



**FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
SOLICITATION ACKNOWLEDGEMENT FORM
REQUEST FOR PROPOSAL (RFP)**

COMMODITIES CONTRACTUAL SERVICES

Page 1 of 37	Submit Bid To: Bureau of General Services – Procurement Section Florida Department of Environmental Protection 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
ISSUE DATE: October 1, 2019	

SOLICITATION TITLE: Administration of the Florida Stormwater, Erosion and Sedimentation Control Inspector (FESCI) Qualification Program	SOLICITATION NO.: RFP 2020003 REBID
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PROPOSALS ARE DUE: October 30, 2019 at 3PM

PROPOSALS WILL BE OPENED: October 31, 2019 at 10 AM

PROPOSALS MUST BE VALID FOR A PERIOD OF: 180 Days

VENDOR NAME:	<hr/> *AUTHORIZED SIGNATURE (MANUAL) <hr/> *AUTHORIZED SIGNATURE (TYPED), TITLE <small>*This individual must have the authority to bind the respondent.</small>
VENDOR MAILING ADDRESS:	
CITY-STATE-ZIP:	
PHONE NUMBER:	
TOLL FREE NO.:	
FAX NUMBER:	
EMAIL ADDRESS:	
FEID NO.:	

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. Further, I certify that the prices proposed herein were arrived at and submitted without prior understanding, agreement, or in cooperation with any other entity submitting a response to this Solicitation, or to induce an entity to forbear from filing a response, and that this response is in all respects made without collusion or in an effort to perpetrate a fraud on the agency.

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. In submitting this response, the Respondent offers and agrees that if the response is accepted, the Respondent will convey, sell, assign or transfer to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the State of Florida. At the State's discretion, such assignment shall be made and become effective at the time the purchasing agency tenders' final payment to the Respondent.

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:		NAME, TITLE:	
ADDRESS:		ADDRESS:	
PHONE NUMBER:		PHONE NUMBER:	
EMAIL ADDRESS:		EMAIL ADDRESS:	

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SECTION 1.00 INTRODUCTION

1.01 Purpose and Scope. The Florida Department of Environmental Protection (hereinafter referred to as the Department and/or DEP) is requesting proposals from Respondents to oversee the administration of the Florida Stormwater, Erosion and Sedimentation Control Inspector (FSESCI) Qualification Program (Services). **The anticipated budget for these Services will be no more than \$100,000 per year. Proposals that exceed the anticipated budget will be deemed nonresponsive and will not be considered.**

The Services include the following tasks:

- A. Act as the main point of contact for all activities associated with the FSESCI program;
- B. Administer and manage the FSESCI database and provide quarterly summary reports;
- C. Provide outreach (most likely via website) for classes and training events, and supporting materials such as power point slides, tests, and manuals; and
- D. Coordinate with DEP to update relevant materials (handbook, training slides, etc.) on an annual or bi-annual basis.

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 Respondent to check VBS on a regular basis for such updates.

Event	Date	Time	Location/Method
RFP Advertised	October 1, 2019		Vendor Bid System
Vendor Questions Due	October 11, 2019	3:00 pm	Email to Procurement Officer
Questions & Answers Addendum, on or about	October 22, 2019		Vendor Bid System
Vendor Proposals Due	October 30, 2019	3:00 pm	Mail to Department: RFP 2020003 REBID Bureau of General Services, Procurement Section 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
Public Opening	October 31, 2019	10:00 am	Conference Room 153 3800 Commonwealth Blvd, MS93 Tallahassee, Florida 32399-3000
References Contacted	November 4, 2019 through November 15, 2019		By Phone by Department
Intent to Award, on or about	December 2, 2019		Vendor Bid System

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

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1.03 Procurement Officer.

Lori L. Anderson, Procurement Officer
Bureau of General Services – Procurement Section
Florida Department of Environmental Protection
3800 Commonwealth Boulevard, MS#93
Tallahassee, Florida 32399-3000
Email: lori.l.anderson@dep.state.fl.us

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 2020003 REBID IN THE SUBJECT LINE OF THE EMAIL*****

1.04 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.

1.05 MyFloridaMarketPlace Vendor Registration. Prior to execution of the Contract by the Department, Awarded Vendor 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.

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

- | Code | Title |
|-------------|--|
| • 80101600 | Project Management |
| • 77101700 | – Environmental Studies Services & Consulting Services |

1.06 Diversity. The Department is dedicated to fostering the continued development and economic growth of small, minority-owned, veteran-owned, 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-owned, veteran-owned, 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-owned, veteran-owned, or women-owned business and

prime contractors who wish to partner with these entities can request certification information from the State's Office of Supplier Diversity (OSD) within the Florida Department of Management Services.

