Recognized Associations and Non-Profit organizations are organizations of individual licensees, companies, or business entities actively involved in the drinking water and wastewater industry. They must have officers and a board of directors elected by the membership; by-laws which establish requirements for membership; regular meeting schedules not to exceed once per quarter, published agendas; and maintain a list of enrolled members from the most recent 12 months.
2. Shall be headquartered in the State of Florida.
3. Must have been in active operation for no less than the previous (5) five years.
4. Must have a contract manager that can provide documentation of a minimum three (3) years working experience in water and/or wastewater treatment and/or water distribution in the State of Florida or a minimum of three (3) years of contract management experience.

5. Shall demonstrate experience in managing and presenting coursework, seminars, and/or self-study courses for at least a three (3) year period.
6. Shall demonstrate special expertise in water or wastewater treatment or water distribution and a documented history of research, study or active involvement in these areas.

Note: Public or private water, wastewater or water distribution systems with established training departments, or independent programs of instruction shall not be a CEU Provider even if they are designated as a Non-profit Organization. Organizations such as these may only be approved as a CEU Sponsor. A **“Sponsor”** means any entity that does not qualify to be a “Provider” but has expertise in drinking water or domestic wastewater treatment or water distribution and has been approved by a Provider to present a course or seminar.

Failure by the respondent to meet these minimum requirements shall result in the response being deemed non-responsive and therefore rejected.

C. It is the responsibility of the Provider to review courses and seminars which have been submitted by Sponsors for approval for CEU credit. The Provider shall ensure that the program planning content, organization, and implementation of courses submitted complies with the criteria specified in the “Manual for Approving Continuing Education Courses for Operator Licensing”.

It is the responsibility of the Provider to ensure that the subject matter of each course include one (1) of the following subjects:

- operation and control of a treatment plant or water distribution system;
- troubleshooting treatment processes;
- health and safety (associated with wastewater/drinking water/water distribution systems);
- employment and community right-to-know notification procedures;
- toxic and hazardous materials handling procedures;
- solids and residuals control;
- supervision and management;
- basic chemistry and biology;
- mathematics of the treatment process or water distribution system;
- laboratory sampling procedures;
- equipment or water main maintenance and repair;
- computer applications for water or wastewater treatment or water distribution;
- blue print reading;
- government rules and procedures (applicable to water/wastewater treatment or water distribution systems);
- back flow prevention/cross connection control;
- new or alternative technologies associated with water or wastewater treatment;
- security (applicable to water/wastewater treatment or water distribution systems);
- emergency response, emergency planning;
- hurricane preparedness, anticipating or mitigating hazardous weather;
- active shooter; or

- college level courses in the field of Mathematics, Environmental Science, Chemistry or Biology offered by an educational institution accredited by the Southern Association of Colleges and Schools (SACS), that can be attributed to the water, wastewater and water distribution profession.

D. The Department shall audit the Provider as deficiencies are noted. If noted deficiencies are not corrected within the time frame specified in the audit report, the Contract shall be suspended until the deficiencies are corrected. (Reference Exhibit F)

E. The Department and the Provider reserve the right to audit courses and administrative records with or without notice to a CEU sponsor. Audits shall result in notice to the sponsor of deficiencies found and of corrective action required by the sponsor where warranted. The Department or the Provider shall reduce the number of approved credit hours for the course or disapprove the course entirely if the sponsor fails to correct the deficiencies. (Reference Exhibit F)

3.02 Deliverables.

A. The Provider shall upload all completed CEUs to the Department, in an electronic format, no later than thirty (30) calendar days after a course completion date. The Provider shall be deemed in compliance if their timely upload percentage rate at the end of the two-year license cycle is 95% or higher.

B. The Provider shall notify the Department of any and all penalties imposed upon any of its Sponsors within fifteen (15) calendar days.

C. The Provider shall submit a course approval list to the Department. This list shall contain information on each course that was submitted by a Sponsor to the Provider for review. The course approval list shall contain the name/title of course, number of CEUs for the course, type of license the course is applicable to (i.e. DW, WW, DS), name of the Sponsor administering the course, course number, and date of approval. Courses received but not approved by the Provider will also be identified separately on the course approval list. The course approval list will be for the time periods of January 1 – June 30 and July 1 – December 31. The Provider will submit each list to the Department no later than 30 days from the end of the six-month periods identified. Courses that are originally developed by a Provider will not be identified on the list.

