

REQUEST FOR PROPOSALS
FOR
CITRUS COUNTY
COMMUNITY CHARITABLE FOUNDATION, INC.

RFP # 001-2018

Administrative Support Services

Date of Issue:

December 18, 2018

Due Date / Time:

January 25, 2019, at 1 p.m. EST

CALENDAR OF EVENTS / RFP TIMELINE

Listed below are the important dates and times by which the actions noted must be completed. All dates are subject to change by the Citrus County Community Charitable Foundation (the "Foundation"). If Citrus County Community Charitable Foundation finds it necessary to change any of these dates or times prior to the Proposals Due date, the change will be accomplished by addendum.

<u>ACTION</u>	<u>COMPLETION DATE</u>
Issue Request for Proposals (RFP)	12/18/18
Last Day for Questions	1/18/19 @ 5 p.m. EST
Proposals Due	1/25/19 @ 1 p.m. EST
Selection Committee Meeting	1/30/19
Citrus County Community Charitable Foundation Award and Contract	2/21/19 @ 6 p.m. EST

TABLE OF CONTENTS

PART I	-	Intent and General Information.....	4
PART II	-	Scope of Services Desired	7
PART III	-	Insurance.....	8
PART IV	-	Required Certifications	9
PART V	-	Governing Laws, Regulations and Additional Requirements.....	10
PART VI	-	The Proposal	12
PART VII	-	Evaluation and Award of Contract	14
PART VIII	-	Forms for Proposal Documents	16
		Sample Proposal Cover Page	16
		Investment Asset Respondent Questionnaire.....	17
		Respondent’s Acknowledgments as to Price	18
		Reference and Similar Projects Experience Form	19
		Respondent’s Certifications.....	20

PART 1
INTENT AND GENERAL INFORMATION

INTENT

The Board of Directors of the Citrus County Community Charitable Foundation (the “Board”) is in need of administrative services for record keeping; maintaining Board Minutes, and other document management and secretarial services. The Foundation now seeks to retain an Administrative Support Assistant to take possession of, hold and safe-keep the records of the Board and to provide timely notice of Board and other meetings and activities of the Foundation. The Foundation is now accepting proposals from qualified persons.

GENERAL INFORMATION

This Request for Proposals (“RFP”) is being distributed compliance with Section 125.35, Florida Statutes. Sealed Proposals will be received by the Citrus County Community Charitable Foundation (the “Foundation”) on or before January 25, 2019 1 p.m. EST. Proposers shall take careful notice of the following conditions of this Request for Proposals:

- Submissions by FAX or electronic medium other than e-mail will not be accepted under any circumstances
- Late submissions will not be accepted under any circumstances.
- Respondents may withdraw and/or replace Proposals at any time until the deadline for submission of Proposals.
- All questions received by January 18, 2019, 5 p.m. EST will be considered.

Questions will not be answered over the phone. Questions regarding the RFP process must be in writing and emailed to ccccf2015@aol.com, attention Administrative Assistant. All Requests for Information (RFI’s) regarding the project must be sent in writing via email to the Citrus County Community Charitable Foundation, Attention Administrative Assistant.

- Do not attempt to contact any Board Member, or other person affiliated with the Foundation. Only questions submitted in writing to the Foundation e-mail are permitted. Anyone attempting to lobby Citrus County Community Charitable Foundation representatives may be disqualified. The Board Members considering this Proposal shall be:

Dr. Jeff Wallis, Dr. John Grace; Dr. Adnan Mohammadbhoy; Sonya Warden, Dr. Paresh Desai, Jimmie T. Smith, Ken Hinkle, Pat Fitzpatrick, Ernesto Rubio, Sophia Diaz-Fonseca, Kelley DeMaio.

- Any Respondent affected adversely by an intended decision with respect to the award of any Proposal shall/ may file a written notice of intent to file a protest not later than seventy-two (72) hours (excluding Saturdays, Sundays, and legal holidays), after the posting of the Proposal tabulation. Proposal protest procedures may be obtained from Jennifer C. Rey, Esq., The Hogan Law Firm, ccccfattorney@hoganlawfirm.com.
- Respondents are fully and completely responsible for the labeling, identification and delivery of their Proposals. The Foundation will not be responsible for any mislabeled or misdirected submissions, nor those handled by delivery persons, couriers, or the U. S. Postal Service.