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SECTION 2.00 RFP PROCESS

2.01 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.

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

Each submission shall identify the submitter and have the solicitation number 2020003 REBID in the subject line of the email. Questions must be submitted in the following format to be considered:

Question #	RFP Section	RFP Page #	Question

2.02 Proposal Preparation. After the question and answers have been posted to VBS, Respondents may prepare and submit a Proposal based on the requirements identified in this Solicitation and any addenda to the Solicitation. Respondents are encouraged to submit their Proposals no earlier than five (5) days prior to the submission deadline. Proposals must be submitted by the deadline listed in the Timeline of Events.

2.03 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. In order to foster maximum competition, the Department will seek to minimize Respondent disqualifications resulting from non-responsiveness 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.

2.04 Administrative Cure Process. In the interest of maximizing competition, the administrative cure process seeks to minimize, if not eliminate, Respondent 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 provide the information. 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.

2.05 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 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.

2.06 Basis of Award. The Department seeks to award a Contract to the responsive and responsible Respondent whose Proposal receives the highest Final Score and is determined to be the most advantageous to the State, taking into consideration the price and other criteria detailed in this Solicitation.

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 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.

2.07 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, 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.

2.08 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.

2.09 Department's Reserved Rights. 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 the Proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have not force or effect.

The Department reserves the right to:

- A. 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.
- B. Award to the next Respondent if the selected Respondent is unable to meet the terms and conditions of the Solicitation.
- C. Award to a single Respondent or multiple Respondents, or to make no award, as determined to be in the best interest of the State.

- D. Determine a Proposal non-responsive.
- E. 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.
- F. 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.
- G. 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 vendor fails to execute the contract.
- H. Withdraw or amend its Notice of Award if the Contractor defaults in performance.
- I. Re-procure services in accordance with Rule 60A-1.006(3), F.A.C.
- J. To make an award without further discussion of the Proposals submitted.

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

2.10 Responsiveness. The Department may determine a reply nonresponsive if it: a) is irregular or are not in conformance with the requirements and instructions contained herein; b) fails to use or complete prescribed forms; and/or c) has improper or undated signatures. A NONRESPONSIVE SUBMITTAL WILL NOT BE CONSIDERED.

2.11 Evaluation of Proposals. The Department will review, evaluate, and score the Respondent's Proposal based on the criteria and procedures included in Evaluation Criteria. Evaluators will work independently, and separately submit their scores to the Procurement Officer. There will be no meeting, publicly, or otherwise, of the evaluation team to discuss the evaluation results of this RFP.

2.12 Contract Formation. A copy of the Proposed Contract containing all requirements is included. The requirements contained in the Proposed Contract should be closely reviewed by the Respondent. The Scope of Work and Price Sheet will be incorporated into the final Contract.

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, Division of Corporations (Sunbiz.org). Information regarding the registration process is available at MyFlorida.com.

2.13 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 Business hours (Monday-Friday, 8:00 a.m. - 5:00 p.m., Eastern Time) 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 3.00 INSTRUCTIONS TO RESPONDENTS

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 [PUR 1001 General Instructions to Respondents.pdf](#).

3.01 Instructions for Preparation of the Proposal. The instructions for this Solicitation have been designed to help ensure that all Proposals are reviewed and evaluated in a consistent manner, as well as to minimize costs and response time. ANY AND ALL INFORMATION SUBMITTED IN VARIANCE WITH THESE INSTRUCTIONS WILL NOT BE REVIEWED OR EVALUATED.

Part I, Technical Proposal: The Technical Proposal shall consist of the following Tabs A through F:

- A. **Tab A - Solicitation Acknowledgement Form:** The Solicitation Acknowledgement Form (page one of the VBS Solicitation) shall be completed as instructed. The original signed copy shall be submitted in one (1) copy of the Proposal package marked "Original." One (1) electronic copy of the complete Technical Proposal, in .pdf format, shall be provided on a CD, DVD, or USB memory stick.

If Respondents submit a Proposal as a joint venture, each member of the joint venture must complete and sign a separate Solicitation Acknowledgement Form.

- B. **Tab B - Technical Response:** The Technical Proposal Package shall be prepared by each Respondent using 8.5" x 11" paper (one-inch margins) and should use double-sided printing. Using the description of work outlined in the Scope of Services, 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 for that section. However, Respondent shall not use the tab pages to present additional information.

