



REQUEST FOR PROPOSAL (RFP)

Multi-Function Printers/Copiers

RFP No. 22-0629

**ISSUE DATE:
June 29, 2022**

**PROPOSAL SUBMISSION DEADLINE:
July 22, 2022**

**CareerSource Pinellas
13805 58th Street N., Suite 2-140
Clearwater, FL 33760**

WorkNet Pinellas, Inc. dba CareerSource Pinellas is requesting proposals for the provision of copiers

Parties interested in submitting a Proposal should review this entire document.

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I. Overview

WorkNet Pinellas, Inc. dba CareerSource Pinellas (CareerSource Pinellas) is requesting Proposals from qualified vendor with the expertise to provide multi-function printers/copiers and services as further specified herein. Parties interested in submitting a quote in response to this Request for Proposal (RFP) should review this entire document, including the key information shown directly below.

A. RFP Timeline

All times listed reflect Eastern Standard Time (EST). These dates are estimates only and are subject to change by CareerSource Pinellas without recourse.

Action	Date
Release of Request for Proposals	June 29, 2022
Question and Answer Period	June 29 – July 18, 2022
Responses to RFP Due	July 22, 2022 (no later than 5:00 PM EDT)
Evaluation Team Conducts Proposal Reviews	July 25 – August 6, 2022
Evaluation Results Presented to the Finance Committee	August 24, 2022
CareerSource Pinellas selects proposer(s) for services (Board Meeting)	September 7, 2022
Contract Negotiations	September 8 - October, 2022

B. Questions and Answers

Questions and/or requests for clarification may be submitted by email to rfp@careersourcepinellas.com until July 18, 2022 at 5:00 PM. Please reference RFP No. 22-0629 in the subject line. **Questions and Answers will be posted on the CareerSource Pinellas website at:**

<https://careersourcepinellas.com/contracting-and-grants/>

Questions will not be responded to individually.

C. Proposal Submission

Sealed responses must be received no later than July 22, 2022, at 5:00 PM. Responses may be delivered via U.S. Mail, overnight courier service, hand delivered or emailed.

The proposal should include a description of how the provider will address all areas described in section VI. The response should include an affirmative statement that the provider can meet all criteria outlined in parts VI. If criteria cannot be met, the vendor is to state in their proposal which requirements cannot be met.

Include print speed pages per minute, paper capacity, scanning abilities, and memory of each printer/copier/scanner recommended for the solution. Also, identify the equipment by model and quantity for each location, as well as list the accessories per device. Provide the number of days it will take after the award is given to do installations of equipment provided via terms of this Agreement (include an installation timeline, as well as a training timeline).

II. Background of Organization

WorkNet Pinellas, Inc. dba CareerSource Pinellas, is a 501(c)(3) non-profit organization that serves as one of 24 regional workforce boards in the State of Florida. CareerSource Pinellas serves Pinellas County. The purpose of this request for proposal (RFP) is to obtain the services of an information technology firm (herein referred to as “vendor”) to perform related information technology services of WorkNet Pinellas, Inc. dba CareerSource Pinellas (CareerSource Pinellas). CareerSource Pinellas is seeking quotes from vendors interested in providing information technology services. Please consider this document a formal RFP. Responses to this RFP are to be used to determine the best-qualified vendor for these information technology services and will be the basis for negotiating a contract.

III. Minimum Qualifications

To be considered for a contract award, under this solicitation, interested firms must be licensed to do business in the State of Florida. Only licensed firms may respond to this Request for Proposal.

Furthermore, the vendor must not have been suspended or debarred from doing business with the state or federal government. The vendor must have at least 5 years of experience with similar projects. The vendor must be in a sound financial position and be willing to provide evidence of sound financial position.

IV. Contract Term

The contract term will begin October 22, 2022. Please include pricing in your proposal for one-year, three-year and five-year terms.

V. CareerSource Pinellas Information

Additional information on CareerSource Pinellas can be found at:

- CareerSource Pinellas - <http://www.careersourcepinellas.com/>

VI. Scope of Work

A. Overview

CareerSource Pinellas is seeking a vendor with the expertise and an established track record for providing printing, copying, scanning and fax solutions to replace existing equipment as outlined in this RFP. This contract is also expected to yield maximum service and uptime of proposed equipment solution.

