



Public Legal Notice

ADVERTISEMENT

REQUEST FOR PROPOSAL#ELCMDM2014-006 FOR ENTERPRISE NETWORK SUPPORT AND HOSTING SERVICES FOR MIAMI-DADE AND MONROE COUNTIES

Early Learning Coalition of Miami-Dade/Monroe, Inc. request written proposals for **Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties**. The Coalition will select a single or multiple proposers(s) to provide services as described within the RFP.

Important Dates:

Notice of Intent: **October 3, 2014, by 5:00 pm (EST)**
Mail to: Early Learning Coalition of Miami-Dade/Monroe
Trudy Azarsepandan
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134
Phone: (305) 646-7220

Written Inquiries: **October 10, 2014, by 5:00 pm (EST)**
Mail to: Early Learning Coalition of Miami-Dade/Monroe
Trudy Azarsepandan
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134

E-mail to: NetworkSupportHostingServices2RFP@ELCMDM.org

Response to Inquiries: **October 15, 2014**

Responses will be posted to website: <http://www.elcmdm.org/procurements/rfp.asp>
and e-mailed to respondents who submit a notice of intent.

Proposal Deadline: October 27, 2014, by 12:00 pm (EST)
Mail to: Early Learning Coalition of Miami-Dade/Monroe
Trudy Azarsepandan
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134



EARLY LEARNING COALITION OF MIAMI-DADE/MONROE, INC.

REQUEST FOR PROPOSAL # ELCMDM2014-006

for

**ENTERPRISE NETWORK SUPPORT AND HOSTING SERVICES
FOR MIAMI-DADE AND MONROE COUNTIES**

ISSUED SEPTEMBER 24, 2014

DEADLINE FOR RECEIPT OF RESPONSES

OCTOBER 27, 2014 @ 12:00 P.M. EST (Coalition's Clock)

Submit Responses to: Trudy Azarsepandan
Director of Contracts and Procurement
Early Learning Coalition of Miami-Dade/Monroe County Inc.
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134

SECTION 1: GENERAL INFORMATION

1.1 Background

The Early Learning Coalition of Miami-Dade/Monroe (Coalition) is a 501(c) (3), not-for-profit organization dedicated to ensuring quality early care and education for children in Miami-Dade and Monroe counties. Through a variety of affordable and innovative early education and voluntary pre-kindergarten programs, the Coalition serves more than 50,000 children ages birth to 9 years old and their families.

In 1999, the Legislature enacted the School Readiness Act (s. 1002.89(5), Florida Statutes (FS), which consolidated the state's early childhood education and child care programs into one integrated program of school readiness services. The Act directed that school readiness programs would be administered by school readiness coalitions (now known as the Early Learning Coalitions) at the county or multi-county level. The Coalition is coordinated by the State of Florida's Office of Early Learning, and is one of 31 Coalitions in the state.

In addition, the Coalition provides training and resources to advance the skills of early care and education providers and staff, enhancing their ability to inspire learning and prepare children for future academic success.

1.2 Statement of Purpose

The purpose of this Request for Proposal (hereinafter referred to as "RFP") by the Early Learning Coalition of Miami-Dade/Monroe County, Inc., (hereinafter referred to as "Coalition"), is to issue a contract(s) for **Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties, with a not-to-exceed amount of \$185,000.00 dollars. Through the RFP, the Coalition will select single or multiple proposer(s) to provide the services described herein.**

It is the proposer's responsibility to examine the RFP, to determine that the Coalition's requirements are clearly stated, and to submit its proposal in a timely, complete, and procedurally correct manner. The services described in this RFP will be procured in accordance with Chapter 287.057, FS. Contract(s) resulting from this solicitation are anticipated to commence **January 1, 2015** and end on **June 30, 2015** and will be awarded through written notice to the qualified and responsive proposer(s) who(se) proposal is determined to be most advantageous to the Coalition, taking into consideration price, quality, and other criteria. Contract is for one (1) year (unless otherwise specified). Contract may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer and is subject to successful performance and availability of funding.

1.3 Definitions

Amendment: A document by which substantial changes are made to the terms of an executed Contract. (Changes requiring an amendment include, but are not limited to, adjustments in costs, services, time period, and methods of payment. The amendment is incorporated as part of the original Contract).

Coalition: The Early Learning Coalition of Miami-Dade/Monroe County, Inc.

Contract: An agreement between the Coalition and the Contractor for the procurement of services (A formal Contract consist of the core Contract, Appendix A, plus all attachment(s) and/or exhibits).

Contractor: The entity providing services under the Contract.

Contract Manager: Coalition employee designated by the Coalition to be responsible for managing the Contract. (The Contract Manager enforces performance of the Contract terms and conditions and often serves as a liaison between the Coalition and the Contractor).

Exhibit: A document or material object added to the Contract's Attachment I, or any other specific attachment.

Invoice: A standardized form used by the Contractor to request payment from the Coalition.

Method of Payment: A payment specification includes the maximum dollar amount of the Contract, the manner in which Contract costs will be displayed on invoices, the frequency with which invoices will be submitted to the Coalitions, and any special conditions pertaining to payment of Contract invoices.

Proposal: A document submitted by the proposer in response to this RFP.

Proposer: A prospective entity that responds to this RFP.

Bunker: Is equivalent to a site such as the ColonHouse or Peak 10 facility.

Secure Class 4: Tier/Class 4 refers to the type of data center.