1. **Introduction (limited to one (1) page):** This section should provide a general description of how the Respondent will accomplish the overall goal of overseeing the administration of the Florida Stormwater, Erosion and Sedimentation Control Inspector (FSESCI) Qualification Program.
2. **Background and Organizational Structure (limited to three (3) pages):** This section shall provide information on the historical background of the Respondent and on the Respondent's organizational structure. This should include years in operation and years involved in work related to the Statement of Work. In addition, Respondents should present the organizational structure of the proposed team and outline the responsibilities of each team member, as applicable.
3. **Respondent Qualifications and Experience (limited to twenty (20) pages):** This section should present the qualifications of the Respondent and Respondent's team. The following topics must be addressed:
 - a) Each Team member's experience and examples of qualifications to perform assignments should be outlined. The resume or curriculum vitae for the proposed project manager and principal point of contact must be provided;
 - b) Respondent's knowledge of and experience with the following:

- i. Project Management Qualifications and Experience including periodic reporting, development of program materials, and process documentation.
 - ii. Public interactions, outreach in the State of Florida and training.
 - iii. Government (public) sector facilitation and interagency collaboration in the State of Florida.
 - iv. Related Department water resource programs, such as National Pollutant Discharge Elimination System (NPDES) stormwater program, etc.
 - v. Erosion control methods, technologies, and best management practices in the State of Florida.
 - vi. Florida's construction generic permit.
 - vii. Databases, including MS Access.
 - viii. Website development and management.
4. Proposed Project Approach: Proposals shall include a description for each of the following items:
 - a) Item #1 – Acting as the main point of contact for all activities associated with the FSESCI program

Expectations: Contractor will respond to questions concerning the various classes and trainings held by numerous instructors statewide. They will provide support to instructors in the form of assisting in outreach and education efforts.
 - b) Item #2 – Administering and managing the FSESCI database and providing quarterly summary reports

Expectations: Contractor will act as the primary manager of the FSESCI database which houses information on over 40,000 individuals who have taken and passed an approved class. Contractor shall: Upload new individuals into the database as they pass classes; Revise and/or update information when prompted (OR provide an online tool that will allow individuals to do this manually); Provide copies of certificates to individuals who have passed an approved class (OR provide an online tool that will allow individuals to do this manually); Ensure database is complete, backed up properly, and housed in a safe and secure manner. If deemed necessary, Contractor shall work with DEP to update the database into a more useable or "friendly" format (which may mean utilizing a different program than Access). Contractor will provide quarterly summaries detailing the number of training events supported statewide and the number of individuals trained, certified, and uploaded to the database. Contractor will also provide figures on the number of manuals downloaded or sold during the reporting period.
 - c) Item #3 – Providing outreach for classes and training events, and supporting materials such as power point slides, tests, and manuals

Expectations: Contractor will develop and maintain a website and provide support for approved trainers. Contractor will hold two classes annually to train instructors who will be giving classes to the public.

- d) Item #4 – Coordinating with DEP to update relevant materials (handbook, training slides, etc.) on a regular basis

Expectations: Contractor will work to update the training manual as needed; Maintain (and update when necessary) presentations, exams, and/or other relevant materials.

- C. **Tab C - Respondent/Subcontractor Summary Form**: On the Respondent/Subcontractor Summary Form provided, the Respondent shall list the name of the Respondent(s)/Subcontractor(s) and indicate the Office of Supplier Diversity Category that best describes each Respondent/Subcontractor listed.

- D. **Tab D - Vendor Principal Place of Business Attestation**: The Respondent shall complete and submit the Principal Place of Business Attestation Form, indicating whether its principal place of business is within the State. For the purpose of this Solicitation, “principal place of business” means the state in which the Respondent’s high-level officers direct, control, and coordinate the Respondent’s activities.

Consistent with section 287.084 (2), F.S., if a Respondent indicates on its form that its principal place of business is outside of this State, it shall have an attorney provide the opinion on the Principal Place of Business Attestation Form.

- E. **Tab E - 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 Drug-Free Workplace Attestation
- Certification Regarding Scrutinized Companies Lists

Part II, Past Performance/Client References (Tab F) (Must use pages provided):

- A. The Respondent must provide the required information on the Client Reference Form for three (3) verifiable clients for which the Respondent has completed projects similar in nature to this Solicitation over the past five (5) years.
- Confidential clients shall not be included.
 - The same client may not be listed for more than one (1) reference (for example, if the Respondent has completed a project for the Florida Department of Transportation – District One and one project for the Florida Department of Transportation – District Two, only one of the projects may be listed).
 - Clients that are listed as subcontractors in the Respondent’s proposal will not be accepted as Past Performance references under this Solicitation.
 - A client that is currently a parent or a subsidiary company to the Respondent will not be accepted as a Past Performance references under this Solicitation.
 - For Respondents that submit a proposal as a joint venture, at least one (1) past performance client must be listed for each member of the joint venture.

