



Community Coordinated Care for Children, Inc. (4C)

## Request for Proposals

**Integrated Communications System to include  
Voice Services, Internet/Data and Necessary  
Equipment and Hardware.**

Release Date: 7/22/20

**Community Coordinated Care for Children, Inc. (4C)**  
**Request for Proposals**  
**Telecommunications Services,**  
**Internet Service Provider (ISP) and Data Lines**

**SECTION 1: INTRODUCTION**

**1.1 STATEMENT OF NEED**

**Community Coordinated Care for Children, Inc. (“4C”)** is a private, non-profit organization providing child care resource and referral services to children and families since 1969. **4C** believes every child deserves the right to a bright and successful future by ensuring that children are in school readiness programs that promote their healthy growth and development by fostering professional excellence through training, technical assistance, and resources for child care, early intervention, and other early childhood programs.

Our staff is committed to providing quality services to children and families in Central Florida-Orange, Osceola and Seminole Counties.

**4C** is incorporated as a non-profit entity with 501(c) (3) status. **4C** is a resource and referral agency for central Florida, and, in addition, oversees the Head Start programs in the Central Florida counties of Osceola and Seminole. **Head Start (“HS”)** is a federally-funded program for less-advantaged three- and four-year olds and their families. Eligibility factors include such things as homelessness, foster care, low income, single-parent households, and children with disabilities.

Effective December 1, 2009, **4C** was approved by the U.S. Department of Health and Human Services Administration for Children and Families to begin providing Early Head Start (“**EHS**”) services in the counties of Orange, Osceola, and Seminole. **EHS** is a federally-funded program for less-advantaged infants, and toddlers – children from birth to the age of three. **EHS** also provides services to pregnant mothers, such as fetal development education and pre- and post-natal care.

In 2013, **4C** accepted a grant for administration services for the Neighborhood Center for Children and Families (“**NCF**”). This partnership of community agencies operates in sites throughout Orange County.

**1.2 STATEMENT OF PURPOSE AND TERM OF CONTRACT RESULTING FROM THIS REQUEST FOR PROPOSAL**

The purpose of this Request for Proposal (“**RFP**”) is to select a contractor to provide an integrated communications system to include voice services, internet/data and necessary equipment and hardware to the listed but not limited to **4C**, **NCF**, **HS** and **EHS** sites in Orange, Osceola and Seminole Counties, Florida.

**4C** may contract for all or for each of the components described herein:

**4C** will be entering into one-year contract(s) for these services with the option to renew for two additional one year terms which may include modifications.

**4C** will have the ability to add/delete/change contracted service locations and configurations under the agreed upon terms and conditions of this contract at the agreed upon rates provided by the applicant for similar services delivered under this contract.

### **Assignments and Subcontracts**

1. The **Vendor** agrees to neither assign the responsibility for this contract to another party nor subcontract for any of the work contemplated under this contract without prior written approval of **4C** which shall not be unreasonably withheld. Any sublicense, assignment, or transfer otherwise occurring, without prior approval of **4C** shall be null and void.
2. The **Vendor** agrees to be responsible for all work performed and all expenses incurred under the contract including that work performed by the subcontractor. If **4C** permits the **Vendor** to subcontract all or part of the work contemplated under this contract, including entering into subcontracts with vendors for services and commodities, it is understood by the **Vendor** that all such subcontract arrangements shall be evidenced by a written document subject to prior review and comment by **4C**. Such review of the written subcontract document by **4C** will be limited to a determination of whether or not subcontracting is permissible and the inclusion of applicable terms and conditions of this Contract. The **Vendor** further agrees that **4C** shall not be liable to the subcontractor for any expenses or liabilities incurred under the subcontract and the **Vendor** shall be solely liable to the subcontractor for all expenses and liabilities incurred under the subcontract. The **Vendor**, at its expense, will defend **4C** against such claims.
3. **4C** shall at all times be entitled to assign or transfer its rights, duties, or obligations under this Contract to another Florida Office of Early Learning (OEL) Funded agency in the State of Florida, upon giving prior written notice to the **Vendor**. In the event **4C** approves transfer of the **Vendor's** obligations, the **Vendor** remains responsible for all work performed and all expenses incurred in connection with the Contract including that work performed by the subcontractor. In addition, this Contract shall bind the successors, assigns, and legal representatives of the **Vendor** and of any legal entity that succeeds to the obligations of **4C**.
4. **4C** shall retain the right to reject any of the **Vendor's** or subcontractor's employees whose qualifications or performance, in **4C's** judgment, are insufficient. In considering the **Vendor's** and/or any subcontractor's employee's qualifications, **4C** will act in good faith and not unreasonably.

