

REQUEST FOR PROPOSAL

CLAY COUNTY SHERIFF'S OFFICE PROMOTIONAL PROCESS AND DEVELOPMENT RFP B18-004



:

Clay County Sheriff's Office
901 North Orange Avenue
P.O. Box 548
Green Cove Springs, FL 32043
(904) 529-6029
Fax (904) 529-6482
Website: <http://www.claysheriff.com>
Date of Issue: **February 18, 2018**
Proposal Due Date: **March 7, 2018 at 2:00 p.m.**

CALENDAR OF EVENTS

Listed below are the important dates and times by which the actions noted must be completed. If the Sheriff's Office finds it necessary to change any of these dates or times, the change will be accomplished by addendum. All dates are subject to change.

<u>ACTION</u>	<u>COMPLETION DATE</u>
Issue RFP	2/18/2018
Pre-Proposal Submittal Conference	NONE
Proposals Due	3/7/2018
Committee Recommendation	3/21/2018
Contract Signed	3/22/2018
Services Estimated Start Date	3/26/2018

For information concerning procedures for responding to this Bid, contact the Purchasing Section Manager, Rhonda Sanders by email rsanders@claysheriff.com or at (904) 529-6029.

TABLE OF CONTENTS

	Page
Invitation	6
Proposal Acknowledgement	8
General Conditions	9
Definitions	15

SECTION ONE

Introduction and Instructions

1.01 Return Mailing Address, Contact Person, Telephone, Fax Numbers and Deadline for Receipt of Proposals	16
1.02 Contract Term and Work Schedule	16
1.03 Purpose of the RFP.....	16
1.04 Assistance to Proposers with a Disability	17
1.05 Required Review	17
1.06 Questions Received Prior to Opening of Proposals	17
1.07 Amendments	17
1.08 Alternate Proposals	17
1.09 Right of Rejection	17
1.10 CCSO Not Responsible for Preparation Costs	18
1.11 Disclosure of Proposal Contents	18
1.12 Subcontractors.....	19
1.13 Joint Ventures.....	19
1.14 Proposer’s Certification	19
1.15 Conflict of Interest	20
1.16 Solicitation Advertising	20
1.17 Assignment.....	20
1.18 Disputes.....	20
1.19 Severability	20

SECTION TWO

Standard Proposal Information

2.01 Authorized Signature	21
2.02 Pre-Proposal Conference.....	21
2.03 Amendments to Proposals.....	21
2.04 Supplemental Terms and Conditions	21
2.05 Clarification of Proposals.....	21
2.06 Discussions with Proposers.....	22
2.07 Prior Experience.....	22
2.08 Evaluation of Proposals.....	22
2.09 Vendor Tax ID	22
2.10 Business License and Other Required Licenses.....	23
2.11 Formula Used to Convert Costs to Points	23
2.12 Contract Negotiation	23
2.13 Failure to Negotiate.....	24
2.14 Notice of Intent to Award (NIA).....	24
2.15 Protests	24

SECTION THREE**Standard Contract Information**

3.01	Contract Type.....	26
3.02	Contract Approval.....	26
3.03	Standard Contract Provisions.....	26
3.04	Proposal as a Part of the Contract.....	26
3.05	Additional Terms and Conditions.....	26
3.06	Insurance Requirements.....	26
3.07	Indemnity.....	27
3.08	Contract Funding.....	27
3.09	Proposed Payment Procedures.....	27
3.10	Contract Payment.....	27
3.11	Payment for Contracted Services.....	27
3.12	Informal Debriefing.....	28
3.13	Contract Personnel.....	28
3.14	Inspection & Modification - Reimbursement for Unacceptable Deliverables.....	29
3.15	Termination for Default.....	29
3.16	Contract Changes - Unanticipated Amendments.....	29
3.17	Contract Invalidation.....	29

SECTION FOUR**Background Information**

4.01	CCSO Background Information.....	30
------	----------------------------------	----

SECTION FIVE**Scope and Schedule**

5.00	Scope of Work.....	31
5.01	Background.....	31
5.02	Requirements Detail.....	32
5.03	Consultant Obligations.....	33
5.04	Professional Responsibility.....	35
5.05	CCSO Obligations.....	35
5.06	Estimated number of Candidates.....	35

SECTION SIX**Proposal Format and Content**

6.01	Proposal Format and Content.....	36
6.02	Introduction.....	36
6.03	Understanding of the Project.....	36
6.04	Methodology Used for the Project.....	36
6.05	Management Plan for the Project.....	36
6.06	Experience and Qualifications.....	36
6.07	Cost Proposal.....	37
6.08	Evaluation Criteria.....	37

SECTION SEVEN**Evaluation Criteria and Contractor Selection**

7.01	Understanding of the Project.....	38
7.02	Methodology Used for the Project.....	38
7.03	Management Plan for the Project.....	38
7.04	Experience and Qualifications.....	39
7.05	Contract Cost.....	39

APPENDIX A: FORMS..... 40

1. W-9 Form, First Page
2. Form 2 - RFP Authorized Signature Form
3. Form 3A - Interest in Competitive Bid for Public Business
4. Proposal Submittal Form
5. Qualifications Statement
6. Non-Collusive Affidavit
7. Public Entity Crimes Statement
8. Drug Free Workplace Form
9. Indemnification/Hold Harmless Form
10. Insurance Requirements
11. References
12. Cost Proposal Sheet Instructions
13. Cost Proposal Sheet
14. Proposal Completeness Checklist

**CLAY COUNTY SHERIFF'S OFFICE
INVITATION
REQUEST FOR PROPOSAL**

NOTICE IS HEREBY GIVEN that the Clay County Sheriff's Office (CCSO) invites and will receive sealed Proposals from qualified vendors to perform the following work which is described in detail in the Request for Proposal (RFP) specifications.

RFP NUMBER: **B18-004**

RFP TITLE: **CLAY COUNTY SHERIFF'S OFFICE
PROMOTIONAL PROCESS AND DEVELOPMENT**

PRE-PROPOSAL CONFERENCE: **NO** **DATE & TIME:** **NA**

LOCATION: **Clay County Sheriff's Office
901 North Orange Avenue
Green Cove Springs, Florida 32043**

RFP OPENING LOCATION: **Clay County Sheriff's Office
901 North Orange Avenue
Green Cove Springs, Florida 32043**

RFP SUBMITTAL DEADLINE DATE & TIME: **March 7, 2018 at 2:00**

The CCSO is using a Request for Proposal for this project and will award a contract to the Proposer(s) the CCSO finds, in its sole discretion, best meets the long term needs of the CCSO.

Specifications and RFP documents are available by downloading a bid package from www.claysheriff.com under the Civil/Business Section of the Resources page or calling the Purchasing Section at (904) 529-6029.

All Proposers should ensure that the proposal is both complete and accurate. The CCSO may require additional information or data from any of the Proposers. An Evaluation Committee appointed by the CCSO will evaluate Proposals.

The Evaluation Committee selected by the CCSO will fairly consider all Proposals. The Evaluation Committee will perform a review of Proposals received from Proposers to determine completeness and responsiveness to the principal components of the technical, financial and legal requirements of the RFP. Request for clarification letters may include, but are not limited to, the following: commitment of project team members; performance guarantees and standards; project guarantor commitments; proposers interpretation of proposed CCSO organization and business entity relationships, operations, project schedules, phasing methods and payment schedules; and letters of credit, performance bonds and insurance requirements. The Evaluation Committee will make a recommendation to the Sheriff following the Evaluation Committee's review of all Proposals and consideration of any additional evidence or data desired by the Evaluation Committee.

Qualified firms are invited to deliver one (1) original and five (5) copies of their Proposal, in a sealed envelope marked "**SEALED REQUEST FOR PROPOSAL, RFP B18-004, CLAY COUNTY SHERIFF'S OFFICE PROMOTIONAL PROCESS AND DEVELOPMENT**", and delivered to the CCSO Purchasing Section, 901 North Orange Avenue, Green Cove Springs, Florida 32043. The CCSO

assumes no responsibility for Proposals received after the proposal deadline identified above, or delivered to any office or location other than that specified herein, whether due to mail delay, courier mistake, mishandling or any other reason. Late Proposals will be held unopened and will not be considered for award.

All questions, comments, or concerns about this RFP must be submitted in writing to Rhonda Sanders, Purchasing Manager, Clay County Sheriff's Office, 901 North Orange Avenue, Green Cove Springs, FL 32043. Rhonda Sanders is the only designated representative of the CCSO authorized to respond to comments, questions, and concerns. The CCSO will not respond to comments, questions or concerns addressed to any person other than Rhonda Sanders. If the CCSO determines that a particular comment, question or concern necessitates a global response to all Proposers, the CCSO will issue a clarifying memorandum or addendum. The final day that the CCSO will accept questions will be five business days prior to the proposal submittal deadline date.

The CCSO reserves the right to accept or reject any and/or all Proposals, to waive irregularities and technicalities, and to request re-submission. Any sole response received by the submission date may or may not be rejected by the CCSO, depending on available competition and timely needs of the CCSO.

The CCSO reserves the right to select a firm with or without interviews, and may decide to select any of the firms submitting qualification packages. The CCSO reserves the right to award the contract to a responsible Proposer submitting a responsive Proposal, with a resulting negotiated agreement that is most advantageous and in the best interests of the CCSO.

The CCSO shall be the sole judge of the Proposal, and the resulting negotiated agreement that is in its best interest and its decision shall be final. Also, the CCSO reserves the right to make such investigation, as it deems necessary to determine the ability of any Proposer to perform the work or service requested.

Proposers, their agents and associates shall not contact or solicit any CCSO member or CCSO official regarding this RFP during any phase of this RFP. Failure to comply with this provision may result in disqualification of the Proposer, at the option of the CCSO. Only that individual listed, as the contact person in this Notice shall be contacted.

PROPOSAL ACKNOWLEDGEMENT

SOLICITATION REFERENCE NUMBER: B18-004

**PROJECT NAME: CLAY COUNTY SHERIFF'S OFFICE
PROMOTIONAL PROCESS AND DEVELOPMENT**

All Proposers must register receipt of a solicitation with the CCSO. By completing and returning this form, you are registering receipt of this solicitation with the CCSO and requesting notification of Addenda that may be issued regarding this solicitation.

The CCSO will attempt to notify all prospective Proposers of Addenda issued to the solicitation. However, it shall be the responsibility of the Proposer, prior to submitting their response, to either:

1. Visit www.claysheriff.com to view the solicitation and download all issued Addenda; or
2. Contact the Purchasing Section to determine if Addenda were issued.

Proposers must acknowledge and incorporate the Addenda into their response.

Please be advised that the CCSO will post Addenda, in Adobe format, with the corresponding on-line solicitation.