- 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.
- B. A Department representative will contact ALL three (3) references provided by the Respondent via telephone or by email to complete the Past Performance Evaluation form.
- References should be available to be contacted during normal working hours (Monday-Friday, 8:00 a.m.–5:00 p.m.), per the Timeline of Events.
 - The Department will attempt to contact each selected reference by phone up to two (2) times and email one (1) time during the duration of time as listed in the Timeline of Events.
 - If the contact person cannot be reached following the specified number of attempts, the Respondent shall receive a score of zero (0) for that reference evaluation.
 - The Department will not attempt to correct incorrectly supplied information.

Part III, Price Proposal (Response Form)

Proposals that do not include a completed Price Proposal (Response Form) in the sealed package marked “Price Proposal” shall be rejected. The Respondent’s Price Proposal (Response Form) must be submitted on the form provided in the Solicitation. Footnotes, notations, and exceptions made to this form will not be considered. Cost points will be awarded based on the yearly rate for the Original and Renewal contract terms. **The anticipated budget for these Services will be no more than \$100,000 per year. Proposals that exceed the anticipated budget will be deemed nonresponsive and will not be considered.**

3.02 Submittal of Proposal.

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

Respondents shall deliver Proposals to the Department’s office designated in the Solicitation Acknowledgement Form before the date and time specified in the Timeline of Events. Any Proposal that is received after the exact time specified in the Timeline of Events is late. Respondents should be aware that the U.S. Postal Service does not guarantee on time delivery for any service other than Express Mail. Late Proposals, as well as Proposals submitted electronically or by facsimile, are Non-Responsive and will not be considered in the Evaluation and are not eligible for Award.

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, and the date and time Proposals are due. 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.

Both the Technical Proposal and Price Proposal (Response Form) must be received in accordance with VBS and the Timeline of Events. Sealed Proposals must be executed and submitted in two (2) parts (packages/envelopes) and be marked as follows:

- A. **Part I – Technical Proposal (Tabs A-E) and Part II – Past Performance/Client References (Tab F)** (One Separately Sealed package); and
- B. **Part II – Price Proposal (Response Form)** (One Separately Sealed package)

THE SEPARATELY SEALED PACKAGES MAY BE MAILED TOGETHER IN ONE ENVELOPE OR BOX.

- 1. **The face of the envelope(s) shall have written on it “Solicitation No. 2020003 REBID”.**

2. All Solicitations are subject to the conditions specified herein. Those that do not comply with these conditions are subject to rejection.
3. The Respondent must submit one (1) hard copy original and one (1) electronic copy of the Technical Proposal and the Price Proposal to the Department.
4. The original hard copy of the Proposal shall bear original signatures and be marked as the "Original." The electronic copy of the Proposal may be submitted on CD, DVD, or USB-compatible memory stick and must be in .pdf format.
5. The Department will reject Proposals submitted in alternate file formats or which contain information different from that in the hard copy of the Proposal.
6. 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."
7. All proposed materials must be packaged so that each box (envelope) of materials shipped to the Department does not exceed 25 pounds.
8. Respondents submitting are advised to assure the files are not corrupt prior to mailing as any material which is not readable will not be considered.

CAUTION: Responses received at the office designated after the exact time specified for receipt will not be considered.

3.03 Alternate Proposals. A Respondent may not submit more than one (1) Proposal. The Department seeks each Respondent's single-best Proposal.

3.04 Elaborate Proposals. It is not necessary to prepare your Proposal using elaborate brochures and artwork, expensive paper and bindings, or other expensive visual presentation aids. Proposal shall be prepared in accordance with the instructions herein.

3.05 Evaluation Criteria Scoring. With the exception of the cost and past performance reviews, each proposal will be reviewed by at least five (5) evaluators. Each of the evaluators will work independently using the evaluation criteria contained in the Evaluation Criteria Scoresheet. A Department representative will contact references via telephone or by email to obtain the past performance reviews. The DEP Procurement Section will evaluate the cost section of the Proposal. The scores for the past performance reviews and the cost evaluation shall be provided to the evaluators for inclusion on their score sheets for calculation of the total numerical rating. The DEP Procurement Section will use the total point scores to rank each Respondent by each evaluator, and then calculate an average rank for each proposal for all evaluators. The DEP Procurement Section shall present the average rankings to the Deputy Secretary or Chief of Staff, who will then determine the recommended contract award.