The contract may also be affected by any changes in statute or rule that may arise during the contract period or by amendments to **4C's** annual Work Plan as approved by their Funders. The contract is subject to:

1. Availability of funds as determined by **4C** in its sole discretion (taking into account all of the services the proposer is providing or may be required to provide), and,

2. Satisfactory performance of services as outlined in the contract.

**4C** may cancel or reduce services in the agreement with at least thirty (30) business days' written notice to the service provider in the event funds for this service become unavailable/reduced or in the event of exigent circumstances.

Said limitations, however, do not render the contract illusory because **4C** is a non-profit organization that relies on state and federal funding and as such the contract will delineate the notice that **4C** will provide the contractor to prevent issues of reliance. **4C** is also a tax exempted entity.

**4C issues this RFP with the explicit understanding that minor and major changes may be made, up to and including the option to rescind this RFP in its entirety, if such is in the best interest of 4C.**

### **1.3 ELIGIBLE PROPOSERS**

All public or private-for-profit corporations properly organized in accordance with State and Federal law and in business for at least one year may submit a Proposal for the required services as defined within this **RFP**. Minority operated businesses, faith-based, and community-based organizations are encouraged to submit a Proposal.

**4C's** expectations of awarded Contractor are the following:

1. Provide services at a rate agreed upon by both parties for **4C, NCF, HS** and **EHS** facilities;
2. Be available on a daily basis to perform said duties, as noted in **ATTACHMENTS I and II**;
3. Maintain confidentiality of any and all information concerning any individual or the organization they may acquire in the process of performing their duties;
4. Sign a confidentiality statement;
5. Assign only those individuals who may legally work in the United States;
6. Contractor will not be reimbursed for travel time, and;
7. Contractor will provide **4C** with documentation of workman's compensation insurance, general liability insurance, and employee dishonesty for all and during the term of the contract.
8. Bid must be submitted for the performance of all the services described herein. Any deviation from the work specifications will not be considered and will cause a bid to be rejected.
9. Before submitting a response to this solicitation. Bidders should review, correct all errors and confirm compliance with all requirements.
10. Where applicable, bidder should carefully examine work sites and specifications.

#### **No Proposer will be considered if:**

- 1) The Proposer has been placed on the discriminatory vendor list pursuant to Section 287.134, F.S.

- 2) The Proposer has been debarred or suspended or otherwise determined to be ineligible to receive federal and/or state funds by an action of any governmental agency.
- 3) The Proposer's previous contract(s) with **4C** or any other State of Florida or state affiliated agency has been terminated for cause.
- 4) The Proposer's name appears on the convicted vendor list.
- 5) The Proposer's name appears on the scrutinized vendor list.
- 6) For any cause for which the Proposer is determined non-responsive or non-responsible.

#### **1.4 FURTHER CONSIDERATIONS**

**4C** has the responsibility to ensure contracted costs are necessary, reasonable, and allowable as defined by State and Federal standards.

It is essential to the administration, coordination, availability, and delivery of School Readiness, Voluntary Pre-Kindergarten, Early Head Start and Head Start services that the Contractor be impartial in all matters. Therefore, **4C** reserves the right to reject a Proposal where there will be a continuing or frequently recurring conflict between the Proposer's private interests and the performance of the Proposer's duties in the public's interest.

This **RFP** does not commit or obligate **4C** to award a contract, to commit any funds identified in this **RFP** document, to pay any costs incurred in the preparation or presentation of a Proposal to this **RFP**, to pay for any costs incurred in advance of the execution of a contract.

Payment for the provision of services from any contract award resulting from this **RFP** is contingent upon annual appropriation by the State of Florida Legislature and availability of any and all applicable federal funds.

**Vendor** agrees that **4C** shall have the right to cancel or reduce services in the agreement with at least thirty (30) business days' written notice to the service provider in the event funds for this service become unavailable/reduced or in the event of exigent circumstances.

Donations of in-kind services or discounts on the purchase of goods or services given specifically to **4C** are tax deductible contributions. Please indicate the type and value of in-kind services, if offered, when responding to this purchasing request. In the event discounts are provided in pricing, please indicate the discount rate and/or amount separately on all quotes and on any resulting invoices.

#### **4C furthermore reserves the right to:**

- 1) Reject any and/or all Proposals in whole or in part as **4C** deems is in its best interest.
- 2) Change or waive any provisions set forth in this **RFP**.
- 3) Return non-responsive Proposals without review.
- 4) Waive informalities and minor irregularities in Proposals received, as **4C** deems appropriate.

- 5) Request additional data, technical or price revisions, or oral presentations in support of the written Proposal.
- 6) Independently determine that an arms-length agreement exists between the Proposer and any sub-contractors or vendors they might choose to use.
- 7) Verify any factual information as it is presented within the Proposal.

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## 1.5 **EVALUATION CRITERIA**

A rating process as set forth by 4C will determine who receives the bid. Results of this rating will be available for inspection at our offices after the award is made.

