



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

Request for Proposals  
Advertising and Marketing

Release Date: October 11, 2021

Proposal Due:  
Friday, November 5, 2021  
12:00 PM (EST)

*Community Coordinated Care for Children, Inc. (4C)*  
*Request for Proposals*  
*Advertising and Marketing*

**REQUEST FOR PROPOSALS**

**SECTION 1: INTRODUCTION**

**1.1 STATEMENT OF NEED**

Community Coordinated Care for Children, Inc. (hereafter referred to as “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 and the Early Head Start programs in Orange, Osceola and Seminole counties. Head Start is a federally-funded program for less-advantaged three and four-year olds and their families. Early Head Start is a federally-funded program for less-advantaged infants, and toddlers – children from birth to the age of three. Early Head Start also provides services to pregnant mothers, such as fetal development education and pre- and post-natal care.

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.

The **PROPOSER** shall provide a **cost for services outlined in this request** with an amount specified for In-Kind donation to 4C (if applicable). As a federal program, donations are sought from the community to meet a federal match requirement in the form of donated services, funds or discounts. 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 quote request. In the event discounts are provided in pricing, please indicate the discounted rate and/or amount separately on all quotes and on any resulting invoices.

Certain restrictions may apply to contract award due to the fact that 4C funding is contingent upon legislative authorization and awarding of funds.

The purpose of this Request for Proposals (“**RFP**”) is to select one (1) or more vendor(s) to provide Advertising and Marketing for the Head Start and Early Head Start Programs in Orange, Osceola and Seminole counties **in order to increase student enrollment and fill open child care employment positions.**

**Specific requirements:**

- 1) Agency Information
  - Company background and history
  - Overview of services provided and company capabilities
  - Knowledge of industry and target audience
  - Management and/or key team member biographies
- 2) Description of proposed solution
  - Ability to demonstrate a clear understanding of 4C’s need
  - How the need will be approached
  - Why the proposed approach is the best solution
- 3) Schedule of tasks

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- What tasks will be performed
  - List all required steps in final proposal
- 4) Timeline
  - 5) Estimated reach
  - 6) Proposed budget
    - How are the costs broken down?
    - What are the terms?
    - At what rate will any additional work be billed?

The target audience is low-income families with children ages 0-5 and child care workers in the following zip codes:

- 32808 – Orlando
- 32701-Altamonte Springs
- 32750-Longwood
- 32765-Oviedo
- 32771-Sanford
- 32773-Sanford
- 32801-Orlando
- 32805-Orlando
- 32818-Orlando
- 32825 Orlando
- 32835-Orlando
- 34741-Kissimmee
- 34743-Kissimmee
- 34744-Kissimmee
- 34759-Kissimmee

**The funds allocated to this project are \$100,000.00.**

The contract may also be affected by any changes in statute or rule that may arise during the contract period or by amendments as approved by our Funders.

## **1.2 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 Advertising and Marketing services as defined within this **RFP**. Minority operated businesses, faith-based, and community-based organizations are encouraged to submit a Proposal.

**No Proposer will be considered for funding 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,

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- 5) The Proposer's name appears on the scrutinized companies list, and;
- 6) For any cause for which the Proposer is determined non-responsive or non-responsible.

**1.3 FURTHER CONDITIONS**

**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 early learning and other **4C** programs and 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 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.

**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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**SECTION 2: RFP PROCESS**

**2.1 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**.

<b>ACTIVITY</b>	<b>DATE</b>	<b>LOCATION*</b>
Announcement of Intent to Release Requests for Proposals	Thursday and Friday, October 7 and 8, 2021	Announcement will be posted through web, and local news paper in Central Florida
Request for Proposals Released	Monday, October 11, 2021	4C website, <a href="http://www.4cflorida.org">www.4cflorida.org</a>
Last date for submission of Notice of Intent to submit a Proposal	Monday, October 18, 2021 at 12:00pm EST	3500 W. Colonial Drive Orlando, FL 32808
Last day for submission of Questions	Monday, October 25, 2021 at 12:00pm EST	3500 W. Colonial Drive Orlando, FL 32808
4C's response to written inquiries from Proposers who submitted Notice of Intent forms on time	Wednesday October 27, 2021	Email to all who submitted intent to submit by due date, and posted on 4C website, <a href="http://www.4cflorida.org">www.4cflorida.org</a>
Proposals due	Friday, November 5, 2021 at 12:00 pm EST	3500 W. Colonial Drive Orlando, FL 32808
Initial opening of Proposals	Monday, November 8, 2021	3500 W. Colonial Drive Orlando, FL 32808
Review Period	Tuesday, November 9, 2021	3500 W. Colonial Drive Orlando, FL 32808
Posting of Selected Proposer(s)	Thursday, November 11, 2021	<a href="http://www.4cflorida.org">www.4cflorida.org</a>
Contract Negotiation Process begins	Friday, November 12, 2021	3500 W. Colonial Drive Orlando, FL 32808

\*Locations subject to change. 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.