For example:

Firm	Raw Points Received	Rank
Company A	200	2
Company B	210	1
Company C	180	3.5*
Company D	175	5
Company E	180	3.5*

In the event that multiple firms have the same raw point score, the rank positions for these firms are averaged and each firm receives that rank. In this case the third and fourth ranks are tied so $3 + 4 = 7$; 7

divided by 2 = 3.5. Each tied firm receives a rank of 3.5. All proposals must comply with the terms of this Solicitation.

3.06 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.

3.07 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.

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

3.09 Firm Proposal.

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

The Department may make an award 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 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.

3.10 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.

3.11 Public Requests for Proposals.

- A. If a public records request for the Proposal is made, the Department will provide the requestor access to the Redacted Copy, bearing Respondent's assertion of exemption from disclosure. If Respondent failed 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.
- B. If a public records request is made for the un-redacted Proposals challenging the assertion of Respondent's exemption, the Department will notify Respondent. 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.
- C. 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.
- D. 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.
- E. By submitting a Proposal, 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.

3.12 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. The Respondent must provide contact information for references as outlined in the Past Performance/Client References section.

3.13 Prime Contractor and Subcontractor. In accordance with the terms of the Acknowledgment Form, a Respondent may not respond to this Solicitation as both prime Contractor and as a subcontractor. The Respondent shall be disqualified if and to the extent it responds to this Solicitation as a proposed prime Contractor and has agreed to serve as a subcontractor to any other Respondent to this Solicitation. A Respondent may not disclose to any other Respondent or subcontractor what prices or terms Respondent has included in its bid as a prime Contractor.

All bids to this Solicitation to provide services as prime Contractors which are received from affiliated entities (those with any common ownership, management or control), shall be rejected if discovered prior to selection and any award or contract thereon shall be terminated if discovered subsequent thereto.

3.14 Florida Department of State Registration Requirements. The Respondent is responsible for registering with the Florida Department of State prior to execution of the Contract unless exempt (see applicable sections of Title XXXVI, Business Organizations, Chapters 605 through 623, F.S.).

3.15 Convicted Vendor List. A company placed on the Convicted Vendor List may not submit a Proposal or be awarded a contract to provide any goods or services pursuant to Rule 60A-1.006 F.A.C. The "Convicted Vendor List" is published at MyFlorida.com.

SECTION 4.00 STATEMENT OF WORK

4.01 Purpose. The intent of this Solicitation is to enter into a contract with a vendor to oversee the administration of the Florida Stormwater, Erosion and Sedimentation Control Inspector (FSESCI) Qualification Program (Services).

4.02 Description of Services. The Vendor will perform the following tasks:

A. Act as the main point of contact for all activities associated with the FSESCI program (Program Manager):

1. Respond to questions concerning the various classes and trainings held by numerous instructors statewide.
2. Provide support to instructors in the form of assisting in outreach and education efforts.

Deliverable: Provide a monthly report detailing how many phone calls and/or emails have been responded to as well as the types of support provided to instructors during the month. The report may be provided electronically and is due by the 15th of the month for the previous month's activities.

B. Administer and manage the FSESCI database (Database Administrator):

1. Act as the primary manager of the FSESCI database which houses information on over 40,000 individuals who have taken and passed an approved class.
2. Upload new individuals into the database as they pass classes.
3. Revise and/or update information when prompted (OR provide an online tool that will allow individuals to do this manually).
4. Provide copies of certificates to individuals who have passed an approved class (OR provide an online tool that will allow individuals to do this manually).
5. Ensure database is complete, backed up properly, and housed in a safe and secure manner. If deemed necessary, work with DEP to update the database into a more useable or "friendly" format (which may mean utilizing a different program than Access, which is the program currently housing the database).

Deliverable: Provide a monthly summary report to include the following:

- i. The number of training events supported by the program statewide.
- ii. The number of individuals trained and certified (and uploaded to the database) statewide.
- iii. The number of FSESCI manuals downloaded and/or sold during the reporting period.

The report may be provided electronically and is due by the 15th of the month for the previous month's activities.

C. Provide outreach via website, email, phone and possibly through File Transfer Protocol (FTP) site, webinars and other agreed upon methods for classes and training events, and supporting materials such as power point slides, tests, and manuals (Outreach Coordinator):

1. Develop and maintain a website that includes the following:
 - i. General program information.
 - ii. Points of contact.
 - iii. Schedule and/or calendar of upcoming classes.
 - iv. Information on class registration (or links if available).

- v. Link to download manuals and/or other information for classes.
 - vi. If developed, a link to update information in the databases and/or link to download certificates.
2. For approved trainers, provide the following support:
- i. Existing test materials, such as approved test and scoring sheets.
 - ii. A mechanism to capture test scores.
 - iii. A system and/or mechanism to upload new individuals that have passed tests and are newly certified to be in the database.