- Submissions shipped by express delivery, or in overnight or courier envelopes, boxes, or packages must be prominently marked on the outside of such envelopes, boxes or packages with the sealed Proposals identification.
- Any envelopes, boxes, or packages, which are not properly labeled, identified, and prominently marked with the sealed Proposals identification, may be inadvertently opened upon receipt, thereby invalidating such Proposals and excluded from the official Proposals opening process.
- Firms or individuals submit their responses on a voluntary basis, and therefore are not entitled to compensation of any kind. No Respondent will be reimbursed for any cost incurred as a result of preparing or submitting their Proposals. Additionally, no travel expenses incurred as a result in participating in the Proposal process will be reimbursed.
- Proposals shall comply with F. S. 287.017, which states in pertinent part: A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Proposals on a contract to provide any goods or services to a public entity, ... may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Florida Statutes Section 287.017 for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.
- Proposals that are incomplete, unbalanced, conditional, obscure, or which contain additions not called for, alterations, or irregularities of any kind, or which do not otherwise comply with these RFP documents may be rejected at the option of the Foundation.
- Questionnaire. Attached in Part VIII is a questionnaire which must be completed in order to be eligible for consideration.
- In order to be eligible for consideration an original and three (3) copies, for a total of four (4), of each Proposal or alternate Proposal shall be submitted in a sealed envelope, prominently marked on the outside with the words, **“RFP # 001-2018 ADMINISTRATIVE SUPPORT SERVICES** with the Respondent’s name and return address. Proposals submitted in express, overnight or courier envelopes, boxes or packages must be prominently marked on the outside with the words, **“RFP # 001-2018 ADMINISTRATIVE SUPPORT SERVICES** and the contents sealed as required.
- Proposals must contain the Signature of the Respondent. The Respondent must sign the Proposal forms in the space provided for the signature. If the Respondent is an individual, the words “Doing Business As _____,” must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the partnership’s name and the words, “Partner of the entity” should be written beneath such signature. If the Respondent is a corporation or limited liability company, the title of the officer or statutory manager signing the Proposal on behalf of the entity must be stated and evidence of his authority to sign the Proposal must be submitted. The Respondent shall state in the Proposal Form the name and address of each person interested therein.
- **Proposals must be received by Citrus County Community Charitable Foundation no later than January 25, 2019 @ 1 p.m. EST at c/o Ernesto Rubio, 3700 W Sovereign Path, Lecanto, FL 34461, (P. 352-513-6004) or by email to: tito.rubio@flhealth.gov.** Proposals submitted by FAX or other electronic media other than e-mail will not be accepted under any circumstances.

00741847

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

Request for Proposals – Administrative Services

Page 5 of 24

Late Proposals will not be accepted, and will be returned, unopened, to the Respondent, at the Respondent's expense.

- The Citrus County Community Charitable Foundation Board reserves the right to reject any and/or all Proposals, reserves the right to waive any informalities or irregularities in the Proposal or evaluation process, and reserves the right to award contract(s) in the best interest of the Citrus County Community Charitable Foundation.
- There is no obligation on the part of the Foundation to make an award as a result of this RFP. The Foundation reserves the right to award the contract to the responsible Respondent with a proposal based on the criteria identified in this RFP and as in the best interest of the Foundation. The Foundation reserves the right to cancel the RFP at any time and award to no applicant.
- Respondents are encouraged to submit alternate responses that, in the opinion of the Respondent, contain overall terms and conditions which are more beneficial to the Foundation. It is at the sole discretion of the Foundation to determine if an alternate response is more beneficial. The Foundation is not bound to accept alternate submissions.
- After proposals have been opened, a limited number of Respondents may be required, at the request of the Foundation, to make an oral presentation or provide written clarifications. Such presentations or clarifications will provide an opportunity for the Respondent to clarify its proposal. Respondents will not be allowed to change their initial submission.
- In order to be considered for an award, the Respondent must not be debarred, suspended, or proposed for debarment or declared ineligible for award of contracts by any State of Florida agency.