<b>Weighted Factor Breakdown: FACTOR</b>	<b>WEIGHT</b>
<b>Cost of Services</b> - Reasonableness of the prices and competitiveness with other proposals received; adequacy of the data in support of figures quoted; basis on which prices are quoted.	35%
<b>Meeting Technical and Site Specifications</b> – Competitiveness of response received for technical competence; ability to meet RFP requirements at each site;	35%
<b>Qualifications of Firm</b> - Strength and stability of the firm; strength, stability, experience and technical competence of sub-consultants; adequacy of labor commitment.	15%
<b>Completeness of Response</b> - Completeness of response in accordance with RFP instructions; logic of project organization	15%
<b>TOTAL</b>	<b>100%</b>

### **Evaluation and Selection**

1. At the time of bid evaluation, each bid will be checked for the presence or absence of required information in conformance with the submission requirements.
2. 4C will evaluate each bid to determine its responsiveness to the published requirements.
3. A Credit Bureau Report will be conducted on selected bidders prior to contract negotiations.
4. If made, awards will be made to responsible and responsive bidder(s) that submit the most advantageous proposal based on cost and services rendered.

### **Disposition of Bids**

Upon bid evaluation, all documents submitted in response to this request will become the property of 4C.

## **SECTION 2: RFP PROCESS**

**2.0 PROCUREMENT SCHEDULE**

4C’s RFP process will generally adhere to the following procurement schedule. The dates and locations listed below are subject to change. Proposers will be notified of any changes made to the procurement schedule. All times are Eastern Standard Time.

ACTIVITY	DATE	LOCATION*
Announcement of Intent to Release Requests for Proposals	July 22, 2020 and July 23, 2020	Announcement will be posted web, and Florida local newspapers in Central Florida
Request for Proposals Released	July 22, 2020	4C website, <a href="http://www.4cflorida.org">www.4cflorida.org</a>
Inquiries	12:00pm EST July 27, 2020	<a href="mailto:arichter@4cflorida.org">arichter@4cflorida.org</a> <a href="mailto:emartinez@4cflorida.org">emartinez@4cflorida.org</a>
Proposals due to 4C	5:00pm EST August 3, 2020	3500 W. Colonial Drive Orlando, FL 32808
Initial opening of proposals and review of bid package by 4C Procurement Committee	August 4, 2020	3500 W. Colonial Drive Orlando, FL 32808
Notice of Intent to Award contract	August 7, 2020	<a href="http://www.4cflorida.org">www.4cflorida.org</a>
Contract Negotiations start date	August 7, 2020	Awarded proposer will be contract by 4C

*\* Notification of any changes will be made to all interested parties as well as posted at the [www.4cflorida.org](http://www.4cflorida.org) website.*

**2.1 CONTACT PERSONS**

The contacts listed below are the only points of contact for this RFP:

Amy Richter, Contracts Coordinator  
Community Coordinated Care for Children, Inc. (4C)  
3500 W. Colonial Drive  
Orlando, FL 32808  
E-Mail: [arichter@4cflorida.org](mailto:arichter@4cflorida.org)

Ernesto Martinez, Head Start Contracts/Purchasing Coordinator  
Community Coordinated Care for Children, Inc. (4C)  
3500 W. Colonial Drive

Orlando, FL 32808

E-Mail: [emartinez@4cflorida.org](mailto:emartinez@4cflorida.org)

**2.2 LIMITATIONS ON CONTACTING 4C PERSONNEL**

Proposers are prohibited from contacting **4C** personnel or Board members regarding this solicitation other than the contact persons identified in **Section 2.2 and 2.5** of this document. Any violation may result in the disqualification of the Proposer. Please refer to **Section 2.5** for instructions regarding inquiries.

**2.3 INQUIRIES**

All inquiries requesting clarification regarding this **RFP** must be sent electronically to the identified contact person and received no later than **12:00pm EST July 27, 2020**

**INQUIRIES MAY BE SUBMITTED ELECTRONICALLY.**

It is the responsibility of the Proposer to ensure that facsimiles and electronic information has been received by **4C**.

The response to written inquiries will be posted on the web site and distributed by email, no later than **5:00pm July 27, 2020**.

**2.4 ACCEPTANCE OF PROPOSALS**

One complete Proposal must be received by mail and 4 sent electronically no later than **5:00pm EST August 3, 2020** to the following addresses:

Amy Richter, Contracts Coordinator  
3500W. Colonial Drive  
Orlando, FL 32808

Amy Richter, Contracts Coordinator  
E-Mail: [arichter@4cflorida.org](mailto:arichter@4cflorida.org)

Ernesto Martinez, Head Start Contracts/Purchasing Coordinator  
E-Mail: [emartinez@4cflorida.org](mailto:emartinez@4cflorida.org)

Cindy Casuccio, Director of IT and Data Services  
E-Mail: [ccasuccio@4cflorida.org](mailto:ccasuccio@4cflorida.org)

