ATTACHMENT A PRICE INFORMATION SHEET

Florida Department of State RFP # RFP 08/14-08 Rebid

Date: _____

Company Contact Name:		Contact Phone #
Address	:	
	State:	
-	dent(s) must complete and return this "Price Informatio ust be complete or the response will be disqualified.	n Sheet" with the response. Pricing for all
he cont	cipated budget for this contract is not to exceed \$60,00 racted fee. This estimated figure is given only as a guidarued as representing actual figures under the contract.	
	Service	Cost
1	Facilitate Planning Meeting for DOS Leadership Program	\$
2	Design & facilitate the face-to-face session # 1	\$
3	Design & facilitate the face-to-face session # 2	\$
4	Design & facilitate the face-to-face session # 3	\$
5	Design & facilitate the face-to-face session # 4	\$
6	Design & facilitate the face-to-face session # 5	\$
7	Design & facilitate the face-to-face session # 6	\$
8	Design & facilitate the face-to-face session # 7	\$
9	Design & facilitate the face-to-face session # 8	\$
10	Design & facilitate the face-to-face session # 9	\$
11	Design & facilitate the face-to-face session # 10	\$
12	Facilitate Evaluation Meeting for DOS Leadership Progra	am \$
	TOTAL PRICE	\$
Desire 4 o d	Name of Authorized Representative:	<u>'</u>

ATTACHMENT B RESPONDENT'S CONTACT INFORMATION

The Respondent shall identify the contact information as described below.

For solicitation purposes, the Respondent's contact person shall be: Primary Representative Name: Title: Address: Telephone #: ______ Fax #: _____ E-mail Address: Alternate Representative Name: Title:_____ Address: Telephone #: _____ Fax #: _____ E-mail Address: For contractual purposes, should the Respondent be awarded, the contact person shall be: Primary Representative Name: Title:_____ Address: Telephone #: _____ Fax #: _____

E-mail Address:

Alternate Representative Name:

Telephone #: _____ Fax #: _____

Title:

Address: ____

E-mail Address:

ATTACHMENT C CERTIFICATION OF DRUG-FREE WORKPLACE PROGRAM

287.087 Preference to businesses with drug-free workplace programs.--Whenever two or more bids, proposals, or replies that are equal with respect to price, quality, and service are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid, proposal, or reply received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- (2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- (3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- (4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than 5 days after such conviction.
- (5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- (6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section. As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements. False statements are punishable at law.

Respondent's Nam	e:	
By:		
<i>,</i> ———	Authorized Signature	Print Name and Title

ATTACHMENT D REFERENCES

Reference: # 1
Community Name
Company Name
Contact Person
City State & Zin
City, State, & Zip
Phone Number
E-mail Address
Product
Phone Number
E-mail Address
Term of contract performed for this reference - From:To:
Product(s) or service(s) provide for this contract:
Reference: # 2
Company Name
Company Address
City State & Zin
City, State, & Zip
Phone Number
E-mail Address
Phone Number
Phone Number
E-mail Address Tame of contract performed for this reference. From Tai
Term of contract performed for this reference - From:
Product(s) or service(s) provide for this contract:

Reference: #3
Company Name
Contact Person
Company Address
City, State, & Zip
Phone Number
E-mail Address
Product Phone Number
E-mail Address
Term of contract performed for this reference - From:To:
Product(s) or service(s) provide for this contract:
1 roduct(s) of service(s) provide for this confident.

ATTACHMENT E QUALIFICATIONS AND EXPERIENCE

Qualifications

It is required that the successful vendor and/or its key officers and staff have a proven track record of leading multi-day multi-topic sessions culminating in a comprehensive Leadership Program. The successful vendor will have had experience in providing management and leadership consultations with various types of organizations throughout North America.

Preference will be given to a vendor that has provided such Leadership training to cultural heritage organizations. Cultural heritage organizations include libraries, museums, archives, community cultural and arts centers, and ethnic and cultural awareness organizations.

Please detail your company's qualifications and experience as it related to the requirements of this RFP.

ATTACHMENT F VENDOR PERSONNEL QUALIFICATIONS AND EXPERIENCE

Provide pertinent qualifications an	d experience f	for each	member	of the tea	ım described	l in the	vendor's
proposal.							