B. Current Copiers, Locations, and Average Monthly Usage

CareerSource Pinellas is looking for multifunctional workgroup and departmental copying, scanning and fax solution to replace existing machines. The locations of our existing machines and average monthly usage is as follows:

Machine Number	Location	Make/Model	Average Monthly Usage	
			Black & White	Color
1	13805 58th Street N., Suite 2140, Clearwater, FL	Kyocera TASKalfa 6002i	1,679	n/a
2	13805 58th Street N., Suite 2140, Clearwater, FL	Kyocera TASKalfa 6052ci	1,397	4,486
3	2312 Gulf To Bay Blvd. Clearwater, FL	Kyocera TASKalfa 6002i	8,842	n/a
4	2312 Gulf To Bay Blvd. Clearwater, FL	Kyocera TASKalfa 6002i	1,756	n/a
5	2312 Gulf To Bay Blvd. Clearwater, FL	Kyocera TASKalfa 6052ci	3,137	743
6	3420 8th Avenue S., St. Petersburg, FL	Kyocera TASKalfa 6002i	385	n/a
7	3420 8th Avenue South, St. Petersburg, FL	Kyocera TASKalfa 6002i	180	n/a
8	3420 8th Avenue South, St. Petersburg, FL	Kyocera TASKalfa 6002i	6,054	n/a
9	3420 8th Avenue South, St. Petersburg, FL	Kyocera TASKalfa 6002i	1,589	n/a
10	3420 8th Avenue South, St. Petersburg, FL	Kyocera TASKalfa 6002i	3,097	n/a
11	3420 8th Avenue South, St. Petersburg, FL	Kyocera TASKalfa 6052ci	1,926	572
12	6100 154th Ave. North, Clearwater, FL	Kyocera TASKalfa 6052ci	486	316
13	682 E. Klosterman Road, Tarpon Springs, FL	Kyocera TASKalfa 6052ci	887	279
14	901 34th Street North, St. Petersburg, FL	Kyocera TASKalfa 6052ci	1,352	29

The new equipment will be at least equal to, but preferably better than the equipment listed above.

C. Equipment Requirements

Requirements for the copiers are as follows:

- All proposed equipment must be "New", shall be current models of modern technology in current production and not scheduled to retire within the next 24 months
- Must be U.L. approved, ENERGY STAR® compliant ISO hard drive security standards compliant.
- Contractor is responsible for assisting in maintaining confidentiality and security of documents and information that pass through Copier.
- Must be capable of 11"x17" Printing with duplexing and stapling also included.
- Capable to default to black and white and duplex printing for cost efficiencies. Must support manufacturers printing options and will be set up and maintained by CareerSource Pinellas' IT Vendor to provide up to date drivers to keep pace with changing technology.

- Will be capable of reporting potential issues, trigger re-ordering of supplies etc., via network connection, and vendor will provide proactive service based on this information as part of the managed services agreement.
- All copiers must have the ability to scan to desktops and email. Ability to scan to network folders, and workflow applications is a plus.
- Enable end users to easily replace consumable components including toner and paper.
- Include a Stapling Finisher.
- There is a preference for high resolution printing capabilities for workgroup printers.
- Both one-sided and two-sided printing should be available (in at least one or two machines per site).
- Scalable paper handling and/or letter, legal, and 11x17 paper sizes.
- Copiers will have an automatic document feeder.
- Unlimited job queue management is preferred.
- There is a preference for the purchase, acquisition, and use of goods, products and materials produced in the United States.
- Data that will be printed, scanned, copied, and faxed must be secure.