Deliverable: Provide a monthly printout from the website of the calendar of upcoming classes. The printout may be provided electronically and is due by the 15th of the month for the previous month's activities.

- D. Coordinate with DEP to update relevant materials (handbook, training slides, etc.) on an annual or bi-annual basis, including the following (Environmental/Erosion Control Specialist):
- 1. On an annual or bi-annual basis, work to update the training manual.
 - 2. Maintain (and update when necessary) presentations, exams, and/or other relevant materials.
 - 3. If deemed necessary, work with DEP to update or revise specific operations of the program, such as training procedures or certification.
 - 4. Maintain Continuing Education Units (CEU) tracking and approval process, and work with DEP and DBPR to continue the CEU process (and update when deemed necessary).
 - 5. Conduct at least two classes annually to train and approve individuals to conduct their own classes using the program curriculum.

Deliverable: Provide a monthly report detailing which materials, if any, have been updated or are in the process of being updated during the month. The report may be provided electronically and is due by the 15th of the month for the previous month's activities.

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SECTION 5.00 GENERAL CONTRACT CONDITIONS (PUR 1000)

For the purposes of 60A-1.002(7)(b), Florida Administrative Code, all terms in the attached Contract are considered “Special Conditions.” The [Form PUR 1000 General Contract Conditions](#), is incorporated by reference and can be accessed at MyFlorida.com, Department of Management Services (DMS). In the event of any conflict between the Form PUR 1000 and any Special Conditions, the Special Conditions shall take precedence unless the conflicting term in the PUR Form 1000 is required by any section of the Florida Statutes, in which case the statutory requirements shall take precedence.

– Remainder of Page Intentionally Left Blank –

SECTION 6.00 RESPONSE FORM

Award will be made to the highest ranked responsible, responsive Respondent meeting all specifications and conditions set forth in this Solicitation. The Department reserves the right to go to the next highest Respondent should the highest ranked Respondent be unable to meet the terms and conditions of the Solicitation.

The Respondent shall provide a monthly fee for the Deliverables as listed in Section 4.00, Statement of Work. The prices quoted shall include furnishing the necessary personnel, labor, equipment, services, materials, MFMP transaction fee, licenses and insurance, and otherwise doing all things necessary for or incidental to the performance of work to oversee the administration of the Florida Stormwater, Erosion and Sedimentation Control Inspector (FSESCI) Qualification Program. Failure to provide a monthly cost shall result in the proposal being deemed non-responsive and therefore, rejected. Cost points will be awarded based on the yearly rate for the Original and Renewal contract terms.

INITIAL CONTRACT TERM (5 YEARS)

Monthly Fee for all Deliverables per Section 4.00	X	Months	*TOTAL (per year)
\$		12	\$

*This rate will be used for awarding points for cost for the initial contract term.

RENEWAL CONTRACT TERM (UP TO 5 YEARS)

Monthly Fee for all Deliverables per Section 4.00	X	Months	*TOTAL (per year)
\$		12	\$

**This rate will be used for awarding points for cost for the renewal contract term.

Signature: _____

Name of Respondent /Company: _____

Printed/Typed Name of
Authorized Signatory and Title: _____

Footnotes, notation, and exceptions made on this form shall not be considered.

SECTION 7.00 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. 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 8.00 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. 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? No Yes
- 2. Been subject to criminal judgments or administrative actions? No Yes
- 3. Been suspended or barred from participation in any competitive process or contract award? No Yes
- 4. Had any licenses or certifications suspended, revoked, or canceled? No Yes
- 5. Had any contracts or agreements terminated for cause? No Yes
- 6. Been the subject of bankruptcy proceedings? No Yes
- 7. Undergone a major change of organizational structure, ownership, or name? No Yes

Signature

Date

SECTION 9.00 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. 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's company, 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 10.00 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 11.00 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 s. 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. 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 s. 287.087, F.S.
- Vendor **does not** have a Drug-Free Workplace in full compliance with the requirements of s. 287.087, F.S.

Signature

Date

SECTION 12.00 CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Name: _____

Respondent's Authorized Representative Name and 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 s. 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 13.00 CLIENT REFERENCE FORM

The Respondent shall complete and submit this entire form. Using the form(s) provided in this attachment, 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.

The three (3) client references provided will be contacted between September 17 – 20, 2018.

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 in this attachment 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 Vendor'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 regarding Vendor's performance by the listed Client(s).

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.