COMPANY NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY, STATE AND ZIP: _____

PHONE NUMBER: _____

FAX NUMBER: _____

E-MAIL ADDRESS: _____

FAX THIS COMPLETED REGISTRATION FORM TO: (904) 529-6482; ATTN: Purchasing Manager

**SEALED REQUEST FOR PROPOSALS
CLAY COUNTY SHERIFF'S OFFICE
RFP B18-004, CLAY COUNTY SHERIFF'S OFFICE
PROMOTIONAL PROCESS AND DEVELOPMENT**

GENERAL CONDITIONS & INSTRUCTIONS TO PROPOSERS

DEFINED TERMS

Terms used in this solicitation are defined and have the meaning assigned to them. The term "Proposer" means one who submits a Proposal directly to CCSO as distinct from a Sub-Proposer, who submits a Proposal to the Proposer. The term "Successful Proposer" means the qualified, responsible and responsive Proposer to whom the CCSO (on the basis of CCSO'S evaluation as hereinafter provided) makes an award. The term "CCSO" refers to the Clay County Sheriff's Office, a sub-division of the Clay County Board of County Commissioners. The term "RFP" refers to this Sealed Request for Proposal. The term "Solicitation" refers to the entire RFP package and the Proposer's Proposal as a response to this RFP. The term "Proposal" refers to all documentation and information as submitted by the Proposer in response to this solicitation.

1. PROPOSER REGISTRATION

Proposers who obtain solicitation documents from sources other than the CCSO or download from any other source must officially register receipt of the solicitation with the CCSO's Purchasing Section in order to be placed on the notification list for any forthcoming addendum or other official communications. Failure to register as a prospective Proposer may cause your Proposal to be rejected as non-responsive if you have submitted a response without acknowledgment of issued Addenda.

Cove Springs, FL 32043, Fax No. (904) 529-6482. The CCSO will respond to written or faxed inquiries received at least five (5) CCSO business days prior to the RFP due date. Inquiries must reference the date and time of opening, and the solicitation number. Failure to comply with this condition shall result in the Proposer waiving their right to dispute the specifications and information provided in the solicitation document.

2. CONTACT

All prospective Proposers are hereby instructed not to contact any member of the CCSO other than the contact person indicated on page 2 above regarding this solicitation or their Proposal at any time prior to the final evaluation and recommended ranking by the CCSO staff for this project. Any such contact shall be cause for rejection of your Proposal.

3.2 Any change to this solicitation shall be made by Addenda duly issued to each registered Proposer.

Receipt of such Addenda must be so noted on or within your response. It is the Proposer's responsibility to make contact through the Internet or phone to determine if Addenda have been issued.

3. ADDENDA AND INQUIRIES

3.1 If there is any doubt as to the true meaning of the specifications and information provided, Proposers may submit written or faxed inquiries regarding this solicitation to the Purchasing Manager, Purchasing Section, 901 North Orange Avenue, Green

3.3 Oral Inquiries: The CCSO will not respond to oral inquiries.

4. PUBLIC OPENING

Proposals shall be received in the Purchasing Section, 901 North Orange Avenue, Green Cove Springs, FL 32043 by the date and time indicated on Page 1 of these documents. As soon as possible thereafter, the names of Proposers shall be read off at the CCSO.

5. DELAYS

The CCSO, at its sole discretion, may delay the scheduled due dates indicated above if it is to the advantage of the CCSO to do so. The CCSO will notify Proposers of all changes in scheduled due dates by written Addenda.

6. PROPOSAL SUBMISSION AND WITHDRAWAL

6.1 Address to send Proposal:

Clay County Sheriff's Office
Attention: Rhonda Sanders
Purchasing Section
901 North Orange Avenue
Green Cove Springs, FL 32043
Request for Proposal (RFP) Number: B18-004
Project name: CLAY COUNTY SHERIFF'S
OFFICE - PROMOTIONAL PROCESS AND
DEVELOPMENT

6.2 The outside of the envelope/container must be identified with the solicitation number and title as stated above. The envelope/container must also include the Proposer's name and return address.

6.3 Proposals may be withdrawn by an appropriate document duly executed (in the manner that a Proposal must be executed) and delivered to the place where Proposals are to be submitted at any time prior to the deadline for submission. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so. Evidence of such authority must accompany the request for withdrawal or modification. Withdrawal of a Proposal will not prejudice the rights of a Proposer to submit a new Proposal prior to the opening date and time. After expiration of the period for receiving Proposals, no Proposal may be withdrawn or modified.

6.4 Withdrawal of Proposals after Opening Date: Proposals, once opened, become the property of the CCSO and will not be returned to the Proposer. Proposals not so

withdrawn before the opening constitute an irrevocable offer for a period of ninety (90) days to provide the CCSO the services set forth in these specifications until one or more of the Proposals have been accepted by CCSO staff. No Proposer may withdraw their Proposal during this ninety (90) day period.

6.5 Number of Proposal Copies: Proposers shall submit one (1) original and five (5) complete copies of the Proposal complete with all supporting documentation (i.e. photographs, drawings, and exhibits) in a sealed envelope/container marked as noted above.

6.6 Proposal Is Not Binding: The Proposer understands that responding to this solicitation does not constitute an agreement or contract with the Proposer. A Proposal is not binding until Proposal is reviewed and accepted by the appropriate level of authority and both parties execute a contract.

6.7 Responsibility for getting a Proposal to the CCSO on or before the specified date and time is solely and strictly that of the Proposer. The CCSO will not be responsible for any delay, for any reason whatsoever. Proposals by telephone, telegram, facsimile machines, and Internet, will not be acceptable. Proposals must be received and stamped on the outside of the envelope with the time and date, in the Purchasing Section by the date and time specified for opening.

6.8 LATE PROPOSALS – Proposals received after the date and time of the opening will not be opened or considered. It will be the Proposer's responsibility to make arrangements for the return of their Proposal at their expense.

7. PROPOSAL PREPARATION COST

The CCSO shall not be liable for any expense incurred in connection with preparation of a Proposal to this document. Proposers should

prepare a straightforward and concise description of the Proposer's ability to meet the requirements of this document.

8. ACCURACY OF PROPOSAL INFORMATION

Any Proposer, who states in their Proposal any information that is determined to be substantially inaccurate, misleading, exaggerated, or incorrect, shall be disqualified from consideration.

9. LICENSES

Licensed and Certified: Proposers, both corporate and individual, must be fully licensed and certified for the type of work to be performed in the state of Florida at the time of Proposal and during the entire contract time.

10. POSTING OF NOTICE OF INTENT

A Request for Proposal identifies a potential CCSO need or requirement for contracted goods or services and constitutes a notice of intent for award by posting the RFP on the CCSO's Website. Advertising for responses to RFPs in local newspapers also advises or provides a notice of intent.

11. PUBLIC RECORDS/TABULATION

Proposals are not public records, subject to the provisions of Florida State Statutes, Chapters 119 and 120, until such time as notice of a decision or intended decision is provided, or within ten (10) days after the solicitation opening, whichever is earlier. A copy of the tabulation results will be forwarded upon receipt of a stamped, self-addressed envelope. An electronic tabulation will be posted on the CCSO Website at www.claysheriff.com.

12. RESERVED RIGHTS

12.1 The CCSO reserves the right to waive formalities in any Proposal, and to reject any or all Proposals in whole or in part, with or without cause and/or to accept the Proposal that in the CCSO's judgment will

be in the best interest of the CCSO. The CCSO specifically reserves the right to reject any conditional Proposal.

12.2 To the extent permitted by applicable state and federal laws and regulations, CCSO reserves the right to reject any and all Proposals, to waive any and all informalities not involving price, time or changes in the work with the successful Proposer, and the right to disregard all nonconforming, non-responsive, unbalanced or conditional Proposals. Proposals will be considered irregular and may be rejected, if they show serious omissions, alterations in form, additions not called for, conditions or unauthorized alterations, or irregularities of any kind.

12.3 CCSO reserves the right to reject the Proposal of any Proposer if CCSO believes that it would not be in the best interest of the CCSO to make an award to that Proposer, whether because the Proposal is not responsive or the Proposer is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by CCSO.

13. INSURANCE

Refer to Insurance Requirements in Section 3.06 and Appendix A for the CCSO's insurance requirements.

14. INDEMNIFICATION/HOLD HARMLESS

The Proposer shall defend, indemnify and hold the CCSO, the CCSO's representatives or agents, and the officers, directors, agents, employees, and assigns of each harmless for and against any and all claims, demands, suits, judgments, damages to persons or property, injuries, losses or expenses of any nature whatsoever arising directly or indirectly from or out of any negligent act or omission of the Proposer, its sub-consultants and their officers, directors, agents or employees; any failure of the elected firm to perform its services hereunder in accordance with generally accepted professional

standards; any material breach of the elected firm's representations as set forth in the Proposal or any other failure of the selected firm's to comply with the obligations on its part to be performed under this contract.

15. PUBLIC ENTITY CRIMES / NON-COLLUSIVE AFFIDAVIT

15.1 Each Proposer shall complete the Non-Collusive Affidavit, and the Public Entity Crimes Form and shall submit the forms with the Proposal. CCSO considers the failure of the Proposer to submit these documents to be a major irregularity and may be cause for rejection of their Proposal.

15.2 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 response on a contract to provide any goods or services to a public entity, may not submit a response on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property 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 Section 287, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

15.3 Termination for Cause: Any Agreement with the CCSO obtained in violation of this Section shall be subject to termination for cause. A sub-contractor who obtains a subcontract in violation of this Section shall be removed from the Project and promptly replaced by a sub-contractor acceptable to the CCSO.

16. GRATUITIES AND KICKBACKS

16.1 Gratuities: It is unethical for any person to

offer, give, or agree to give any employee or for any employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advise, investigation, audit, or in any other advisory capacity in any proceeding or application, request for ruling, determination claim or controversy, or other particular matter, pertaining to any program requirement or an Agreement or subcontract, or to any solicitation or Proposal therefore.

16.2 Kickbacks: It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a sub-contractor under a contract to Contractor or higher tier sub-contractor any person associated therewith, as an inducement of the award of a subcontract or order.

16.3 Contract Clause: The prohibition against gratuities and kickbacks prescribed in this section shall be conspicuously set forth in every contract and subcontract and solicitation therefore.

17. EQUAL EMPLOYMENT OPPORTUNITY CLAUSE

Proposer shall be in compliance with Executive Order 11246 Equal Opportunity as amended by Executive Order 11375, and as supplemented by the Department of Labor Regulations as applicable.

18. CONFLICT OF INTEREST

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:

- 18.1 October 1, 1975.
- 18.2 Qualification for elective office.
- 18.3 Appointment to public office.
- 18.4 Beginning public employment.

19. DRUG FREE WORKPLACE:

The CCSO has adopted a policy in observation of the Drug Free Work Place Act of 1988. Therefore, it is unlawful to manufacture, distribute, disperse, possess, or use any controlled substance in the CCSO workplace.

The CCSO requests the attached Drug Free Workplace Affidavit to accompany your response. This form has been adopted by the CCSO in accordance with the Drug Free Workplace Act. The CCSO will not disqualify any respondent who does not concur with the affidavit. The Drug Free Workplace Affidavit is primarily used as tiebreaker when two or more separate entities have submitted Proposals at the same price, terms and conditions.

20. APPLICABLE LAWS

Interested parties are advised that all CCSO contracts and/or documentation pertinent to this solicitation are subject in full or in part to all legal requirements provided in applicable Clay County Ordinances, State Statutes, and Federal Regulations. Uniform Commercial Code, Chapter 672, Florida State Statutes shall prevail,

as the basis for contractual obligations between the Proposer and the CCSO for any terms and conditions not specifically stated within the context of this contract.