D. Service Requirements

The service requirements are as follows:

- Vendor must supply any and all parts and supplies to maintain equipment in condition necessary to produce quality copies.
- Vendor will provide installation of vendor/contractor provided equipment.
- All equipment shall include a “like-for-like” replacement provision.
- The agreement shall include full service with a 1 hour call back and a 4-hour onsite target response time, not to exceed 6 hours response time for any service call.
- All machines shall remain the property of vendor and vendor shall maintain all machines in acceptable working order during the contract. Any machine deemed unacceptable by customer shall be replaced at vendor expense.
- Customer reserves the right to request a replacement unit for each unit that fails to meet reliable performance expectations at no expense to customer.
- The vendor is capable of providing same-level service for all locations.
- Vendor must be able to provide a detailed service history and equipment performance upon request.
- Please explain your service program in your proposal.

E. Support Requirements

The support requirements are as follows:

- Vendor must be able to provide a technical support hotline.
- Vendor/Contractor must provide on-site training for the proposed hardware and software.
 - Please describe the training program for the proposed solution. Training costs must be included in your pricing section of your proposal.

- Contractor/Vendor shall provide user training in the use of all covered equipment, including general copy skills, and detailed features.
- Equipment installations and removals will be done at mutually agreeable times established by customer.
- Vendor shall review implementation plan with Customer prior to installation.
- An established program for service and support as demonstrated by contracts with comparable entities.
- An established program for reporting the numbers of impressions made on a quarterly, monthly and annual basis.
- Specify the outcome targets, minimal performance standards expected from the contractor, and methods for monitoring performance and process for implementing corrective actions.

F. Terms and Conditions

- All costs of delivery and installation shall be included.
 - Cost of installation and removal of the covered equipment will be the responsibility of the Vendor.
- Vendor may be asked to assist with coordinating the removal of current equipment.
- Replaced equipment will not require new contract terms.
- Vendor shall furnish a Certificate of Insurance.
- Vendor shall describe their Quality Assurance Process.
- Vendor shall provide their action plan for Disaster Recovery.
- All responses must be based on a multi-year lease agreement. The timeframe used should be clearly defined and a copy of the terms and conditions of the lease should be included for review.
 - Contract negotiation between Customer and selected vendor will take place upon award of contract. Please attach an example of your contract terms and conditions.

G. Financial Considerations

- Vendor agrees to pick up the equipment from the CareerSource Pinellas facility at the sole cost and expense of the vendor within five working days of the effective date of the termination as set forth in the notice from CareerSource Pinellas.
- Prices should not include any buyout costs on machines. If needed the selected vendor must agree to assist with buyout negotiations.
- One monthly invoice for all equipment usage itemized by location with automated meter reading functionality.
- One monthly invoice for the cost of the equipment lease should be presented separately listing the equipment by location.
- Invoice is to be received no later than 30 days prior to payment due date.
- Vendor shall include in their response whether on-line access of invoice is available.
- Lease to include all property taxes, insurance, documentation fees, delivery, installation, training & removal of equipment at end of term.
- Vendor will not charge shipping fees for consumables.
- All pricing will include equipment, maintenance & supplies excluding paper.

VII. Delivery

Respondent will deliver all the goods and services described herein. Delivery will be made to the addresses listed in the contract and within the specified time.

Title to the goods shall remain with Respondent until acceptance by CareerSource Pinellas. Risk of loss shall remain with Respondent until physical delivery to the copiers to the appropriate locations, and the copiers have been tested and confirmed that they are working properly. Any equipment found not in accordance with the description and specifications shall be returned, freight collect to the respondent.

VIII. Payment

Vendor will provide net 30, unless otherwise specified in the contract. Vendor will provide monthly costs by location. The cost shall be all-inclusive, including expenses (overhead, shipping, handling, delivery, toner fees) and other costs necessary.

IX. Instructions to Proposers

Interested parties desiring to provide proposal for services as described in this RFP must submit responses to CareerSource Pinellas in the following manner:

- Inquiries regarding this RFP should be submitted via email to: **rfp@careersourcepinellas.com**.
Please type "INQUIRY: COPIER RFP" in the subject line.
 - Questions and Answers will be posted on the CareerSource Pinellas website at: <https://careersourcepinellas.com/contracting-and-grants/>
 - Questions will not be responded to individually.
 - To maintain integrity of the process, proposers must only submit its questions to email addresses stated above.
- Respondents shall submit all data in the formats specified in this RFP. The forms furnished must be used when submitting the reply. Forms are to be filled out in pen and ink or typewritten with alterations, changes or amendments initialed. All forms must be signed and dated.
- **REPLIES MUST BE RECEIVED ON OR BEFORE THE DATE** reflected in the RFP Timeline in Section I(A) of this RFP. It is the Respondent's responsibility to assure their reply submittal is delivered at the proper place and time as required in this RFP. **The official date and time of receipt is the date and time the reply is stamped by CareerSource Pinellas.** Late replies will not be accepted.