Paul Spears, Director of Finance and Accounting  
E-Mail: [pspears@4cflorida.org](mailto:pspears@4cflorida.org)

The Proposal submitted for the purpose of review by **4C**'s Procurement and Contract Committee must include:

- 1) Fatal Criteria
- 2) Scope Response
- 3) At least three (3) references
- 4) Copy of current business license
- 5) Copy of Certificate of Insurance (General Liability, workers' compensation, auto, and any other coverage in effect)
- 6) Completeness of all Required Forms and Timeliness of all Required Submissions, and;
- 7) One Original mailed and one Copy forwarded to all 4 Committee members

Any Proposal submitted shall remain a valid offer for at least 180 days after the Proposal submission date. No changes, modifications or additions to the submitted Proposal will be accepted by or be binding on **4C** after the **August 3, 2020** deadline for submitting Proposals has passed.

**THE PROPOSER IS SOLELY RESPONSIBLE FOR ASSURING THAT ANYTHING SENT TO 4C ARRIVES SAFELY AND ON TIME. ANY SUBMISSION TO 4C, INQUIRIES REGARDING THE RFP, AND/OR PROPOSALS NOT RECEIVED AT EITHER THE SPECIFIED PLACE AND/OR BY THE SPECIFIED DATE AND TIME WILL BE REJECTED AND RETURNED UNOPENED TO THE PROPOSER BY 4C.**

## **2.5 WITHDRAWAL OF PROPOSAL**

A written request for withdrawal, signed by the Proposer, may be considered if received by **4C** prior to the Proposal opening time and date indicated in the Procurement Schedule in **Section 2.1** of this **RFP**.

## **2.6 NOTICE TO AWARD CONTRACT**

Through completion of the Proposal review process described in **Section 6** of this **RFP**, the Procurement Committee will review and score Proposals that have met the Fatal Criteria. If a contract is awarded, it will go to the company that can best fulfill our requirements based on costs, references, business status and experience. **4C** will also consider negotiations with the next highest scored proposal in the event agreement cannot be reached with the highest scored proposal.

Prior to the final awarding of this Proposal, a reference check through Dun and Bradstreet will be conducted on the designated Proposer. Of the qualified proposals submitted, as part of the overall consideration, the bidder's reference rating will be a major factor in the final decision. A rating process as set forth by **4C** will determine who receives the bid. Results of this rating will be available for inspection at our offices after the award is made.

## **2.7 PROTEST OR DISPUTES**

Any person who is adversely affected by **4C's** decision concerning a procurement solicitation and who wants to protest such decision shall file a protest in compliance with section 120.57(3), Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.

Any Proposer who desires to file a formal protest to the decision to Award Contract, must submit a bond payable to **Community Coordinated Care for Children, Inc. (4C)** in an amount equal to 1% of the total value of the Proposer's potential contract, which bond shall be conditioned upon the payments of all costs which may be adjudged against him in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, **4C** may accept a cashier's check or a money order in the amount of the bond. Failure to file the proper bond at the time of filing the formal protest will result in a denial of the protest.

### **SECTION 3- CONTRACT PROVISIONS**

#### **3.1 TERMS AND CONDITIONS**

The final contract terms and conditions will be negotiated with the company that best fulfilled the requirements based on costs, references, business status and experience. **4C** may, at its discretion, enter a contract for these services for the period of one year with two one-year renewal options.

### **SECTION 4: THE PROPOSAL**

#### **4.1 GENERAL INSTRUCTIONS**

This section sets forth the manner in which the proposal is to be compiled. The Proposal shall be submitted as follows:

##### **Package Contents:**

- 1) Title Page- Fatal Criteria Checklist (**Appendix M**), Including original and six (4) copies;
- 2) Request for Proposal (**Appendix B**)- Including original signature and six (4) copies;
- 3) Business Narrative
- 4) Fee Schedule including a conversion/transition fee schedule.
- 5) A Cover Letter that must include:
  - i. Have you included in your proposal all requested informational items and forms?  
Yes / No (circle one). If you answered "No", please explain:
  - ii. Have you been or are you on any federal list of debarred or suspended bidders?  
Yes / No (circle one)
- 6) Three Business References (**Appendix L**)
- 7) Current Business License
- 8) Proof of Insurance
- 9) Required Signed Documents and Certifications- (**Appendices C, D, E, F, G, H, I, J**) – Including one set with original signatures.

Written proposals shall be typed, double spaced, 12-point font, single-sided and submitted on 8-1/2" x 11" size paper, and bound with one staple. All Required Forms and Certifications must be signed by the designated official in **BLUE** ink as an indicator of "**original signature**". Electronic copies of the full proposal should be submitted per section 2.4.

Proposers should not submit additional documents such as Annual Reports, Brochures, etc.

Proposers should note that partial responses to proposed services will be deemed non-responsive and will disqualify the Proposer from further consideration.