SECTION 2: RFP PROCESS

2.1 Point of Contact

The sole point of contact with the Coalition for purposes of this RFP is:

Trudy Azarsepandan
Director of Contracts and Procurement
Early Learning Coalition of Miami-Dade/Monroe County, Inc.
2555 Ponce de Leon Blvd., Suite 500
Coral Gables, FL 33134
Email: NetworkSupportHostingServices2RFP@ELCMDM.org
Phone: 305-646-7220

2.2 Proposer Disqualification

In accordance with Florida Statutes Section 287.133, any individual, entity, or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposal for a period of 36 months following the date of being placed on the convicted vendor list, whether as a Proposer, a member of a Proposer, or a subcontract of a Proposer.

In accordance with Florida Statutes Section 287.134, any individual, entity, or affiliate who has been placed on the discriminatory vendor list may not submit a proposal for a period of 36 months following the date of being placed on the discriminatory vendor list, whether as a Proposer, a member of a Proposer, or a subcontract of a Proposer. Failure to have performed any Contractual obligations with the Coalition in a manner satisfactory to the Coalition will be sufficient cause for disqualification. To be disqualified as a Proposer under this provision, the Proposer must have:

- a) Previously failed to satisfactorily perform in a Contract with the Coalition, been notified by the Coalition of the unsatisfactory performance and failed to correct the unsatisfactory performance to the satisfaction of the Coalition; or ,
- b) Had a Contract terminated by the Coalition, by any other State agency, or by any Children's Services Council for cause.

2.3 Cone of Silence

All parties to this solicitation are bound by the "Cone of Silence" surrounding solicitations and prohibitions against ex-parte communication. During the Cone of Silence, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays: a) Coalition board members; b) any Coalition staff; c) all proposal evaluation committee members; and/or (d) any member of the executive or legislative branch regarding any aspect of this solicitation. Respondents directly contacting board members, staff, or proposal evaluation committee members risk disqualification of their response from consideration. Written communications are allowable at any time, but should only be addressed to the designated contact person.

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APPLICATION TIMETABLE / IMPORTANT DATES *

ACTIVITY	DATE	TIME	ADDRESS
Enterprise Network Support and Hosting Services for Miami- Dade and Monroe Counties Invitation to Request for Proposal Advertised	Wednesday September 24, 2014	N/A	Notice of RFP posted on the DOE and ELC websites.
Notice of Intent to Submit Application to be received	No later than: Friday, October 3, 2014	5:00 PM (EST)	Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
All written inquiries to be received	Friday, October 10, 2014	12:00 PM (EST)	Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
Coalition's response to inquiries	Wednesday, October 15, 2014	5:00 PM (EST)	Responses to Inquiries posted on ELC website.
Sealed Applications must be received	Monday, October 27, 2014	12:00 PM (EST)	Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
Initial opening of Applications	Wednesday, October 29, 2014	TBA	Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
First Meeting of the Evaluation Committee	Tuesday, November 4, 2014	TBA	Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
Proposal Review period for Evaluation Committee	Tuesday, November 4-14, 2014	N/A	Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
Meeting with Evaluation Committee to compile, review and finalize results	Wednesday, November 19, 2014	TBA	Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
Coalition's Finance Committee review and approval of Evaluation Committee recommendations	TBA	TBA	Coalition's Finance Committee Meeting Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134
Coalition's Board Committee review and approval of Evaluation Committee recommendations	TBA	TBA	Coalition's Board of Directors Meeting Early Learning Coalition Miami-Dade/Monroe, Inc. 2555 Ponce de Leon Blvd., Floor Five Coral Gables, FL. 33134.
Posting of Notice of Award	TBA	TBA	Contract Award posted on ELC website.
Initiation of Contract Negotiations	TBA	N/A	TBA
Effective Date of Contract	January 1, 2015	N/A	N/A

* These dates subject to change based on the need of additional information or evaluation.

2.4 Notice of Intent to Submit a Proposal

Proposers are requested to submit a Notice of Intent to Submit a proposal Form (Exhibit 1) bearing the original signature of an authorized agent of Proposer no later than **Friday, October 3, 2014, at 5:00 p.m. (EST)** to the person listed in Section 2.1 above. **Submission of Notice of Intent by email and/or Facsimile will not be accepted.** The purpose of the Notice of Intent is to provide the Coalition with the proper address and contact person for each Proposer so that any notices of action or changes can be forwarded appropriately. **Failure to submit a Notice of Intent by the deadline will result in no further notices about this RFP being sent.**

2.5 Proposer's Conference and Questions

There will be no Proposer's conference. Questions must be forwarded in writing, to or email to NetworkSupportHostingServices2RFP@ELCMDM.org on or before **12:00 p.m. (EST) Friday, October 10, 2014** to ensure that sufficient analysis can be made before answers are supplied. Written response to questions will be posted on Coalition's website at www.elcmdm.org and only sent to those Proposers submitting a written Notice of Intent via mail services. Copies of responses to all inquiries which require clarifications will be made available by **5:00 p.m. (EST)** via the internet on **Wednesday, October 15, 2014.**

2.6 Acceptance/Rejection of Proposals and Waiver of Minor Irregularities

The Coalition reserves the right to reject any and all Proposals received pursuant to the RFP, if the Coalition determines such action is in the best interest of the Coalition. The Coalition reserves the right to reject all Proposals or to waive minor irregularities in submitted responses when to do so would be in the best interest of the Coalition. A minor irregularity is defined as a variation from the RFP terms and conditions that does not affect the price of the Proposal or does not give the Proposer an advantage or benefit not enjoyed by other Proposer, or does not adversely impact the interest of the Coalition.