- **NOTE: Failure to respond** to any required section of this RFP may result in disqualification of the proposal. Do not include the full RFP document in your proposal.
- **Respondents should not include marketing materials in their RFP submission.** Respondent's replies must state that their reply constitutes an offer that remains valid for at least 120 days after receipt of the reply.
- Replies may be sent via U.S. Mail, Courier, Hand Delivered or emailed to the location and individual indicated below:

CareerSource Pinellas
Attn: Steven Meier, Interim CEO
13805 58th Street North, Suite 2-140
Clearwater, FL 33760

- **If emailing a Response**, it must be submitted as a single .pdf document, inclusive of all attachments and be submitted to: rfp@careersourcepinellas.com.
- Each email submission must be followed up with a confirmation email directed to smeier@careersourcepinellas.com, confirming such submission. Proposers shall not copy or blind copy any other CareerSource Pinellas official, employee or board member. Violating these conditions may render a submitted proposal disqualified and subject to no further review.
- Responses by telephone or fax will not be accepted. Such responses will be rejected as non-responsive, regardless of when such responses are received. Respondents are cautioned that they are responsible for delivery to the specific email address cited above.
- Any proposal may be withdrawn until the date and time set above for final submission of proposals. Any proposals not so withdrawn will constitute an irrevocable offer, for a period of 120 days, to provide the services set forth in this RFP, or until one or more of the proposals have been awarded. Preparation costs for responses to this RFP are solely those of the respondent, and CareerSource Pinellas assumes no responsibility for any of such costs.
- The proposal shall be signed by a duly authorized individual or official of an organization. For proposals from organizations, the proposal shall also provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the Proposer, and the name of the person who may be contacted during the period of proposal evaluation if different from the signatory official.
- CareerSource Pinellas reserves the right to reject any or all responses, to re-advertise this RFP, to postpone or cancel this process, to waive irregularities in the process or in responses thereto; and to change or modify the project schedule at any time.

X. Proposal Requirements

A. Contract Period

This solicitation will result in a fixed price contract with the original contract period beginning upon execution of the contract. The original term of this contract shall be from the date of the award through agreed upon contract date. All prices shall be firm for the term of this contract.

B. Contract Renewal

At the discretion of CareerSource Pinellas, this contract may be renewed. Such renewal(s) shall be made by mutual agreement and shall be contingent on satisfactory performance evaluations as determined by CareerSource Pinellas and shall be subject to the availability of funds. Any renewal shall be in writing and shall be subject to the same terms and conditions as set forth in the initial contract. Any modifications to expand or enhance the planned scope of services of the contract in future years that may necessitate additional funds beyond the original prices submitted shall be made by mutual agreement. The awardee agrees to this condition by signing its proposal.

XI. Format for Preparing the Proposal

Proposals in response to this RFP shall adhere to format outlined below:

Proposal should include adequate information to evaluate the firm based on criteria set forth in this RFP. All proposal must be complete and signed using the provided proposal documents, when applicable.

ATTACHMENT A – Proposal form consists of the following documents:

- Part 1 – Cover Sheet
- Part 2 – Cost/Price Proposal Form

ATTACHMENT B – RELATIONSHIP DISCLOSURE FORM

1. Proposer must describe its organization, size and structure. The vendor should indicate location of administrative office and years in business at that location. Proposer must provide a summary of qualifications including the following:

- a. Project Team

Proposer must describe the qualifications of staff to be assigned to the engagement. Descriptions should include:

- i. The team makeup.
- ii. The overall supervision to be exercised.
- iii. The prior experience of the individual team members.