**2.2 CONTACT PERSONS**

The contact person listed below is the sole point of contact for this RFP.

**Amy Richter, Contracts Coordinator**  
Community Coordinated Care for Children, Inc. (4C)  
3500 W. Colonial Drive  
Orlando, FL 32808  
Phone: (407) 532-4197  
[arichter@4cflorida.org](mailto:arichter@4cflorida.org)

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**Ernesto Martinez, Head Start Contracts/Purchasing Coordinator**  
Community Coordinated Care for Children, Inc. (4C)  
3500 W. Colonial Drive  
Orlando, FL 32808  
Phone: (407) 532-4263  
[emartinez@4cflorida.org](mailto:emartinez@4cflorida.org)

**2.3 LIMITATIONS ON CONTACTING 4C PERSONNEL**

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

**2.4 INTENT TO SUBMIT A PROPOSAL**

Interested Proposers must sign and submit **Intent to Submit** (Appendix A) no later than **12:00 PM, Eastern Standard Time (EST), Wednesday, October 18, 2021** to:

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

Submission of Intent to Submit document does not obligate a prospective Proposer to submit a Proposal. Failure to submit Intent to Submit document by the due date and time will disqualify the Proposer from further consideration.

The Intent to Submit document may be delivered via mail services, in person or by facsimile or electronic transmission. Information regarding any addenda to the **RFP** and copies of written responses to questions resulting in clarifications or addenda to the **RFP** will only be sent to those Proposers submitting the Intent to Submit document. It is the responsibility of the Proposer to ensure that facsimiles and electronic information has been received by 4C.

**2.5 INQUIRIES**

All inquiries requesting clarification regarding this **RFP** must be made in writing to the identified contact person and received no later than **12:00 PM, EST, Monday, October 25, 2021**

**INQUIRIES MAY BE SUBMITTED VIA CERTIFIED MAIL, OVERNIGHT DELIVERY OR BY ELECTRONIC TRANSMISSION.** It is the responsibility of the Proposer to ensure that facsimiles and electronic information has been received by 4C.

A written response to inquiries will be provided electronically to all Proposers who have submitted the Intent to Submit a Proposal form. The response to written inquiries will also be posted on 4C's web site, [www.4cflorida.org](http://www.4cflorida.org), no later than **Wednesday, October 27, 2021**.

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Information regarding any addenda to the **RFP** or questions resulting in clarifications or addenda to **RFP** will be posted on [www.4cflorida.org](http://www.4cflorida.org).

**2.6 ACCEPTANCE OF PROPOSALS**

A complete Proposal must be received in **4C**'s office no later than **12:00 PM, EST, Friday, November 5, 2021** to the following address:

Community Coordinated Care for Children, Inc. (4C)  
**Attn: Amy Richter, Contracts Coordinator**  
3500 W. Colonial Drive  
Orlando, FL 32808

**FACSIMILES OR ELECTRONIC TRANSMISSIONS WILL NOT BE ACCEPTED**

**THE PROPOSAL MUST BE SUBMITTED IN A SEALED PACKAGE FOR THE PURPOSE OF REVIEW BY 4C STAFF.**

*(Refer to Section 5 for Instructions on Submission of RFP documents)*

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 **Friday, November 5, 2021** 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, INCLUDING THE INTENT TO SUBMIT DOCUMENT, 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.**

**2.7 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**.

**2.8 NOTICE TO AWARD CONTRACT**

Through completion of the Proposal review process described in Section 6 of this **RFP**, **4C** staff will review and score Proposals that have met the Fatal Criteria. The Proposer with the highest Total Proposal Score will be contacted for negotiations to enter into a contract. **4C** will also consider negotiations with the next highest scored proposal in the event agreement cannot be reached with the highest scored proposal.