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

For the next questions, please rate the Vendor's performance using the following scale:

Excellent (4)	Above Satisfactory (3)	Satisfactory (2)	Poor (1)	Non-responsive (0)	Rating 4 - 0
---------------	------------------------	------------------	----------	--------------------	--------------

1.	How would you rate the Vendor's overall quality of work?	
2.	How would you rate the Vendor's knowledge of Florida's erosion control methods, technologies, and best management practices?	
3.	How would you rate the Vendor's public interactions and outreach in the State of Florida?	
4.	How would you rate the Vendor's use of adequate personnel in quantity, experience, and professionalism?	
5.	How well did the Vendor adhere to the agreed-upon schedule?	

**SECTION 15.00 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.

	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 (L)	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	VETERAN BUSINESS ENTERPRISE (V)	BOARD IS 51% OR MORE MINORITY (S)	51% OR MORE MINORITY OFFICERS	51% OR MORE MINORITY COMMUNITY SERVED (U)	OTHER NON-PROFIT (V)
LIST NAMES OF RESPONDENT(S)																							

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.

Signature: _____

Name of Respondent/Company _____

Printed/Typed Name of Authorized Signatory and Title _____

*****IMPORTANT*****
BOTH SECTIONS OF THIS FORM MUST BE COMPLETED 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 16.00 EVALUATION CRITERIA

(For DEP Use Only)

Respondent's Name:						
	Maximum Raw Score Possible	Raw Score		Weight Factor		Maximum Points Possible
Part I – Technical Proposal						
Tab A. Solicitation Acknowledgement Form						
Tab B. Technical Response ^{1, 5}						
1. Introduction						
2. Background and Organizational Structure	4	X		5	=	20
3. Respondent Qualifications and Experience						
A. Project Management Qualifications and Experience including periodic reporting, development of program materials, and process documentation.	4	X		2	=	8
B. Knowledge and Experience with public interactions, outreach and training.	4	X		5	=	20
C. Experience with government (public) sector facilitation and interagency collaboration in the State of Florida.	4	X		3	=	12
D. Experience with related Department water resource programs, such as National Pollutant Discharge Elimination System (NPDES) stormwater program, etc.	4	X		4	=	16
E. Experience with erosion control methods, technologies, and best management practices in the State of Florida.	4	X		5	=	20
F. Knowledge of Florida's construction generic permit.	4	X		3	=	12
G. Experience with databases, including MS Access.	4	X		5	=	20
H. Experience with website development and management.	4	X		1	=	4
4. Proposed Project Approach						
A. Main point of contact for all activities associated with the FSESCI program.	4	X		4	=	16
B. Administer and manage the FSESCI database and providing quarterly summary reports.	4	X		4	=	16
C. Provide outreach for classes and training events and supporting materials such as powerpoint slides, test and manuals.	4	X		4	=	16
D. Coordinate with DEP to update relevant materials (handbook, training slides. etc.) on a regular basis.	4	X		4	=	16
Tab C. Respondent/Subcontractor Summary Form ²						
Tab D. Vendor Principal Place of Business Attestation Form						
Tab E. Disclosures and Attestations						
A. Vendor Financial Attestation						
B. Vendor Responsibility Disclosure						
C. Vendor Conflicts of Interest Attestation						
D. Vendor Drug-Free Workplace Attestation						
E. Certification Regarding Scrutinized Companies List						
Maximum Total Numerical Rating for Technical Proposal:						196
1. Client Reference #1 ⁴						
2. Client Reference #2 ⁴	20	X		1	=	20
3. Client Reference #3 ⁴	20	X		1	=	20
Maximum Total Numerical Rating for Past Performance:						60
Maximum Total Divided by 3 = Total Points Value for Past Performance:						20

Respondent's Name:						
	Maximum Raw Score Possible	Raw Score		Weight Factor		Maximum Points Possible
1 – Price Proposal (Response Form) – Original Contract Term ^{3,5}	12		X	1	=	12
2 – Price Proposal (Response Form) – Renewal Contract Term ^{3,5}	12		X	1	=	12
Maximum Total Numerical Rating for Price Proposal:						240

***Total Points Possible for Solicitation Response: 240**

Notes:

1. Evaluation points awarded for these components will be based on the following point structure:

Raw Score

- | | | |
|---|---|---|
| 0 | = | This element of the evaluation criteria was not addressed . |
| 1 | = | This element of the evaluation criteria is unsatisfactory . |
| 2 | = | This element of the evaluation criteria is average . |
| 3 | = | This element of the evaluation criteria is above average . |
| 4 | = | This element of the evaluation criteria exceeds expectations . |

2. Failure to submit a letter of commitment from an intended subcontractor identified in the response shall result in the disallowance of the qualification and experience of that subcontractor from consideration in the evaluation process.
3. The Respondent submitting the lowest total budget (LTB) will receive the maximum points for the cost element for the applicable Contract Term of the evaluation. The other Respondents' scores (PB) will be based on a relative percentage of the dollar amount higher than the lowest cost or price submitted by the lowest priced Respondent. The Total Cost used for evaluation process will be calculated as the monthly rate multiplied by twelve (12) for the yearly rate for the Original and Renewal contract terms.

