

RFQ # 2023-0310

Request for Quotation:

TEMPORARY STAFFING – FINANCE, ADMINISTRATIVE, & CLERICAL SUPPORT

ISSUED ON **MARCH 10, 2023**
RESPONSES DUE BY: **FRIDAY, MARCH 17, 2023**
NO LATER THAN **3:00 P.M., EST**

RESPONSES DUE TO:

EARLY LEARNING COALITION OF MARION COUNTY, INC

RE: RFQ # 2023-0310

VIA EMAIL: MEASTER@ELC-MARION.ORG

ANY ALTERATION OF THE LANGUAGE OF THIS RFQ OR ANY REPRESENTATION OF MODIFIED LANGUAGE AS THE OFFICIALLY RELEASED RFQ IS NOT PERMITTED AND WILL BE SUFFICIENT CAUSE FOR REJECTION OF A QUOTATION. IN CASE OF ANY DISPUTE CONCERNING THE TERMS OR LANGUAGE IN THIS DOCUMENT, THE COALITION PRINTED FILE COPY OF THIS RFQ WILL PREVAIL. **PLEASE REFER TO RFQ # 2023-0310.**

**Early Learning Coalition of Marion County
Request for Quotations (RFQ)**

I. INTRODUCTION

The EARLY LEARNING COALITION OF MARION COUNTY (Coalition) located at 2300 SW 17th Rd, Ocala, FL 34471 will accept Quotations from all participating respondents. Please consider this communication a formal Request for Quotations (RFQ), responses to which will be used to determine the best-qualified firm for these services and will be the basis for the issuance of a Notice of Award or Purchase Order.

The Coalition is a not-for-profit corporation organized under the laws of the state of Florida and has been determined exempt by the Internal Revenue Service under the provisions of IRS Code, Section 501(c)(3). The Division of Early Learning, Florida Department of Education, has certified the Coalition as a local early learning coalition for the purposes of implementing programs authorized by Florida Statute Chapter 411.01 and part V of Chapter 1002. Our principal function is the provision of oversight, and policy guidance to the early childhood School Readiness and Voluntary Prekindergarten Education systems in Marion County, Florida.

II. MINIMUM TECHNICAL REQUIREMENTS AND QUANTITIES

The procurement of Temporary Staffing is subject to minimum clerical and administrative support requirements as specifically detailed in this [RFQ # 2023-0310](#). Please note that as a grantee of federal financial assistance exceeding \$750,000, we are subject to the single audit requirements of 2 CFR §200.501 (OMB Uniform Guidance).

PROJECT OVERVIEW

To secure temporary, full-time staff responsible for performing duties associated with grant applications and related compliance and monitoring activities; financial activities; document observations and activities, as well as other duties as assigned.

SCOPE OF WORK

RFQ Respondent Requirements:

➤ **Staffing Agency Essentials for RFQ**

- Provide a minimum of up to four candidates that can successfully perform the afore-mentioned duties
- Provide staffing for candidates that can successfully pass Level II background and drug screening per **s. 435.04** and **s. 943.0542**, Florida Statutes
- Services agreement specifically outlining all fees (indicate the responsible party for each fee: Agency vs. Employer)
- Timeframe to initiate and complete the onboarding process
- Temporary-to-hire contract detailed conversion fee table
- Pre-employment trainings/testing to determine skill set of candidates
- Pre-employment aptitude/personality testing
- Reference checks to validate candidates' performance
- Employment history verification
- Educational verification to determine the highest level of education, including professional licenses, if applicable

Candidate Requirements

➤ **Education, Experience, and Skills Requirements**

- Associate Degree or equivalent or
- Highschool diploma plus minimum of Two years of experience working in business, office, case management or early childhood setting.
- Excellent organizational skills
- Ability to manage multiple tasks and priorities
- Strong verbal and written communication skills
- Proficient with Microsoft Office Suite

➤ **Qualifications**

- Ability to perform duties associated with highly sensitive, confidential data
- Strong attention to details
- Strong time-management skills
- Intermediate to advanced knowledge and experience with Microsoft Office Suite (Outlook, Excel, Word, Teams)
- Typing skills (minimum of 35 words per minute with accuracy)
- Ability to work flexible hours for project deadline and completion.
- Accounts Payable

➤ **Preferred Qualifications (not required)**

- Bilingual (Spanish)
- Knowledge of WebAuthor, Microsoft Suite, the Division of Early Learning's EFS MOD System
- Familiarity with child care industry training requirements.