2.7 Notice of Contract Award

The Contract shall be awarded to the responsible and responsive Proposer whose Proposal is determined in writing to be the most advantageous to the Coalition, taking into consideration price and technical merits.

2.8 Protests and Disputes

Any person who is adversely affected by the Coalition's decision concerning a procurement solicitation or contract award and who wants to protest such decision shall file a protest in compliance with Section 120.57(3), FS. Failure to file a notice of protest in writing within 72 hours after the posting of the notice of decision or intended decision and a formal written protest within 10 days after the date the notice of protest is filed, as required by Florida Statutes Section 120.57(3), shall constitute a waiver of proceedings under Chapter 120, FS.

Any proposer, who desires to file a formal written protest to this RFP, must accompany that protest with a bond payable to the Coalition in an amount equal to one (1) percent of the estimated contract amount in accordance with Section 287.042(2)(c). Bond shall be conditioned upon the payments of all costs which may be adjudged against the proposer in the administrative hearing in which the action is brought and in any subsequent appellate court proceedings. In lieu of a bond, the Coalition may accept a cashier's check, official bank check, or a money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal written protest will result in a denial of the protest.

a) Issues Subject to Appeal

Proposers affected by the denial, determination of eligibility, or ineligibility for contract award by the Coalition with respect to any federal or state funded program or activity may appeal if the action or decision of the Coalition is alleged by the Proposer to be:

1. in violation of applicable federal or state law;
2. based upon an error of material and relevant fact(s); and/or
3. invalid because of an alleged denial of procedural due process.

b) No appeal shall be permitted if:

1. The Proposer agrees that the procurement process was fair;
2. The Proposer's score was acceptable for funding but budget limitations, due to program allocations or the availability of funds, prevented the proposal from being funded;
3. No error of material and relevant fact occurred, but the Proposer does not agree that the proposed services failed to satisfy the technical requirements of the competitive procurement process; and/or
4. The Proposer was awarded funding, but the Proposer does not agree with the amount awarded.

A notice of protest must be submitted to the President/CEO at 2555 Ponce de Leon Blvd., Floor Five, Coral Gables, FL 33134 in writing within 72 hours of the Notification of Intent to Award. A formal written protest must be submitted within ten (10) days after the date the notice of protest is filed. The formal written protest must fully identify facts resulting in the contested issues. The protest procedure shall be governed by Florida Statutes Section 120.57(3) (2009).

2.9 Evaluation Process

The Coalition shall conduct a comprehensive review of the responses to the solicitation by convening a proposal evaluation committee. The composition of the evaluation committee will depend on the total potential dollar value of the award and whether it is programmatic or administrative as determined by the Board's Finance Committee. Responses will be evaluated using the RFP Evaluation Form which has two sections, Initial Screening and Qualitative Evaluation Criteria. The initial screening consists of a series of pass or fail questions that ensure respondents meet certain compliance items. Responses that are incomplete or do not satisfactorily address each and every requirement may be disqualified (See Exhibit 3). The second portion, Qualitative Evaluation Criteria, is based on RFP Section 3, Minimum Programmatic Requirements and assigns a maximum point value to a series of questions that ensure the respondents have satisfactorily addressed each and all requirements. Proposers are required to be concise and meet the RFP page limit requirements.

The evaluation process is designed to assess the Proposer's ability to meet the Coalition requirements and to identify those Proposers likely to satisfy those requirements. The evaluation process will be conducted in a thorough and impartial manner at a proposal evaluation committee meeting held according to section 286, FS. Proposers are advised to periodically check the Coalition website calendar www.elcmdm.org for the scheduled date, time, and location of this session, should changes occur.

Subsequent to the end of the evaluation process, the proposal evaluation committee will rate Proposers, who in their judgment, best meet the needs and requirements of the Coalition. While price is an important factor in selecting Proposer(s) for an award, other factors in the competitive process will be considered and may take precedence over price. Those factors may include: quality of service offered, operating characteristics, technical innovations, administrative capability, previous experience in providing the same or similar services, and the ability to achieve the deliverables as specified in Section 3. The Coalition's Board of Directors, in its sole discretion, may elect not to award a contract to any Proposer under this solicitation. Proposer(s) may be selected for further evaluation in the context of an oral presentation, in-person interview, conference calls, or a combination of the foregoing. References may be checked and background checks may be performed to verify information submitted in the proposals.

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The factors shown in the following tables will be considered in scoring the quality of the written responses and it is in the Respondent's best interest to address these factors in their response (See following tables).