The formula used to determine the points awarded is:

1 – Original Contract Term: Cost Points Awarded = (LTB)/Proposal Budget being Considered (PB) X 12

2 – Renewal Contract Term: Cost Points Awarded = (LTB)/Proposal Budget being Considered (PB) X 12

4. References: Past performance will be scored based on answers to a standard group of questions provided on the Client Reference Form received from the Respondent's clients. In the event that the contact person for the reference cannot be reached following the specified number of attempts, the Respondent shall receive a score of zero (0) for this element of the evaluation.
5. Failure of the Respondent to provide any of the information required in the Technical Response or the Price Response of the Proposal shall result in a score of zero (0) for that element of the evaluation.

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

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SECTION 17.00 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’s Proposal package can be accepted, please be sure the following items are fully completed, enclosed, and received in accordance with VBS and Timeline of Events.

Part I, Technical Proposal:

- A. ____ **Tab A** - The Solicitation Acknowledgement Form *[If Respondents submit a response as a joint venture, each member of the joint venture must complete and sign a separate Solicitation Acknowledgement Form.]*
- B. ____ **Tab B** - The Technical Response Package must include the following information:
1. Introduction
 2. Background and Organizational Structure
 3. Respondent Qualifications and Experience
 - a) Team member’s qualifications and resume.
 - b) Vendor’s knowledge and experience of the following:
 - i. Project Management Qualifications and Experience
 - ii. Outreach and Training
 - iii. Government (public) sector facilitation and interagency collaboration in the State of Florida.
 - iv. Related Department water resource programs, such as National Pollutant Discharge Elimination System, etc.
 - v. Erosion control methods, technologies, and best management practices in the State of Florida.
 - vi. Florida’s construction generic permit.
 - vii. Public interactions and outreach in the State of Florida.
 - viii. Databases, including MS Access.
 - ix. Website development and management.
 4. Proposed Project Approach
 - a) Item #1 – Acting as the main point of contact for all activities associated with the FSESCI program.
 - b) Item #2 – Administering, managing the FSESCI database and providing quarterly summary reports.
 - c) Item #3 – Providing outreach for classes and training events, and supporting materials such as PowerPoint slides, tests and manuals.
 - d) Item #4 – Coordinating with DEP to update relevant materials (handbook, training slides, etc.) on a regular basis.
- C. ____ **Tab C** - Respondent/Subcontractor Summary Form
- D. ____ **Tab D** - Vendor Principal Place of Business Attestation
- E. ____ **Tab E** - 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 Drug-Free Workplace Attestation; and
 - ✓ Certification Regarding Scrutinized Companies List

Part II, Past Performance/Client References (Tab F) – Must have three (3) references using the forms provided.

Part III, Price Proposal (Response Form):

- A. ____ The Response Form must be completed and signed. **If a Respondent fails to submit a completed Response Form with their submittal, the submittal will be rejected.**

Submittal of Proposal (see Section 3.02) The separately sealed packages may be mailed together in one envelope or box.

1. Part I – Technical Proposal and Part II – Past Performance/Client References (one separately sealed package with “Solicitation No. 2020003 REBID” written on it); and
 - ✓ one (1) original hard copy, (shall bear original signatures and be marked as the “Original”)
 - ✓ one (1) electronic copy (may be submitted on CD, DVD, or USB-compatible memory stick and must be in .pdf format)
 2. Part III – Price Proposal (Response Form) (one separately sealed package with “Solicitation No. 2020003 REBID” written on it.)
 - ✓ one (1) original hard copy, (shall bear original signatures and be marked as the “Original”)
 - ✓ one (1) electronic copy (may be submitted on CD, DVD, or USB-compatible memory stick and must be in .pdf format)
- The Department will reject Proposals submitted in alternate file formats or which contain information different from that in the hard copy of the Proposal.
 - 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.”
 - All proposed materials must be packaged so that each box (envelope) of materials shipped to the Department does not exceed 25 pounds.
 - Respondents submitting are advised to assure the files are not corrupt prior to mailing as any material which is not readable will not be considered.