➤ **Essential Responsibilities**

- Review submitted grant applications timely for accuracy and completion based on grant eligibility requirements.
- Certify qualifying applications and work with ELCMC Finance Department to ensure payment is processed according to grant application and provider eligibility.
- Provide technical assistance in written and verbal communication to child care providers as needed to assist with the completion of grant applications, obtain needed information, or obtain back-up documentation to complete grant application.
- Provide periodic reports to management team on status of applications.
- Ensure all information of confidential nature is held in a secure and confidential manner.
- Respond to requests for information from clients/providers timely and within the client confidentiality guidelines.
- Review electronic files that have been uploaded to the shared company file or the Statewide Information System.
- Contribute to a harmonious working environment and support staff in the promotion of Coalition strategies and goals.

➤ **Pertinent Information**

- Prospective hire will need to work onsite at the Coalition’s offices. **Not a remote position**
- Temporary service need may extend for up to six months
- Candidate must possess a valid Florida Driver License, automobile insurance and maintain a good driving record throughout employment.

III. SCHEDULE OF EVENTS AND DEADLINES*

All times listed reflect Eastern Standard Time (EST)

ACTIVITY	DATE	TIME	ADDRESS/METHOD
Request for Quotation Released	3/10/2023	NA	Main Office: 2300 SW 17 th Rd, Ocala, FL 34471 Coalition website: www.elc-marion.org
Signed “Notice of Intent to Submit a Quotation” due no later than	3/14/2023	1:00 pm	Main Office: 2300 SW 17 th Rd, Ocala, FL 34471 or emailed to: measter@elc-marion.org
Quotations must be received by the Coalition via email	3/17/2023	3:00 pm	Main Office: 2300 SW 17 th Rd, Ocala, FL 34471
Review of Quotations	3/20/2023	4:00 pm	Main Office: 2300 SW 17 th Rd, Ocala, FL 34471
Meeting of Procurement Officials (as availability allows)	3/22/2023		Main Office: 2300 SW 17 th Rd, Ocala, FL 34471
*Anticipated effective date of Award (Purchase Order)	3/24/2023	N/A	Via Email Notification

*** Times and locations are subject to change. Applicants who have submitted a “Notice of Intent to Submit” will be notified of any changes made to the Schedule of Events. Changes will be posted at www.elc-marion.org.**

Point of Contact:

The **sole** point of contact for purposes of this RFQ is:

Marcelle Easter, Chief Administrative Officer
Email: measter@elc-marion.org

INFORMATION WILL NOT BE PROVIDED BY TELEPHONE. Any information received through oral communication shall not be binding on the Coalition and shall not be relied upon by any respondent.

IV. SOLICITATION PROCESS

Should you be interested in providing these services, please include the following information in your response:

A. Notice of Intent to Submit a Quotation

As a condition of submitting a Quotation, vendors are required to submit a Notice of Intent to Submit a Quotation form (**Exhibit 1**) which shall set forth the name and address of the firm participating in this solicitation and which bears the original signature of an authorized agent of the Respondent no later than the date specified on Section III, to the Point of Contact and address listed in Section III. The submission of the Notice of Intent is mandatory and will provide the Coalition with the contact details of the contact person for each Respondent so that any notices of action can be forwarded appropriately. Failure to submit a Notice of Intent by the deadline may preclude a prospective Respondent from submitting a response for this solicitation and will render the Respondent's reply non-responsive and will result in rejection of the respondent's Quotation.

