

Introduction: The College is seeking ...

Please review the checklist below to ensure all required forms have been completed. If they are not completed at the time the proposal is opened it could result in your proposal being rejected.

- Page 18 – Proposal Certification
- Page 19 – Contractor's Qualification Statement
- Page 22 – Drug Free Workplace
- Page 23 – Minority and Woman Owned Business Declaration (if applicable)
- A completed W9
- Attachment 1 – Statement of Work Plan

Frequently Asked Questions

When will the bids be awarded?

The bid will generally be awarded within 72 hours of the submission date. This allows us adequate time to analyze the bids and determine which one is in the best interest of the College.

Where can we view the bid results?

The bid results can be viewed on the purchasing page found at <http://www.spcollege.edu/purchasing/mainBidResults.php?catID=2>

Where do we send questions regarding the bid?

All questions pertaining to the bid should be directed to XX XX via email at XX

Where do we submit our bid?

All bids should be submitted to the purchasing office located at:

EpiCenter Services Bldg.
14025 58th St. North
Clearwater, FL 33760

**Request for Proposal
05-12-13 Business Liaison Services**

St. Petersburg College

SPC

Due April 5th, 2013 @ 2:00 p.m.

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General Conditions

Proposers: To insure acceptance of the bid, follow these instructions.

SEALED PROPOSALS: The number of the proposal and the date of opening shall be shown on the envelope containing each proposal. Proposers are requested to show their name and address on the envelope. All proposals are subject to the conditions specified herein and on the attached proposal documents.

DEFINITION OF "REQUEST FOR PROPOSAL": A Request for Proposal (RFP) is a purchasing need, which, due to its uniqueness, is established around general guidelines or a description of need rather than specifications written in minute detail and is used when few or no fixed criteria exist.

A sealed RFP response requires some degree of creativity from the vendor but is handled by the College in the same way as formal sealed bids.

The effective difference between the two is, under competitive sealed bidding--once the judgmental evaluation is compiled--award is made on a purely objective basis to the lowest responsive and responsible bidder. Under competitive sealed proposals, in this instance, the quality of competing products or services may be compared and trade-offs made between remuneration and quality of the products or service offered.

Award in this instance is made to the responsible vendor whose Proposal is most advantageous to the College, the amount of remuneration to the college notwithstanding.

Completed proposal must be submitted sealed in an envelope. Telegraphic bids will not be accepted.

1. **EXECUTION OF PROPOSAL:** Proposals must contain a manual signature of an authorized representative in the space provided. Failure to properly sign the proposal may invalidate same, and it may not be considered for award. All proposals must be completed in pen and ink or typewritten. If a correction is necessary, draw a single line through the entered figure and enter the corrected figure above it. Corrections must be initialed by the person signing the bid. Any illegible entries, pencil bids or corrections not initialed may not be tabulated. The original conditions and specifications cannot be changed or altered in any way. Altered proposals will not be considered. Clarification of proposals submitted shall be in letterform, signed by proposers and attached to the proposal
2. **PROPOSAL PREPARATION COSTS:** The College shall not be liable for any expenses incurred in connection with the preparation of a response to this RFP.
3. **PROPOSAL SUBMISSION:** The College will only receive hand delivered proposals at the purchasing office, 14025 58th St. N, Clearwater, FL 33760-3768 or they may be mailed to

Attn: Director of Procurement, St Petersburg College P.O. Box 13489 St. Petersburg FL 33733-3489. The outside of the sealed envelope/container must be identified as follows:

- Proposer's name
- Return address
- RFP number and title
- Due date and time

Facsimile or electronic proposals are not acceptable. Proposals must be hard copy sealed and properly identified on the container.

4. **DUE DATE AND TIME:** The date and time will be carefully observed. Proposal's received after the specified date and time shall be returned unopened. The College will not be responsible for late deliveries or delayed mail.