Qualitative Evaluation Criteria

Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties	
<u>Scoring Factors - Management</u>	37 Points
1. Proposal describes in detail program management scheme including an organizational and program flow chart of program's management.	5
2. Narrative explains ensuring secure and reliable backup of server configurations and other vital data.	5
3. Narrative clearly identifies plans to safe mal-ware, virus free internet access.	5
4. Narrative describes plans to ensure quality of hosting enterprise networks in a private secure bunker and providing enterprise network administration particularly up time (24/7 enterprise network access).	15
5. Narrative describes plans to ensure long term retention of organization emails.	5
6. Provide Sample reports	2

<u>Scoring Factors - Capacity</u>	10 Points
1. The organization meets the minimum requirements as indicated in the proposal.	5
2. The organizational history and background of successful implementation of prior comprehensive projects provides specific indications for successful hosting enterprise networks in a secure bunker and providing enterprise network administration. Proposal MUST show strong evidence of at least two (2) years of experience in hosting legacy Oracle Database that only run on a Windows 2003 server or earlier.	5

<u>Scoring Factors - Staffing</u>	13 Points
1. Staffing narrative provides clear descriptions of each position to be used to implement the work plan.	8
2. Staffing plans indicate exemplary levels of education or certifications of identified staff as needed and identified by job responsibilities.	5

<u>Scoring Factors - Work Plan</u>	25 Points
1. Work plan describes organizational clarity of hosting enterprise networks in a private secure bunker and providing enterprise network administration and provides clear implementation/transition plans.	15
2. Work plan clearly indicates staff utilization.	10

<u>Scoring Factors - Budget</u>	15 Points
1. Budget reflects staffing requirements.	10
2. Budget is reflective of limitations of indirect allocations.	5
TOTAL EVALUATION POINTS	100

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SECTION 3: MINIMUM PROGRAMMATIC REQUIREMENTS

3.1 General Statement of Services to be Provided

Purpose

The Early Learning Coalition of Miami-Dade/Monroe is issuing this RFP for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties. The Enterprise Network Support and Hosting Services is needed to support the Coalition's technology infrastructure.

The awarded agency shall provide the following services to the Coalition Management Information Services (MIS), including, but not limited to:

- a. Ensure long term retention of organization emails up to ten (10) years.
- b. Ensure secure and reliable backup of server configurations and other vital data.
- c. Ensure safe mal-ware, virus free internet access.
- d. Ensure reliable 24/7 access to public websites for clients seeking services.
- e. Ensure professional technical assistance for network maintenance including wiring, security, and other network functions key to maintaining interoperability.

3.2 Specifications for Enterprise Network Support and Hosting Services.

In a maximum of eighteen pages (18), each proposer must provide responses to the following section(s). Section A shall not exceed ten (10) pages (see below) and no longer than two (2) pages for each of the remaining sections. Proposals exceeding the maximum number of pages (18) will not be considered during the evaluation process.

- A. Program Management
- B. Organizational Capacity
- C. Staffing plan
- D. Work Plan
- E. Budget

A. Program Management for Enterprise Network Support and Hosting Services.

Describe a plan that would entail oversight of the networking team, management of emails, backups, enterprise protection against internet threats, 24/7 access to enterprise websites, secure bunker hosting of enterprise network. Plan 'should not include' specifications to host/maintain/install desktop applications such as the Microsoft Office

Program Management plan should include a description for implementation and assurance for each service as follows:

1. Host Network at Local Private Secure Bunker

- a. Provide professional network and infrastructure support to host the network at a secure **class 4 or higher** bunker site with proof of SAS70 or SOC 1 equivalent.
 1. Work with local internet and telephone service providers to continue to redirect internet and other interoperable points to ensure connectivity; and
 2. Secure Coalition property items at the Bunker; and

3. Ensure proper connection to the internet, SQL, and email services at new location after the physical move is complete; and
4. Ensure proper logins, desktop email settings, VPN, and other firewall functions; and
5. Ensure proper replication, backups, user folders, and desktop connectivity back to the Coalition offices (Dade and Monroe counties).

2. Information technology services

- a. Provide GFI Mail Archiver. The GFI Mail Archiver specifications shall be as follows:
 1. Provide mail retention Hosting Services using GFI Mail Archiver from <http://www.gfi.com/mailarchiver/> to Coalition staff and management with the following capabilities and functions:
 - a. Manage and reduce mailbox quotas on Microsoft Exchange server; and
 - b. Reduce reliance on cumbersome OST files; and
 - c. Archive past, present and future emails into one or multiple databases and avoid complex backup plans to copy OST files from each employee's workstation; and
 - d. Allow Coalition employees to complete the following:
 - i. access and manage all archived email from anywhere in the world using their web browser; and
 - ii. retrieve old and deleted emails on demand - with full thread and conversation; and
 - iii. to use advanced email search and 'Saved Search' capabilities.
 - e. Allow Coalition MIS Team to complete the following:
 - i. access to emails if required for discovery and email compliance purposes, internal inquiries and employee monitoring; and
 - ii. safeguard the Coalition's MIS team in customer lawsuits; and
 - iii. allow Coalition MIS team to audit stored emails to ensure sender and recipient authenticity; and
 - iv. complete and secure archive of all company email.
 2. Backup and Recovery (12 Months of Service)
 - i. Provide on-line backup and security. Online Backup & Security Specifications shall be as follows:
 1. Primary server located in Cat-5 Level Building, dual FPL feeds, 4 OC-12 Internet Diverse pipes, and dual power generators. The awarded agency shall ensure this server is located at Telefonica Data USA's Key Center co-location computer room in West Miami Dade County or equivalent; and