B. Other Information

Respondents should note that the issuance of this solicitation does not require the Coalition to enter into an agreement with any party. Further, the Coalition reserves the right to withdraw or change this Request for Quotations at any time when doing so is in the best interest of the Coalition.

C. Format and Submission

1. Respondent(s) shall submit one (1) electronic copy of the Quotation as a PDF file viewable in Adobe Acrobat Reader clearly labeled:

"RFQ 2023-0310"

2. To be considered for evaluation, a respondent's Quotation must conform to the minimum requirements described herein. All supporting documentation or Exhibits/Attachments shall be included as PDF files viewable in Adobe Reader, separately and clearly referenced.
3. Please submit your response to this RFQ (via email to the email address listed below) no later than **3:00 pm on Friday, March 17, 2023**. Responses received after 3:00 p.m. on this date will not be considered.
4. **Submissions by facsimile will not be considered.** Please submit via email to measter@elc-marion.org.
5. All attachments and certifications (Attachments A-E) must be completed, signed and sent as separate attachments.

D. Cost of Preparation of Quotation

The Coalition is not liable for any costs incurred by a Respondent in replying to this RFQ.

E. Insurance.

The Respondent is required to maintain commercial insurance of such a type and with such terms and limits as may be reasonable associated with the resulting award.

F. Licenses, Permits and Taxes.

The Respondent shall pay for all licenses, permits, and taxes required for this procurement. In addition, the Respondent shall comply with all federal, state and local codes, laws, ordinances, regulations and other requirements applicable to the procurement in this solicitation, at no additional cost to the Coalition.

G. Special Provisions

1. Warranty of Authority. Each person signing the attachments and subsequent Purchase Order(s) warrants that he or she is duly authorized to do so and bind the respective party to the Purchase Order.
2. Convicted Vendors. A person or affiliate placed on the convicted vendor list following a conviction for a public entity crime is prohibited from doing any of the following for a period of 36 months from the date of being placed on the convicted vendor list:
 - submitting a Quotation on a Purchase Order to provide any goods or services to a public entity;
 - submitting a Quotation on a Purchase Order with a public entity for the construction or repair of a public building or public work;
 - submitting Quotations on leases of real property to a public entity;
 - being awarded or performing work as a contractor, supplier, subcontractor, or consultant under a Purchase Order with any public entity; and
 - transacting business with any public entity in excess of the Category Two threshold amount (\$25,000) provided in section 287.017 of the Florida Statutes.
 - any Quotation received from a person or affiliate who has been placed on the convicted vendor list shall be rejected by the Coalition as an unresponsive Quotation and shall not be further evaluated.
3. Discriminatory Vendors. An entity or affiliate placed on the discriminatory vendor list pursuant to section 287.134 of the Florida Statutes may not:
 - i. submit a Quotation on a Purchase Order to provide any goods or services to a public entity;
 - ii. submit a Quotation on a Purchase Order with a public entity for the construction or repair of a public building or public work;
 - iii. submit Quotations on leases of real property to a public entity;
 - iv. be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a Purchase Order with any public entity; or
 - v. transact business with any public entity.
4. Respondent's Representation and Authorization. In submitting a response, each respondent understands, represents, and acknowledges the following (if the respondent cannot so certify to any of following, the respondent shall submit with its response a written explanation of why it cannot do so):
 - i. The respondent is not currently under suspension or debarment by the State of Florida or any other governmental authority.
 - ii. To the best of the knowledge of the person signing the response, the respondent, its affiliates, subsidiaries, directors, officers, and employees are not currently under investigation by any governmental authority and have not in the last ten (10) years been convicted or found liable for any act prohibited by law in any jurisdiction, involving conspiracy or collusion with respect to any public Purchase Order.
 - iii. Respondent currently has no delinquent obligations to the State of Florida, including a claim by the State of Florida for liquidated damages under any other Purchase Order.
 - iv. The submission is made in good faith, prices and amounts, actual or approximate, have been arrived at independently and not pursuant to any consultation, agreement or discussion with, or inducement from, or disclosed to, any firm or person to submit a complementary or other noncompetitive response. Nor they will be disclosed before the opening of the Quotations.
 - v. The respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the response, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act or other conduct inconsistent with any of the statements and representations made in the response.