Receipt of the proposal in the Purchasing Department after the date and time specified due to failure by the proposer to provide the above information on the outside of the envelope/container shall not be accepted unless:

- A. The delay was due to an error on the part of St. Petersburg College in receiving delivery of the bid from the bidder and the internal failure to redeliver the bid to the Purchasing Department by the time bids are due
- B. The delay was due to an act of God rendering it impossible to submit a bid on the date bids are due prior to the stated time bids are due.

The proposer may submit the proposal in person or by mail/courier service. The College cautions proposer's to assure actual delivery of mailed or hand delivered proposals prior to the deadline set for receiving proposals. Receipt of proposal can be made by calling the College Purchasing office.

5. **REGISTRATION:** Proposers who obtain RFP documents from other sources must officially register with the College's purchasing office in order to be placed on the mailing list for any forthcoming addenda or official communications. The College shall not be responsible for providing addendums to proposer's who receive RFP documents from other sources.

Failure to register as a prospective proposer may cause your proposal to be rejected as non-responsive if you have submitted a proposal without an addendum acknowledgement for the most current and/or final addendum.

6. **DELAYS:** The College, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the College to do so. The College will notify Proposers of all changes in scheduled due dates by written addendum.

7. **CHANGES OR MODIFICATIONS:** The right is reserved, as the interest of the college may require, to revise or amend the specifications or drawings or both prior to the date set for opening of the proposal, such revisions and amendments, if any, will be announced by an addendum to the proposal. If the revisions and amendments are of a nature

which require material changes in quantities or prices, the date set for the opening of the proposal may be postponed by such number of days as in the opinion of the Purchasing Director will enable bidders to revise their proposal. In such cases the addendum will include an announcement of the new proposal opening date. The proposers shall acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with their bid.

8. **CONFLICT OF INTEREST:** The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their bid the name of any officer, director, or agent who is also an employee of the College. Further, all proposers must disclose the name of any Board employee who owns, directly or indirectly, an interest of five percent (5%) or more in the bidder's firm or any of its branches.

In accordance with Section 112.313(3), Florida Statutes, no College officer or employee acting in a private capacity may rent, lease, or sell any realty, goods or services to the College, unless the transaction is otherwise exempted under Section 112.313(12), Florida Statutes. Therefore, any vendor who is a College employee or who has an interest in the vendor's firm, and the transaction is not otherwise exempted, cannot contract with the College to provide the services set forth in this RFP.

9. **COLLUSION/DISCLOSURE:** The Proposer, by affixing his/her signature to a Proposal submitted in response to this RFP, agrees to the following: "(name of vendor) certifies that his/her Proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a Proposal for the same item(s) and is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action." Additionally, the Proposer, by affixing his/her signature to this RFP, agrees to the following: "No member of my firm's ownership, management or staff has a vested interest in any aspect or department of the College. If you cannot agree with these statements do not submit a Proposal.

Any or all proposals will be rejected if there is reason to believe that collusion exists between proposers. Proposals in which the prices obviously are unbalanced will be subject to rejection.

10. **PROPOSAL WITHDRAWAL:** Proposers may withdraw their proposals by notifying the College in writing at any time prior to the time set for the proposal deadline. Proposers may withdraw their proposals in person or through an authorized representative. Proposers and authorized representatives must disclose their identity (company business card and driver's license) and provide a signed receipt for the proposal. Once opened, proposals become the property of the College and will not be returned to the proposers.

Any proposal not so withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days, to provide to the College the services set forth in the Request for Proposals and response thereto, or until one or more of the other proposals have been awarded.

11. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items may be tested for compliance with specifications. Items delivered, not conforming to specifications, may be rejected and returned at vendor's expense. These items and items not delivered as per delivery date in bid and/ or purchase order may be purchased on the open market. Any increase in cost may be charged against the bidder.
12. **ASSIGNMENTS & SUBCONTRACTING:** Where a vendor does not have the capability or the time to complete the work required under this bid "in house", subcontracting may be permitted only with the prior knowledge and approval of the College. Therefore, the name of any subcontractor contemplated for use will be included as part of the proposal. This process is needed so that the college can be assured and in agreement that the subcontractor(s) can complete the work to the desired quality and in a timely manner. The subcontractor(s) must be identified in the proposal.
13. **PROPOSAL SUBMISSION:** Proposals will be publicly opened and recorded on the date and time specified herein unless changed by Addendum. All Proposals received after the specified time will not be considered and will be returned to the Proposer. Fax, electronic, telegraph or telephone Proposals will not be acceptable unless so stated by the College. A Proposal may not be altered after the opening of the Proposals. A late modification of the Proposal from the otherwise successful Proposer offering more favorable prices or terms to the College will be accepted. Upon receipt of proposals, an evaluation committee will select qualified candidates based on criteria contained herein. The evaluation committee may contact qualified responders to give oral presentations after the initial review of all proposals.
14. **CLARIFICATIONS:** The right is reserved to request clarification of information submitted and to request additional information of one or more Proposers if needed.
15. **ACCURACY OF PROPOSAL INFORMATION:** Any proposer which submits in its proposal to the College any information which is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.
16. **ADVERTISING:** In submitting a proposal, proposer agrees not to use the results there from as a part of any commercial advertising unless permission in writing is granted by the College.
17. **DEFAULT:** In the event of a contract award, the failure of the vendor awarded the contract to perform shall be cause to be found in default, in which event any and all re-procurement costs may be charged against your firm and may also result in your firm being removed from the list of vendors with which SPC does business.
18. **DISCRIMINATORY VENDORS LIST:** An entity or affiliate who has been placed on the Discriminatory Vendors List may not submit a bid or bid to provide goods or services to a public entity, may not be awarded a contract or perform work as a contractor, supplier, subcontractor or consultant under contract with any public entity and may not transact business with any public entity.
19. **PUBLIC ENTITY CRIMES:** 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 proposal on

a contract to provide any goods or services to a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded work or perform work as a contractor, supplier, sub-proposer 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, Chapter 287 for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list. **Note: By signing the proposal attests they have not been placed on the convicted vendor list.**

20. **PUBLIC RECORDS:** Any material submitted in response to this Request for Proposal will become a public document pursuant to the Florida Statutes, Chapter 119. This includes materials which the responder might consider to be confidential or a trade secret. Any claim of confidentiality is waived upon submission, effective upon submission of proposal pursuant to the Florida Statutes, Chapter 119.
21. **ACCEPTANCES, REJECTION AND TERMINATION:** The College reserves the right to reject all proposals, to waive any informalities and technicalities, and to solicit and re-advertise for new proposals, or to abandon the project in its entirety. The College reserves the right to make the award to that proposer who, in the opinion of the College, will be in the best interest of and/or the most advantageous to the College. The College reserves the right to reject the proposal of any vendor who has previously failed in the proper performance of an award or to deliver on time contracts, or who, in the College's opinion, is not in a position to perform properly under this award. The College reserves the right to inspect all facilities of proposer's in order to make a determination as to the foregoing.

If a contract is awarded as a result of this RFP and is terminated or cancelled within the first year of the contract period, the College may elect to negotiate & award a new contract to the next ranked proposer or to issue a new RFP, whichever is determined to be in the best interest of the College.

22. **DISPUTES & PROTESTS:** In the case of any doubt or difference of opinion as to the items to be furnished hereunder, the decision of the buyer shall be final and binding on both parties. Failure to file a protest within the amount of time prescribed in FS 120.57(3) shall constitute a waiver of proceedings under chapter 120, Florida Statutes.
23. **IDENTICAL OR TIE BIDS:** In the event two (2) or more proposers submit the exact dollar amount as their proposal offer, the following criteria, in order of importance, shall be used to break said tie: (1) Drug Free Work Place, (2) Florida proposers, (3) Bidder's place of business is within Pinellas County, (4) or by flip of coin, when all other factors are equal.
24. **EQUAL OPPORTUNITY:** All work on this project will be carried out in compliance with the College's commitment to the concept of equal opportunity; that is, there will be no discrimination on the basis of race, color, religion, sex, age national origin, marital status, or against any qualified person with a disability. Recognizing that sexual harassment constitutes discrimination on the basis of sex, the College shall not tolerate such conduct.