IT IS THE SOLE RESPONSIBILITY OF EACH RESPONDENT TO MONITOR THE FOUNDATION'S WEBSITE AT WWW.CCCCF.US FOR ANY AND ALL PROPOSAL DOCUMENTS, INCLUDING ADDENDUMS.

PART II
SCOPE OF SERVICES DESIRED

The Foundation seeks to identify qualified, professional administrative support services that will:

- 1) Take possession of, hold, and safe-keep records of the Board and the Foundation including, inter alia Board Minutes, Committee Minutes, and Notices.
- 2) Timely prepare and distribute Meeting minutes, notices of meetings of the Board and committees as and when requested in accordance with the criteria established by the Foundation.
- 3) Purchase supplies as requested by the Board.
- 4) Prepare and distribute monthly statements.
- 5) Notarize signatures of Board members and others in accordance with Florida law.
- 6) Maintain ongoing communications with appropriate officials, and agents, of the Foundation.
- 7) Perform such other administrative and ministerial duties as are customary in the industry for an administrative assistant of an executive or non-profit Board.

The Initial Term of this engagement will be for two years, with an option for one renewal term of up to two years, in the sole and absolute discretion of the Foundation.

In the event services are required to be performed that are not set out in this RFP, but are within the general scope of the requirements, the Foundation and the successful Respondent hereby reserve the right to negotiate the terms covering the requirement services.

PART III INSURANCE

General Professional Liability Coverage. NONE

Business Automobile Liability. NONE

Worker's Compensation Insurance & Employers Liability. The Respondent shall maintain its own Worker's Compensation Insurance & Employers Liability or evidence of Exemption in accordance with Florida Statute Chapter 440.

Bond. The Respondent shall be able to obtain a fidelity bond upon request.

- The Respondent agrees to furnish the Foundation a Certificate of Insurance or other evidence of coverage. The Respondent agrees not to continue work pursuant to this Contract, unless all required insurance remains in effect.
- The Foundation reserves the right, but not the obligation, to review and revise any insurance requirement, not limited to limits, coverages and endorsements based on insurance market conditions affecting the availability or affordability of coverage, or changes in the scope of work.
- The Respondent shall be fully and solely responsible for any costs or expenses as a result of a coverage deductible, and any loss not covered by such deductible.
- The Respondent shall provide a Waiver of Subrogation in favor of the Foundation for each required policy providing coverage during the life of this Contract.
- The Respondent acknowledges that the Foundation reserves the right to withhold payment to the Respondent until evidence of reinstated or replacement coverage is provided to the Foundation. If the Respondent fails to maintain the insurance as set forth herein, the Respondent agrees the Foundation shall have the right, but not the obligation, to purchase replacement coverage and the Respondent agrees to reimburse any premiums or expenses incurred by the Foundation for such replacement coverage.
- The Respondent agrees the coverages, limits or endorsements required herein protect the primary interests of the Foundation, and these coverages, limits or endorsements shall in no way be required to be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the Respondent against any loss exposures.

**PART IV
REQUIRED CERTIFICATIONS**

The response to this RFP (the “Proposal”) shall contain the following Certifications attested to by the Respondent. For purposes of these certifications, the term “Respondent” includes its immediate family members and if an entity, its officers, directors and/or statutory managers and holders of ten (10%) or more of the outstanding shares of member interest.

Equal Employment Opportunity

The Respondent is an equal opportunity employer and shall comply with all equal employment opportunity laws.

Drug-Free Workplace

The Respondent is, and will continue to be, a drug-free workplace.

Statement of No Public Entity Crimes

The Respondent has not been convicted of any public entity crimes nor placed on the convicted vendor list. The Respondent is in good standing to submit proposals for contracts and be awarded the same. There are no outstanding judgments or liens against the Respondent or any of its principals.

Conflicts of Interest

The Respondent if awarded a contract with the Citrus County Community Charitable Foundation agrees not to undertake future representation or to continue the present investment management services for any person or entity in any matter adverse to the Citrus County Community Charitable Foundation’s interests during the term of the contract.

PART V

GOVERNING LAWS, REGULATIONS AND ADDITIONAL REQUIREMENTS

The Respondent is required to be familiar with and shall be responsible for complying with all federal, state and local laws, ordinances, rules and regulations that in any manner affect the work. This Contract is subject to availability of funds.