- vi. The respondent has fully informed the Coalition in writing of all convictions of the firm, its affiliates (as defined in section 287.133(1)(a) of the Florida Statutes), and all directors, officers, and employees of the firm and its affiliates for violation of state or federal antitrust laws with respect to a public Purchase Order for violation of any state or federal law involving fraud, bribery, collusion, conspiracy or material misrepresentation with respect to a public Purchase Order. This includes disclosure of the names of current employees who were convicted of Purchase Order crimes while in the employ of another company.
 - vii. Neither the respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or position involving the administration of federal funds has:
 - o within the preceding three years been convicted of or had a civil judgment rendered against them or is presently indicted for or otherwise criminally or civilly charged for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public Purchase Order; 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; or
 - o within a three-year period preceding this certification had one or more federal, state, or local government Purchase Orders terminated for cause or default.
 - viii. The product or service offered by the respondent will conform to the specifications without exception, unless otherwise agreed upon by the Coalition in writing.
 - ix. The respondent has read and understands the terms and conditions, and the submission is made in conformance with those terms and conditions.
 - x. If an award is made to the respondent, the respondent agrees that it intends to be legally bound to the terms of the Purchase Order received from the Coalition.
 - xi. The respondent shall indemnify, defend, and hold harmless the Coalition and its employees against any cost, damage, or expense which may be incurred or be caused by any error in the respondent's preparation of its Quotation.
 - xii. All information provided by, and representations made by, the respondent are material and important and will be relied upon by the Coalition in awarding the Purchase Order. Any misstatement shall be treated as fraudulent concealment by the Respondent of the true facts relating to submission of the Quotation. A misrepresentation shall be punishable under law, including, but not limited to, Chapter 817 of the Florida Statutes.
5. Notice of Award. Based on the evaluation, on the date indicated on the Schedule of Events or thereafter, the Coalition shall electronically send the Notice of Award or Purchase Order to the selected respondent.
6. Minor Irregularities/Right to Reject. The Coalition reserves the right to waive any minor irregularity, technicality, or omission and to accept or reject any and all Quotations, or separable portions thereof, if the Coalition determines that doing so will serve the Coalition's best interests. The Coalition has, at its sole discretion, the absolute right to cancel, amend, modify, supplement or clarify this RFQ solicitation at any time. The Coalition may reject any response not submitted in the manner specified by the solicitation documents.
7. Addenda. Any changes to the RFQ will be done by addendum. Any Quotation that fails to incorporate all addenda will be deemed non-responsive. The Coalition has the absolute right to cancel, amend, modify, supplement or clarify this solicitation at any time at its sole discretion. If any solicitation revisions become necessary or appropriate, as determined by the Coalition, the Coalition will email a notice to those Respondents who submitted a Notice of Intent to Submit a Quotation to the Coalition. Any additions to this document issued by the Coalition will be posted on the Coalition's website. Respondents are responsible for checking the Coalition's website and contacting the Coalition's Point of Contact for this solicitation before the RFQ deadline to ascertain whether any addenda have been issued.
8. Withdrawal of Quotation. A written request for withdrawal, signed by the Respondent, may be considered if received by the Coalition within 24 hours after the Quotation opening time and date indicated in the

Calendar of Events. A request received in accordance with this provision may be granted by the Coalition upon proof of the impossibility to perform based upon an obvious error on the part of the Respondent.