2. Secondary server located in Level-3 co-location computer room hosted by North Carolina Internet using Verizon Internet Ds3; and
 3. File rsync software replication runs daily to synchronize the file systems; and
 4. In case of primary site failure, a DNS change will redirect your URL to secondary server; and
 5. System state and full system backups are archived to tape daily, weekly, and monthly and retained for up to 7 years; and
 6. Building security is provided by co-location providers. Both are manned facilities with security check in and additional protocols for hardware check in and removal; and
 7. Servers are safeguarded from Internet with IPcop v1.4.10 as an Intrusion Detection and Prevention using full packet Inspection; and
 8. Logs are reviewed daily using Microsoft Operations Manager 20XX; and
 9. Microsoft Patches are applied monthly (the second Saturday of the month). Additional Emergency patches are applied as vulnerabilities are published.
3. Website Hosting/Upgrades
 - a. Provide Website Hosting Services for both www.elcmdm.org and www.vpkhelp.org to include a robust database driven backend with an elaborate GUI for end users.
 - b. Website Hosting Services shall include the following:
 1. A leased, managed server to host the websites; and
 2. Management of the Administrative Tool; and
 3. Guaranteed 99.99% up-time.
4. Safe Internet and Email Access
 - a. Provide Safe Internet and Email Access connectivity and must be malware protection, and virus free internet access;
 - b. Provide Postini/Goggle Services to 300 Coalition users monthly (to ensure mal-ware protection, and virus free internet access).
5. Technical Support Services
 - a. Technical Support Services may include, but not limited to, at times items at the secure bunker may require technical support, desktops and servers may be required follow-up questions.
 - b. Provide network support services for the administration of the MIS infrastructure at the Coalition. Support can be provided via telephone,

remotely, in person or e-mail. Support may include, but not limited to, user's configurations may need to be adjusted, added or deleted.

- c. Any representatives of the awarded agency must have the capacity to support the Coalition's network in the following areas:
 1. Six (6) MS Windows Servers; and
 2. Support for MS Windows 20XX Server, MS Exchange 20XX Server, and MS Windows SQL 2008; and
 3. Support for Blackberry Enterprise Server; and
 4. Support for Symantec 5420 Gateway v3; and
 5. Support six (6) Dell switches; and
 6. Support two (2) Dell switches; and
 7. Update and support wireless access points with new routers; and
 8. Support on Comcast and Adtran Router; and
 9. Installation of phone and network drops on an as-needed basis; and
 10. Postini/Goggle Services; and
 11. Upgrade to local back-up server; and
 12. Upgrade servers as per agreed upon hardware options; and
 13. Setup and maintain virtualization per agreed upon configuration; and
 14. Sharepoint server

3. Network Support Services

- a. Provide support for firewalls, routers and switches; and
- b. Analyzing functions; and
- c. Network traffic management; and
- d. Network services for Miami-Dade and Monroe Counties, and in all of the Coalition's location(s).

As noted below the selected vendor must provide monthly and/or quarterly reports to the Coalition. Upon contract negotiation, the specifics of the reporting will be discussed in more detail. Reporting forms will be generated and monthly contractor meetings will be scheduled to ensure adherence of services, deadlines and discussions of barriers. **In addition to the requested information listed above, provide a sample reporting form that may include back up summary report, hosting report, service summary report, and other data that will help inform the Coalition of the progress the project is making.**

B. Organizational Capacity

Describe the capacity of your organization to deliver these services. Include past experience managing service programs, etc. The organization must demonstrate at least three (3) years of experience in the delivery of Enterprise Network Hosting and Network Administration Services or similar projects, organizational capacity and ability to provide implementation and oversight of a comprehensive project. Proposal must show strong evidence of at least two (2) years of experience in hosting legacy Oracle Database that only run on a Windows 2003 server or earlier

B. Staffing Plan

Provide a description of the staffing plan including name and qualifications of a program supervisor who has at least a bachelor's degree in any of the spectrums of information technology or a related field.

In addition, qualifications and names, if available, of staff (as shown on staffing plan) dedicated to the project, including detailed education qualifications, descriptions of in-field experience, and explanation of what positions they will hold and what role they will play in the administration of this RFP. Field staff shall have at the least an associates' degree in technology or equivalent certification(s), or related field, and 3 years experience in enterprise network administration. All staff shown in staffing plan is subject to approval of the Coalition.

C. Work Plan

Attach a work plan that clearly describes the process that would facilitate ensuring fulfillment of the Project implementation.

Work plan should define organizational clarity of hosting enterprise networks in a secure bunker and providing enterprise network administration and clear implementation/transition plans, and any information deemed necessary to meet Early Learning Coalition requirements.

E. Budget and budget narrative

The Proposal must include a budget /narrative and costs for Enterprise Network Support and Hosting Services with sufficient detail to allow proper evaluation. **At no time shall the Coalition fund indirect administrative costs in excess of five (5) % percent of direct program services for the total Contract amount.**

SECTION 4: INVOICING AND PAYMENT OF INVOICES

The Contract resulting from this RFP will be a **Cost-reimbursement agreement**.

The Contractor must submit a Coalition approved invoice form to the Coalition for services rendered. The Coalition must approve the invoice format and requirements for supporting documentation.

Timing of payment of invoices by the Coalition to the Contractor and similar issues regarding payment is governed by section 215.422, FS.