Bids must be submitted for the performance of all services described herein. Any proposals that deviate from the work specifications must include an explanation for the variance. A bid may be rejected if it is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. **4C** may reject any or all bids and may waive an immaterial deviation in a bid. Before submitting a response to this solicitation, bidders should review, correct all errors, and confirm compliance with all the requirements. Respondents to this solicitation or person 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 agency holidays, any employee or officer of the agency concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response

#### **4.2 REQUIRED FORMS**

**1) TITLE PAGE – FATAL CRITERIA CHECKLIST** (Appendix L): This document must be signed in **BLUE** ink and returned as Page one (1) of the Proposal. Failure to comply with all Fatal Criteria will render a Proposal non-responsive and ineligible for further evaluation. Fatal Criteria include the following items:

- a. The Request for Proposals Acknowledgement Form (**Appendix B**) signed and dated in **BLUE** ink
- b. Business Narrative
- c. At least three (3) business references (**Appendix L**)
- d. Current Business license
- e. Proof of Insurance
- f. The inclusion of all required forms (contained within the Appendices) of the **RFP** signed and dated in **BLUE** ink and attached to the original Proposal.

**This includes:**

- a. Acceptance of Contract Terms and Conditions (**Appendix C**)
- b. Statement of No Involvement (**Appendix D**)
- c. Statement of Assurances (**Appendix E**)

- d. Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transactions (**Appendix F**)
- e. Sworn Statement Pursuant to Section 287.133(3) (A), Florida Statutes on Public Entity Crimes (**Appendix G**)
- f. Statement of Non-Discrimination (**Appendix H**)
- g. Certification Regarding Lobbying (**Appendix I**)
- h. Certification Regarding Drug-Free Workplace (**Appendix J**).

**4.3 COST OF PREPARATION OF PROPOSAL**

4C is not liable for any costs incurred by a Proposer in responding to this Request for Proposal.

**SECTION 5: PROPOSAL REVIEW PROCESS**

**5.1 OVERVIEW OF THE PROPOSAL REVIEW PROCESS**

The Procurement Committee (“Committee”), whose members collectively have experience and knowledge in the procurement of quality services, for which contractual services are sought, will review and score each Proposal submitted in response to this **RFP**, outlined within this section, the Committee will follow a Proposal review process to score Proposals, and all proposals that are scored will be reviewed for the start of contract negotiations with the highest scoring proposal. If a contract cannot be successfully negotiated within a timeframe set by **4C**, then the second highest scored proposal will be contacted and the contract negotiations began with that entity. The Proposal review process will be conducted as follows and in the order listed below:

Step	Process	Scoring
Determination of meeting <b>RFP</b> fatal criteria	The Procurement Committee will conduct a review of submitted Proposals to determine that fatal criteria as outlined in the <b>RFP</b> have been met.	Points are not awarded for this section. Proposals that do not meet <u>all</u> fatal criteria are disqualified, and no further review is conducted.
Review of scope response of Proposals	The Procurement Committee will independently review and score the scope response of each Proposal meeting all mandatory fatal criteria requirements as outlined in <b>Section 4.2</b> .	Points are awarded for this section.
3. Total Score	The highest scoring Proposal is recommended for Contract Award.	Proposals are ranked by score.

**5.2 TOTAL PROPOSAL SCORE**

The highest scoring Proposal will be contacted for Contract award and contract negotiations.

**5.3 FINAL DETERMINATION**

After completion of the Proposal review and scoring process, the Procurement Committee will award and begin contract negotiations with the highest scored proposal. The Committee shall also consider contract negotiations with the next highest scored proposal if a contract cannot be successfully negotiated within a timeframe as set by **4C**. The Notice of Intent to Award Contract will be posted on the date specified in the Procurement Schedule in Section 2.1 of this **RFP** at the following location: [www.4cflorida.org](http://www.4cflorida.org)

**ATTACHMENT I**

**General Description:**

**4C** is looking for a provider to supply integrated communications system to include voice services, internet/data and necessary equipment and hardware to the listed but not limited to **4C, NCF, HS** and **EHS** sites in Orange, Osceola and Seminole Counties, Florida.

**The vendor shall provide the following or propose and explain any variance:**

<b>Voice Services</b>	<b>Number/Spec (All Sites)</b>
IVR (Integrated outbound Voice & SMS notifications for appointment reminders, confirmation, or event notifications)	
Analog lines for Elevator and Fax in Orlando	3
4C Standard User	173
Basic User / Conference Room / Courtesy Phone	30
Cloud Extension for Voice Mail Only	3
Upgrade to Standard User Enabling Live Reports	30
Call Paths (How many people can be on phone at the same time)	209
Domestic Long Distance Plan	Unlimited
Business SMS and Messaging	173
Mobile & UCC App so workers can work remote	173
Automated Attendant with its own DID	38
Internet Fax	4C may choose not activate
Auto notification regarding Internet issues	
Audio Conferencing listing total maximum participants	
Video Online Meetings listing total maximum participants	
E911 Surcharge	206
Cost Recovery Fee Surcharge	206
24/7 Customer Support	