9. Purchase Order. The Purchase Order(s) shall be awarded to the Respondent whose Quotation is determined to be the most advantageous to the Coalition, taking into consideration price and technical merits. The Coalition will send its Notice of Award or Purchase Order via email to the selected Respondent.
10. Public Records/Respondent Trade Secrets. Article 1, Section 24 of the Florida Constitution and Chapter 119, F.S., guarantees every person access to all public records. All information contained within each Quotation submitted to the Coalition pursuant to this RFQ is part of the public domain after the Purchase Order is awarded. Respondents must invoke the exemptions to disclosure provided by law, in their Quotations by providing the specific statutory authority for the claimed exemption, identifying the data or other materials to be protected, and state the reason, in writing, why the exclusion from public disclosure is necessary. Such claimed exempt information shall be segregated from the remainder of the Quotation. Respondent agrees that no right or remedy for damages shall be had against the Coalition that arises from any disclosure made by Coalition herein, in good faith. Further, Respondent agrees that it shall indemnify, defend and hold the Coalition harmless from and against any losses, expenses, liabilities, costs, (including court costs and reasonable attorney's fees and costs), claims or actions by a third party that relates to Respondent's claimed exemptions herein.
11. No Discrimination/Identical or Tie Responses. The Coalition, in accordance with Title VII of the Civil Rights Act of 1964, ensures that in any Purchase Order issued pursuant to this solicitation, minority business enterprises will be afforded full opportunity to submit Quotations and will not be discriminated against on the grounds of race, color, or national origin in consideration of award. The Coalition will follow the laws set forth in §287.057, F.S., when evaluating identical responses from multiple Respondents. If two equal responses to an RFQ are received and only one response is from a certified minority business enterprise, the Purchase Order shall be awarded to the certified minority business enterprise pursuant to § 287.057(12), F.S.

Exhibit 1

Notice of Intent to Submit a Quotation Form

Title of Quotation: **RFQ 2023-0310**

Respondent Name

Respondent FEID No. _____

Respondent Contact Person's Name and Title

Respondent Address

Telephone Number | Fax Number | Email Address | Website

Ph: _____ Fax _____ Email: _____

Website: _____

Name and email of Respondent's Project Director (if different from above)

Signature of Authorized Official* _____

FOR OFFICIAL USE ONLY

Name of Coalition Representative Receiving "INTENT TO SUBMIT A QUOTATION" Form:

Date Received: _____ Time Received: _____

Delivery Method: Hand delivered to Coalition Received by US Mail/Fed Ex/UPS

Emailed

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

ATTACHMENT A

NON-COLLUSIVE AFFIDAVIT

RFQ # 2023-0310

State of Florida

County of _____

_____ being first duly sworn deposes and says that:

1. He/she is the (Owner, Partner, Officer, Representative or Agent) of the Respondent that has submitted the attached Quotation.
2. He/she is fully informed respecting the preparation and contents of the attached Quotation and of all pertinent circumstances respecting such Quotation.
3. Such Quotation is genuine and is not a collusive or sham Quotation.
4. Neither the said Vendor nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly with any other Respondent, firm, or person to submit a collusive or sham Quotation in connection with the procurement for which the attached Quotation has been submitted; or to refrain from Quotation in connection with such procurement; or have in any manner, directly or indirectly, sought by agreement or collusion or communication, or conference with any Respondent, firm or person to fix the price or prices in the attached Quotation or any other Respondent or to fix any overhead, profit, or cost elements of the Quotation price or the Quote price of any other Respondent, or to secure through any collusion, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed procurement;
5. The price or prices quoted in the attached response are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Respondent or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

On this the ____ day of _____, 20____, before me, the undersigned Notary Public of the State of Florida, personally appeared _____

Enter name of individual(s) who appeared before notary and whose name(s) is/are subscribed to within the instrument and he/she/they acknowledge that he/she/they executed it.