The standard terms and conditions of the DEP Operator Certification Program manual titled, “Manual for Approving Continuing Education Courses for Operator Licensing”, Exhibit F, shall be incorporated as part of the Statement of Work.

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Section 4.00 PRICE SHEET

Administration of CEU's for the Operator Certification Program in Florida

4.01 Administration of CEU's for the Operator Certification Program in Florida –Fee per Service

Respondents must fill in the entire price sheet with a list of services Respondent will provide to meet the needs of the Scope of Work and the maximum fee Respondent will provide for each service.

Fees proposed are “Not to Exceed” and may be negotiated lower for specific Services.

SERVICES	MAXIMUM FEE TO BE CHARGED FOR EACH SERVICE FOR ORIGINAL CONTRACT TERM (YEARS 1-5)	MAXIMUM FEE TO BE CHARGED FOR EACH SERVICE FOR RENEWAL CONTRACT TERM (YEARS 1-5)
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
TOTAL MAXIMUM FEES		

*A yearly request may be made for a rate increase and may be granted at the sole discretion of the Department.

Signature: _____

Name of Respondent /Company: _____

Printed/Typed Name of
Authorized Signatory and Title: _____

Please note that Respondent may add additional lines if needed to display all services to be provided.

Footnotes, notation, and exceptions other than the addition of lines made on this form shall not be considered.

Section 5.00 SPECIAL CONDITIONS

5.01 Additional Quantities. For a period not exceeding the term of this Solicitation, the Department reserves the right to acquire additional quantities on an as-needed basis, depending on the availability of funds, at the same unit price(s), terms and conditions.

NOTE: This section supersedes Section 6.00, General Contract Conditions (PUR-1000), Paragraph #5, Additional Quantities.

5.02 Additions / Deletions. During the term of the contract resulting from this Solicitation, the Department shall have the right to make product changes that result in additions, deletions, or revisions to awarded items / services. Specifications and prices of items added or revised must be agreed upon in writing by both the Department and the Contractor. Prices of added or revised items shall be mutually agreed upon by the Department and the Contractor.

5.03 Disclosure of Litigation. The contractor shall promptly notify the Department of any criminal litigation, investigations or proceedings which arise during the term involving the contractor, or, to the extent the contractor is aware, any of the contractor's subcontractors or any of the foregoing entities' then-current officers or directors. In addition, the contractor shall promptly notify the Department of any civil litigation, arbitration or proceeding which arises during the term of the contract and extensions thereto, to which the contractor (or, to the extent the contractor is aware, any Subcontractor hereunder) is a party, and which involves:

A claim or written allegation of fraud against the contractor or, to the extent the contractor is aware, any subcontractor hereunder by a governmental or public entity arising out of their business dealings with governmental or public entities. All notices under this section must be provided to the Department within thirty (30) business days following the date on which the contractor first becomes aware of any such litigation, investigation, arbitration or other proceeding (collectively, a Proceeding). Details of settlements, which are prevented from disclosure by the terms of the settlement, may be annotated as such.

5.04 Laws and Permits. The contractor must comply with all local, state, and federal laws, rules, regulations and codes whenever work is being performed under the contract. All permits and licenses required for the selected contractor's company operations under the contract must be obtained by the selected contractor and maintained for the duration of the contract. The Department will not pay for the cost of licenses or permits required by the selected contractor for company operations.

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Section 6.00 VENDOR FINANCIAL ATTESTATION

Respondents shall complete and submit answers to the questions set forth below. To be eligible for Contract Award as a Responsible Vendor under section 287.012(25), F.S., Respondent must be able to respond "YES" to each statement below.

I, _____ am the _____ of
(Authorized Representative's Name) (Title)
_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

1. I have direct knowledge of the financial condition and operations of Vendor. No Yes
2. Vendor has sufficient financial resources to honor its short-term obligations and is current on all payments not in dispute. No Yes
3. Vendor has financial resources sufficient to honor its long-term obligations and remain in business over the life of the Contract. No Yes
4. Vendor's operations generate income which exceeds Vendor's operating expenses. No Yes
5. Vendor has the capacity to provide the commodities and/or contractual services as specified in the Contract document, the solicitation, and the response. No Yes

Signature

Date

Section 7.00 VENDOR RESPONSIBILITY DISCLOSURE

Respondents shall complete and submit answers to the questions set forth below. For each affirmative answer, Respondents shall provide a detailed, written explanation (1 page) relevant to the issue and attach copies of documents relevant to the written explanation(s) provided (unlimited pages). The Department reserves the right to request additional information, as needed, to determine a Respondent's Responsibility pursuant to section 287.012(25), F.S.