Indemnification. The Respondent shall indemnify, defend, and hold harmless the Foundation, its officers, agents and employees from and against any and all claims, losses or liability, or any portion thereof, including attorneys' fees and costs, arising from injury or death to persons, including injuries, sickness, disease or death to Respondent's own employees or damage to property occasioned by a negligent act, omission or failure of the Respondent.

Right To Audit Records. The Foundation shall be entitled to audit the books and records of the Respondent or any subcontractor to the extent that such books and records relate to the performance of the Agreement. Such books and records shall be maintained by the Respondent for a period of three (3) years from the date of final payment under the Agreement and by the subcontractor for a period of three (3) years from the date of final payment under the sub-contract, unless a shorter period is otherwise authorized in writing.

Proprietary/Confidential Information. Vendors are hereby notified that all information submitted as part of, or in support of, RFP's will be available for public inspection ten days after opening of the RFP's or until a short list is recommended whichever comes first, in compliance with Chapter 119, and 287 of the Florida Statutes. Any person wishing to view the RFP's must make a request by e-mail to ccccf2015@aol.com. All RFP's submitted in response to this solicitation become the property of the Board. Unless information submitted is proprietary, copy written, trademarked, or patented, the Board reserves the right to utilize any or all information, ideas, conceptions, or portions of any RFP in its best interest.

Ownership of Submittals. All responses, inquiries or correspondence relating to or in reference to this RFP, and all other reports, charts, displays, schedules, exhibits and other documentation submitted by the vendors will become the property of the Foundation. Reference to literature submitted with a previous RFP will not relieve the Respondent from including any required documents with this RFP.

Open Records. The Foundation is governed by Florida's public record laws, Chapter 119 of the Florida Statutes. All bids, proposals, quotes and all solicitation documentation are open for public inspection ten (10) days after the solicitation opening or when the Foundation provides notice of a decision or intended decision, whichever is earlier. Certain proprietary and financial information from vendors may be excluded from release under very strict circumstances. This includes proprietary information or intellectual property as defined in F.S. 119.071 (1) (f).

Tax Exempt Status. The Citrus County Community Charitable Foundation is deemed a governmental agency under Florida law and exempt from Florida sales tax. The tax exempt number will be provided upon request. The Respondent shall be responsible for paying any taxes, fees, or similar payments that are required to be paid in connection with the contract work.

Any person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime, may not submit a Proposal on a contract to provide any goods or services to a public entity, may not submit a Proposal on a contract with a public entity for the construction or repair of any public building or public work, may not submit Proposals on leases of real property to a public entity crime, may not be awarded or perform work as a contractor, supplier, subcontractor, or Respondent under a contract with any public entity, and may not transact business with any public entity in excess of Ten Thousand

00741847

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

Request for Proposals – Administrative Services

Page 10 of 24

Dollars, (\$10,000.00) for a period of thirty-six (36) months from the date of being placed on the convicted vendor list, pursuant to paragraph 2a of Section 287.133, Florida Statutes.

Protection of Resident Workers. The Citrus County Community Charitable Foundation complies with the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Respondent must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Respondent must be able to verify an employee's eligibility to work in the U.S. upon demand.

PART VI THE PROPOSAL

Required Order of Proposal Documents. The following documents and forms in the following arrangement must accompany each Proposal submitted:

1. Proposals Cover Page. This is to be used as the first page of the RFP. This form must be fully completed and signed by an authorized officer of the Respondent. If the Respondent is an individual, the words “Doing Business As _____,” must appear beneath such signature. In the case of a partnership, the signature of at least one of the partners must follow the firm name and the words, “Partner of the entity” should be written beneath such signature. If the Respondent is a corporation or limited liability company, the title of the officer or statutory manager signing the Proposal on behalf of the entity must be stated and evidence of his authority to sign the Proposal must be submitted. The Respondent shall state in the Proposal Form the name and address of each person interested therein. (form provided)
2. The Proposal Questionnaire and Affidavit of Accuracy (form provided).
3. The Fee Schedule and Certificate of Price (form provided). The price proposed for each item shall be on a lump sum or hourly price basis according to the form of the Proposal. The Proposal prices shall remain unchanged for the duration of the contract and no claims for cost escalation during the progress of the work will be considered. Any Exceptions or Deviations from the minimum requirements of the Scope of Services set forth in the RFP must be clearly identified on a separate sheet.
4. A sworn, notarized Statement of References and Similar Project Experience (form provided).
5. Sworn, notarized Certifications including the Drug Free Work Place Certificate (form provided).
6. Disclosure of Subcontractors, Sub Respondents and Suppliers.
7. A Certificate of Insurability, acceptable to the Foundation, shall accompany each Proposals or alternate Proposals, in the amounts as prescribed by State and Citrus County Community Charitable Foundation.