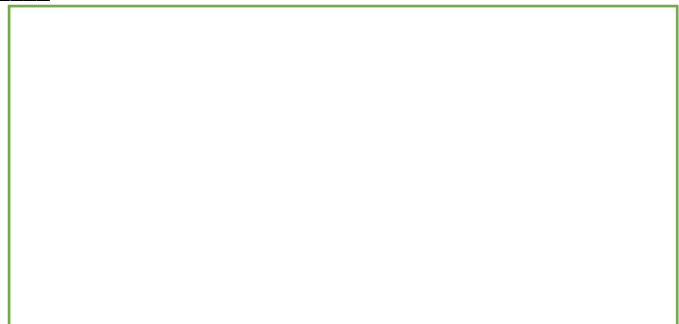
Sworn to and subscribed before me this _____ day of _____ 20____.

Personally known _____ or produced identification _____

Notary Signature: _____

My commission expires: _____

(Seal)



STATEMENTS OF NO INVOLVEMENT and AUTHORIZATION

RFQ # 2023-0310

I, _____, as an authorized
(Name and Title)
representative of _____, certify that no
(Name of Firm)
member of this firm nor any person having interest or ownership in this firm has:

1. Been awarded a Purchase Order by the Early Learning Coalition of Marion on a noncompetitive basis to perform a perform a feasibility study concerning the scope of procurement contained in this Solicitation; or
2. Participated in drafting this Solicitation; or
3. Developed a program for future implementation with specific subject matter contained in this Solicitation.

Furthermore, I attest that:

1. As signatory on this Quotation, I hereby certify that I have the authority to submit this application. I agree to abide by all conditions of this Solicitation and I certify that I have the authority to execute this Solicitation.
2. I further certify that the response is in compliance with the requirements of the RFQ including, but not limited to, the certification requirements.

Print Name of Authorized Official:

Title: _____

Signature of Authorized Official:

Date: _____

CERTIFICATIONS AND ASSURANCES

RFQ # 2023-0310

The Coalition will not award a Purchase Order where the prospective Respondent has failed to review and sign the CERTIFICATIONS contained in this section. In performing its responsibilities under this Solicitation, the Respondent hereby certifies the following:

- A. **Debarment and Suspension Certification (29 CFR Part 95 and 45 CFR Part 74)**
- B. **Certification Regarding Lobbying (29 CFR Part 93 and 45 CFR Part 93)**
- C. **Drug free Workplace Certification (29 CFR Part 98 and 45 CFR Part 82)**
- D. **Nondiscrimination & Equal Opportunity Assurance (29 CFR Part 37 and 45 CFR Part 80)**
- E. **Certification Regarding Public Entity Crimes, section 287.133, F.S.**
- F. **Compliance with Requirements of the Sarbanes-Oxley Act of 2002**
- G. **Trafficking Victims Protection Act of 2000**

A. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION.

The undersigned Respondent certifies to the best of its knowledge and belief, that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by a federal department or agency;
2. Have not within a three-year period preceding this Purchase Order been convicted 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 Purchase Order 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;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph A.2. of this certification; and/or
4. Have not within a three-year period preceding this application/Quotation had one or more public transactions (Federal, State, or local) terminated for cause of default.
5. Where the Respondent is unable to certify to any of the statements in this certification, such Respondent shall attach an explanation to this solicitation.

B. CERTIFICATION REGARDING LOBBYING – Certification for Purchase Orders, Grants, Loans, and Cooperative Agreements. The undersigned Respondent 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 employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Purchase Order, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal Purchase Order, 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 employees of Congress, or employee of a Member of Congress in connection with a Federal Purchase Order, grant, loan, or cooperative agreement, the undersigned shall also complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

3. The undersigned shall require that language of this certification be included in the documents for all Purchase Orders at all tiers (including sub-grants and Purchase Orders under grants, loans and cooperative agreements) and that all sub-recipients and Respondents shall certify and disclose accordingly.
4. This certification is a material representation of fact upon which reliance was placed when this Purchase Order was made or entered into. Submission of this certification is a prerequisite for making or entering into this Purchase Order imposed by 31 U.S.C. 1352. 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.

C. CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS.

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 C.F.R. 98, Subpart F. I, the undersigned Vendor, attest and certify that the Vendor will provide a drug-free workplace by the following actions:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Vendor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Establishing an ongoing drug-free awareness program to inform employees concerning:
 - a. The dangers of drug abuse in the workplace.
 - b. The policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation and employee assistance programs.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Making it a requirement that each employee to be engaged in the performance of the resulting Purchase Order be given a copy of the statement required by paragraph C.1 of this certification.
4. Notifying the employee in the statement required by paragraph C.1 of this certification that, as a condition of employment under the Purchase Order, the employee will:
 - a. Abide by the terms of the statement.
 - b. 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.
5. Notifying the Coalition in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. Provide such notice of convicted employees, including position title, to every Purchase Order officer on whose Purchase Order activity the convicted employee was working. The notice shall include the identification number(s) of each affected Purchase Order.
6. 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.
 - a. 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.
 - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or local, health, law enforcement, or other appropriate agency.
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of this entire certification. The following are the sites for the performance of work done in connection with the specific Purchase Order including street address, city, county, state, and zip code:

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

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

The Vendor will inform the Coalition of any changes in work sites within 24 hour of such a change.

D. NON DISCRIMINATION & EQUAL OPPORTUNITY (29 C.F.R. PART 37 AND 45 C.F.R. PART 80).

As a condition of the Purchase Order, the Respondent assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

1. Section 188 of the Workforce Investment Act of 1998 (WIA), (Pub. L. 105-220), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I-financially assisted program or activity;
2. Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45, C.F.R. Part 80), to the end that, in accordance with Title VI of that Act and the Regulation, no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Respondent receives Federal financial assistance from the Department.
3. Section 504 of the Rehabilitation Act of 1973 (Pub. L. 93-112) as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 84), to the end that, in accordance with Section 504 of that Act, and the Regulation, no otherwise qualified handicapped individual in the United States shall, solely by reason of his handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity for which the Respondent receives Federal financial assistance from the Department.
4. The Age Discrimination Act of 1975 (Pub. L. 94-135), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F.R. Part 91), to the end that, in accordance with the Act and the Regulation, no person in the United States shall, on the basis of age, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity for which the Respondent receives Federal financial assistance from the Department.
5. Title IX of the Educational Amendments of 1972 (Pub. L. 92-318), as amended, and all requirements imposed by or pursuant to the Regulation of the Department of Health and Human Services (45 C.F. R. Part 86), to the end that, in accordance with Title IX and the Regulation, no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program or activity for which the Respondent receives Federal financial assistance from the Department.
6. The American with Disabilities Act of 1990 (Pub. L. 101-336), prohibits discrimination in all employment practices, including, job application procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities, and;
7. Executive Order 11246, as amended by Executive Order 11375, requires that Federal contractors and subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the contractor/subcontractor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

E. CERTIFICATION REGARDING PUBLIC ENTITY CRIMES, SECTION 287.133, F.S.

The Respondent hereby certifies that neither it, nor any person or affiliate of the Respondent, has been convicted of a Public Entity Crime as defined in section 287.133, Florida Statutes, nor placed on the convicted vendor list. The

Respondent understands and agrees that it is required to inform the Coalition immediately upon any change of circumstances regarding this status.

F. COMPLIANCE WITH REQUIREMENTS OF THE SARBANES-OXLEY ACT OF 2002. At a minimum:

- It is illegal for any entity to punish whistleblowers or retaliate against any employee who reports suspected cases of fraud or abuse ([SOX, Section 1107, Section 1513 of Title 18](#), USC.)
- It is a crime to alter, cover up, falsify, or destroy any document that may be relevant to an official investigation ([SOX, Section 1102, section 1512 of Title 18](#), USC).