25. **ANTI-DISCRIMINATION:** The College will not discriminate on the basis of race, color, religion, sex, age, national origin or marital status, or against any qualified individual with disabilities, in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of sex and violates this rule, the college will not tolerate such conduct. Additionally, the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all persons without regard to race, color, religion, sex or national origin, and the implementing rules and regulations prescribed by the Secretary of Labor, are incorporated herein.
26. **INDEMNIFICATION:** To the fullest extent permitted by law, the bidder shall indemnify, hold harmless and defend the College, its Trustees, officers, agents, servants, and employees, or any of them, from and against all claims, damages, losses, and expenses including, but not limited to, attorneys' fees and other legal costs such as those for paralegal, investigative, and legal support services, and the actual cost incurred for expert witness testimony, arising out of or resulting from the performance of services required under this Contract, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the bidder or other person utilized by the bidder in the performance of the work. Nothing herein shall be deemed to affect the rights, privileges, and immunities of the College as set forth in Section 768.28, *Florida Statutes*.

The bidder, without exemption, shall indemnify and save harmless the College, its employees and/or any of its Board of Trustees Members from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or non-patented invention, process or item manufactured by the bidder. Further, if such a claim is made or is pending, the bidder may, at its option and expense, procure for the College the right to use, replace or modify the item to render it non-infringing. If none of the alternatives are reasonably available, the College agrees to return the article, on request, to the bidder and receive reimbursement. If the bidder used any design, device or materials covered by letters, patent or copyright, it is mutually agreed and understood, without exception, that the bid prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.

27. **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, county and local laws and of all ordinances, rules and regulations shall govern development, submittal and evaluation of all Proposals received in response hereto and shall govern any and all claims and disputes which may arise between person(s) submitting a response hereto and the College by and through its officers, employees and authorized representatives, or any other person, natural or otherwise; and a lack of knowledge by any Proposer shall not constitute a cognizable defense against the legal effect thereof. The laws of the State of Florida shall govern any contract resulting from this RFP.
28. **RFP TERMS:** This RFP will in all cases be evaluated as a Request for Proposal and will not be evaluated as a "Bid" that is awarded solely on the basis of lowest price or highest

commission. It will be evaluated on the basis of what is in the best interest of St. Petersburg College.

29. **AWARD:** The Board of Trustees or the President or his designee will make the decision regarding a proposal award upon determining what is in the best interest of the College after considering a staff recommendation based upon the points listed within the evaluation criteria. The Board of Trustees, the President and/or the Director of Purchasing reserves the right to reject any or all proposals and to waive any technicalities or informalities in proposals received. The successful Proposer will be expected to enter into an appropriate agreement which will be prepared by the College Attorney. Any contract terms required by the vendor must be submitted with the proposal and approved by the College Attorney. The College reserves the right for any reason to withdraw this Request for Proposals prior to the date/time proposals are due and/or to make no award should circumstances change after the Request for Proposals is issued.
30. **TECHNICAL SPECIFICATIONS:** The Technical Specifications follow the General Conditions. To the extent there is conflict between the General Conditions and the Technical Specifications, the Technical Specifications shall control and have precedence, except for Addenda which will take precedence over any conflict.
31. **SUBMITTAL:** Proposals must be submitted **Friday, April 5th, 2013 @ 2:00 p.m.** All sealed proposals will not be opened until then.

Proposal Number: 05-12-13

Do Not Open Until: Friday, April 5th, 2013 @ 2:00 p.m.