**2.9 PROTEST OR DISPUTES**

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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: SCOPE**

#### **3.1 SCOPE STATEMENT OF NEED**

4C is seeking to select one (1) or more vendor(s) to provide Advertising and Marketing Services for the Head Start and Early Head Start programs. The target audience is low-income families with children ages 0-5 and child care workers in the following zip codes in order to increase student enrollment and fill open child care employment positions:

- 32701-Altamonte Springs
- 32750-Longwood
- 32765-Oviedo
- 32771-Sanford
- 32773-Sanford
- 32801-Orlando
- 32805-Orlando
- 32818-Orlando
- 32825 Orlando
- 32835-Orlando
- 34741-Kissimmee
- 34743-Kissimmee
- 34744-Kissimmee
- 34759-Kissimmee

**The funds allocated to this project are \$100,000.00.**

#### **3.2 Agency Information**

- Company background and history
- Overview of services provided and company capabilities
- Knowledge of industry and target audience
- Management and/or key team member biographies

#### **3.3 Description of proposed solution**

- Ability to demonstrate a clear understanding of 4C's need



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- How the need will be approached
- Why the proposed approach is the best solution

**3.4 Schedule**

- What tasks will be performed
- List all required steps in final proposal

**3.5 Timeline**

**3.6 Estimated Reach**

**3.7 Proposed Budget**

- Cost breakdown
- Terms
- Bill rate for any additional work

**SECTION 4: CONTRACT PROVISIONS**

**4.1 TERMS AND CONDITIONS**

The final contract terms and conditions will be negotiated with the highest scored Proposer(s) and as approved by 4C's Staff. 4C will be entering into **one (1) or more contract(s)** for these services.

**SECTION 5: THE PROPOSAL**

**5.1 GENERAL INSTRUCTIONS**

This section sets forth the manner in which the proposal is to be compiled.

**The Proposal must be submitted in a sealed package as follows:**

**Package Contents:**

- a. **Intent to Submit form** (Appendix A), copy of original that was submitted **ON TIME** by **12:00 PM, Wednesday, October 18, 2021;**
- b. **Request for Proposal Acknowledgement Form** (Appendix B)- Including original signature and five (5) copies;
- c. **Required Signed Documents and Certifications-** (Appendices C, D, E, F, G, H, I) – Include one set with original signatures.
- d. **Fatal Criteria Checklist** (Appendix K), Including original and five (5) copies;
- e. **Scope Response** Including original and five (5) copies of:
  1. Copy of Proposer's current business license;
  2. Copy of Proposer's certificate of insurance, including worker's compensation coverage of no less than Florida Statutory limits, and;
  3. A minimum of three (3) current business references.

**The Scope Response** shall not exceed twenty (20) pages in total.

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The narrative information is to be presented single sided on 8.5 by 11 white paper, using a 1-inch top, bottom and left/right margin and minimum 12-point font in either Arial or Times New Roman.

All Required Forms and Certifications must be signed by the designated official in **BLUE** ink as an indicator of “original signature”.

All appendices **which are not included in the maximum page count**, are to be attached **ONLY** to the original Proposal.

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.

## **5.2 REQUIRED FORMS**

**1) FATAL CRITERIA CHECKLIST** (Appendix K): 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. **Intent to Submit Form** (Appendix A) copy of original that was submitted by **12:00 PM, Monday, October 18, 2021**
- B. The **Request for Proposals Acknowledgement Form** (Appendix B) signed and dated in **BLUE** ink.
- C. 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:**

- 1) Acceptance of Contract Terms and Conditions (Appendix C);
- 2) Statement of Assurances (Appendix D);
- 3) Certification Regarding Debarment, Suspension, and other Responsibility Matters Primary Covered Transactions (Appendix E);
- 4) Sworn Statement Pursuant to Section 287.133(3) (A), Florida Statutes on Public Entity Crimes (Appendix F);
- 5) Statement of Non-Discrimination (Appendix G);
- 6) Certification Regarding Lobbying (Appendix H), and;
- 7) Certification Regarding Drug-Free Workplace (Appendix I).

**D. Scope Response**

**E. Copies of Proposer’s current business license, insurance and three (3) business references.**

## **5.3 COST OF PREPARATION OF PROPOSAL**

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

**SECTION 6: PROPOSAL REVIEW PROCESS**

**6.1 OVERVIEW OF THE PROPOSAL REVIEW PROCESS**

4C staff that collectively have experience and knowledge in the procurement for which contractual services are sought, will review and score each Proposal submitted in response to this **RFP**. As outlined within this section, the Staff 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 can not 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:

<b>Step</b>	<b>Process</b>	<b>Scoring</b>
1. Determination of meeting RFP fatal criteria	4C Staff 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. <b>Proposals that do not meet <u>all</u> fatal criteria are disqualified, and no further review is conducted. The Proposer that didn't meet the fatal criteria will be notified and the Proposal will not be returned to the Proposer.</b>
2. Review of scope response of Proposals	4C Staff will independently review and score the scope response of each Proposal meeting all mandatory fatal criteria requirements as outlined in Section 5.2.	Points are awarded for this section.
3. Total Score	The highest scoring Proposal is recommended for Contract Award.	Proposals are ranked by score.