21. COMPETENT PERSONNEL

Competent Personnel - All interested firms are to warrant that services shall be performed by skilled and competent personnel to the highest professional standards in this scope of work.

22. EXAMINATION OF CONTRACT DOCUMENTS AND SITE

22.1 Before delivering a Proposal, each Proposer must (a) consider federal, state and local laws, ordinances, rules and regulations that may in any manner affect cost, or performance of the work, (b) study and carefully correlate the Proposer's observations with the solicitation documents; and notify the Purchasing Manager of all conflicts, errors and discrepancies, if any, in the solicitation documents.

22.2 The Proposer, by and through delivering a Proposal, agrees that they shall be held responsible for having familiarized themselves with the nature and extent of any local conditions that may affect the services to be done or equipment to be furnished.

23. SPECIFICATIONS

23.1 The apparent silence of the specification as to any detail, or the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practice is to prevail and that only material and workmanship of the finest quality are to be used. All interpretations of the Specifications shall be made on the basis of this statement.

23.2 For the purpose of evaluation, the Proposer must indicate any variance or exceptions to the stated Specifications, no

matter how slight. Deviations should be explained in detail. Absence of variations and/or corrections will be interpreted to mean that the Proposer meets all the Specifications in every respect.

24. CANCELLATION CLAUSE

Failure to comply with any of the terms, conditions, specifications and/or service requirements will be just cause for termination of this contract by a thirty (30) day written notice of intent forwarded to the successful Proposer.

25. ACCEPTING CONTENT OF PROPOSAL

By delivering a Proposal in response to this solicitation document, the Proposer certifies that they have fully read and understand the context of the solicitation document and have full knowledge of the scope, nature, and detailed requirements of services and/or commodities to be provided and performed. Proposals shall be returned in the sequential manner as requested in the "Proposal Format and Requirements" section of this solicitation.

26. TAXES

The negotiated cost shall include all freight, handling, delivery, surcharges or other incidental charges that may be required to provide the services or deliver the commodities. The CCSO is exempt from the payment of Federal and State taxes, including sales tax. Your cost Proposal shall not include sales tax to be collected from the CCSO. The CCSO's sales tax exemption is not available to you for items you purchase, regardless of whether these items will be transferred to the CCSO.

27. ASSIGNMENT

27.1 Successful Proposer shall not assign, transfer or subject the Contract or its rights, title or interests or obligations therein without CCSO'S prior written approval.

27.2 Violation of the terms of this paragraph shall constitute a breach of the Contract by Successful Proposer and CCSO may, at its discretion, cancel the Contract and all rights, title and interest of Successful Proposer shall thereupon cease and terminate.

28. SOLICITATION FORMS

28.1 If the Proposer cannot meet a service or equipment requirement, then the phrase "not available" should be entered on the Proposal Form for that service requirement. In the case of a "not available" remark, the Proposer may offer an alternative service. Alternate Proposals may be submitted for consideration. It will be at the CCSO's sole discretion to accept or reject any and all alternate Proposals received.

28.2 This solicitation presents the CCSO's minimum requirements under present methods of operation. Responses to this request should address these requirements, but Proposers are encouraged to suggest any additional services or commodities, which in their opinion, would be in the best interest of the CCSO.

28.3 Proposals may be delivered, which deviate from the requirements herein, providing that they are clearly identified as alternate Proposals and providing further that it can be demonstrated that stated requirements are substantially improved or are not compromised or prejudiced by such deviations; and, that it would be clearly in the interest of the CCSO that an alternative Proposal be considered. Such alternative Proposals will be provisionally accepted for consideration, subject to the reserved right of the CCSO to make the determination whether the above stated conditions for alternate Proposals have been satisfied and subject further to the reserved right of the CCSO to accept or reject these Proposals upon the basis of the determination.

DEFINITIONS

Addenda: A written change to a solicitation.

Bid: shall refer to any offer(s) submitted in response to this Invitation to Bid.

Bidder: Shall refer to anyone submitting a bid in response to an Invitation to Bid.

CCSO: Clay County Sheriff's Office

Contract: The agreement to perform the services set forth in this solicitation. The contract will be comprised of the solicitation document signed by both parties with any addenda and other attachments specifically incorporated.

Contractor: The vendor to which award has been made.

County: Shall refer to Clay County, Florida.

Invitation to Bid: Shall mean this solicitation document, including any and all addenda.

Modification: A written change to a contract.

Responsive: Refers to a bid that contains no exceptions or deviations from the terms, conditions, and specifications set forth in the Invitation to Bid.

Responsible: Refers to a bidder that has the capacity and capability to perform the work required under an Invitation to Bid, and is otherwise eligible for award.

Solicitation: The written document requesting either bids or proposals from the marketplace.

Vendor: A general reference to any entity responding to this solicitation or performing under any resulting contract.

For purposes of this Invitation to Bid the words "shall", "must", or "will" are equivalent in this Invitation to Bid and indicate a mandatory requirement or condition, the material deviation from which shall not be waived by the County. A deviation is material if, in the CCSO's sole discretion, the deficient response is not in substantial accord with this Invitation to Bid's mandatory requirements. The words "should" or "may" are equivalent in this Invitation to Bid and indicate very desirable conditions, or requirements but are permissive in nature.

**SECTION ONE
INTRODUCTION AND INSTRUCTIONS**

1.01

**Return Mailing Address, Contact Person, Telephone, Fax
Numbers and Deadline for Receipt of Proposals**

Proposers must submit one original and five copies of their Proposal, in writing, to the Purchasing Manager in a sealed envelope. It must be addressed as follows:

**Clay County Sheriff's Office
Attention: Rhonda Sanders
Purchasing Section
901 North Orange Avenue
Green Cove Springs, FL 32043
Request for Proposal (RFP) Number: B18-004
Project name: CLAY COUNTY SHERIFF'S OFFICE
PROMOTIONAL PROCESS AND DEVELOPMENT**

Proposals must be received no later than 2:00 P.M., Florida time on the date on the cover, page 1. Fax or oral proposals are not acceptable.

A Proposer's failure to submit its Proposal prior to the deadline will cause the Proposal to be disqualified. Late Proposals or amendments will not be opened or accepted for evaluation. There will be no exception to this rule.

1.02

Contract Term and Work Schedule

The contract term and work schedule set out herein represent the CCSO's best estimate of the schedule that will be followed. If a component of this schedule, such as the opening date, is delayed, the rest of the schedule will be shifted by the same number of days.

The length of the contract will be from the date of award and will continue for 36 months with the option of three (3) one (1) year renewals.

1.03

Purpose of the RFP

It is the intent of the CCSO to secure a qualified firm(s) or individual(s) to provide the professional services described in Section 5 of this RFP. Each Contractor is responsible for full and complete compliance with all laws, rules and regulations which may be applicable. The Proposer must satisfy the mandatory minimum requirements stated in Section 5.02 in order to have their responses evaluated. Failure to meet these requirements will result in the response not being evaluate and being rejected as non-responsive.

1.04 Assistance to Proposers with a Disability

Proposers with a disability may receive accommodation regarding the means of communicating this RFP or participating in the procurement process. For more information, contact the Purchasing Manager no later than 14 days **prior** to the deadline for receipt of Proposals.

1.05 Required Review

Proposers should carefully review this solicitation for defects and questionable or objectionable material. Comments concerning defects and objectionable material must be made in writing and received by the Purchasing Manager at least 14 days before the Proposal opening. This will allow issuance of any necessary amendments. It will also help prevent the opening of a defective solicitation and exposure of Proposer's Proposals upon which award could not be made. Protests based on any omission or error, or on the content of the solicitation, will be disallowed if these faults have not been brought to the attention of the CCSO Purchasing Manager, in writing, at least 14 days before the time set for opening.

1.06 Questions Received Prior to Opening of Proposals

All questions must be in writing and directed to the issuing office, addressed to the CCSO Purchasing Manager. The final day that the CCSO will accept questions will be five business days prior to the proposal submittal deadline date.

1.07 Amendments

If an amendment is issued, it will be provided to all who were mailed or received a copy of the RFP and to those who have registered with the Purchasing Manager as having downloaded the RFP from the CCSO web site.

1.08 Alternate Proposals

Proposals may be delivered, which deviate from the requirements herein, providing they are clearly identified as alternate proposals and providing further that it can be demonstrated that stated requirements are substantially improved or are not compromised or prejudiced by such deviations; and, that it would be clearly in the interest of the CCSO that an alternate proposal be considered. Such alternate proposals will be provisionally accepted for consideration, subject to the reserved right of the CCSO to make the determination whether the above stated conditions for alternate proposals have been satisfied and subject further to the reserved right of the CCSO to accept or reject these proposals upon the basis of the determination.

1.09 Right of Rejection

Proposers must comply with all of the terms of the RFP, the CCSO procurement policy, and all applicable local, state, and federal laws, codes, and regulations. The Purchasing Manager may reject any Proposal that does not comply with all of the material and substantial terms, conditions, and performance requirements of the RFP. Proposers may not qualify the Proposal nor restrict the rights of the CCSO. If a

Proposer does so, the Purchasing Manager may determine the Proposal to be a non-responsive counter-offer and the Proposal may be rejected.

Proposals may be waived by the Purchasing Manager that:

- a. do not affect responsiveness,
- b. are merely a matter of form or format,
- c. do not change the relative standing or otherwise prejudice other offers,
- d. do not change the meaning or scope of the RFP,
- e. are trivial, negligible, or immaterial in nature,
- f. do not reflect a material change in the work, or,
- g. do not constitute a substantial reservation against a requirement or provision.

The CCSO reserves the right to refrain from making an award if it determines that to be in its best interest. **A Proposal from a debarred or suspended Proposer shall be rejected.**

1.10

CCSO Not Responsible for Preparation Costs

The CCSO will not pay any cost associated with the preparation, submittal, presentation, or evaluation of any Proposal.

1.11

Disclosure of Proposal Contents

All Proposals and other material submitted become the property of the CCSO and may be returned only at the CCSO's option. Chapter 119, Florida Statutes requires public records to be open to reasonable inspection. All Proposal information, including detailed price and cost information, will be open for public inspection immediately after opening by the CCSO.

Trade secrets and other proprietary data contained in Proposals may be held confidential until a Notice of Decision or Notice of Intended Decision is issued by the CCSO Purchasing Manager or 10 days after opening, whichever is earlier, as provided by Section 120.057(3) (a), Florida Statutes, if the Proposer requests, in writing, that the Purchasing Manager does so, and if the Purchasing Manager agrees, in writing, to do so. Material considered confidential by the Proposer must be clearly identified and the Proposer must include a brief statement that sets out the reasons for confidentiality. At that time, all Proposals and documents pertaining to the Proposals will be open to the public, except for material designated as proprietary or confidential as defined in Section 812.081, Florida Statutes and as provided in Section 815.04(3), Florida Statutes. The Purchasing Section will not disclose or make public any pages of a Proposal on which the Proposer has stamped or imprinted "proprietary" or "confidential" subject to the following requirements:

Proprietary or confidential data shall be readily separable from the Proposal in order to facilitate eventual public inspection of the non-confidential portion of the Proposal. Confidential data is normally restricted to confidential financial information concerning the Proposer's organization and data that qualifies as a

trade secret in accordance with the definition in Section 812.081, Florida Statutes and as provided in Section 815.04(3), Florida Statutes. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

1.12

Subcontractors

Subcontractors may be used to perform work under this contract. If a Proposer intends to use subcontractors, the Proposer must identify in the Proposal the names of the subcontractors and the portions of the work the subcontractors will perform.