Proposals Will Be Opened In: Purchasing

Send Proposal to:

St. Petersburg College

Purchasing Department

14025 58th St. N

Clearwater, Florida 33760

Technical Specifications

1. Background: St. Petersburg College (SPC) located in Pinellas County and established in 1927, is the oldest of Florida's 28-member community college system and the first to become a 4-Year College issuing Baccalaureate Degrees beginning in 2001 (Section 1004.73, Florida Statutes.) SPC is governed by a 5-member board of trustees appointed by the Governor of Florida for four year terms. The Board appoints a president who has administrative responsibility for the operation of the College.

2. Schedule of RFP Events:

Time	Day/Date	Description
	Monday 3/18/13	RFP issued
	Monday 3/18/13 to Tuesday 3/26/13	Question & Answer period open: please email all questions to Young.Steve@spcollege.edu
3:00PM	Thursday 3/26/13	Q&A period closed
	Friday 3/29/13	Q&A posted on http://www.spcollege.edu/Purchasing
2:00PM	Friday 4/5/13	RFP Deadline: deliver sealed proposals to the purchasing office
	Monday 4/15/13	Selection committee reviews and short lists firms
	Thursday 4/18/13	Final award made

3. Agreement/Contract: As previously stated, the successful Vendor will be expected to enter into an Agreement which will be prepared by the College's General Counsel. Include in the Proposal any contractual language you need for consideration by the College's General Counsel who, together with the Director of Procurement, will prepare any contract arising from this RFP, the College, in its sole discretion, may accept or reject any Vendor proposed terms and conditions. In the event of a conflict between any provisions contained in any of the documents governing this transaction, the following shall be the order of precedence: Amendments to the Agreement; the Agreement; Addenda to Request for Proposal; the Request for Proposal; and then the Proposal.

The term of the Agreement shall be four (4) years beginning on the date of the last party to sign the Agreement as set forth below. Either party may terminate the Agreement at any time without cause by giving the other party not less than ninety (90) days written notice of its intent to terminate.

4. This workforce solution was funded by a grant awarded by the U.S Department of Labor's Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any

kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright owner."

Proposal Specifications

REQUEST FOR PROPOSALS

Business Liaison Services in support of the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program (known as Florida TRADE)

Introduction: St. Petersburg College is soliciting proposals from organizations experienced and qualified to provide Business Liaison Services that will assist the Florida TRADE Consortium's ability to outreach and engage Florida manufacturers and help to identify work opportunities for students involved in the program.

Background: The U.S. Department of Labor (DOL or the Department) announced the availability of up to \$500 million in grant funds to be awarded under the Trade Adjustment Assistance Community College and Career Training (TAACCCT) grant program. The primary intent of the TAACCCT grant program is to meet the educational or career training needs of workers who have lost their jobs or are threatened with job loss as a result of foreign trade.

The DOL intends to fund multi-year grants to institutions for either developing new education or career training program strategies or for replicating existing evidence-based design, development, and/or delivery strategies for such programs. Through this grant, the DOL is helping to ensure that our nation's institutions of higher education are able to help TAA-eligible workers and other adults succeed in acquiring the skills, degrees, and credentials needed for high-wage, high-skill employment while also meeting the needs of employers for skilled workers.

In October 2012, SPC was awarded \$15 million as the lead on a statewide consortium proposal that focuses on advanced manufacturing career pathway training. The proposed targeted service area will be aimed at the Florida 8 regions covering a partnership made up of twelve community colleges. The project will seek to train TAA impacted individuals, dislocated workers, veterans, youth, and employed workers looking to advance their skills and career.

Scope of Services:

The role of the Business Liaison is two-fold: 1) Involve manufacturers early on in the education process and 2) Connect skilled and credentialed candidates to Florida manufacturing employers.