I, _____ am the _____ of
(Authorized Representative's Name) (Title)

_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

Within the past 5 years, has the vendor:

- | | | |
|--|-----------------------------|------------------------------|
| 1. Been the subject of civil litigation or settlements? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 2. Been subject to criminal judgments or administrative actions? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 3. Been suspended or barred from participation in any competitive process or contract award? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 4. Had any licenses or certifications suspended, revoked, or canceled? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 5. Had any contracts or agreements terminated for cause? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 6. Been the subject of bankruptcy proceedings? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |
| 7. Undergone a major change of organizational structure, ownership, or name? | <input type="checkbox"/> No | <input type="checkbox"/> Yes |

Signature

Date

Section 8.00 VENDOR CONFLICTS OF INTEREST ATTESTATION

This solicitation is subject to Chapter 112, Florida Statutes. Respondents shall indicate whether or not any conflict exists regarding any Florida Department of Environmental Protection employee.

I, _____ am the _____ of
 (Authorized Representative's Name) (Title)
 _____, (the "Vendor"), and am authorized to represent and
 (Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

- Vendor has disclosed all officers, directors, employees, other agents that are presently an employee of the Florida Department of Environmental Protection; and
- Vendor has disclosed all employees that own, directly, or indirectly, an interest of five percent (5%) or more in the respondent, or its affiliates; and
- Vendor's officers, directors, employees, or other agents will not create a conflict in any manner or degree that will adversely impact the performance of the services required to be performed under the Contract.

Employee Disclosure:

Full Legal Name	DEP Position Title	Disclosed Position Held or % of Ownership

Signature

Date

Section 9.00 VENDOR PRINCIPAL PLACE OF BUSINESS ATTESTATION

All Respondents must complete section I. If the Respondent’s principal place of business is outside the State of Florida, the Respondent must also have an attorney who is licensed to practice law, in the state of their principal place of business, complete Section II.

Section I. Respondent’s Principal Place of Business

(Please select one)

- The Respondent’s principal place of business is in the State of Florida.
- The Respondent’s principal place of business is outside of the State of Florida.

Section II. Legal Opinion About Foreign State Preferences in Contracting

(Please select all that apply)

- The Respondent’s principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **do not grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that state.
- The Respondent’s principal place of business is in the State of _____ and it is my legal opinion that the laws of that state **grant the following preference(s)** in the letting of any or all public contracts to business entities whose principal places of business are in that state. *[Please describe applicable preference(s) and identify applicable state law(s) below]*
- The Respondent’s principal place of business is in the **political subdivision** of _____ and it is my legal opinion that the laws of that political subdivision **grant a preference** in the letting of any or all public contracts to business entities whose principal places of business are in that political subdivision. *[Please describe applicable preference(s) and identify applicable law(s) below]*

RESPONDENT’S ATTORNEY	
Signature:	Phone #: () -
Name:	Address:
State of Licensure:	
Bar Number:	Date of Admission:

If the Department discovers that any information on this form is false after the award to the Respondent is made, the Department reserves the right to terminate the Contract and the Respondent will be liable for costs associated with re-procuring the commodities and/or contractual services.

Section 10.00 VENDOR DRUG-FREE WORKPLACE ATTESTATION

Per section 287.087, Florida Statutes, whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received, the bid, proposal, or reply received from a business that certifies that it has a drug-free workplace in full compliance with the requirements of section 287.087, F.S. shall be given preference in the award process.

I, _____ am the _____ of
(Authorized Representative's Name) (Title)

_____, (the "Vendor"), and am authorized to represent and
(Vendor's Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby attest, to the best of my knowledge and belief, the following:

- Vendor **does** have a Drug-Free Workplace in full compliance with the requirements of section 287.087, F.S.
- Vendor **does not** have a Drug-Free Workplace in full compliance with the requirements of section 287.087, F.S.

Signature

Date

Section 11.00 CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Name: _____
Respondent's Authorized Representative Name: _____
Respondent's Authorized Representative Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____ Respondent FEIN: _____
Email Address: _____

Pursuant to section 287.135, F.S., a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with an agency or local governmental entity for goods or services of:

- (a) Any amount if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, F.S., or is engaged in a boycott of Israel; or
- (b) One million dollars or more if, at the time of bidding on, submitting a proposal for, or entering into or renewing such contract, the company:
 - 1. Is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473; or
 - 2. Is engaged in business operations in Cuba or Syria.