The Foundation reserves the right to reject any and/or all Proposals and before January 25, 2019 at 1 p.m. EST reserves the right to waive any informalities or irregularities in the Proposal or examination process,

Respondent Obligation to Examine Proposal Documents.

- Each Respondent shall carefully examine the Scope of Work and other applicable documents, and inform himself/herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress or performance of the work to be performed under the Contract. Ignorance on the part of the Respondent will in no way relieve him/her of the obligations and responsibilities assumed under the Contract.
- Should a Respondent find discrepancies or ambiguities in, or omissions from the Scope of Work, or should he/she be in doubt as to their meaning, he/she shall at once notify Citrus County Community Charitable Foundation in writing.
- No oral interpretations will be made to any Respondent as to the meaning of the Proposals/Contract Documents. Any questions or request for interpretation received **in writing** by Citrus County Community Charitable Foundation before January 18, 2019@ 5 p.m. EST, will be given consideration. All such changes or interpretations will be made in writing in the form of an addendum and, if issued, will be distributed at or after the Pre-Proposal Conference (if applicable),

mailed or sent by available or electronic means to all attending prospective Respondents prior to the established Proposals opening date. Each Respondent shall acknowledge receipt of such addenda in the space provided on the Proposal Form.

- In case any Respondent fails to acknowledge receipt of such addenda or addendum, his/her Proposals will nevertheless be construed as though it had been received and acknowledged and the submission of his Proposals will constitute acknowledgment of the receipt of same. All addenda are a part of the Proposal Documents and each Respondent will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Respondent to verify that he/she has received all addenda issued before Proposals are opened.

**PART VII
EVALUATION AND AWARD OF CONTRACT**

PROPOSALS EVALUATION

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Citrus County Community Charitable Foundation by the due date and time. Once Proposals are received, the Board will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Respondent's Experience	_____		<u>.10</u>		_____
2. Completeness of Proposals	_____		<u>.10</u>		_____
3. Respondent's approach in competing the services	_____		<u>.40</u>		_____
4. Cost	_____		<u>.40</u>		_____

SCORE:

- 0 = Non-Responsive
 - 1 = Poor
 - 2 = Fair
 - 3 = Average (Included only minimum of what was asked for on subject criteria)
 - 4 = Good
 - 5 = Excellent
-

The Board will consider all criteria when evaluating submittals. The Respondents shall furnish such additional information as the Board may reasonably require. This includes information which indicates financial resources as well as ability to provide the services. The Board reserves the right to make investigations of the qualifications of the Respondents as it deems appropriate.

Do not attempt to contact any Board Member, staff member or person other than the Contact identified above. Anyone attempting to lobby Citrus County Community Charitable Foundation representatives may be disqualified.

Upon evaluation of the responses, the Foundation has the right to enter into negotiations with one or multiple Respondents that appear to have submitted responses that best meet the needs and requirements of the Foundation. The Foundation reserves the right to negotiate concurrently or separately with short list Respondents. The Foundation reserves the right to accept portions of a competing Respondents offering and merge such portions into one project, including contracting with the entities offering such portions.

The successful Proposer will be required to execute a contract to complete the entire RFP Project. Only one Respondent will be selected.

Recommendation of award will be sent to all Respondents. The award will be based on the Proposal that is most advantageous to Citrus County Community Charitable Foundation.

All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size envelope.

