

REQUEST FOR PROPOSAL
SPC PROPOSAL SPC#05-18-19
TB-B2B Comprehensive Branding Services

St. Petersburg College

SPC

Issued: 11/09/2018 at 2:00 pm (EST)
Due: 11/30/2018 at 2:00 pm (EST)

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BACKGROUND

HISTORY: St. Petersburg College (“SPC” or the “College”), located in Pinellas County, Florida, and established in 1927, is one of the oldest colleges in the 28-institution Florida College System (“FCS”). SPC is the first college in the FCS to become a four-year college issuing baccalaureate degrees beginning in 2001. SPC is governed by a five-member Board of Trustees appointed to four-year terms by the Governor of Florida. The Board of Trustees appoints the College President who has administrative responsibilities for college operations.

OVERVIEW OF GRANT: The Tampa Bay Bridge to the Baccalaureate Alliance (TB-B2B) represents a partnership of three public, post-secondary institutions in Tampa Bay: St. Petersburg College (lead institution), Hillsborough Community College and State College of Florida Manatee-Sarasota. The TB-B2B Alliance’s overarching mission is to significantly increase the number of underrepresented minority (URM) students transferring to four-year baccalaureate programs in Science, Technology, Engineering, and Math (STEM). Providing dedicated student advising, peer connections, faculty mentorship and defined articulation pathways, the Alliance will develop an educational pipeline that engages URM students from elementary and secondary school through post-secondary enrollment, associate degree attainment, and transfer to a STEM baccalaureate program. The Alliance will facilitate program success by meeting the following goals: 1) Increase the number of URM students enrolling in STEM programs of study; 2) Increase URM student retention, persistence, and completion in STEM programs of study; 3) Increase URM student math literacy using evidence-based academic supports; and 4) Increase the number of URM students matriculating into STEM Baccalaureate degree programs.

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GENERAL CONDITIONS

RESPONDENTS: Respondents who wish to be considered for the services requested in this Request for Proposal (“RFP”) must follow the instructions herein and provide all of the requested information. SPC reserves the right to disqualify any Respondent whose proposal does not comply with this RFP.

SEALED PROPOSAL: Respondents must submit their proposal in a sealed envelope with the outside of the envelope containing (1) the Respondent’s name and address, (2) the proposal number, and (3) the date the proposal is scheduled to be opened by the College which is provided in this RFP. Envelopes not containing this information will not be opened nor considered by the College, and will be returned to the Respondent.

The following items must be contained within the sealed envelope: One original proposal with wet-ink signatures; one electronic version of the original proposal stored on a flash drive and the following completed forms: *Respondent Registration form*, *Proposal Certification*, *Respondent’s Qualification Statement*, *Drug Free Workplace*, and *W9*.

By submitting a proposal, the Respondent acknowledges and accepts the terms and conditions provided in this this RFP.

- 1) **EXECUTION OF PROPOSAL**: The proposal must be signed by an authorized representative of the Respondent Company. The proposal must be completed in ink or typewritten. If a correction needs to be made to the proposal, the Respondent must draw a single line through the language or figure that needs to be corrected and insert the new language or figure above the stricken text. Corrections must be initialed by the person signing the proposal. It is the Respondent’s responsibility to ensure any handwritten language or figure is legible to the College. Otherwise, the College is not required to consider such language or figure.
- 2) **PROPOSAL PREPARATION COSTS**: Any expense involved in preparing or submitting a proposal, and any work performed in connection with the proposal, shall be borne solely by the Respondent. No payment will be made by the College for any proposal received or for any other effort required, or made by, the Respondent submitting the proposal prior to contract management.
- 3) **PROPOSAL SUBMISSION AND OPENING**: **Proposals must be hand-delivered or mailed to St. Petersburg College, Attn: Mr. Thomas Russell Director of Procurement, EpiServices, 14025 58th Street North, Clearwater, Florida 33760 in room 240. The College must receive the proposal no later than 2:00 p.m. Eastern Standard Time (according to the College’s time piece) on November 30, 2018.**
 - a) It is the Respondent’s responsibility to ensure the proposal is timely submitted and received by the College. The College will not be responsible for late deliveries or delayed mail. Proposals received by the College after the deadline will be returned unopened to the Respondent without being considered by College.