By signing below, the Respondent certifies that it is not on the Scrutinized Companies that Boycott Israel List or engaged in a boycott of Israel. If the resulting Contract is for more than one million dollars, the by signing below, the Respondent also certifies that it is not on the Scrutinized Companies with Activities in Sudan, Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or engaged with business operations in Cuba or Syria as identified in section 287.135, F.S. I understand that pursuant to section 287.135, F.S., the submission of a false certification may subject the Respondent to civil penalties, attorney's fees, and/or costs.

Certified By: _____,
who is authorized to sign on behalf of the above referenced company.
Authorized Signature: _____
Print Name and Title: _____

Section 12.00 RESPONDENT / SUBCONTRACTOR OR (TEAM, IF NOT SUBCONTRACTOR) SUMMARY FORM

Section A RESPONDENT IDENTIFICATION (to be completed by the Respondent.)

As Respondent to this Solicitation, I / we intend to utilize the following Team in connection with this project: In the spaces provided below, list the name of the Respondent/Subcontractor and indicate the Office of Supplier Diversity business category of each one listed.

Failure to submit a Letter of Commitment from the intended subcontractor(s) identified below, shall result in the disallowance of utilizing the subcontractor(s) in providing the Services identified in this RFP. Use additional pages if needed.

LIST NAMES OF RESPONDENT(S)	INDICATE THE ONE OFFICE OF SUPPLIER DIVERSITY CATEGORY THAT BEST DESCRIBES EACH ORGANIZATION LISTED																					
	STATE NON-MINORITY BUSINESS CLASSIFICATION			CERTIFIED MBE				NON-CERTIFIED MBE				NON-PROFIT ORG.										
	NON-MINORITY (A)	SMALL BUSINESS (STATE) (B)	SMALL BUSINESS (FEDERAL) (C)	GOVERNMENTAL AGENCY (D)	NON-PROFIT ORGANIZATION (F)	P.R.I.D.E. (G)	VETERAN BUSINESS ENTERPRISE	AFRICAN AMERICAN (H)	HISPANIC (I)	ASIAN/HAWAIIAN (J)	NATIVE AMERICAN (K)	AMERICAN WOMAN (M)	VETERAN BUSINESS ENTERPRISE (W)	AFRICAN AMERICAN (N)	HISPANIC (O)	ASIAN/HAWAIIAN (P)	NATIVE AMERICAN (Q)	AMERICAN WOMAN (R)	VETERAN BUSINESS ENTERPRISE (S)	BOARD IS 51% OR MORE MINORITY (T)	51% OR MORE MINORITY COMMUNITY SERVED (U)	OTHER NON-PROFIT (V)

Section B ACKNOWLEDGEMENT (to be completed by the Respondent(s).)

I / WE HEREBY CERTIFY that, as Respondent to this Solicitation, that the information provided herein is true and correct.

Name of Respondent: _____

Signature of Respondent: _____

Print Name/Title: _____

Date: _____

*****IMPORTANT*****

BOTH SECTIONS OF THIS FORM MUST BE COMPLETE, AND SECTION B MUST BE DATED AND BEAR THE RESPONDENT’S SIGNATURE FOR THIS FORM TO BE DEEMED RESPONSIVE.

Please review to ensure all sections are complete and the form is acknowledged correctly.

Section 13.00 CLIENT REFERENCE FORM

The Respondent shall complete and submit this entire form. Using the form(s) provided in this section, Respondent shall identify and include three (3) current and/or past clients, either businesses or governmental agencies, to which the Respondent has provided commodities and/or contractual services of similar scope and size as those identified in the RFP within the last five (5) years.

I, _____ am the _____ of
(Authorized Representative’s Name) (Title)

_____, (the “Vendor”), and am authorized to represent and
(Vendor’s Legal Name)

contractually bind Vendor. Having been duly sworn, I do hereby:

1. Grant permission to the Florida Department of Environmental Protection (the “Department”) to contact the references listed below at a time and using a method convenient to the Department.
2. Waive any claim, either contractual or otherwise, to confidentiality that exists between the listed Client(s) and Vendor regarding Vendor’s performance under the listed contract(s).
3. Release the Client’s Contact(s), or their successors, or designees, to discuss with, and provide any requested information to, the Department concerning Vendor’s performance under the listed contract(s).
4. Release, forever discharge, and hold harmless the Department and the listed Client(s) from any claim or liability that Vendor may make related to the loss, either real or perceived, that may exist due, in whole or in part, to the Department’s evaluation of the information disclosed by the listed Client(s) regarding Vendor’s performance.