**6.2 FINAL DETERMINATION**

After completion of the Proposal(s) review and scoring process, 4C staff will award and begin contract negotiations with one (1) or more highest scored proposal(s).

The Posting of Selected Proposers 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**

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**Appendix A**

**INTENT TO SUBMIT**

**Request for Proposals – Advertising and Marketing**

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**Title of Proposal**

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**Proposer's Name**

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\_\_\_\_\_  
**Proposer Contact Person**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Proposer Address**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Fax**

\_\_\_\_\_  
**E-mail**

\_\_\_\_\_  
**Name of Proposer's Project Director (if known)**

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**Appendix B**

<p><b>Community Coordinated Care for Children, Inc. (4C)</b> <b>REQUEST FOR PROPOSAL- Advertising and Marketing</b> <b>Acknowledgement</b></p>
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**Proposer Name**

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**Proposer Mailing Address**

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**City**

**State**

**Zip**

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**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, products, 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 **4C** tender's final payment to the Proposer.

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**Authorized Signature**

**Date**

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**Authorized Signature and Title (Print)**

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**Appendix C**

**ACCEPTANCE OF CONTRACT TERMS AND CONDITIONS**

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

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**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 **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 is no continuing or frequently recurring conflicts between the Proposer's private interests and the performance of the Proposer's duties in the public interest.

\_\_\_\_\_  
**Authorized Representative**

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

\_\_\_\_\_  
**Witness**

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

\_\_\_\_\_  
**Witness**

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

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**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).

- 1) The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.
  - b. 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.
  - c. 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.
  - d. Have not within a three (3) year period preceding Proposal had one or more public transaction (s) (Federal, State, local) terminated for cause or default.
- 2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

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**Name and Title of Authorized Representative, Name of Contractor**

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**Signature**

**Date**



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**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 join 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

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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.

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

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

Personally known \_\_\_\_\_

Or produced identification \_\_\_\_\_

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

Notary Public - State of \_\_\_\_\_ My commission expires: \_\_\_\_\_

(Printed typed or stamped Commissioned name of notary public)

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**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**

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

\_\_\_\_\_  
**Typed Name/ Title of Authorized Representative**

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**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.

**Typed Name and Title of Authorized Representative**

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

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

\*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).

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**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:
  - 1. The dangers of drug abuse in the workplace.
  - 2. The policy of maintaining a drug-free workplace.
  - 3. Any available drug counseling, rehabilitation and employee assistance programs.
  - 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- C. Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph 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.

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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**

\_\_\_\_\_  
**Typed Name and Title**

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

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**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.

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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. **4C** Purchasing/Contracts Specialist

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.

C. Copies of reporting packages required by Part II of this Contract shall be submitted by or on behalf of the recipient directly to the Auditor General's Office at the following address:

Community Coordinated Care for Children, Inc. (**4C**)  
3500 W. Colonial Drive  
Orlando, FL 32808

**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**.



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**Appendix K**

**FATAL CRITERIA CHECKLIST**

**AGENCY OR COMPANY NAME** \_\_\_\_\_

**SERVICE COMPONENT** \_\_\_\_\_

**CONTACT PERSON AND TITLE** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_ **EMAIL** \_\_\_\_\_

**4C STAFF COMPLETING THE FATAL CRITERIA CHECKLIST** \_\_\_\_\_

**FATAL CRITERIA CHECKLIST**

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

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**Appendix L**

**SCORING**

**Scope Components- Award points as follows:**

	<b>Description</b>	<b>Points</b>	<b>Bid Score</b>
1	Agency history and knowledge of industry/target audience	10	
2	Strategic approach/proposal/creativity	30	
3	Schedule of events	10	
4	Timeline	15	
5	Proposed Budget	35	
	<b>Total Points</b>	100	

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**Appendix M**

**DEFINITIONS AND TERMS**

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

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

Business Day: A business day shall mean any day other than a Saturday, Sunday, or holiday recognized by 4C.

Contract: An agreement between 4C and the Contractor for the procurement of services. A formal Contract consists of the Core Contract.

Contractor: The entity providing services under the Contract.

Purchasing/Contract Specialist: 4C employee designated by the contract signer to be responsible for the management of the Contract. The Purchasing/Specialist enforces performance of the Contract terms and conditions and often serves as a liaison between 4C and the Contractor.

Exhibit: A document or material object added to the Contract's Attachment 1, or to any other specific Contract attachment.

Fiscal Year: An accounting period of twelve months: July 1 through June 30.

Invoice: A standardized form used by the Contractor to request payment from 4C.

Office of Early Learning: The Office of Early Learning was created to administer the early learning system and operation requirements of the Voluntary Pre Kindergarten Educational Program.

Provider: An individual or organization that provides early learning services.

State: State of Florida