SECTION 6: INSTRUCTIONS TO VENDORS

6.1 Response Content

A completed Proposal must include the following items:

1. Application (Appendix A)
2. Title Page containing the following:
 - a) Early Learning Coalition of Miami-Dade/Monroe, Inc.
 - b) Title of **RFP for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties.**
 - c) Request for Proposal Number: **RFP#ELCMDM2014-006**
 - d) Proposer's Name
3. Proposal Responses
4. Proposed Budget and budget narrative
5. Request for Acceptance of Contract Terms and Conditions Form (Exhibit 2)
6. Request for Proposal Acknowledgement Form (Exhibit 4)
7. Request for Non-Collusive Affidavit (Exhibit 5)
8. Request for Statement of Non Involvement Form (Exhibit 6)
9. Request for Certification Regarding Debarment, Suspension and Other Responsibility Matters Primary Covered Transaction Form (Exhibit 7)
10. Sworn Statement Pursuant to Section 287.133 (3) (A), Florida Statutes, on Public Entity Crimes Form (Exhibit 8)
11. Request for Non-Discrimination Statement Form (Exhibit 9)
12. Request for Certification Regarding Lobbying Form (Exhibit 10)
13. Request for Certification Regarding Drug-Free Workplace Form (Exhibit 11)
14. Request for Financial and Compliance Audit Requirements (Exhibit 12)
15. Request for Articles of Incorporation

6.2 Format

Respondent(s) shall submit to the Coalition an original and four (4) copies of the response **in a sealed envelope or container, as well as an electronic copy of the response submitted on a compact disk as PDF Files viewable in Adobe Acrobat Reader.** Each original and copy of the application and supporting documents should have the name of the agency, the program name, and the designation "original" or "copy" clearly marked on each outside cover. Each original or copy shall be bound separately and clearly referenced. The originals and all copies should then be securely sealed in an envelope or other container and clearly labeled "**Application for Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties,**" with the individual program name and submitting agency on the front.

To be considered for evaluation, a respondent's response must conform to the content and format requirements described herein. Responses must be double-spaced, in twelve (12) point font type on 8.5x11 white paper, with tabbed sections and in sealed envelopes.

All sections, including Application must have consecutive page numbers, beginning with the **Application (Appendix A)**. Include a standard Table of Contents adding the appropriate page numbers for each section. Page numbering may be done by hand if needed. All response material must be placed in the order outlined. All supporting documents must directly relate to the Application being submitted.

The original response must contain original signatures **in blue ink** on the required forms. The original signature must be of the designated agent officially authorized to act as the contractual agent for the organization or collaborative partnership.

6.3 Submission

Proposals must be received by the Early Coalition of Miami-Dade/Monroe Inc., 2555 Ponce de Leon Blvd., Suite 500, Coral Gables, FL 33134, **on or before 12:00 p.m., (EST) Monday, October 27, 2014**. A Proposer that submits a Proposal by mail should allow sufficient mail handling time to ensure timely delivery of the Proposal to the Coalition office. No proposals will be accepted after the submission deadline. Submission by email or facsimile will not be accepted.

6.4 Proposed Budget

The Proposal must include a budget /narrative and costs for Enterprise Network Support and Hosting Services with sufficient detail to allow proper evaluation. **At no time shall the Coalition fund indirect administrative costs in excess of five (5) % percent of direct program services for the total Contract amount.**

6.5 Trade Secrets

The Coalition will attempt to afford protection from disclosure of any trade secret as defined in section 812.081, FS, where identified as such in the response to this RFP, to the extent permitted under section 815.04, FS. Any prospective vendor or Proposer acknowledges, however, that the protection afforded by section 815.04, FS, is incomplete and it is hereby agreed by the Proposer and the Coalition that no right or remedy for damages arises from any disclosure.

6.6 Cost of Preparation of Proposal

The Coalition is not liable for any costs incurred by a Proposer in responding to this RFP.

6.7 Other Required Information

All respondent's shall comply with section 274A of the Immigration and Naturalization Act. Such violation shall cause for rejection of the Proposal, or if subsequently discovered, for unilateral cancellation of the Contract.

APPLICATION (APPENDIX A)

Early Learning Coalition Miami-Dade/Monroe Application Form
RFP # ELCMDM2014-006
"Enterprise Network Support and Hosting Services for Miami-Dade and Monroe Counties"

Agency Name: _____
Agency Unit (if applicable): _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Mailing Address (if different): _____
City: _____ State: _____ Zip Code: _____
Agency Telephone: _____ Fax Number: _____
Agency Email Address: _____ Website Address: _____
Type of Applicant: _____ Private, Not-for-Profit Corporation _____ Private, For-Profit Corporation
_____ Public/Government _____ Other (specify): _____
Federal I.D. #: _____ Date Agency Established (mo/yr): _____
Current Annual Agency Budget: \$ _____ Fiscal Year End (month): _____
Program/Service Name: _____

Total Amount Requested
(sum of budget requests for all Areas shown in this Application):

Name/Position of Person Completing Application: _____

Email Address: _____ Phone: _____

Executive Director/CEO: _____ Phone: _____
Email: _____ Fax: _____

Chief Financial Officer (If Applicable): _____ Phone: _____
Email: _____ Fax: _____

Board President
(If Applicable): _____
Title: _____ **Company** _____
: _____
Mailing
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone: _____ **Fax Number:** _____
Email Address: _____

Contact Person Responsible for
Program/Service: _____
Title _____ **Email**
: _____ **Address:** _____
Program/Service
Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Telephone: _____ **Fax Number:** _____
Public Relations Contact: _____ **Phone:** _____
Email: _____ **Fax Number:** _____

Applicant
is: (mark
one) _____ **an Existing ELCMDM-funded Provider**
_____ **a New Provider (not previously funded by ELCMDM)**

EXHIBIT 1

NOTICE OF INTENT TO SUBMIT A PROPOSAL

Name of Company

Contact Person & Title

Signature of Authorized Official

Date

Address

Telephone: -----

Fax: -----

Email: -----

EXHIBIT 2

ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS

If the undersigned shall be awarded this contract, we shall comply with all the terms and conditions specified in the RFP.