- b) **Facsimile or electronic proposals will not be accepted. Proposals must be provided in hard copy format, in a sealed and properly labeled envelope, as referenced in GENERAL CONDITIONS above.**
 - c) Once opened, proposals become the property of the College and will not be returned.
- 4) **CONTACT WITH COLLEGE PERSONNEL:** Questions concerning this RFP shall be directed to Thomas Russell, Director of Purchasing, by email at Russell.thomas@spcollege.edu or Karen Reynolds, Purchasing Manager at Reynolds.karen@spcollege.edu and **to no other person or department at the College.**

CONE OF SILENCE: FROM THE TIME THE PUBLIC ADVERTISEMENT OF THIS RFP TAKES PLACE UNTIL THE TIME THIS RFP IS AWARDED AND APPROVED BY THE COLLEGE'S BOARD OF TRUSTEES, (IF NECESSARY), A VENDOR SHALL NOT CONTACT ANY OTHER COLLEGE PERSONNEL OR MEMBERS OF THE COLLEGE'S BOARD OF TRUSTEES, OR ADMINISTRATIVE STAFF EITHER DIRECTLY OR INDIRECTLY, TO DISCUSS THE SELECTION PROCESS OR TO MAKE AN ATTEMPT TO FURTHER THEIR INTEREST IN BEING SELECTED. FAILURE TO ABIDE BY THE CONE OF SILENCE POLICY IS GROUNDS FOR DISQUALIFICATION FROM THIS PROCESS AND RESPONDENT WILL NOT RECEIVE FURTHER CONSIDERATION.

- 5) **REGISTRATION:** Prior to submitting a proposal, each Respondent must register with the College's Purchasing Office in order to be placed on the distribution list for addenda or official communications concerning this RFP. Please register using the Respondent Registration Form, see page xxx of the RFP package.
- 6) **CHANGES OR MODIFICATIONS:** The College reserves the right to make changes to this RFP. Changes may include but are not limited to postponing the due date of proposals or revising RFP specifications. All changes will be announced and disseminated by the College's Purchasing Department via addendum posted to the College's Purchasing website and sent to registered Respondents via email with sufficient time for Respondents to amend their proposals following the College's change. Respondents must acknowledge receipt of all addenda by signing, dating, and returning the acknowledgment page of the addendum with the Respondent's proposal.
- 7) **CONFLICT OF INTEREST:** By submitting a proposal, each Respondent acknowledges and agrees to comply with Section 112.313(3), Florida Statutes, which provides:

DOING BUSINESS WITH ONE'S AGENCY.—No employee of an agency acting in his or her official capacity as a purchasing agent, or public officer acting in his or her official capacity, shall either directly or indirectly purchase, rent, or lease any realty, goods, or services for his or her own agency from any business entity of which the officer or employee or the officer's or employee's spouse or child is an officer, partner, director, or proprietor or in which such officer or employee or the officer's or employee's spouse or child, or any combination of them, has a material interest. Nor shall a public officer or employee, acting in a private capacity, rent, lease, or sell any realty, goods, or services to the officer's or employee's own agency, if he or she is a state officer or employee, or to any political subdivision or any agency thereof, if he or she is serving as an officer or employee of that political subdivision. The foregoing shall not apply to district offices maintained by legislators when such offices are located in the legislator's place of business or

when such offices are on property wholly or partially owned by the legislator. This subsection shall not affect or be construed to prohibit contracts entered into prior to:

October 1, 1975.

Qualification for elective office.

Appointment to public office.

Beginning public employment

- 8) **COLLUSION/DISCLOSURE:** By submitting a proposal, each Respondent acknowledges and agrees to the following statement:

I, _____, certify that my proposal is made without previous understanding, agreement, or connection with any person, company or corporation making a proposal for the same work in this Request for Proposal, and that my company's proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action.

Respondent also acknowledges and agrees to the following statement:

No member of my company's ownership, management or staff has a vested financial interest in any aspect or department of the College.

Any Respondent who cannot agree with these statements should not submit a proposal.

- 9) **PROPOSAL WITHDRAWAL:** Respondents may withdraw their proposals by notifying the College in writing any time before the proposal opening. Upon receiving a Respondent's timely notification of withdrawal, the College will return the unopened proposal to an authorized representative of the Respondent's company, who will be required to disclose his or her identity (via company business card and driver's license). The authorized representative will be required to sign for receipt of the proposal.
- a) Any proposal submitted to the College constitutes an irrevocable offer by the Respondent to provide the College with the services requested in this RFP and any response thereto, for a period of 120 days from receipt of the proposal.
- 10) **SUBCONTRACTING:** The name and company of any subcontractor contemplated for use must be included as part of Respondent's proposal.
- 11) **ACCURACY OF PROPOSAL INFORMATION:** Respondents must ensure the accuracy of their proposal information. The College reserves the right to disqualify any proposal that includes inaccurate, misleading, exaggerated, or incorrect information.
- 12) **FUTURE ADVERTISING:** In submitting a proposal, a Respondent agrees not to use the results of the College's selection process in any future commercial advertisement without obtaining the College's prior written consent.