AWARD OF BID:

It is the Boards' intent to select a vendor within **thirty (30) calendar days** of the deadline for receipt of Proposals. However, Proposals must be firm and valid for award for at least **ninety (90) calendar days** after the deadline for receipt of the RFP.

PART VIII
FORMS FOR PROPOSAL DOCUMENTS

PAGE SPECIFICATIONS

- Page Limit – None.
- Page Size – 8 ½ x 11; oversized or pullout pages must be folded to accommodate this size.
- Binding – Shall be neat, professional and appropriate for the document’s thickness.
- Professional Cover Page – Not required but acceptable. If used, the cover page shall indicate the name and number of the solicitation. It shall NOT be used as a replacement for the Proposal Cover Page listed herein.
- Original Document – Shall have original signatures and be clearly noted ORIGINAL on the cover.

SAMPLE PROPOSAL COVER PAGE

This form must be completed and returned with your Submittal.

Name of Firm, Entity or Organization: _____

Federal Employer Identification Number (FEIN): _____

State of Florida License Number (If Applicable): _____

Name of Contact Person: _____

Title: _____

E-Mail Address: _____

Mailing Address: _____

Street Address (if different): _____

City, State, Zip: _____

Telephone: Fax: _____

Organizational Structure – Please Check One:

Corporation Partnership Proprietorship Joint Venture Other

If Corporation/Limited Liability Company:

Date of Incorporation/Formation : _____

State of Incorporation/Formation: _____

States in which Registered as Foreign Corporation: _____

Authorized Signature: _____

Print Name: _____

Title: _____ Phone: _____

Phone: _____

RESPONDENT QUESTIONNAIRE

This document must be completed and returned with your Submittal

1. Briefly describe your skills and abilities to perform the Scope of Work. An updated Resume or C.V. is acceptable.
2. Please attach a list of three references, including any non-profit clients for whom the Respondent performed services similar to the Scope of Work. Please include contact name, address and telephone number. Indicate length of time you have provided investment services to these clients and the extent of these services.

Performance Measurement and Evaluation

3. How many times per year would you be available to speak with the Board in person and by telephone conference?
4. Describe the types of computer programs you are proficient in (WORD, Excel, etc.)
5. Please provide a testimonial of your administrative and organizational skills. What do you believe sets your performance apart from the competition?

Fees

6. Please state your fees for Administrative support services and explain how they are determined.

Respondent’s Affidavit of Accuracy of Questionnaire

Name of Respondent: _____
 Authorized Signer’s Name: _____
Authorized Signature: _____
 Title: _____
 Date: _____

State of Florida
 County of _____)

Before me personally appeared _____ who is (title) _____ of (the company described herein as Respondent) _____, being duly sworn, deposes and says that the

foregoing statements are a true and accurate statement of the position of said organization as of the date thereof, and, that the statements and answers to the foregoing experience questionnaire are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive, or fraudulent statements of this application constitutes fraud; and, agrees to furnish any pertinent information requested by The Citrus County Community Charitable Foundation Board of Directors deemed necessary to verify the statements made in this application or regarding the ability, standing and general reputation of the Respondent.

(Seal)

Personally Known _____ or Produced Identification _____

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

 NOTARY PUBLIC - STATE OF FLORIDA (Print Name of Notary Public)

00741847

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION
 Request for Proposals – Administrative Services

(Signature of Notary Public)

RESPONDENT’S ACKNOWLEDGMENT AS TO PRICE

This acknowledgement must be completed and returned with the Proposal and Fee Schedule

"The undersigned hereby declares that he/she has informed himself/herself fully in regard to all conditions to the work to be done, and that he/she has examined the RFP in its entirety. The Respondent proposes and agrees, if this submission is accepted, to contract with the Board to furnish the services described in the Scope of Services. The Vendor agrees to accept in full compensation for each item the prices named in the schedules incorporated herein."

RESPONDENT’S FEE SCHEDULE MUST BE ATTACHED TO THIS PROPOSAL

Signature

Date

[] Check if exception(s) or deviation(s) to Specifications. Attach separate sheet(s) detailing reason and type for the exception or deviation.