Using the **Statement of Work plan template** provided in **Attachment 1**, please provide details describing the proposed activities for accomplishing the deliverables outlined in the table below on page 13, as well as the associated costs, proposed milestones, timeline and the individual/group responsible for implementing the activities, if any. Please note the dates specified in the table below are only estimations and may be subject to change. These are the minimum deliverables identified for each priority. The respondent is encouraged to expand them based upon their strategies for implementation.

Strategy 1 – Employer Engagement					
Deliverable	Est. Dates & Milestones				
Develop and implement Employer Engagement Plan based the listed deliverables:	8/1/2013	Ongoing			
Engage 250 manufacturing employers in the education process under Florida TRADE	100 by 12/31/13	150 by 6/30/14	200 by 12/31/14	250 by 6/30/15	
Industry review of program curricula to assure program alignment with manufacturer needs	6/30/2013	Ongoing			
Sponsor two (2) statewide job fairs per grant year – after Year 1 planning	December 2013	June 2014	December 2014	June 2015	
Procure 1000 internships for students in manufacturing educational pathways (by Year 3)	200 by 12/31/13	400 by 6/30/14	600 by 12/31/14	800 by 6/30/15	1000 by 12/31/15
Develop a preferential hiring statement for program graduates and Florida manufacturers	8/1/2013				
Employment of 1500 credentialed and/or certified graduates in permanent manufacturing jobs	100 by 12/31/13	400 by 6/30/14	800 by 12/31/14	1200 by 6/30/15	1500 by 12/31/15
Strategy 2 – Student Employment					
Develop and implement Student Employment Plan based on the listed deliverables:	8/1/2013	Ongoing			
Sponsor two (2) job fairs per grant year – after Year 1 planning	December 2013	June 2014	December 2014	June 2015	
Procure 1000 internships for students in manufacturing educational pathways (by Year 3)	200 by 12/31/13	400 by 6/30/14	600 by 12/31/14	800 by 6/30/15	1000 by 12/31/15
Employment of 1500 credentialed and/or certified graduates in permanent manufacturing jobs	100 by 12/31/13	400 by 6/30/14	800 by 12/31/14	1200 by 6/30/15	1500 by 12/31/15
Strategy 3 - Award Administration & Reporting					
Develop and implement program management plan:	8/1/2013	Ongoing			
Attend appropriate Florida TRADE committee meetings.	Ongoing				
Submit timely, quarterly programmatic reports (qualitative and quantitative) to the Florida TRADE Project Director, twenty (20) days after the close of each quarter. These reports will contribute to the Florida TRADE quarterly reports, annual reports and final closeout report submitted to the USDOL by College.	Quarterly				

Instructions for Preparing Proposals

To ensure all proposals are fairly evaluated, scored and ranked, it is very important that the RFP responses are prepared according to the prescribed format. Failure to follow this requirement may result in the disqualification of your proposal. Please provide one (1) original RFP response, four (4) hard copies and one (1) electronic copy in *Adobe Acrobat* fully assembled.

RFPs will be evaluated based upon three criteria:

- 1. Responsiveness to RFP (10 points)**
- 2. Experience & Reach (30 points)**
- 3. Scope of Work Plan (40 Points)**
- 4. Fee Structure (20 points)**

Section 1 - Basic Submittal Information and Forms – 10 points

- A. Letter of Intent: This letter will summarize in a brief concise manner, the proposer understands the scope of work and make a positive commitment to perform the work/service in a timely manner. The letter must be signed by an official authorized to make such commitments and enter into a contract with the College. The letter must indicate the official's title or authority. The letter should not exceed two (2) pages in length.
- B. Proposer Certification form – Ensure that all addenda, if applicable, are acknowledged.
- C. Contractor's Qualification Statement – include geographic and business reach ability
- D. Corporate Information: If proposer is a corporation, provide a copy of the certification from the Florida (or other state) Secretary verifying proposer's corporate status and good standing, and in the case of out of state corporation, evidence of authority to do business in the state of Florida.
- E. Subsidiaries: Name any subsidiary or affiliated companies in which principals have a financial interest. Explain in detail the principal's interest in this company.
- F. History of firm: Indicate brief firm history/bio.
- G. Drug Free Workplace Certification.
- H. W9- Attachment B