- 13) **PUBLIC ENTITY CRIMES:** By submitting a proposal, a Respondent and their company acknowledges and agrees to comply with the Public Entity Crimes Statement referenced below:
- a) A person or affiliate who has been placed on the convicted Respondent 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-Respondent 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 Respondent list.*
- 14) **PUBLIC RECORDS:** Any material submitted in response to this RFP is subject to disclosure under Florida's Public Records law, Chapter 119, Florida Statutes.
- 15) **RESERVATION OF RIGHTS:** In addition to all other rights of the College under Florida law or the Board of Trustees Rules and College Procedures, the College specifically reserves the following:
- a) The College reserves the right to rank companies pursuant to the relative Florida Statutes and the Florida Administrative Code and to negotiate with the highest-ranking company.
 - b) The College reserves the right to reject this RFP.
 - c) The College reserves the right to reject any and all proposals submitted in response to this RFP.
 - d) The College reserves the right to remedy or waive technical or immaterial errors in this RFP or the submitted proposals.
 - e) The College reserves the right to request any necessary clarifications or statement data without changing the terms of any proposal.
- 16) **DISPUTES & PROTESTS:** Any actual or prospective Respondent who is allegedly aggrieved in connection with the issuance of this RFP or pending award of contract, may protest to St. Petersburg College, Attn: **Mr. Thomas Russell Director of Procurement**, P.O. Box 13489, St. Petersburg, Florida 33733. The protest must be filed in accordance with Chapter 120, Florida Statutes. Failure to file a protest within the time prescribed in Section 120.57(3), Florida Statutes, or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Florida Statutes.
- 17) **IDENTICAL OR TIE BIDS:** In the event two or more Respondents receive the exact same score from the evaluation team, the following criteria, in order of importance, shall be used to break the tie: (1) Drug Free Work Place Certification, (2) Florida Respondents, or (3) whether Bidder's place of business is within Pinellas County.
- 18) **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, pregnancy, ethnicity, sexual orientation, gender identity, genetic information or against any

qualified person with a disability. Recognizing that sexual harassment constitutes discrimination on the basis of sex, neither the College nor the Respondent shall not tolerate such conduct.

- 19) **INDEMNIFICATION:** To the fullest extent permitted by law, the Respondent 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 including but not limited to costs for paralegal, investigative, and legal support services, and the actual costs incurred for expert witness testimony, arising out of or resulting from the performance of services required under the contract resulting from this RFP, provided that same is caused by the negligence, recklessness, or intentional wrongful conduct of the Respondent or other person or company utilized by the Respondent 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.
- 20) **LEGAL REQUIREMENTS:** Applicable provisions of all federal, state, local laws and ordinances, College rules and procedures shall govern development, submittal and evaluation of all proposals received in response to this RFP and shall govern any and all claims and disputes which may arise between Respondent and the College by and through each entity's officers, employees and authorized representatives, or any other person, natural or otherwise; and a lack of knowledge by the Respondent shall not constitute a valid defense against the legal effect thereof.
- 21) **CONTRACT TYPE:** The College anticipates entering into a deliverable based reimbursement contract with the successful Respondent. Deliverables will be aligned with the outcome measures referenced in this RFP. The College anticipates a contract term of approximately 1 - 2 years (beginning with the last of the two parties to sign) ending upon the grant conclusion November 30, 2020. The laws of Florida shall govern any contract entered into by the College and selected Respondent.
- 22) **PROPOSAL SPECIFICATIONS:** The Proposal Specifications requested under this RFP follow these General Conditions. To the extent there is a conflict between the General Conditions and the Proposal Specifications, the Proposal Specifications will govern and control.

SCOPE OF WORK

- 1) **PROJECT OVERVIEW:** The National Science Foundation (NSF) Louis Stokes Alliances for Minority Participation (LSAMP) program assists universities and colleges in their efforts to significantly increase the numbers of students matriculating into and successfully completing high quality degree programs in science, technology, engineering and mathematics (STEM) disciplines in order to diversify the STEM workforce. Particular emphasis is placed on transforming undergraduate STEM education through innovative, evidence-based recruitment and retention strategies, and relevant educational experiences in support of racial and ethnic groups historically underrepresented in STEM disciplines, including African American and Hispanic students.