<b>Internet / Data</b>	
Orlando Office (Main building) (dedicated internet)	500 Meg↓↑
Orlando Office (Main Building) Ethernet or Managed VPN & Firewall	200 Meg↓↑
Orlando Office (Main building)	100 M↓10M↑
Osceola Office (dedicated internet)	100 Meg↓↑
Altamonte HS	100 M↓10M↑
Lawton HS	100 M↓10M↑
Midway HS	200 M↓20M↑
Baker HS	5 Meg↓↑
Palm Plaza HS	10 Meg↓↑
Apopka/Zellwood NCF	200 M↓20M↑
West Orange NCF	200 M↓20M↑
Winter Park NCF	200 M↓20M↑
Tangelo Park NCF	200 M↓20M↑
Pine Hills NCF	200 M↓20M↑
Oak Ridge NCF	200 M↓20M↑

**Lease / Rental**

- QOS Device SIM redundancy and traffic smoothing
- QOS Device with SIM for Home Based Users
- Handsets (specify type)
- Poly Trio 8800 Conference Room Handset
- Monthly Maintenance
- Installation and Training (specify if on-site)

**Pricing shall:**

1. Be quoted on a one (1) year contract initial term, and include an option to extend for two additional one (1) year terms. This shall be specified in the contract and purchase order. Maximum duration of the agreement, including all extensions, shall be three (3) years.
2. Show monthly recurring costs, equipment costs, and one- time installation costs per site.
3. The proposing firm shall provide price options for any recommended router and security hardware or software upgrades.
4. Define any termination timelines, requirements, and costs.

5. Provide an addendum for possible move of classroom location

**Other considerations:**

1. Provider agrees that **4C** shall have the right to cancel or reduce services in the agreement with at least thirty (30) business days' written notice to the service provider in the event funds for this service become unavailable/reduced or in the event of exigent circumstances.
2. **4C** reserves the right to add, delete or change locations and total connections needed in continued operation of services.
3. A Bidder, by submitting a Proposal, represents that: The Bidder has read and understands the RFP and that the Bidder's Proposal is made in accordance with requirements stated herein.
4. The Bidder is familiar with the local conditions under which the work is to be performed;
5. The Bidder's proposal meets the requirements of the systems, equipment, and materials described in the RFP;
6. The Bidder possesses the technical expertise, experience, and personnel necessary to provide professional support and technical services as required and coordinate with company maintaining existing phone equipment when necessary in order to provide a high level of client support.

**Community Coordinated Care for Children, Inc. (4C) Locations**

<b>Site</b>	<b>Address</b>
Orlando Office (Main building)	3500 W Colonial Dr., Orlando, FL
Osceola Office	2220 E. Irlo Bronson Pkwy Ste 7, Kissimmee, FL
Altamonte HS	525 Pineview St., Altamonte Springs, FL
Lawton HS	188 S. Lake Jessup Ave., Oviedo, FL
Midway HS	2255 Right Way St., Sanford, FL
Baker HS	3500 Baker Dr., Kissimmee, FL
Palm Plaza HS	2234 E. Irlo Bronson Mem. Hwy, Kissimmee, FL
Apopka/Zellwood NCF	6565 Willow St, Zellwood, FL
West Orange NCF	303 SW. Crown Point Road, Winter Garden, FL 34787
Winter Park NCF	901 W. Webster Ave., Winter Park, FL 32789
Tangelo Park NCF	5115 Anzio St., Orlando, FL
Pine Hills NCF	2000 Beecher St., Orlando, FL
Oak Ridge NCF	150 Amidon Lane, Orlando, FL 32809

## **APPENDICES**

**Appendix A**

**Community Coordinated Care for Children, Inc. (4C)**

**REQUEST FOR PROPOSAL- Acknowledgement**

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Proposer Name

---

Proposer Mailing Address

---

City

State

Zip

---

Telephone Number

Web Page

Email address

**Number of Pages in the Proposal:** \_\_\_\_\_

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 that I am authorized to sign this response and that the offer is in compliance with all requirements of the Request for Proposals, including but not limited to, certification requirements.

The Proposer offers and agrees that if this Proposal is awarded, the Proposer will convey, sell, assign, or transfer to **Community Coordinated Care for Children, Inc. (4C)** 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 **4C**. At **4C's** discretion, such assignment shall be made and become effective at the time final payment is tendered to the Proposer.

---

Authorized Signature

Date: \_\_\_\_\_

---

Printed Name of Authorized Singer and Title

**Appendix B**

**ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS**

If \_\_\_\_\_ should be awarded this Contract, it will comply with all the terms and conditions specified in the **RFP** and contained in Contract.