If a Proposal with subcontractors is selected, the Proposer must provide the following information concerning each prospective subcontractor within five working days from the date of the CCSO's request:

- a. Complete name of the subcontractor,
- b. Complete address of the subcontractor,
- c. Type of work the subcontractor will be performing,
- d. Percentage of work the subcontractor will be providing,
- e. Evidence, as set out in the relevant section of this RFP, that the subcontractor holds a valid business license, and
- f. A written statement, signed by each proposed subcontractor, which clearly verifies that the subcontractor is committed to render the services required by the contract.

A Proposer's failure to provide this information, within the time set, may cause the CCSO to consider their Proposal non-responsive and reject it. The substitution of one subcontractor for another may be made only at the discretion and prior written approval of the project director.

1.13

Joint Ventures

Joint ventures will not be allowed.

1.14

Proposer's Certification

By signature on the Proposal, Proposers certify that they comply with:

- a. The laws of the State of Florida,
- b. The applicable portion of the Federal Civil Rights Act of 1964,
- c. The Equal Employment Opportunity Act and the regulations issued thereunder by the federal government,

- d. The Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government,
- e. All terms and conditions set out in this RFP,
- f. A condition that the Proposal submitted was independently arrived at, without collusion, under penalty of perjury, and
- g. That the offers will remain open and valid for at least 90 days.

If any Proposer fails to comply with (a) through (g) of this paragraph, the CCSO reserves the right to disregard the Proposal, terminate the contract, or consider the contractor in default.

**1.15
Conflict of Interest**

Each Proposal shall include a statement indicating whether or not the firm or any individuals working on the contract has a possible conflict of interest (e.g., employed by the CCSO) and, if so, the nature of that conflict. The CCSO reserves the right to cancel the award if any interest disclosed from any source could either give the appearance of a conflict or cause speculation as to the objectivity of the program to be developed by the Proposer. The CCSO's determination regarding any questions of conflict of interest shall be final.

**1.16
Solicitation Advertising**

Public notice has been provided in accordance with CCSO policy and applicable Florida Statutes.

**1.17
Assignment**

The contractor may not transfer or assign any portion of the contract without prior written approval from the CCSO.

**1.18
Disputes**

Any dispute arising out of this agreement will be resolved under the laws of the State of Florida. Any appeal of an administrative order or any original action to enforce any provision of this agreement or to obtain relief from or remedy in connection with this agreement may be brought only in the Circuit Court for Clay County, Florida.

**1.19
Severability**

If any provision of the contract or agreement is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions will not be affected; and, the rights and obligations of the parties will be construed and enforced as if the contract did not contain the particular provision held to be invalid.

SECTION TWO STANDARD PROPOSAL INFORMATION

2.01 Authorized Signature

All Proposals must be signed by an individual authorized to bind the Proposer to the provisions of the RFP. Proposals must remain open and valid for at least ninety (90) days from the opening date.

2.02 Pre-Proposal Conference

A pre-proposal conference, if held, will be on the date shown on page 2, Calendar of Events at the CCSO main office at 901 North Orange Avenue in Green Cove Springs, Florida. The purpose of the conference is to discuss the work to be performed with the prospective Proposers and allow them to ask questions concerning the RFP. Questions and answers will be transcribed and sent to prospective Proposers as soon as possible after the meeting.

Proposers with a disability needing accommodation should contact the Purchasing Manager prior to the date set for the pre-proposal conference so that reasonable accommodation can be made.

2.03 Amendments to Proposals

Amendments to or withdrawals of Proposals will only be allowed if acceptable requests are received prior to the deadline set for receipt of Proposals. No amendments or withdrawals will be accepted after the deadline unless they are in response to the CCSO's request.

2.04 Supplemental Terms and Conditions

Proposals must comply with **Section 1.09 Right of Rejection**. However, if the CCSO fails to identify or detect supplemental terms or conditions conflicting with those contained in this RFP, or that diminish the CCSO's rights under any contract resulting from the RFP, the term(s) or condition(s) will be considered null and void. After award of contract:

- a. if conflict arises between a supplemental term or condition included in the Proposal and a term or condition of the RFP, the term or condition of the RFP will prevail; and
- b. if the CCSO's rights would be diminished as a result of application of a supplemental term or condition included in the Proposal, the supplemental term or condition will be considered null and void.

2.05 Clarification of Proposals

In order to determine if a Proposal is reasonably susceptible for award, communications by the Purchasing Manager or the Proposal Evaluation Committee are permitted with a Proposer to clarify uncertainties or eliminate confusion concerning the contents of a Proposal. Clarifications may not result in a material or substantive change to the Proposal. The evaluation by the Purchasing Manager or the Proposal Evaluation Committee may be adjusted as a result of a clarification under this section.

2.06 Discussions with Proposers

The CCSO may conduct discussions with Proposers. The purpose of these discussions will be to ensure full understanding of the requirements of the RFP and Proposal. Discussions will be limited to specific sections of the RFP or Proposal identified by the Purchasing Manager. The Purchasing Manager will only hold discussions with Proposers who have submitted a Proposal deemed reasonably suitable for award. Discussions, if held, will be after initial evaluation of Proposals by the Proposal Evaluation Committee. If modifications are made as a result of these discussions they will be put in writing. Following discussions, the Purchasing Manager may set a time for best and final Proposal submissions from those Proposers with whom discussions were held. Proposals may be reevaluated after receipt of best and final Proposal submissions.

If a Proposer does not submit a best and final Proposal or a notice of withdrawal, the Proposer's immediate previous Proposal is considered the Proposer's best and final Proposal.

Proposers with a disability needing accommodation should contact the Purchasing Manager prior to the date set for discussions so that reasonable accommodation can be made. Any oral modification of a Proposal must be reduced to writing by the Proposer.

2.07 Prior Experience

Proposer must have at least three years' experience in comprehensive experience related to this RFP. Proposer shall also provide at least 3 references. A Proposer's failure to meet these minimum prior experience requirements will cause their Proposal to be considered non-responsive and their Proposal will be rejected.

2.08 Evaluation of Proposals

An Evaluation Committee is made up of selected CCSO members. The evaluation will be based solely on the evaluation factors set out in Section Seven of this RFP. The Proposal ranked highest per Section Seven of this RFP shall be the Consultant of Record (COR) Proposer to be negotiated with. A second highest ranking Consultant may also be selected as a "back-up" to the Consultant of Record should they be unavailable at time of work assignment.

After receipt of Proposals, if there is a need for any substantial clarification or material change in the RFP, an amendment will be issued. The amendment will incorporate the clarification or change, and a new date and time established for new or amended Proposals. Evaluations may be adjusted as a result of receiving new or amended Proposals.

2.09 Vendor Tax ID

A valid Vendor Tax ID must be submitted to the Purchasing Section with the Proposal or within five days of the CCSO's request.

2.10

Business License and Other Required Licenses

At the time the Proposals are opened, all Proposers must be able to do business in the State of Florida and have any necessary required professional licenses required by Florida Statute. Proposers should contact the Florida Department of State, Division of Corporations, P. O. Box 6327, Tallahassee, Florida 32314, or the Florida Department of Business and Professional Regulation, Division of Professions, 1940 North Monroe Street, Tallahassee, FL 32399-0760 for information on these licenses. Proposers must submit a copy of a valid Florida business or professional license with the Proposal as well as any licenses required to do business in Clay County (prior to commencement of work). A Proposer's failure to submit this evidence with the Proposal will cause their Proposal to be determined non-responsive.

2.11

Formula Used to Convert Cost to Points

The distribution of points based on cost will be determined as shown in the example below. The lowest cost Proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other Proposals will be determined through the method set out below. In the generic example below, cost is weighted as 60% of the overall total score. **The weighting of cost may be different in your particular RFP.**

STEP 1. List all Proposal prices, adjusted where appropriate by the application of all applicable preferences.

Proposer #1 – \$10,000

Proposer #2 – \$12,750

Proposer #3 – \$17,500

STEP 2. Convert cost to points using this formula.

$[(\text{Price of Lowest Cost Proposal}) \times (\text{Maximum Points for Cost})] \div (\text{Applicable Proposer Price}) = \text{POINTS}$

The RFP allotted 60% (60 points), of the total 100 points, for cost.

Proposer #1 receives 60 points.

The lowest cost Proposal, in this case \$10,000, receives the maximum points allotted to cost, 60 points.

Proposer #2 receives 47.1 points.

$\$10,000 \times 60 = 600,000 \div \$12,750 = 47.06$

Proposer #3 receives 34.3 points.

$\$10,000 \times 60 = 600,000 \div \$17,500 = 34.29$

2.12

Contract Negotiation

After final evaluation, the Purchasing Manager may negotiate with the Proposer of the highest-ranked Proposal. Negotiations, if held, shall be within the scope of the Request for Proposals and limited to those items that would not have an effect on the ranking of Proposals. If the highest ranked Proposer fails to provide necessary information for negotiations in a timely manner, or fails to negotiate in good faith, the CCSO may terminate negotiations and negotiate with the Proposer of the next highest-ranked Proposal. If contract negotiations are commenced, they will be held in a conference room located in the CCSO

Administrative Offices in Green Cove Springs, Florida. At least two of the highest ranked Proposers shall be engaged by a “master” agreement.

The Proposer will be responsible for their travel and per diem expenses.

2.13

Failure to Negotiate

If the selected Proposer

- a. fails to provide the information required to begin negotiations in a timely manner; or
- b. fails to negotiate in good faith; or
- c. indicates they cannot perform the contract within the budgeted funds available for the project; or
- d. the Proposer and the CCSO, after a good faith effort, simply cannot come to terms,

the CCSO may terminate negotiations with the Proposer initially selected and commence negotiations with the next highest ranked Proposer.

2.14

Notice of Intent to Award (NIA) — Proposer Notification of Selection

After the completion of contract negotiation the Purchasing Manager will issue a written Notice of Intent to Award (NIA) and send copies to all Proposers. The NIA will set out the names of all Proposers and identify the Proposal selected.

2.15

Protest

Any actual or prospective Proposer who has a substantial interest in and is aggrieved in connection with the Solicitation or proposed award of a contract which is in excess of the award authority of the Purchasing Manager may protest to the Chief Financial Officer. Protests arising from the decisions and votes of Selection/Negotiation Committees shall be limited to protests based upon alleged deviation(s) from Section Seven.

An interested party is defined as "an actual or prospective Proposer whose economic interest might be affected substantially and directly by the issuance of a contract solicitation, the award of a contract, or the failure to award a contract."

A protester must have submitted a Proposal in order to have sufficient standing to protest the proposed award of a contract. Protests must include the following information:

- a. the name, address, and telephone number of the protester;
- b. the signature of the protester or the protester's representative;
- c. identification of the contracting department and the Solicitation or contract at issue;

- d. a detailed statement of the legal and factual grounds of the protest including copies of relevant documents; and
- e. the form of relief requested.

Protests filed by telex or telegram are not acceptable because they do not contain a signature. Fax copies containing a signature are acceptable.