The Bridges to Baccalaureate (B2B) Alliance Grants program is a subset of LSAMP. Alliance programs are three year projects led by community colleges that focus on activities that provide effective educational preparation of historically underrepresented community college students for successful transfer to 4-year institutions and baccalaureate degrees in STEM.

As the lead institution, SPC is proposing to form a Bridges to Baccalaureate Alliance with Hillsborough Community College, State College of Florida Manatee-Sarasota and the University of South Florida (USF) System as partners. Alliance partners were chosen based upon their involvement in the FUSE program, an existing initiative designed to promote timely degree completion for students transferring from state and community colleges to USF campuses. The proposed B2B Alliance will serve as a complement to FUSE activities, emphasizing underrepresented minority (URM) students in STEM and strengthening transfers and articulation agreements in STEM disciplines.

- 2) **SCOPE OF WORK:** The TB-B2B Alliance is soliciting proposals from experienced and qualified organizations to provide Comprehensive Branding Services for our joint effort. The Alliance is seeking public-facing identity branding, social media platform and Customer Relationship Management (CRM) strategies along with print and potentially video recruitment materials aimed at fostering student engagement and attainment of career and academic aspirations.

The estimated period of performance is **January 1, 2019 through November 30, 2020.**

Current Stable of Materials and Scope of Work

Print materials

- Brochures, rack cards, envelopes with all three institutions' rack cards, posters, etc. We are seeking insight on effectiveness of current materials and further ideas to reach our target audiences.

Social media plan with initial content support

- We currently have a website and a FB page, but they lack content and participation. We also have an Instagram account in the works. We'd like insight on how to most effectively use these tools (and others) to reach the students we're seeking. Our team plans to support the ongoing content population, but we are seeking a road map that will allow us to plan our efforts.

Social Media Links

- [Tampa Bay Bridge to the Baccalaureate \(TB-B2B\)](#)
- [TB-B2B Facebook](#)
- [Instagram](#)

Video

- Currently no videos have been created. We are seeking the creation of video highlights that will tell the story of B2B, its benefits and intended impact for our target our population and their families.

CRM insight

- SPC uses the Hubspot CRM and seeks a strategy that the B2B support team can use to drive recruitment.

Budget

- Approximately \$10-15K

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SUMMARIZED SCHEDULE OF EVENTS

<i>Time</i>	<i>Date & Day</i>	<i>Description</i>
2:00 pm	11/9/18 – Friday	RFP issued
	11/13/18 – Tuesday through 11/20/18	<p>Questions & Answers:</p> <p>Questions must be submitted in writing via email to SPC’s Purchasing Director, Thomas Russell, at Russell.Thomas@spcollege.edu. The Q&A period will last from 11/13/18 to 11/20/18, following which the College will create a list of questions and answers developed during the Q&A period and disseminate the list to all registered and qualified companies. The list will also be posted to the College’s Purchasing website.</p> <p>No questions, verbal or written, will be accepted after the Q&A period ends.</p>
10:00AM	11/20/18 - Tuesday	Q&A period ends
4:00PM	11/26/18 - Monday	Q&A List posted on www.spcollege.edu/purchasing/
2:00PM	11/30/18 - Friday	RFP Deadline
3:00PM	11/30/18 - Friday	RFP Opening at St. Petersburg College – EpiServices, 14025 58th Street North, Clearwater, FL 33760 in Room 217
	11/30 -12/7/18	Selection committee reviews proposals
4:00PM	12/7/18 – Friday	Notice of recommended intent to award

PROPOSAL SPECIFICATIONS & SCORING

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; and one (1) electronic copy with all proposal submittal requirements combined in *PDF* format.

RFPs will be evaluated based upon three criteria:

- 1. Responsiveness to RFP (20 points)**
- 2. Experience (50 points)**
- 3. Fee Structure (30 points)**

Section 1 - Basic Submittal Information and Forms – 20 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. Respondent Registration Form (enclosed)
- C. Proposer Certification Form (enclosed) – Ensure that all addenda, if applicable, are acknowledged.
- D. Respondent's Qualification Statement (enclosed)
- E. Drug Free Workplace Certification (enclosed)
- F. W9

Section 2 – Experience and History of Respondent – 50 Points

- A. Company Credentials: Provide a brief statement of qualifications that includes the Respondent's size and geographic location to SPC. **The Respondent must have proven experience in the development of comprehensive Branding services, including print, social media, customer relations management, and video. Experience with branding a multi-institution into a cohesive whole or experience branding higher education initiatives, especially those that reach out to an underrepresented minority student body; student engagement strategies such as learning communities; and/or STEM-related programming is preferred. Experience working with 2-year community and state colleges is also preferred.**
- B. Project Personnel: Indicate any persons that will be assigned to this project. For each of the project personnel, provide a resume including their relevant experience and number of years of experience providing branding services.
- C. Example Branding Campaigns: The firm will provide at minimum, two (2) examples of branding campaigns that highlight a multi-organizational brand across a range of mediums, including print, digital, TV, radio, and social media.