Signature of Authorized Official

Date

Name (Print)

Date

Name of Company

*An authorized official is an officer of the Company who has the legal authority to bind the Company to the provisions of this Request for Proposal. This usually is the President, Chairman or the Board, Executive Director, or owner of the entity. A document establishing delegated authority shall be included with the proposal if signed by someone other than the President, Chairman, Executive Director, or owner.

EXHIBIT 3- FOR COALITION USE ONLY

Evaluation Committee
Initial Screening of Fatal Flaws and Qualitative Evaluation Criteria

1. Was the response received by the date and time specified in the solicitation?
 Pass (Yes) Fail (No)
2. Does the response provide the vendor's federal tax identification number (Appendix A)?
 Pass (Yes) Fail (No)
3. Does the response contain a signed and dated Acceptance of Contract Terms and Conditions (Exhibit 2)?
 Pass (Yes) Fail (No)
4. Does the response contain a signed and dated Proposal Acknowledgement Form (Exhibit 4)?
 Pass (Yes) Fail (No)
5. Does the response contain a signed and dated Non-Collusive Affidavit Form (Exhibit 5)?
 Pass (Yes) Fail (No)
6. Does the response contain a signed and dated Statement of No Involvement (Exhibit 6)?
 Pass (Yes) Fail (No)
7. Does the response contain a signed and dated Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transaction (Exhibit 7)?
 Pass (Yes) Fail (No)
8. Does the response contain a signed Sworn Statement Pursuant to Section 287.133(3) (A), Florida Statute, on public entity crimes (Exhibit 8)?
 Pass (Yes) Fail (No)
9. Does the response contain a signed and dated Non-Discrimination Statement (Exhibit 9)?
 Pass (Yes) Fail (No)
10. Does the response contain a signed and dated Certification Regarding Lobbying (Exhibit 10)?
 Pass (Yes) Fail (No)
11. Does the response contain a signed and dated Certification Regarding Drug-Free Workplace (Exhibit 11)?
 Pass (Yes) Fail (No)
12. Does the response contain a Financial and Compliance Audit Requirements Form (Exhibit 12)?
 Pass (Yes) Fail (No)
13. Does the response provide the Articles of Incorporation?
 Pass (Yes) Fail (No)

Evaluation Committee – FOR COALITION USE ONLY
Qualitative Evaluation Criteria

Scoring Reponses: Each evaluator is to assign a raw score for each evaluation criteria based upon his/her assessment of the response. The assignment of any individual score should be based upon the following description for each point score.

Scoring Reponses: Each evaluator is to assign a raw score for each evaluation criteria based upon his/her assessment of the solicitation response. The assignment of any individual score should be based upon the maximum points allowed for each individual question.

Scoring Factors

See Section 2.9

EXHIBIT 4
REQUEST FOR PROPOSAL ACKNOWLEDGEMENT FORM

Proposer Name

Proposer Mailing Address

City

State

Zip Code

Point of Contact

Title

Telephone Number

Fax Number

Email Address

Website Address

I certify that this Proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for the same material, supplies, equipment or services and in all respects fair and without collusion or fraud. I agree to abide by all conditions of this Proposal and certify I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposal, including but not limited to, certification requirements. **THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF PROPOSER TO BE BOUND BY THE TERMS OF ITS PROPOSAL. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED BELOW BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE PROPOSAL NON-RESPONSIVE. THE COALITION MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY PROPOSAL THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE PROPOSER TO THE TERMS OF ITS OFFER.**

Typed Name and Title

Signature

Date

EXHIBIT 5

NON-COLLUSIVE AFFIDAVIT

State of Florida

County of _____

_____ being first duly sworn deposes and says that:

He/she is the (Owner, Partner, Officer, Representative or Agent) of the proposer that has submitted the attached Proposal;

He/she is fully informed respecting the preparation and contents of the attached proposal and of all pertinent circumstances respecting such proposal;

Such Proposal is genuine and is not a collusive or sham Proposal;

Neither the said proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other proposer, firm, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any proposer, firm or person to fix the price or prices in the attached Proposal or any other proposer or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other proposer, or to secure through any collusion, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;

The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

Name and Title of Authorized Representative

Signature

State of Florida

County of _____

On this the ____ day of _____, 20__, before me, the undersigned Notary Public of the State of Florida, personally appeared _____Name of individual(s) who appeared before notary and whose name(s) is/are subscribed to within the instrument, and he/she/they acknowledge that he/she/they executed it.

Sworn to and subscribed before me this _____ day of _____ 20_____
Personally known _____ or produced identification _____

Name of Notary: _____ Notary Public - State of _____

My commission expires _____

Printed type of stamp

EXHIBIT 6

STATEMENT OF NO INVOLVEMENT

I, _____, as an authorized representative of _____, certify that no member of this firm or any person having interest in this firm has been:

Awarded a contract by the Early Learning Coalition of Miami-Dade/Monroe, Inc., on a noncompetitive basis to perform a feasibility study concerning the scope of work contained in this solicitation, or participated in drafting this solicitation.