Any protest concerning the bid specifications or requirements must be made within seventy-two (72) hours from the time the facts become known and, in any case, at least twenty-four (24) hours prior to the bid opening. Such protest must be made in writing to the Purchasing Manager. Failure to timely protest bid specifications or requirements is a waiver of the ability to protest the specifications or requirements.

Any protest, after the bid opening, shall be submitted in writing within seven (7) calendar days after such aggrieved person having a substantial interest knows or should have known the facts giving rise thereto.

Any actual or prospective Proposer who is aggrieved in connection with the Solicitation or proposed award of a contract which does not exceed the amount of the award authority of the Purchasing Manager, may protest to the Chief Financial Officer. The protest shall be submitted in writing within three working days from the time the recommendation for award is made to the Chief Financial Officer.

Any actual or prospective Proposer who is aggrieved in connection with the Solicitation or proposed award of a purchase order based on verbal quotation may protest to the Purchasing Manager anytime during the procurement process, up to the time of the award of the purchase order, but not after such time.

The Chief Financial Officer shall have the authority to settle and resolve a protest of an aggrieved Proposer, actual or prospective, concerning the solicitation or award of a contract.

If the protest is not resolved by mutual agreement, the Chief Financial Officer shall promptly issue a decision in writing, after consulting with the CCSO General Counsel. The decision shall:

State the reasons for the action taken and inform the protestant of his right to administrative review.

A copy of this decision shall be mailed or otherwise furnished immediately to the protestant and any other party intervening.

In the event of a timely protest under this section, the CCSO shall not proceed further with the solicitation or with the award of this contract until a written determination is made by the Chief Financial Officer and approved by the CCSO General Counsel or a written determination is made that the award of the contract must be made without delay in order to protect the substantial interest of the CCSO.

All protests under this section made by the aggrieved Proposer, or its duly authorized agent or attorney, shall be made by a Proposer who has standing to maintain a protest under Florida case law, shall be in writing, be timely made under this Code, and briefly state the facts and arguments upon which the protest is made. Such notices, to be deemed timely, must be received by the Purchasing Section to the attention of the Purchasing Manager within the time stated. The institution and filing of a protest under this Code is an administrative remedy that should be employed prior to the institution and filing of any civil action against the CCSO concerning the subject matter of the protest.

Protests not timely made under this section shall be barred. Any basis or ground for a protest not set forth in the letter of protest required under this section shall be deemed waived.

SECTION THREE STANDARD CONTRACT INFORMATION

3.01 Contract Type

This contract is based on an hourly rate fee schedule for authorized services. A purchase order must be received prior to any work commencing.

3.02 Contract Approval

This RFP does not, by itself, obligate the CCSO. The CCSO's obligation will commence when the contract is approved by the Sheriff. Upon written notice to the contractor, the CCSO may set a different starting date for the contract. The CCSO will not be responsible for any work done by the contractor, even work done in good faith, if it occurs prior to the contract start date set by the CCSO. Options/CLINs will be executed only after approval of the Basic Contract with CCSO.

3.03 Standard Contract Provisions

The contractor will be required to sign a contract and comply with the contract provisions established as a result of this proposal. No alteration of these provisions will be permitted without prior written approval from the CCSO General Counsel. Objections to any of the provisions in Appendix A must be set out in the Proposer's Proposal.

3.04 Proposal as a Part of the Contract

Part or all of this RFP and the successful Proposal may be incorporated into the contract.

3.05 Additional Terms and Conditions

The CCSO reserves the right to add terms and conditions during contract negotiations. These terms and conditions will be within the scope of the RFP and will not affect the Proposal evaluations.

3.06 Insurance Requirements

The Supplier/Contractor shall maintain in effect during the time period of this contract, "Adequate Insurance Coverages" as required by federal, state and local laws, regulations and ordinances. Such coverage shall be provided by companies approved by the CCSO. Supplier/Contractor shall not commence or continue work under this contract until evidence of "Adequate Coverage" has been provided to and approved by the Purchasing Manager. In addition, in the event that Supplier/Contractor does commence or continue work during any period where "Adequate Insurance Coverage" is not in force, charges assessed to the CCSO for uninsured independent Suppliers/Contractors will be back charged to the Supplier/Contractor.

“Should any of the required policies be canceled or undergo material change before the expiration date, the issuing insurance company will mail sixty (60) days written notice to: CCSO Legal Office, Clay County Sheriff’s Office, 901 North Orange Avenue, Green Cove Springs, Fl 32043.”

3.07

Indemnity

The Contractor covenants and agrees to indemnify and save harmless the CCSO, and to defend it from all cost, expenses, damages, attorney's fees, injury or loss, to which the CCSO may be subjected by any person, firm, corporation or organization by reason of any wrong doing, misconduct, want or need of care or skill, negligence or default or breach of Contract, guaranty or warranty, by the Contractor, his employees, his agent or assigns.

3.08

Contract Funding

Approval or continuation of a contract resulting from this is contingent upon funding appropriations from the Clay County Board of County Commissioners.

3.09

Proposed Payment Procedures

The CCSO will make payments based on a negotiated payment schedule. Each billing must consist of an invoice and progress report. No payment will be made until the project director has approved the progress report and invoice.

3.10

Contract Payment

No payment will be made until the contract is approved by the Sheriff or Undersheriff. Under no conditions will the CCSO be liable for the payment of any interest charges associated with the cost of the contract.

The CCSO is not responsible for and will not pay local, state, or federal taxes. All costs associated with the contract must be stated in U.S. currency.

3.11

Payment for Contracted Services

A.

Proper Invoice

For purposes of billing submission and payment procedures, a "proper invoice" by a contractor, vendor or other invoicing party shall consist of at least all of the following:

1. a description (including quantity) of the goods and/or services provided, reasonably sufficient to identify it (or them);
2. the amount due, applicable discount(s), and the terms thereof;
3. the full name of the vendor, contractor or other party who is supplying the goods and/or services including a mailing address in case of a dispute and a mailing address for payment purposes (if they are different) and a telephone number;

4. the Purchase Order or Contract number as supplied by the CCSO; and
5. an identification by Account to which the services were provided.

All invoices, in order to be classified as a proper invoice, shall be delivered to Clay County Sheriff's Office, Accounts Payable, Fiscal Section, 901 North Orange Avenue, P.O. Box 548, Green Cove Springs, FL 32043.

Finally, in addition to all of the above, in order to be considered a proper invoice, it must be based on a proper delivery of services to and acceptance by the CCSO; the vendor, contractor or other party who is supplying the services has otherwise complied with all of the contract's terms and conditions and is not in default of any of them; and if the contract requires any subcontractors or other parties to be bound by similar other "flow-down" requirements, that those requirements have been complied with.

All payments made under this Bid will be made in accordance with the Local Government Prompt Payment Act; in effect, not later than 45 days from receipt of proper invoice.

B. Dispute Resolution

In the event a dispute occurs between a contractor, vendor or other invoicing party and the CCSO concerning payment of an invoice, the Chief Financial Officer and the invoicing party shall meet to consider the disputed issues. The invoicing party shall provide to the CCSO such material and information as the CCSO may reasonably require. Any such procedure shall be initiated by either party notifying the other in writing of a dispute and stating with specificity its nature.

This procedure shall commence not later than forty-five (45) days, and be resolved not later than sixty (60) days, after the date on which the proper invoice was received by the CCSO. Any decision by the Chief Financial Officer shall constitute the final decision of the CCSO regarding these matters and shall be communicated in writing to the invoicing party within three business days after such decision. If no decision is rendered within the time period as set out above, then a decision against the invoicing party shall be deemed to have been issued.

**3.12
Informal Debriefing**

When the contract is completed, an informal debriefing may be performed at the discretion of the project director. If performed, the scope of the debriefing will be limited to the work performed by the contractor.

**3.13
Contract Personnel**

All contract personnel must pass a background check and be CJIS certified prior to obtaining any Sheriff's Office documentation.

Any change of the project team members named in the Proposal must be approved, in advance and in writing, by the project director. Personnel changes that are not approved by the CCSO may be grounds for the CCSO to terminate the contract.

3.14**Inspection & Modification - Reimbursement for Unacceptable Deliverables**

The contractor is responsible for the completion of all work set out in the contract. All work is subject to inspection, evaluation, and approval by the project director. The CCSO may employ all reasonable means to ensure that the work is progressing and being performed in compliance with the contract. Should the project director determine that corrections or modifications are necessary in order to accomplish its intent the project director may direct the contractor to make such changes. The contractor will not unreasonably withhold such changes.

Substantial failure of the contractor to perform the contract may cause the CCSO to terminate the contract. In this event, the CCSO may require the contractor to reimburse monies paid (based on the identified portion of unacceptable work received) and may seek associated damages.

3.15**Termination for Default**

If the project Manager determines that the contractor has refused to perform the work or has failed to perform the work with such diligence as to ensure its timely and accurate completion, the CCSO may, by providing written notice to the contractor, terminate the contractor's right to proceed with part or all of the remaining work.

This clause does not restrict the CCSO's termination rights under the contract provisions of Appendix A, attached.

3.16**Contract Changes - Unanticipated Amendments**

During the course of the contract, the contractor may be required to perform additional work. That work will be within the general scope of the initial contract. When additional work is required, the project director will provide the contractor a written description of the additional work and request the contractor to submit a firm time schedule for accomplishing the additional work and a firm price for the additional work. Cost and pricing data must be provided to justify the cost of such amendments.

The contractor will not commence additional work until the project director has secured any required CCSO approvals necessary for the amendment and issued a written contract amendment, approved by the Sheriff, the Undersheriff, or the Chief Financial Officer.

3.17**Contract Invalidation**

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

SECTION FOUR CCSO BACKGROUND INFORMATION

4.01 Background Information

Clay County encompasses a 601 square mile suburban/rural county in Northeast Florida and contains the communities of Orange Park, Middleburg, Green Cove Springs, Fleming Island, Penney Farms, Clay Hill, Oakleaf Plantation, and Keystone Heights with a population of 203,967 (78,478 households). It is bordered to the north by Jacksonville and is part of the Jacksonville MSA which has a major influence on the county. Clay County has a council-manager form of government.

The Clay County Sheriff is one of 5 constitutional officers in Clay County. The others are Clerk of Court, Property Appraiser, Tax Collector, and Supervisor of Elections.

The CCSO has a total of approximately 565 full time and 72 part time employees. The full time positions consist of 276 law enforcement deputies, 106 detention deputies, and 183 civilians.

The Detention Facility has an in-house capacity of approximately 480 beds and routinely houses over 400 inmates.

SECTION FIVE SCOPE OF WORK

5.00 Scope of Work

Purpose: It is the intent of the CCSO to secure a qualified firm or individual to provide a certified promotional list for the positions of Law Enforcement Sergeant, Law Enforcement Lieutenant, Detention Sergeant, Detention Lieutenant, and Civilian Corporal Supervisor. The certified results will be created through the development, administration and grading of a promotional assessment center type examination. The examination will be a part of a comprehensive promotional process where the skill and knowledge of the particular job are the determinants of a successful promotion and where each applicant has an equal opportunity to demonstrate their ability.

5.01 Background Information

5.01.1 Location – The Clay County Sheriff’s Office main facility is located at 901 North Orange Avenue, Green Cove Springs, Florida 32043 and has several off-site locations in Orange Park, Middleburg, and Keystone Heights.