- D. Provide a timeline that spans the scope of the project.
- E. Discuss the identification of potential avenues to outreach and recruit potential students and business partners to the programs, including, but not limited to:
 - i. Traditional media opportunities (e.g., radio, TV, direct mail)
 - ii. Social media
 - iii. Online media strategies
 - iv. Event opportunities
 - v. Website design and development
 - vi. Public relations
- F. Client References: The firm will provide, at minimum, two (2) clients it has or is providing successful branding services to that are aligned the requirements and the scope set forth in this RFP. The listing shall include name of the client, the name of the contact person, address, e-mail, and telephone number and a brief explanation of the services that were provided.

Section 3 – Fee Structure – 30 Points

- Provide clear details of your proposed remuneration aligned to the various areas discussed within the Scope of Work, including what will be able to be accomplished within each area. The fee structure cannot exceed the proposed budget of \$10-15K.

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EVALUATION PROCESS

- A. The Evaluation Committee ("Evaluation Committee") may consist of College and Alliance employees who have a vested interest in the development of the Alliance's unique and comprehensive brand. It is anticipated the Evaluation Committee will consist of four (4) members.
- B. The Evaluation Committee will review all proposals received and accepted, and evaluate each proposal based on the evaluation criteria provided below. The Evaluation Committee will select three (3) companies deemed to be the most highly qualified to perform the required services unless less than three proposals are received, in which case the Evaluation Committee will rank order as many companies as applied. The College will then begin negotiating with the highest ranking company.
- C. Should the College be unable to negotiate a satisfactory contract with the company deemed to be the most highly qualified, at a price the College determines to be fair, competitive and reasonable, negotiations with that company will be formally terminated, and the College will undertake negotiations with the second most highly qualified company. Failing accord with the second company, the College will undertake negotiations with the third most highly qualified company. Should the College be unable to negotiate a satisfactory contract with any of the selected companies, additional companies will be selected in accordance with law. The College reserves the right to determine not to proceed with the project.
- D. Once negotiations are complete, the selected company and the College will execute a contract for the required work.

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RESPONDENT REGISTRATION FORM

Anyone interested in doing business with St. Petersburg College is required to complete the Respondent Registration Form. The completed form does not guarantee an opportunity to submit a proposal, but does help the College in evaluating your business for future opportunities.

Business Name:	
Mailing Address (Street/P.O. box):	
City: _____	State: _____ County: _____ Zip Code: _____
Contact Person:	Title:
Telephone #:	Fax #:
Email Address:	
Is your company certified by the State of Florida's Office of Supplier Diversity as a Minority/Woman owned business? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, identify certification:	
Please forward a current catalog or provide a website address if catalog is available online. Website Address:	
Type of business/service offered:	
Please return the completed Respondent Registration Form to: St. Petersburg College Attn: Mr. Thomas Russell Director of Procurement P.O. Box 13489 St. Petersburg, FL 33733-3489 OR - <u>Fax to:</u> (727) 444-6653	

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, Attn: Mr. Thomas Russell, Director of Procurement, P. O. Box 13489, St. Petersburg, Florida 33733-3489. Fax # 727-444-6653

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, company or person submitting a proposal for the same services, 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 _____

Addendum _____ Dated _____

Addendum _____ Dated _____

Signature _____

Name(s) and Title(s) _____

Legal Name of Respondent _____

Mailing Address _____

City, State, Zip _____

Telephone _____ Fax _____

Email _____

Date _____

RESPONDENT'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 or
Professional Liability policy number: _____

Policy amount _____
Name of company: _____

(\$500,000 combined single limit minimum)

The Board of Trustees, St. Petersburg College, will be named additional insured for General Liability coverage if our company 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 _____

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 Respondent 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 company complies fully with the above requirements.

Respondent's Signature

Date

W9

A complete W9 form be inserted in the final PDF version of the RFP – This header only serves as a marker for the auto update feature on the Table of Contents