REFERENCE AND SIMILAR PROJECTS EXPERIENCE FORM

This document must be completed and returned with your Submittal

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		
Brief Description of Project:		

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		
Brief Description of Project:		

Owner / Business Name:		
Project Location / Address:		
City:	State:	Zip Code:
Point of Contact:		Dates of Work:
Phone Number:		Fax Number:
E-mail Address:		
Project Name:		
Brief Description of Project:		

00741847

CITRUS COUNTY COMMUNITY CHARITABLE FOUNDATION

Request for Proposals – Administrative Services

RESPONDENT'S CERTIFICATIONS

This form must be completed and returned with your Submittal

(Initial each Certification)

_____ I, the undersigned, certify that I have carefully examined the RFP, Scope of Services, compliance requirements, and terms and conditions applicable to this RFP, and that I am thoroughly familiar with all provisions and the quality and type of services specified. I further declare that I have not divulged, discussed, or compared this RFP with any other Respondent and have not colluded with any Respondent or parties to an RFP whatsoever for any fraudulent purpose. I agree to abide by all conditions of this RFP and certify that I am authorized to sign this Proposal and that the Proposal submitted is in compliance with all requirements of the RFP including, but not limited to, certification requirements. If this Proposal is accepted, the undersigned will convey, sell, assign, or transfer to the Citrus County Community Charitable Foundation 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 for price fixing relating to the particular commodities or services described in this RFP or otherwise.

Equal Employment Opportunity

_____ The Respondent is an equal opportunity employer and shall comply with all equal employment opportunity laws.

Professional Liability Insurance

_____ The Respondent maintains professional liability insurance coverage, and further certifies that said insurance coverage shall be maintained for the duration of the Request for Proposal and any contract term that may be awarded to the Respondent. Applicable certificates of insurance shall be furnished to the Foundation prior to beginning performance under any contract awarded to the Respondent.

Warranty and Ability to Perform

_____ The Respondent shall warrant that there is no action suit, proceeding, inquiry or governmental agency, public board or body, pending or, to the best of the Respondents knowledge, threatened, which would in any way prohibit, restrain, enjoin or diminish the successful Respondents ability to execute and/or perform the terms and conditions of the contract resulting from this RFP.

Statement of No Public Entity Crimes

_____ The Respondent has not been convicted of any public entity crimes, nor placed on the convicted vendor list. The Respondent is in good standing to submit proposals for contracts and be awarded the same. There are no outstanding judgments or liens against the Respondent or any of its principals.

Conflicts of Interest

_____ The Respondent if awarded a contract with the Citrus County Community Charitable Foundation agrees not to undertake future representation or to continue the present investment management services for any person or entity in any matter adverse to the Citrus County Community Charitable Foundation's interests during the term of the contract.

Drug Free Workplace

_____The Respondent:

- Publishes a written statement notifying that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace named above, and specifying actions that will be taken against violations of such prohibition.
- Informs employees about the dangers of drug abuse in the work place, the firm’s policy of maintaining a drug free working environment, and available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug use violations.
- Gives each employee engaged in providing commodities or contractual services that are under Proposals, a copy of the statement specified above.
- Notifies the employees that as a condition of working on the commodities or contractual services that are under Proposals, the employee will abide by the terms of the statement and will notify the employer of any conviction of, pleas or guilty or nolo contendere to, any violation of Chapter 1893, or of any controlled substance law of the State of Florida or the United States, for a violation occurring in the work place, no later than five (5) days after such conviction, and requires employees to sign copies of such written (*) statement to acknowledge their receipt.
- Imposes a sanction on, or requires the satisfactory participation in, a drug abuse assistance or rehabilitation program, if such is available in the employee’s community, by any employee who is so convicted.
- Makes a good faith effort to continue to maintain a drug free work place through the implementation of the drug free workplace program.
- “As a person authorized to sign this statement, I certify that the above named business, firm or corporation complies fully with the requirements set forth herein”.

I, THE UNDERSIGNED, HEREBY CERTIFY TO EACH OF THE CERTIFICATIONS SET FORTH ABOVE.

Authorized Signature

Print Name

Print Title

State of: _____

County of: _____

Sworn to and subscribed before me this _____ day of _____, 20__

Personally known _____ or Produced Identification

(Specify Type of Identification)

(Seal)

Signature of Notary

My Commission Expires _____

ATTACHMENT