I understand that the purpose of this permission and release is for the Department to evaluate and assess Vendor’s eligibility for Contract Award pursuant to the indicated solicitation, and that any such information provided may be subject to disclosure under Chapter 119, F.S., the Florida Constitution, or other authority.

Signature

Date

Client Reference #1

*If Respondent has undergone a change of name, ownership, or organization, the name under which the Respondent operated at the time of performance shall be disclosed in this section.

Client Name & Internet Address

Client Name:

Webpage Address:

Client Contact Information

Name:

Title:

Street Address:

City, State, and Zip:

Email Address:

Telephone Number:

Commodity/Service Details

Period of Services:

From:

To:

Contract Value:

Commodity/Service Description*

Client Reference #2

*If Respondent has undergone a change of name, ownership, or organization, the name under which the Respondent operated at the time of performance shall be disclosed in this section.

Client Name & Internet Address

Client Name:

Webpage Address:

Client Contact Information

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

Commodity/Service Details

Period of Services:

From:

To:

Contract Value:

Commodity/Service Description*

Client Reference #3

*If Respondent has undergone a change of name, ownership, or organization, the name under which the Respondent operated at the time of performance shall be disclosed in this section.

Client Name & Internet Address

Client Name:

Webpage Address:

Client Contact Information

Name:

Title:

Street Address:

City, State, and ZIP:

Email Address:

Telephone Number:

Commodity/Service Details

Period of Services:

From:

To:

Contract Value:

Commodity/Service Description*

Section 14.00 PAST PERFORMANCE EVALUATION FORM

The following questions will be posed to the identifies in their Proposal. Answers will be scored according to the points specified for each of the below questions.

Client Reference Company:	
Client Reference Representative:	
Respondent's Name:	
Date of Interview:	
DEP Interviewer:	
Please describe the work the Respondent performed for Client Reference's company:	

For the next questions, please rate the Vendor's performance using the rating scale(s) below:

Questions (*20 total points possible) Rating Scale: Excellent (4 points) Satisfactory (3 points) Fair (2 points) Poor (1 point) No Response (0 points)	Rating (0 – 4)
1. Would you use the services of this company again?	
2. Did the company complete the contracted project(s) on-time and within budget?	
3. How would you rate the overall performance of this company?	
4. Were issues and problems addressed and/or resolved in a timely and satisfactory manner?	
5. How would you rate the company's project and contract management abilities?	

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Section 15.00 SOLICITATION PROPOSAL CHECKLIST

Note: This “Checklist” is provided merely for the convenience of the Respondent and may not be relied upon in lieu of the instructions or requirements of this Solicitation.

To ensure that Respondent response package can be accepted, please be sure the following items are fully completed, enclosed, and received in accordance with VBS and Timeline of Events.

	Tab A	Executive Summary
	Tab B	Solicitation Acknowledgement Form
	Tab C	Disclosure and Attestations <ul style="list-style-type: none"> - Vendor Financial Attestation; - Vendor Responsibility Disclosure; - Vendor Conflicts of Interest Attestation; - Vendor Principal Place of Business Attestation; - Vendor Drug-Free Workplace Attestation; - Certification Regarding Scrutinized Companies Lists; and - Respondent/Contractor or (Team, If Not Subcontractor) Summary Form.
	Tab D	Client Reference Form <ul style="list-style-type: none"> - Client References Forms #1-2-3
	Tab E	Technical and Professional Experience <ul style="list-style-type: none"> - Introduction - Organizational Plan - Qualifications and Experience - Electronic Data Storage and Reporting Capabilities
	Tab F	Price Response Form
One (1) Original Hard Copy of <u>ENTIRE</u> Proposal		
One (1) Electronic Copy of <u>ENTIRE</u> Proposal on CD/DVD, or USB. Must indicate the Respondent’s name, RFP number, Tab and title (if separated).		

If you assert that any portion of your Proposal is exempt from disclosure under the Florida Public Records law, you must submit a redacted version of the Proposal along with the unredacted version. The redacted copy shall be clearly titled “Redacted Copy.”