5.01.2 Current Provisions - The Clay County Sheriff’s Office is currently creating, administering, and grading the promotional written tests.

5.01.3 Scope of Service – The successful bidder(s) will be responsible for the development of comprehensive promotional assessment center examinations. The examinations must meet the following requirements:

- a. The examinations will be fair, objective, content valid, and psychometrically sound.
- b. The examinations must be in compliance with generally accepted standards in the field of tests and measurements.
- c. The examinations must be in compliance with CCSO General Orders, Standard Operating Procedures, Florida State Statutes, and County Ordinances.
- d. The written examinations must be developed with Subject Matter Experts (SMEs) from the CCSO.
- e. Each examination must entail multiple assessment exercises and measurements.

5.01.4 Type of Promotional Written Tests

- a. Provide a 100 question certified promotional written test for the positions of Law Enforcement Sergeant. The written test will be based on the Clay County Sheriff’s Office current Standard Operating Procedures, General Orders, Florida State Statutes and Clay County Ordinances. The written test must be practical to the knowledge base of a Law Enforcement Sergeant.
- b. Provide a 100 question certified promotional written test for the positions of Law Enforcement Lieutenant. The written test will be based on the Clay County Sheriff’s Office current Standard Operating Procedures, General Orders, Florida State Statutes and Clay County Ordinances. The

written test must be practical to the knowledge base of a Law Enforcement Lieutenant.

- c. Provide a 100 question certified promotional written test for the positions of Detention Sergeant. The written test will be based on the Clay County Sheriff's Office current Standard Operating Procedures, General Orders, Florida State Statutes and Florida Model Jail Standards. The written test must be practical to the knowledge base of a Sworn Detention Sergeant.
- d. Provide a 100 question certified promotional written test for the positions of Detention Lieutenant. The written test will be based on the Clay County Sheriff's Office current Standard Operating Procedures, General Orders, Florida State Statutes and Florida Model Jail Standards. The written test must be practical to the knowledge base of a Sworn Detention Lieutenant.
- e. Provide a 100 question certified promotional written test for the positions of Civilian Corporal Supervisor. The written test will be based on the Clay County Sheriff's Office current Standard Operating Procedures, General Orders, and CJIS security policy. The written test must be practical to the knowledge base of a Civilian Corporal Supervisor.

5.01.5 In-Basket Assessment

The successful bidder(s) will be responsible for the development and administration of in-basket exercises for each promotional position to evaluate the candidates' ability to set priorities, make decisions, develop plans, solve problems, and delegate responsibility. Within the designated timeframe, the candidate must prioritize the contents of the in-basket and justify their reasons to the proctor.

5.01.6 Scenario Based Panel Assessment

The successful bidder(s) will be responsible for the development and administration of four scenario-based exercises specific for each promotional position. Some examples include:

- a. Tactical exercise
- b. Employee problem
- c. Crime issue
- d. Planned event (i.e. protest)

Within twenty (20) minutes, the candidate must review the scenarios, plan an action for each scenario, and defend their decisions to the proctor.

5.01.7 Interactive Exercise

The successful bidder(s) will be responsible for the development and administration of interactive/role playing exercise(s) for each promotional position.

5.02 Requirements – Detail

5.02.1 The successful Bidder shall be expected to provide or perform the following: The Proposer must satisfy the following mandatory minimum requirements in order to have their responses evaluated.

Failure to meet these requirements will result in the response not being evaluate and being rejected as non-responsive:

- The Bidder must have at least one (1) full-time employee (not a sub-consultant) who possesses a PhD in Industrial-Organizational (I/O) Psychology or related field from an accredited university.
- The Bidder must have developed and administered promotional examinations for law enforcement personnel in organizations with a minimum of two hundred employees.
- The Bidder must not have had a contract terminated for any performance related reason by a federal, state or local government entity during the three (3) year date.

5.03

Consultant Obligations

(a) The Consultant will develop a plan of action for designing, implementing and administering a defensible promotional testing process that meets the requirements of the Federal Uniform Guidelines on Employee Selection Procedures and recent court cases affecting the interpretation of the Uniform Guidelines, the CCSO Civil Service and Personnel Rules and Regulations, and the standards for promotion outlined in the standards manual of the Law Enforcement Agency Accreditation Program.

(b) During the implementation phase, develop written guidelines and rules which will govern the administration of the examination assessment and process. The consultant will publish for all eligible candidates, at least one (1) month prior to the administration of any exam process, the guidelines and rules, weights assigned to each phase, and review procedures along with any other information deemed to be appropriate by the CCSO's Personnel Division Chief.

(c) Review and utilize the job descriptions developed by the CCSO Human Resources Section

(d) Advise the CCSO Personnel Division on innovative ways to develop, administer, and grade an assessment center that would be a sound predictor of management, leadership, and other applicable knowledge, skills, abilities, and characteristics deemed critical as determined through the job analysis process.

(e) Develop, administer, and grade assessment center exercises which will evaluate "traditional markers" that demonstrate management, leadership, and other important knowledge, skills, abilities, and characteristics identified in the job description. The Consultant will provide live assessors and trained actors to interact with candidates during these exercises, if applicable. The scoring methodology used should be easily understood by candidates and may not utilize t-scores. Exercises must be administered in Clay County at a location determined by the CCSO.

(f) Simultaneously develop a parallel version of each assessment center exercise which is of similar nature and difficulty which can be administered at a later time for returning military personnel. Five complete paper/hard copies of the entire examination (as would be seen by the candidate) and five (5) complete copies of the exam key must be provided as well as an electronic version of each. The electronic version will be provided in an electronic format as specified by the Project Manager. The parallel version of each assessment center exercise will be provided to the Project Manager the first day of assessor training.

- (g) Provide an orientation to promotional candidates to ensure all candidates receive uniform information, which must include the performance dimensions and their respective weights for which they will be tested.
- (h) All scores will be entered onsite during the administration of the promotional assessment center exercises by the Consultant and verified by a representative of the CCSO Personnel Division.
- (i) Provide scoring data and create an overall examination score for each candidate, which includes scores for each testing component or dimension. This data will be returned to the CCSO Personnel Division in a Microsoft Excel file. All scoring data should be calculated using precise formulas. Only the final score may be rounded to three decimal places. CCSO will provide the Consultant with candidates written exam scores of a knowledge based test which will be administered prior to the assessment center exercises. These scores will also be used to determine the candidates overall exam score.
- (j) Provide each candidate with a feedback report of his or her performance on each measured dimension used in the selection process. This report should contain itemized scoring for each dimension, their overall test score, and assessor feedback notating performance strengths and weaknesses.
- (k) Consultant will be responsible for all logistical responsibilities including, but not limited to: covering the expenses of facilities used in the examination administration process, providing any electronic, audio or visual equipment (timers, audio players, video cameras, etc.) which may be used in assessment exercises to include set-up, making copies of exam material, preparing exam rooms for assessment center, etc. For live assessment grading, the Consultant will provide audio recorders to capture candidate responses as a backup during assessment center activities.
- (l) For each examination, provide a complete report detailing all aspects of the written test which includes but is not limited to development, administration, grading, adverse impact analysis, results, statistical analysis, etc. The report should specifically state how the services provided comply with generally accepted standards in the fields of tests and measurements. Five (5) complete paper/hard copies of the entire examination (as seen by the candidates) and five (5) complete copies of the exam key must be provided with the report as well as an electronic version of each. The final report should be delivered in both hard copy and electronic Microsoft Word formats to the CCSO Personnel Division the last day of testing.
- (m) Provide recommended cut scores by utilizing legally defensible methods as described in the Uniform Guidelines on Employee Selection Procedures. Exams having multiple hurdles may require at least two recommended cut scores. Analyze and make recommendations regarding adverse impact.
- (n) If necessary, the Consultant will testify, at no additional cost to the CCSO, in any hearings or trials involving written tests which they develop, administer, and/or grade.
- (o) The Consultant will maintain security of all exam materials prior to and after the written test. All exam material developed will become the property of the CCSO.
- (p) Subsections (a) through (n) above shall involve deliverables to the CCSO at designated intervals to be specified in the contract.

5.04**Professional Responsibility**

5.04.1 Professional Liability – All services shall be provided with the skill and care which would be exercised by comparable company performing similar services at the time and place such services are performed. If the failure to meet these standards results in deficiencies in the services, the awarded contractor shall furnish, at their own cost and expense, the means necessary to correct deficiencies, and shall be responsible for any and all consequential damages arising from these deficiencies.

Contractor shall accept full responsibility for the work as described herein. Contractor shall obtain and furnish proof of insurance. If the initial insurance expires prior to the completion of the contract, a renewal certificate shall be furnished thirty (30) days prior to date of expiration.

5.04.2 Bond Requirements – The Office of the Sheriff, Clay County has waived the requirement of a bid bond.

5.05**CCSO Obligations**

- (a) The CCSO will provide Subject Matter Experts to assist in the development of the examinations.
- (b) The CCSO will assist the Consultant in securing testing locations for the examinations.
- (c) The CCSO will assist the Consultant with the proctoring and administration of the examinations.

5.06**Estimated Number of Candidates**

Provided below are the number of candidates for past promotional examinations:

2016 Law Enforcement Lieutenant

- 17 Phase 1 - Candidates for written exam
- 12 Phase 2 - Assessment

2016 Law Enforcement Sergeant

- 49 Phase 1 – Candidates for written exam
- 34 Phase 2 - Assessment

2017 Detention Lieutenant

- 6 Phase 1 – Candidates for written exam
- 5 Phase 2 - Assessment

2016 Detention Sergeant

- 23 Phase 1 – Candidates for written exam
- 20 Phase 2 - Assessment

2017 Civilian Corporal Supervisor

- 13 Phase 1 – Candidates for written exam
- 6 Phase 2 - Assessment

PROPOSAL FORMAT AND CONTENT

6.01

Proposal Format and Content

The CCSO discourages overly lengthy and costly Proposals, however, in order for the CCSO to evaluate Proposals fairly and completely, Proposers must follow the format set out in this RFP and provide all information requested.

6.02

Introduction

Proposals must include the complete name and address of Proposer's firm and the name, mailing address, and telephone number of the person the CCSO should contact regarding the Proposal.

Proposals must confirm that the Proposer will comply with all provisions in this RFP. Proposals must be signed by a company officer empowered to bind the company. Proof of such binding authority shall be furnished as part of the Proposal. A Proposer's failure to include these items in the Proposals may cause the Proposal to be determined to be non-responsive and the Proposal may be rejected.

6.03

Understanding of the Project

Proposers must provide comprehensive narrative statements that illustrate their understanding of the requirements of the project and the project schedule. Statements should reflect list of work activities as listed in Section 5.01 of this RFP.

6.04

Methodology Used for the Project

Proposers must provide comprehensive narrative statements that set out the methodology they intend to employ and illustrate how the methodology will serve to accomplish the work and meet the CCSO's project schedule.

6.05

Management Plan for the Project

Proposers must provide comprehensive narrative statements that set out the management plan they intend to follow and illustrate how the plan will serve to accomplish the work and meet the CCSO's project schedule.

6.06

Experience and Qualifications

Proposers must provide an organizational chart specific to the personnel assigned to accomplish the work called for in this RFP; illustrate the lines of authority; designate the individual responsible and accountable for the completion of each component and deliverable of the RFP.