Section 2 – Experience of Organization – 30 Points

- A. Experience & Reach of Organization: Provide a brief statement of qualifications that includes the organization's size and geographic location to SPC. The organization must have experience working statewide with Florida manufacturers in the capacity of education and workforce development. Please include the number of business with which the organization is involved and the geographic reach of the organization. A 501(c)3 organization is preferred.
- B. Board Membership: List the names and organization affiliation of the organization's board membership.

C. Project Personnel: Indicate all persons that will be assigned to this project. For each of the project personnel, please provide the following information:

- Name, title and assignment for this project
- Resume which includes experience and qualifications which are relevant to this project

Section 3 – Scope of Work Plan – 40 Points

- Using the **Statement of Work plan template** provided in **Attachment 1**, please provide details describing the proposed activities for accomplishing the deliverables outlined in the table below on page 13, as well as the associated costs, proposed milestones, timeline and the individual/group responsible for implementing the activities, if any. Please note the dates specified in the table below are only estimations and may be subject to change. These are the minimum deliverables identified for each priority. The respondent is encouraged to expand them based upon their strategies for implementation.

Section 4 – Fee Structure – 20 Points

- For each deliverable listed within the table on page 13 a projected cost should be provided to accompany the detail requested within section 3.

Statement of no Proposal

If your company does not intend to respond to this RFP, please complete and return this form prior to the date shown for receipt of Proposals to: St. Petersburg College, Purchasing Department, P. O. Box 13489, St. Petersburg, Florida 33733-3489. Fax # 727-341-3368

The undersigned declines to submit a proposal on the above referenced Invitation to Proposal for the following reason(s):

- ☐ Specifications are too "restrictive." (Please explain below)
- ☐ Unable to meet specifications
- ☐ Specifications were unclear. (please explain below)
- ☐ Insufficient time to respond
- ☐ We do not offer this type of product or equivalent
- ☐ Our production schedule would not permit us to perform
- ☐ Other (please explain below)

Company Name	Title		
Signature	Telephone		
Printed Name	Fax		
Address	City	State	Zip

Proposal Certification

I certify that this proposal is made without prior understanding, agreement or connection with any corporation, firm or person submitting a proposal for the same materials, supplies or equipment, and is, in all respects, fair and without collusion or fraud. I agree to abide by all conditions of this proposal; I certify that I am authorized to sign this proposal.

I hereby agree to furnish the items and/or services at the prices and terms stated in my proposal. I have read and understand the terms and conditions of the Request for Proposal.

This company is in compliance with the non-discrimination clause contained in Section 202, Executive Order 11246, as amended by Executive Order 11375, relative to Equal Employment Opportunity for all people without regard to race, color, religion, sex or national origin and the implementing rules and regulations prescribed by the Secretary of Labor.

I certify that I have received the following addenda (if any):

Addendum _____ Dated _____

Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Proposer _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

Date _____

Contractor's Qualification Statement

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions and information provided hereinafter.

Submitted to: St. Petersburg College

Director of Procurement

Submitted by: Name: _____ () Corporation

Address: _____ () Partnership

Principal Office: _____ () Individual

(Note: Attach separate sheets as required.) () Joint Venture

() Other

1. How many years has your organization provided the requested services? _____

2. How many years under the present business name? _____

If applicable:

Former business name: _____ # Years: _____

3. Corporations, answer the following:

Date of incorporation: _____

State of incorporation: _____

President: _____

Regional Manager: _____

District Manager: _____

4. Partnerships, answer the following:

Date of organization: _____

Type of partnership: _____

Names and addresses of partners (if applicable):