G. TRAFFICKING VICTIMS PROTECTION ACT OF 2000

In accordance with the Terms and Conditions of the Health and Human Services Administration for Children and Families Child Care and Development Fund, the Respondents shall comply with section 106(g) of the Trafficking Victims Protection Act of 2000. In each awarded Purchase Order, under which funding is provided to a private entity, section 106(g) of the Trafficking Victims Protection Act of 2000, as amended, requires the Coalition to include a condition that authorizes the Coalition to terminate the Purchase Order, without penalty, if the Respondent (a) Engages in severe forms of trafficking in persons during the period of time that the Purchase Order is in effect; (b) Procures a commercial sex act during the period of time that the Purchase Order is in effect; or (c) Uses forced labor in the performance of the Purchase Order award.

By signing below, the Respondent, through the duly appointed undersigned representative, certifies and assures that it will fully comply with the applicable assurances outlined above.

Name and Title of Authorized Representative

Signature

Vendor

Date

End of Attachment C

DISCLOSURE OF CONFLICT OF INTEREST

RFQ # 2023-0310

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their Quotations whether any officer, director, employee or agent is also an officer or an employee of the Coalition, the State of Florida, or any of its agencies. All firms must disclose the name of any state officer, Board Member, or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent’s firm or any of its branches or affiliates.

All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Agency, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under Section 112.3215, Florida Statutes, in seeking to influence the actions of the Agency in connection with this procurement.

The following persons are officers, director, employee, etc., of the Coalition who have a 5% interest in the Respondent’s firm:

The following persons are a state officer or employee who owns 5% or more in the Respondent’s firm:

The following persons have sought to influence the Coalition in this procurement on behalf of the Respondent.

_____The Respondent has had no person seeking to influence the Coalition in connection with this procurement.

***Authorized Signature**

***Authorized Signature (Printed), Title**

***This individual must have the authority to bind the Respondent.**

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION
PURCHASE ORDERS/SUBPURCHASE ORDERS**

RFQ # 2023-0310

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, signed February 18, 1986. The guidelines were published in the May 29, 1987, Federal Register (52 Fed. Reg., pages 20360-20369).

INSTRUCTIONS

1. Each provider whose Purchase Order equals or exceeds \$25,000 in federal monies must sign this certification prior to execution of each Purchase Order. Additionally, providers who audit federal programs must also sign, regardless of the Purchase Order amount. The Coalition cannot procure from these types of providers if they are debarred or suspended by the federal government.
2. This certification is a material representation of fact upon which reliance is placed when a Purchase Order is issued. If it is later determined that the signer knowingly rendered an erroneous certification, the Federal Government may pursue available remedies, including suspension and/or debarment.
3. The provider shall provide immediate written notice to the contract manager at any time the provider learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "debarred," "suspended," "ineligible," "person," "principal," and "voluntarily excluded," as used in this certification, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the Purchase Order manager for assistance in obtaining a copy of those regulations.
5. The provider agrees by submitting this certification that, it shall not knowingly enter into fulfilling any Purchase Order issued with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this solicitation unless authorized by the Federal Government.
6. The provider further agrees by submitting this certification that it will require each subcontractor under this solicitation, whose payment will equal or exceed \$25,000 in federal monies, to submit a signed copy of this certification.
7. The Coalition may rely upon a certification of a provider that it is not debarred, suspended, ineligible, or voluntarily excluded from participating in this solicitation unless it knows that the certification is erroneous.
8. This signed certification must be kept in the contract manager's file. Subcontractor's certifications must be kept at the Respondent's business location.

CERTIFICATION

- (1) The prospective Respondent certifies, by signing this certification, that neither he nor his principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this solicitation by any federal department or agency.
- (2) Where the prospective Respondent is unable to certify to any of the statements in this certification, such prospective provider shall attach an explanation to this certification.

*Authorized Signature

*Authorized Name (Printed) and Title

*This individual must have the authority to bind the prospective award recipient.