Proposers must provide a narrative description of the organization of the project team and a personnel roster that identifies each person who will actually work on the contract and provide the following information about each person listed:

- (a) Title,
- (b) Resume,
- (c) Location where work will be performed,
- (d) Itemize the hourly rates for each position named above and equipment that may be utilized for work assignments.

Proposers must provide three references (names and phone numbers) for similar projects the Proposer's firm has completed within the last three years.

6.07

Cost Proposal

Cost Proposals must include an itemized list of all direct and indirect costs associated with the performance of the contract, including, but not limited to, various hourly rates, direct expenses, payroll, supplies, overhead assigned to each person working on the project, percentage of each person's time devoted to the project, and profit.

6.08

Evaluation Criteria

All Proposals will be reviewed to determine if they are responsive. It is determined that in the best interest of The Clay County Sheriff's Office when awarding the bid for service(s) for this RFP, the awarded Contractor must have a proven record in the specified fields of service. This being the case, the low bidder will not necessarily be awarded the bid. Consideration will be given to reputation, experience, and ability to comply with time constraints of this RFP, consistent with the evaluation criteria set out in Section Seven.

An evaluation may not be based on discrimination due to the race, religion, color, national origin, sex, age, marital status, pregnancy, parenthood, disability, or political affiliation of the Proposer.

A Proposal shall be evaluated to determine whether the Proposer responds to the provisions, including goals and financial incentives, established in the request for Proposals in order to eliminate and prevent discrimination in CCSO contracting without regard to race, creed, color, sex, religion, age, national origin, disability, marital status, citizenship status or any other category protected by federal, state or local statute or code.

**SECTION SEVEN
EVALUATION CRITERIA AND CONTRACTOR SELECTION**

**THE TOTAL NUMBER OF POINTS USED
TO SCORE THIS CONTRACT IS 100**

7.01**Understanding of the Project (10%)**

Proposals will be evaluated against the questions set out below:

- (a) Has the Proposer demonstrated a thorough understanding of the purpose and scope of the project, including the deliverables expected by CCSO?
- (b) How well has the Proposer identified pertinent issues and potential problems related to the project?
- (c) Has the Proposer demonstrated an understanding of the CCSO's time schedule and can meet it?
- (d) Has the Proposer demonstrated a thorough consideration and issues related to any Options/Additional CLINS?

7.02**Methodology Used for the Project (10%)**

Proposals will be evaluated against the questions set out below:

- (a) Does the methodology depict a logical approach to fulfilling the requirements of the RFP?
- (b) Does the methodology match and achieve the objectives set out in the RFP?
- (c) Does the methodology include addressing the objectives for any Options/Additional CLINS?
- (d) Does the methodology interface with the time schedule in the Proposal?

7.03**Management Plan for the Project (10%)**

Proposals will be evaluated against the questions set out below:

- (a) How well does the management plan support all of the project requirements and logically lead to the deliverables required in the RFP?
- (b) Is the organization of the project team clear?
- (c) How well is accountability, lines of authority, and communication completely and clearly defined?
- (d) To what extent does the Proposer already have the hardware, software, equipment, and licenses necessary to perform the contract?
- (e) Does it appear that Proposer can meet the schedule set out in the RFP?

- (f) Has the Proposer gone beyond the minimum tasks necessary to meet the objectives of the RFP?
- (g) Is the Proposal practical, feasible, and within acceptable hourly rates?
- (h) How well have any potential problems been identified?
- (i) Is the Proposal submitted responsive to any/all equipment requirements in the RFP?

7.04

Experience and Qualifications (10%)

Proposals will be evaluated against the questions set out below:

Questions regarding personnel:

- (a) Do the individuals assigned to the project have experience on similar projects?
- (b) Are resumes complete and do they demonstrate backgrounds that would be desirable for individuals engaged in the work the project requires?
- (c) How extensive is the applicable education and experience of the personnel designated to work on the project?

Questions regarding the firm:

- (d) How well has the firm demonstrated experience in completing projects on time and within budget?
- (e) How successful is the general history of the firm regarding timely and successful completion of projects?
- (f) Has the firm provided letters of reference from previous clients or contacts?
- (g) If a subcontractor will perform work on the contract, how well do they measure up to the evaluation used for the Proposer?

7.05

Contract Cost (60%)

The lowest cost Proposal will receive the maximum number of points allocated to cost. The point allocations for cost on the other Proposals will be determined through the method set out in Section 2.11.

**APPENDIX A
FORMS**

1. W-9 Form, First Page
2. Form 2 - RFP Authorized Signature Form
3. Form 3A - Interest in Competitive Bid for Public Business
4. Proposal Submittal Form
5. Qualifications Statement
6. Non-Collusive Affidavit
7. Public Entity Crimes Statement
8. Drug Free Workplace Form
9. Indemnification/Hold Harmless Form
10. Insurance Requirements
11. References
12. Cost Proposal Sheet Instructions
13. Cost Proposal Sheet
14. Proposal Completeness Checklist

<p>Form W-9 (Rev. January 2011) Department of the Treasury Internal Revenue Service</p>	<p>Request for Taxpayer Identification Number and Certification</p>	<p>Give Form to the requester. Do not send to the IRS.</p>
--	--	---

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification (required): <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶	
	<input type="checkbox"/> Other (see Instructions) ▶	
Address (number, street, and apt. or suite no.)		Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%; border: 1px solid black; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:20%; border: 1px solid black; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:50%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		
Employer identification number					
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:10%; border: 1px solid black; height: 20px;"></td> <td style="width:5%; text-align: center;">-</td> <td style="width:90%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-			
	-				

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

FORM 2

REQUEST FOR PROPOSAL AUTHORIZED SIGNATURE

The undersigned person, by the undersigned's authorized signature affixed hereon, warrants that:

1. The undersigned is an authorized representative of the Contractor's firm and the enclosed Proposal is submitted on behalf of the Consulting Contractor firm.
2. The undersigned has carefully reviewed all the materials and data provided on the Contractor firm's Proposal on behalf of the firm, and, after specific inquiry, believes all the material and data to be true and correct.
3. The Proposal offered by the Contractor's firm is in full compliance with the Request for Proposal requirements set forth in this Request for Proposal.
4. The Contractor's firm authorizes the CCSO, its staff or consultants to contact any of the references provided in the Proposal and specifically authorizes such references to release either orally, or in writing, any appropriate data with respect to the Consulting Contractor's firm offering this Proposal.
5. The undersigned has been specifically authorized to issue a contract in full compliance with all requirements and conditions as set forth in this Request for Proposal.
6. If this Proposal is accepted, contracts will be issued as negotiated in a format acceptable to the CCSO in form and content.
7. Each Proposal submitted by the Proposer shall contain this form with the **original** signature of authorized representative.

Name of Firm

Signature of Authorized Representative

Type or Printed Name of Authorized Representative

_____ Title Date

FORM 3A: INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS

LAST NAME, FIRST NAME, MIDDLE NAME			OFFICE POSITION HELD
MAILING ADDRESS			AGENCY
CITY	STATE	ZIP	ADDRESS OF AGENCY

WHO MUST FILE THIS STATEMENT

Sections 112.313(3) and 112.313(7), Florida Statutes, prohibit certain business relationships on the part of public officers and employees, their spouses, and their children. See Part III, Chapter 112, Florida Statutes and/or the brochure entitled "A Guide to the Sunshine Amendment and Code of Ethics for Public Officers, Candidates and Employees" for more details on these prohibitions. However, Section 112.313(12), Florida Statutes (1983) provides certain limited exemptions to the above referenced prohibitions, including one where the business is awarded under a system of sealed, competitive bidding; the public official has exerted no influence on bid negotiations or specifications; and where disclosure is made, prior to or at the time of submission of the bid, of the official's or his spouse's or child's interest and the nature of the intended business. This form has been promulgated by the Commission on Ethics for such disclosure, if and when applicable to a public officer or employee.

INTEREST IN COMPETITIVE BID FOR PUBLIC BUSINESS (Required by 112.313(12)(b) Fl. Stat. (1983))

1. The competitive bid to which this statement applies has been/will be submitted to the following government agency:		
2. The person submitting the bid is: Name	Position	
3. The business entity with which the person submitting the bid is associated is:		
4. My relationship to the person or business submitting the bid is as follows:		
5. The nature if the business intended to be transacted in the event that this bid is awarded is as follows:		
a. The realty, goods and/or services to be supplied specifically include:		
b. The realty, goods and/or services will be supplied for the following time: _____		
c. Will the contract be subject to renewal without further competitive bidding? ____ Yes ____ No if so, how often? _____		
6. Additional comments:		
7. Signature	Date Signed	Date Filed
<p>FILING INSTRUCTIONS</p> <p>If you are a state officer or employee required to disclose the information above, please file this form with the Secretary of State at the Capital, Tallahassee, Florida 32301. If you are an officer or employee of a political subdivision of this state and are subject to this disclosure, please file the statement with the Supervisor of Elections of the county in which the agency in which you are serving has its principal office.</p>		
<p>NOTICE: UNDER THE PROVISIONS OF FLORIDA STATUTES #112.317 (1983), A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$5000.00</p>		

**SEALED REQUEST FOR PROPOSALS
REQUEST FOR PROPOSAL (RFP) NUMBER: B18-004
PROJECT NAME: CLAY COUNTY SHERIFF'S OFFICE
PROMOTIONAL PROCESS AND DEVELOPMENT**

PROPOSAL SUBMITTAL FORM

Company Name

Telephone

Home Office Address

City, State & Zip

Address: Office Servicing Clay County, other than above

Name/Title of CCSO Representative

Telephone

Fax Number

Email Address

The undersigned attests to his/her authority to submit this Proposal and to bind the Contractor herein named to perform as per contract, if the Contractor is awarded a Contract by the CCSO.

The undersigned further certifies that he/she has read the Request for Qualifications, Terms and Conditions, Insurance Requirements and all other documentation relating to this request and this Proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

Addendum No. _____ Dated _____ Addendum No. _____ Dated _____
Addendum No. _____ Dated _____ Addendum No. _____ Dated _____

Signature

Date

Proposal Submittal Form - THIS PAGE MUST BE COMPLETED & SUBMITTED WITH PROPOSAL

**SEALED REQUEST FOR PROPOSALS
REQUEST FOR PROPOSAL (RFP) NUMBER: B18-004
PROJECT NAME: CLAY COUNTY SHERIFF'S OFFICE
PROMOTIONAL PROCESS AND DEVELOPMENT**

QUALIFICATIONS STATEMENT

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter:

SUBMITTED TO: Clay County Sheriff's Office
Purchasing Manager
901 North Orange Avenue
Green Cove Springs, FL 32043

CHECK ONE:
 Corporation
 Partnership
 Individual
 Joint Venture
 Other

SUBMITTED BY:
NAME: _____
ADDRESS: _____
PRINCIPLE OFFICE: _____

State the true, exact, correct and complete legal name of the partnership, corporation, trade or fictitious name under which you do business and the address of the place of business.

