



**Attachment C**  
**Qualification Questions and Required Documents**

**Qualification Questions**

**\*Bidders must provide either a “Yes” or “No” response to each Qualification Question\***

<b>Question 1</b>	Does the Bidder certify that the person submitting the bid is authorized to respond to this ITB on the Bidder’s behalf? <b>Response:</b> _____
<b>Question 2</b>	Does the Bidder certify that its company has a current and active registration with the Florida Department of State, Division of Corporations, accessible at the following website: <a href="http://sunbiz.org/">http://sunbiz.org/</a> ? (Bidders must include a PDF file of their current and active registration with the Department of State with their bid submittal.) <b>Response:</b> _____
<b>Question 3</b>	Does the Bidder certify that it is not a Convicted Vendor as defined in Section 7 of the PUR 1001? <b>Response:</b> _____
<b>Question 4</b>	Does the Bidder certify that it is not a Discriminatory Vendor as defined in Section 8 of the PUR 1001? <b>Response:</b> _____
<b>Question 5</b>	Does the Bidder certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, accessible at the following website: <a href="http://www.sbafla.com/fsb/Portals/Internet/Reports/CurrentProhibitedCompaniesList.pdf">http://www.sbafla.com/fsb/Portals/Internet/Reports/CurrentProhibitedCompaniesList.pdf</a> ? <b>Response:</b> _____
<b>Question 6</b>	Does the Bidder certify that, if awarded a contract, it will submit monthly Transaction Fee reports on the MFMP transaction fee website? <b>Response:</b> _____
<b>Question 7</b>	Does the Bidder certify that, if awarded a contract, it will submit to the Department the completed signed Preferred Pricing Affidavit? <b>Response:</b> _____
<b>Question 8</b>	Does the Bidder certify that, if awarded a contract, it will submit Quarterly Sales Reports and any ad hoc reports, as requested by the Department? <b>Response:</b> _____
<b>Question 9</b>	Does the Bidder certify it maintains current insurance coverage as specified in the General Contract Conditions? (Awarded bidder must provide insurance documentation.) <b>Response:</b> _____

**Question 10** Does the Bidder certify that it has provided services for a minimum of three disposable paper contracts which individually exceed \$100,000 annually (excluding the Department of Management Services), issued between July 1, 2012 and June 30, 2016?  
(Bidders must be able to document experience on the References form, Attachment B)  
**Response:**\_\_\_\_\_

**Question 12** Does the Bidder certify the ability to accurately and timely deliver all Contract products to all Customer locations in Florida as specified in the Scope of Work?  
**Response:**\_\_\_\_\_

**Question 13** Does the Bidder certify it will comply with all terms and conditions listed in Appendix M?  
**Response:**\_\_\_\_\_

**Question 14** Does the Bidder certify that, if awarded a contract , it will submit the PUR 7064 Savings/Price Reductions Form (Attachment H)?  
**Response:**\_\_\_\_\_

**Question 15** If applicable, has the Bidder paid all MFMP transaction fees due to the State of Florida through the date of submission of the Response?  
**Response:**\_\_\_\_\_

### Required Documents

The checklist of required documents is intended to only be a helpful tool for ensuring required documents are provided with the bid. The Solicitation Checklist DOES NOT relieve the Bidder of the responsibility of ensuring that all requirements are included with their response.

<b>1</b>	
Name:	<b>Attachment B - References</b>
Instructions:	Submit the completed References attachment.
<b>2</b>	
Name:	<b>Attachment C – Qualification Questions</b>
Instructions:	Submit the completed qualification questions.
<b>3</b>	
Name:	<b>Attachment D - Price Sheet</b>
Instructions:	Submit a completed Price Sheet.
<b>4</b>	
Name:	<b>Attachment E – Vendor Information Form</b>
Instructions:	Submit a completed Vendor Information Form.

<b>5</b>	
Name:	<b>Attachment F – Ordering Instructions Form</b>
Instructions:	Submit a completed Ordering Instructions Form.
<b>6</b>	
Name:	<b>Attachment G - Certification of Drug-Free Workplace</b>
Instructions:	Submit a completed Certification of Drug-Free Workplace.
<b>7</b>	
Name:	<b>Registration with the Florida Department of State</b>
Instructions:	Submit copy of current registration with the Florida Department of State.
<b>8</b>	
Name:	<b>Out of State Preference Letter from Attorney (if applicable)</b>
Instructions:	If applicable, submit Out of State Preference Letter from Attorney.