Typed Name of Authorized Official: _____

Title of Authorized Official: _____

Signature of Authorized Official _____

Date Signed: _____

EXHIBIT 7

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY
MATTERS PRIMARY COVERED TRANSACTION

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98. The regulations were published as Part VII of the May 26, 1988, Federal Register (pages 19160-19211).

- (1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by the Federal department or agency;
 - (b) Have not within a three-year period preceding this Proposal been convicted of, or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicated for, or otherwise criminally or civilly changed by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Representative

Signature

Date

Name of Company

EXHIBIT 8

**SWORN STATEMENT PURSUANT TO SECTION 287.133(3) (A),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by _____ for _____, whose business address is and (if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the entity has no FEIN, the Social Security Number of the individual signing this sworn statement:_____)
2. I understand that a “public entity crime” as defined in Paragraph 287.133(1)(a), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.
3. I understand the “convicted” or “conviction” as defined in Paragraph 287.133(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 recording relating to charges brought by indictment or information after July 1, 1989, as result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an “affiliate” as defined in Paragraph 287.133(l)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” included those officers, directors, executives, partners, shareholders, employees, members and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not 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.
5. I understand that a “person as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term “person” includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. 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}

____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. And (Please indicate which additional statement applies).

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged and convicted of a public entity crime subsequent to July 1, 1989.

____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charges with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INFOR A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Name and Title of Authorized Representative

Signature

Sworn to and subscribed before me this _____ day of _____ 20_____
Personally known _____ Or produced identification _____

Name of Notary: _____ Notary Public - State of _____

My commission expires _____
Printed typed of stamped

EXHIBIT 9

NON- DISCRIMINATION STATEMENT

Public Law 105-220, Sec. 188 Nondiscrimination (a) *In General*

- (1) Federal financial assistance - For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C.2000d et seq.), programs and activities funded or other financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.
- (2) Prohibitions of discrimination regarding participation, benefits, and employment. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such programs or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972[20 U.S.C. 1681 et seq]), national origin, age, disability, or political affiliation or belief.
- (3) Prohibition on assistance for facilities for sectarian instruction or religious worship. Participants shall not be employed under this chapter to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).
- (4) Prohibition on discrimination on basis of participant status. No person may discriminate against an individual who is a participant in a program or activity that receives funds under this chapter, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.
- (5) Prohibition on discrimination against certain noncitizens. Participation in programs and activities or receiving funds under this chapter shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

Name and Title of Authorized Representative

Signature

Date

Name of Company

EXHIBIT 10

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements.
The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal Contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal Contract, grant, loan, or cooperative agreement.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal Contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and Contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

Name and Title of Authorized Representative

Name of Company

Signature

Date

EXHIBIT 11

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

Pursuant to the Drug Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F and 45 CFR part 82.

I, _____, the undersigned, in representation of _____, the Provider, attest and certify that the Provider will provide a drug-free workplace, by the following actions.

- A. Publishing a statement of notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Provider's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- B. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - 1. The dangers of drug abuse in the workplace.
 - 2. The policy of maintaining of drug-free workplace.
 - 3. Any available drug counseling, rehabilitation and employee assistance programs.
 - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph A.
- D. Notifying the employee in the statement required by paragraph A that, as a condition of employment under the Agreement, the employee will:
 - 1. Abide by the terms of the statement.
 - 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.
- E. Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph D.2. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.
- F. Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph d.2., with respect to any employee who is so convicted.
 - 1. Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.
 - 2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency
- G. Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs A, B, C,D, E, and F..

CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Typed Name and Title

Signature

Date

EXHIBIT 12

FINANCIAL AND COMPLIANCE AUDIT REQUIREMENTS

This attachment is applicable if the Contractor is any State or local government entity, non-profit organization, or for-profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event the recipient expends \$500,000 or more in Federal awards during its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended during its fiscal year, the recipient shall consider all sources of Federal awards, including Federal resources received from the Department of Children & Families. The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the above audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A133, as revised.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

PART II: STATE REQUIREMENTS

This part is applicable if the recipient is a non-state entity as defined by Section 215.97(2)(m), Florida Statutes.

In the event the recipient expends \$500,000 or more in state financial assistance during its fiscal year, the recipient must have a State single or project-specific audit conducted in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor, the Chief Financial Officer and Chapters 10.550 (local governmental entities) or 10.650 (nonprofit and for-profit organizations), Rules of the Auditor General. In determining the state financial assistance expended during its fiscal year, the recipient shall consider all sources of state financial assistance, including state financial assistance received from the Department of Children & Families, other state agencies, and other non-state entities. State financial assistance does not include Federal direct or pass-through awards and resources received by a non-state entity for Federal program matching requirements.

In connection with the audit requirements addressed in the preceding paragraph, the recipient shall ensure that the audit complies with the requirements of Section 215.97(7), Florida Statutes. This includes submission of a financial reporting package as defined by Section 215.97(2)(e), Florida Statutes, and Chapters 10.550 or 10.650, Rules of the Auditor General.

The schedule of expenditures should disclose the expenditures by contract number for each contract with the department in effect during the audit period. The financial statements should disclose whether or not the matching requirement was met for each applicable contract. All questioned costs and liabilities due the department shall be fully disclosed in the audit report package with reference to the specific contract number.

Name and Title of Authorized Representative

Signature

Date

Name of Company