The correct name of the Proposer is: _____

The address of the principal place of business is: _____

If the Proposer is a corporation, answer the following:

a. Date of Incorporation: _____

b. State of Incorporation: _____

c. President's Name: _____

d. Vice President's Name: _____

e. Secretary's Name: _____

f. Treasurer's Name: _____

g. Name and address of Resident Agent: _____

If Proposer is an individual or partnership, answer the following:

a. Date of Organization: _____

b. Name, address and ownership units of all partners: _____

c. State whether general or limited partnership: _____

If Proposer is other than an individual, corporation or partnership, describe the organization and give the name and address of principals:

If Proposer is operating under fictitious name, submit evidence of compliance with the Florida Fictitious Name Statute.

How many years has your organization been in business under its present business name?

Under what other former names has your organization operated?

ACKNOWLEDGEMENT

State of Florida
County of _____

On this the _____ day of _____, 20__, before me, the undersigned Notary Public of the State of _____, personally appeared _____ and (Name(s) of individual(s) who appeared before notary) whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC
SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF _____

(Name of Notary Public: Print, stamp, or type as commissioned)

__Personally known to me, or __Produced Identification: _____ **DID** take an oath, or **DID NOT** take an oath

NON-COLLUSIVE AFFIDAVIT

State of _____

County of _____

_____ being first duly sworn, deposes and says that:

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

Signed, sealed and delivered in the presence of:

 By: _____

 (Printed Name)

 (Title)

ACKNOWLEDGEMENT

State of Florida
County of _____

On this the _____ day of _____, 20__, before me, the undersigned Notary Public of the State of _____, personally appeared _____ and (Name(s) of individual(s) who appeared before notary) whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

NOTARY PUBLIC
SEAL OF OFFICE:

NOTARY PUBLIC, STATE OF _____

(Name of Notary Public: Print, stamp, or type as commissioned)

__Personally known to me, or __Produced Identification: _____ **DID** take an oath, or **DID NOT** take an oath.

PUBLIC ENTITY CRIME INFORMATION

A person or affiliate who has been placed on the State of Florida’s 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 response on a contract with a public entity for services in the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a Contractor, Supplier, Sub-Contractor, or Contractor under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in **Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.**

I, _____, being an authorized representative of the firm of _____, located at City: _____

State: _____ Zip: _____, have read and understand the contents of the

Public Entity Crime Information and of this formal RFP package, hereby submit our Proposal accordingly.

Signature: _____

Date: _____

Phone: _____

Fax: _____

Federal ID#: _____

DRUG FREE WORKPLACE

Preference shall be given to business with drug-free workplace programs. Whenever two or more Proposals, which are equal with qualifications and service, are received by the CCSO for the procurement of commodities or contractual services, a Proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, your firm shall:

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 action 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 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 under an RFP, 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 RFP, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of the United States or any state, for a 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.

Concur _____

Variance _____

Date

Contractor’s Signature

INDEMNIFICATION/HOLD HARMLESS

The elected firm shall (if required by CCSO) defend, indemnify and hold the CCSO, the CCSO's representatives or agents, and the officers, directors, agents, employees, and assign of each harmless for and against any and all claims, demands, suits, judgments, damages to persons or property, injuries, losses or expenses of any nature whatsoever (including attorneys' fees at trial at appellate level) arising directly or indirectly from or out of any negligent act or omission of the elected firm, its Sub-contractors and their officers, directors, agents or employees; any failure of the elected firm to perform its services hereunder in accordance with generally accepted professional standards; any material breach of the elected firm's representations as set forth in the Proposal or any other failure of the elected firm to comply with the obligations on its part to be performed under this contract.

Concur _____ Variance _____

I, _____, being an authorized representative of the firm of

_____ located at City _____

_____, State _____, Zip Code _____

Phone: _____ Fax: _____.

Having read and understood the contents above, hereby submit accordingly as of this

Date, _____, 20____.

Please Print Name

Signature

This signed document shall remain in effect for a period of one (1) year from the date of signature of for the contract period, whichever is longer.

Indemnification/Hold Harmless Agreement - THIS PAGE MUST BE COMPLETED & SUBMITTED WITH PROPOSAL

INSURANCE REQUIREMENTS

The successful Proposer, upon being awarded the contract and before commencing any work, shall provide insurance and furnish the CCSO with a Certificate of Insurance as required by federal, state, and local guidelines.

REFERENCES

Proposer shall submit as a part of the proposal package, business references with name of the business, address, contact person, and telephone number that have utilized the services being proposed to the CCSO. The CCSO reserves the right to contact any of the personnel of the references provided.

Name: _____

Name: _____

Address: _____

Address: _____

Contact: _____

Contact: _____

Telephone No.: (____) _____

Telephone No.: (____) _____

Name: _____

Name: _____

Address: _____

Address: _____

Contact: _____

Contact: _____

Telephone No.: (____) _____

Telephone No.: (____) _____

Name: _____

Name: _____

Address: _____

Address: _____

Contact: _____

Contact: _____

Telephone No.: (____) _____

Telephone No.: (____) _____

**PROMOTIONAL PROCESS AND DEVELOPMENT
COST PROPOSAL SHEET INSTRUCTIONS**

Proposers shall submit the required pricing information in the format specified in this section. All proposed products and services shall be clearly identified. Proposers shall include any additional costs for its proposal (maintenance, support, consultation, training customization, etc.) on a single consolidated set of cost sheets that are clearly identified as “Cost Proposal Sheet”.

- A. The price quote should be all-inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.
- B. Provide individual prices for all items in the proposed solution, including separate prices for any levels of customization that are proposed. Provide alternatives to individual pricing, such as bundled pricing or volume pricing, if offered.
- C. Structure worksheets so that costs for separate phases of implementation are shown separately (if a multi-phase implementation is proposed).
- D. Caveat - For cost areas (systems, materials, infrastructure, etc.) not explicitly stipulated in a vendor's proposal, the vendor shall be responsible for coverage of all costs required to meet the specifications of this RFP.

Categories listed below may not be all inclusive of the Proposer’s cost. Proposers are encouraged to provide additional detail to explain all costs associated with the project.

Please note: The CCSO has the technology/support to administer tests electronically in conjunction with our Subject Matter Experts.

**PROMOTIONAL TEST DEVELOPMENT
COST PROPOSAL SHEET**

Test Development – Written Exams - 100 Question Exams for 5 Promotional Positions	
Cost to Write 100 Question Exams for 5 Promotional Positions	
Candidate Orientation and Preparation – Flat Rate	
Administering Exams – Cost per session based on blocks of 10	
Feedback Reports/Debriefing	
Estimated Cost for Test Site Location	
Other Costs: Please Specify:	
Total	
Test Development – In-Basket Assessment for 5 Promotional Positions	
Cost for Test Development	
Administering Exams – Cost per session based on blocks of 10	
Training Raters for Exam	
Feedback Reports/Debriefing	
Estimated Cost for Test Site Location	
Other Costs: Please Specify:	
Total	
Test Development – Scenario Based Panel Assessment for 5 Promotional Positions	
Cost for Test Development	
Administering Exams – Cost per session based on blocks of 10	
Training Raters for Exam	
Feedback Reports/Debriefing	
Estimated Cost for Test Site Location	
Other Costs: Please Specify:	
Total	

Test Development – Interactive Exercise for 5 Promotional Positions	
Cost for Test Development	
Administering Exams – Cost per session based on blocks of 10	
Training Raters for Exam	
Feedback Reports/Debriefing	
Estimated Cost for Test Site Location	
Other Costs: Please Specify:	
Total	

**CCSO REQUEST FOR PROPOSAL
PROPOSAL COMPLETENESS CHECKLIST**

The following checklist is a summary of the submission requirements for the RFP Documents. The firms can utilize this checklist to ensure the completeness of its Proposal. Specific requirements and information associated with this checklist are included in Section 2 of this RFP. The Firm shall submit its information in the order outlined by the checklist and reference each submission item in its Proposal to the corresponding subsection number of the RFP. This checklist may not be all inclusive of the information required as part of this RFP; therefore the firm shall refer to the sections of this RFP to satisfy itself that all of requirements for submission have been addressed.

- Proposal received at the office of the Purchasing Section (Proposals electronically transmitted by FAX, E-mail, etc., are not acceptable).
- Proposal sets enclosed in a single, sealed package with the following information on the envelope face:
 - Addressed to: Clay County Sheriff's Office, Attention Rhonda Sanders, Purchasing Section, 901 North Orange Avenue, Green Cove Springs, Florida 32043
 - Title of RFP
 - RFP number
 - Name of Firm,
 - Business address of Firm,
 - Telephone Number, and
 - FAX Number.
- Four (4) completed sets of the Proposal included (1 original and 3 copies).
- Cover sheet of each Proposal set shall include:
 - Title of RFP
 - RFP number
 - Firm name,
 - Business address of Firm,
 - Firm telephone number,
 - Firm FAX number,
- All text of Proposal is on 8.5 x 11 size paper with typeface not less than 10-point type.
- Original cover letter of understanding and interest stating:
 - Title of RFP
 - RFP number
 - All information submitted in support of the RFP is accurate and factual,
 - If selected, the Firm commits to carry out the project,
 - Firm is prepared to meet the required insurance, financial, and performance guarantees,
 - Signed and dated by the officer of the Firm empowered to commit the Firm to the obligations contained in the Proposal.
- Project descriptions for 3 projects, completed by members of the Firm within the last 3 years, relevant to the proposed CCSO project. (At the Firm's option, projects that are currently in the development

and/or construction stage can also be included in addition to the 3 completed projects). Each project description shall include the following, in the same sequence as listed:

- Name, address, and phone number of a contact/reference, (these references may be contacted by the CCSO.
 - Performance guarantees provided by the Firm.
 - Costs of the projects.
 - Information concerning major equipment types, installation, operation, and suppliers.
 - Proposed and actual project schedules.
 - Any unique problems, the approach to resolve these problems encountered, and address all phases of the project, including permitting, bidding, award, design, and construction.
 - At the Firm's option, projects that are currently in the development and/or construction stage can also be included in addition to the three (3) completed projects.
 - Statement as to whether projects were completed within contract time frame and within budget, projects not completed on time or within budget should be explained.
 - A description of any judgments, claims, arbitration proceedings or suits pending or outstanding against the organization or its officers.
 - A description of any lawsuits filed or arbitration requested with regard to construction contracts within the last 5 years.
- Firm profile including all of the following:
 - Name,
 - Principal business address,
 - Principal business contact,
 - Original letter of understanding and interest (specifics previously described).
 - Form of business (corporation, partnership, joint venture, etc.),
 - Names of partners or officers,
 - If a corporation, date and state of incorporation,
 - If partnership or joint venture:
 - Date of agreement specific to this project,
 - List of major firms or joint venture members
 - Identify assignments of legal or financial liabilities or responsibilities.
 - If Firm is a partially or fully owned subsidiary, identify parent firm and relationship with parent corporation.
 - Resumes of key personnel.
 - Letters of Reference from previous, similar customers and projects, preferably at least 3.
- Project Approach
 - Cost projections and Preliminary Project Schedule for the conductance of the entire project.
 - The following financial information shall be submitted for each Firm:
 - Statement committing Firm to provide a certificate of insurance in the RFP for the proposed project.
 - Documentation based on the submitted cost estimate, that the Firm/Guarantor can deliver bid, construction performance, and payment bonds as security for the faithful performance and payment of all his obligations under the future contract documents.