\_\_\_\_\_  
Signature of Authorized Official

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Title (Print)

\*An authorized official is an officer of the Proposer's organization who has legal authority to bind the Proposer to the provisions of the Proposal. This usually is the President, Chairman of the Board, Executive Director, or owner of the entity. A document establishing delegated authority must be included with the Proposal if signed by other than the President, Chairman, Executive Director, or owner.

**Appendix C**

**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 **Community Coordinated Care for Children, Inc. (4C)** on a noncompetitive basis to:

- 1) Develop this Request for Proposal
- 2) Perform a feasibility study concerning the scope of work contained in this **RFP**; or
- 3) Develop a program similar to what is contained in this **RFP**.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

**Appendix D**

**STATEMENT OF ASSURANCES**

The Proposer assures the following itemized requirements and conditions will be met:

- 1) The Proposer has the ability to provide directly, or through sub-contract, all products/services described in this **RFP** and resulting Contract.
  
- 2) The Proposer will accept accountability for meeting the performance standards established by the **4C** and as may be required by the State and Federal government related to the products/services described in this **RFP**.
  
- 3) The Proposer assures the establishment of sufficient working capital to meet and to maintain product order volume.
  
- 4) The Proposer assures that there are no continuing or frequently recurring conflicts between the Proposer's private interests and the performance of the Proposer's duties in the public interest.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Authorized Representative

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**Appendix E**

**CERTIFICATION REGARDING**

**DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

**PRIMARY COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:

Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Have not within a three (3) year period preceding this Contract 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.

Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification.

Have not within a three (3) year period preceding Proposal had one or more public transactions (Federal, State, local) terminated for cause or default.

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.

---

Signature of Authorized Representative

Date

---

Name and Title of Authorized Representative

**Appendix F**

**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, include 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)(g), 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 of 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(l) (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 record relating to charges brought by indictment or information after July 1, 1989, as a result of a 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 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 for fair market value 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 of 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 and 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, directors, 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. [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, nor any affiliate or the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

\_\_\_\_\_ The entity 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 with 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 charged with and convicted of a public entity crime subsequent to July 1, 1989. 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 PUBLIC 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 INTO 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.

\_\_\_\_\_ Date: \_\_\_\_\_  
**Signature of Authorized Representative**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Personally known \_\_\_\_\_ or produced identification \_\_\_\_\_

Name of Notary: \_\_\_\_\_

Notary Public Signature: \_\_\_\_\_

State of \_\_\_\_\_

My commission expires: \_\_\_\_\_

(Printed typed or stamped Commissioned name of notary public)

**Appendix G**

**STATEMENT OF NON-DISCRIMINATION**

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 otherwise 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 program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972), 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 title 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 title, 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 title 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.

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
Printed Name and Title of Authorized Representative

**Appendix H**

**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\* sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans, and cooperative agreements) and that all\* sub recipients 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 a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name and Title of Authorized Representative**

\*NOTE: - In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over \$100,000 (per OMB).

**Appendix I**

**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. I, \_\_\_\_\_, the undersigned, in representation of \_\_\_\_\_, the Contractor, attest and certify that the Contractor will provide a drug-free workplace by the following actions.

- A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor'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:
  - The dangers of drug abuse in the workplace.
  
  - The policy of maintaining a drug-free workplace.
  
  - Any available drug counseling, rehabilitation and employee assistance programs.
  
  - 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 1.
  
- D. Notifying the employee in the statement required by paragraph 1 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 4.b. from an employee or otherwise receiving actual notice of such conviction. We will 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 4.b., 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 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 1, 2, 3, 4, 5, and 6.
  
- H. Notwithstanding, it is not required to provide the workplace address under the Agreement. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any of the identified places change during the performance of the Contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Contract including street addresses, city, county, state and zip code:

Check ( ) if there are workplaces on files that are not identified here.

Check ( ) if any additional page was required for the listing of the workplaces.

**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.

---

**Signature of Authorized Representative**

---

**Date**

---

**Typed Name and Title of Authorized Representative**

## **Appendix J**

### **AUDIT REQUIREMENTS**

#### **FINANCIAL AND COMPLIANCE AUDIT**

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 AUDIT 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 that the recipient expends \$500,000 or more in Federal awards in 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 in its fiscal year, the recipient shall consider all sources of Federal awards.

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 audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

The reporting package shall include a schedule that discloses the amount of expenditures by Contract number for each Contract with **4C** in effect during the audit period. Compliance findings related to contracts with **4C** shall be based on Contract requirements including any rules, regulations, or statutes referenced in the Contract. The reporting package shall disclose whether or not the matching requirement was met for each applicable Contract. All questioned costs and amounts due to **4C** shall be fully disclosed in the report with reference to **4C** Contract involved.

For recipients who are subject to both Part I and Part II below, the audit must also address applicable State audit requirements.