1). _____

2). _____

3). _____

5. If other than a corporation or partnership, describe organization and name principals: _____

1). _____

2). _____

3). _____

6. Have you ever failed to complete any contract awarded to you? If so, indicate when, where, why, and name/telephone number of persons we may talk to about this: _____

1). _____

2). _____

3). _____

7. Has any officer or partner of your organization ever been an officer or partner of another organization that failed to complete a contract? Yes _____ No _____

If yes, state circumstances: _____

9. Worker's Compensation insurance policy number: _____

Name of company: _____ Policy amount: _____

10. Comprehensive General Liability policy number: _____

Name of company: _____ Policy amount: _____

(\$500,000 combined single limit minimum)

The Board of Trustees, St. Petersburg College, will be named additional insured for General Liability coverage if our firm is awarded the bid? Yes _____ No _____
(A "No" answer will disqualify your bid.)

11. Name(s) and telephone number(s) of person(s) designated as liaison with the College in administering the contract in the event of bid award (attach sheet if necessary):

Date: _____ Name of Company: _____

By: _____
(Authorized Signature)

Title: _____

NOTARIZATION

Sworn to and subscribed before me this _____ day of _____, 2012

Personally known _____

Notary Signature

Produced Identification: _____

Type of Identification: _____

Notary Public State of: _____

My Commission expires: _____

(Printed, typed or stamped Commissioned name
of Notary Public)

Drug Free Workplace

The undersigned Proposer in accordance with Florida Statute 287.087 hereby certifies that _____ does:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are proposed a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement, and will notify the employer of any conviction of, or plea of guilty or nolo contendere, to any violation of Chapter 893, or any controlled substance law of the United States or any state violation occurring in the workplace, no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program, if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug free workplace through implementation of this section

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Vendor's Signature

Date

Minority and Woman Owned Business Declaration

Proposer hereby declares that it is a Minority/Woman Owned Business Enterprise by virtue of the following:

Type of Business: Check applicable block(s)

- ☐ "Black American" includes persons having origins in any of the Black racial groups of Africa.
- ☐ "Hispanic American" includes persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins, regardless of race.
- ☐ "Native American" includes American Indians, Eskimos, Alaskan Indians, Aleuts and Native Hawaiians.
- ☐ "Asian-Pacific Americans" includes persons whose origins are from Japan, China, Taiwan, Korea, Southeast Asia, the Philippines, Samoa, Guam, the U.S. Trust Territories of the Pacific, and Northern Marianas.
- ☐ "Service Disabled Veteran"

Note: MBE and WBE are defined by Federal Register 49 CFR, Part 23, as a business firm which as at least fifty-one percent (51%) owned by minority or women group members, or in the case of a publicly owned business, at least fifty-one percent (51%) of the stock of which is owned by the minority or woman. The minority or woman ownership must exercise actual day to day management and control of the business.

Proposer:	
Certified by (name of Public Entity, if applicable)	
City:	County:
State:	Zip Code
Certificate Number:	
Attach copy	
Signature:	Date:

Minority and Woman Owned Businesses (M/WBE) shall complete this page, and return with their submittal.

Attachment 1 - Statement of Work Plan Template

Statement of Work Plan					
Strategy 1	Employer Engagement				
Proposed Activities	Implementers	Costs		Timeline	
		Strategy Total	\$	Start Date	
				End Date	
		Year 1	\$	Milestones	
		Year 2	\$		
		Year 3	\$		
Strategy 2	Student Placement				
Proposed Activities	Implementers	Costs		Timeline	
		Strategy Total	\$	Start Date	
				End Date	
		Year 1	\$	Milestones	
		Year 2	\$		
		Year 3	\$		
Strategy 3	Award Administration & Reporting				
Proposed Activities	Implementers	Costs		Timeline	
		Strategy Total	\$	Start Date	
				End Date	
		Year 1	\$	Milestones	
		Year 2	\$		
		Year 3	\$		