#### **PART II: STATE REQUIREMENTS**

In the event the recipient expends a total amount of State financial assistance to carry out state projects equal to or in excess of \$300,000 in any fiscal year of such recipient, the recipient must have a Single or project-specific audit for such fiscal year in accordance with Section 215.97, Florida Statutes; applicable rules of the Executive Office of the Governor and the Comptroller, and Chapter 10.600, Rules of the Auditor General. In determining the State financial assistance expended in its fiscal year, the recipient

shall consider all sources of State financial assistance, including State funds received from **4C**, except that amounts received by a non- state entity for Federal program matching requirements shall be excluded from consideration.

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 reporting package as defined by Section 215.97(2) (d), Florida Statutes, and Chapter 10.600, Rules of the Auditor General.

The reporting package shall include a schedule that discloses the amount of expenditures by Contract number for each Contract with **4C** in effect during the audit period. Compliance findings related to Contracts with **4C** shall be based on Contract requirements including any rules, regulations, or statutes referenced in the Contract. The reporting package shall disclose whether or not the matching requirement was met for each applicable Contract. All questioned costs and amounts due **4C** shall be fully disclosed in the audit report with reference to the specific Contract involved.

### PART III: SUBMISSION OF REPORTS

For any of the above requirements, copies of the audit report and any management letter by the independent auditors shall be submitted within 180 days after the end of the Contractor's fiscal year or within 30 days of the recipient's receipt of the audit report, whichever occurs first, directly to each of the following, unless otherwise required by Florida Statutes:

A. Purchasing/Contracts Specialist of **4C**.

B. Copies of reports for audits conducted in accordance with OMB Circular A-133, as revised, and required by Part I of this Contract shall be submitted, when required by Section .320(d), OMB Circular A-133, as revised, by or on behalf of the recipient directly to the Federal Audit Clearinghouse designated in OMB Circular A-133, as revised (the number of copies required by Sections .320(d)(1) and (2), OMB Circular A-133, as revised, should be submitted to the Federal Auditing Clearinghouse), at the following address:

Federal Audit Clearinghouse Bureau of the Census  
1201 East 10th Street  
Jefferson, IN 47132

and other Federal agencies and pass-through entities in accordance with Sections .320(e) and (f), OMB Circular A-133, as revised.

### PART IV: RECORD RETENTION

The Contractor shall ensure that audit working papers are made available to **4C**, or its designee, upon request for a period of five years from the date the audit report is issued, unless extended in writing by **4C**.

**Appendix K**

**BIDDER REFERENCES**

List below at least three (3) references for services performed within the last five years, which are similar to the Scope of Work to be performed in this Request for Proposals (RFP).

**Reference #1**

Name of Firm:  
Street Address:  
City:  
State:  
Zip Code:  
Contact Person:  
Telephone Number:

**Reference #2**

Name of Firm:  
Street Address:  
City:  
State:  
Zip Code:  
Contact Person:  
Telephone Number:

**Reference #3**

Name of Firm:  
Street Address:  
City:  
State:  
Zip Code:  
Contact Person:  
Telephone Number:

**Appendix L**

TITLE PAGE – FATAL CRITERIA CHECKLIST

AGENCY OR COMPANY NAME: \_\_\_\_\_

SERVICE COMPONENT: \_\_\_\_\_

CONTACT PERSON AND TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**4C STAFF REVIEWING THE FATAL CRITERIA CHECKLIST** \_\_\_\_\_ Date \_\_\_\_\_

FATAL CRITERIA CHECKLIST (4C Use only)

1. Was the Proposal received by the time and date specified in the RFP?	YES	NO
2. Original and Four (4) copies of the Proposal?	YES	NO
3. Title Page – Fatal Criteria Checklist completed with all applicable sections (Appendix L)	YES	NO
4. Original signed and dated Request for Proposal form? (Appendix A)	YES	NO
5. Original signed and dated Accept of Contact Terms and Conditions? (Appendix B)	YES	NO
6. Original signed and dated Statement of No Involvement? (Appendix C)	YES	NO
7. Original signed and dated Statement of Assurances? (Appendix D)	YES	NO
8. Original signed and dated Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transactions? (Appendix E)	YES	NO
9. Original signed and dated Sworn Statement Pursuant to Section 287.133(3) (A), Florida Statutes on Public Entity Crimes? (Appendix F)	YES	NO
10. Original signed and dated Statement of Non-Discrimination? (Appendix G)	YES	NO
11. Original signed and dated Certification Regarding Lobbying? (Appendix H)	YES	NO
12. Original signed and dated Certification Regarding Drug-Free Workplace? (Appendix I)	YES	NO
13. Bidder’s List of References (3 required) (Appendix K)	YES	NO
14. Were all accompanying forms requiring signature signed by a duly authorized officer of the applying organization, and was proof of authorization included, if needed?	YES	NO
<b>DID PROPOSAL MEET ALL FATAL CRITERIA?</b>	<b>YES</b>	<b>NO</b>