Provide information only on staff to be assigned to the engagement. Information concerning education, position in firm, years and types of experience, continuing professional education, licenses, etc. will be considered. List all experiences providing similar types of service.

2. Proposer must describe its understanding of the scope of work to be performed, including estimated hours and other relevant information. The vendor must provide a work plan that includes a transition plan to be followed in order to perform the services required.
3. Proposer must describe its experience including the names, addresses, contact persons and telephone numbers of prior organizations of similar size and types.
4. Proposer shall also provide three (3) letters of reference from past clients (private and/or public) within the last five (5) years that speak to the company's ability to handle the duties noted in this RFP.

ATTACHMENT C - Vendor General Provisions, Certifications and Assurances

Provided ATTACHMENTS A, B, and C must be completed and submitted.

No proposal will be considered that is not:

- a) Complete - If sections or mandated attachments are missing, the proposal will not be considered.
- b) Compatible - The proposal must be compatible with the goals and objectives of this request.

XII. Evaluation Criteria

All complete proposals will be evaluated according to the guidelines set forth in this RFP. All proposals will be evaluated based on responsiveness to this RFP.

CRITERIA	WEIGHT FACTOR
Proposal Specifications The Respondent adheres to RFP timeline, format and content. Respondent meets requirements to provide services and is licensed in the State of Florida.	Mandatory
Description of Products and Services included in the Solution The proposal adequately demonstrates their capacity to perform the scope of work.	50 Points
Cost Reasonableness The Respondent's Budget Information reflects reasonable costs for the staff and services as detailed in the Scope of Service.	20 Points
Respondent Experience and References The Respondent has successful experience in providing similar services.	20 Points
Other Criteria: <ul style="list-style-type: none"> • Due diligence by CareerSource Pinellas • Online reviews • Past experience • Respondent's reputation • Review of Respondent's Website • Business status is a certified minority-owned, women-owned, veteran-owned business 	10 Points
TOTAL SCORE	100 Points

Negotiations will be started with the proposer, whose proposal has been judged most appropriate with regard to all factors, including product quality, cost, etc. The lowest-priced proposal will not necessarily be selected, as cost is only one of the factors that will be considered. CareerSource Pinellas is not required to furnish a statement of the reason(s) why a proposal was not deemed to be the most advantageous.

Quality, warranty, and support are other important considerations. An established history of past satisfactory experience in doing business in Florida as confirmed by positive evaluations by references, product evaluations from web and print resources, and comparison of proposer's service proposals will contribute to the selection.

The following criteria will form the basis upon which CareerSource Pinellas will evaluate proposals. Proposals that meet the mandatory (complete and compliant) requirements, as stated above, will be evaluated with the following:

XIII. Conditions and Limitations of this RFP

The following conditions are applicable to all proposals:

This RFP does not commit or obligate CareerSource Pinellas to award a contract, to commit any funds identified in this RFP document, to pay any costs incurred in the preparation or presentation of a proposal to this RFP, to pay for any costs incurred in advance of the execution of a contract, or to procure or contract for services or supplies.

CareerSource Pinellas reserves the right to reject any and all proposals in whole or in part, to waive any informalities or irregularities in the proposals received, and to accept any proposal that is deemed most favorable to CareerSource Pinellas at the time and under the conditions stipulated in the specifications of this request.

Non-conforming proposals will be considered non-responsive and CareerSource Pinellas reserves the right to waive informalities and minor irregularities in proposals received. CareerSource Pinellas reserves the right to request additional information for clarification from potential candidates, or to allow corrections for errors or omissions.

All proposals are subject to negotiation by CareerSource Pinellas.

CareerSource Pinellas reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. All proposals become the property of CareerSource Pinellas and will be a matter of public record subject to the provisions of chapter 119, Florida Statutes. Submission of a proposal indicates acceptance by the individual or firm of the conditions contained in this solicitation, unless clearly and specifically noted in the proposal/quote submitted and confirmed in the contract between CareerSource Pinellas and the individual or firm selected.

CareerSource Pinellas may require the selected proposer to participate in negotiations, and to submit price, technical, or other revisions for the proposals in writing, which may result from negotiations.

XIV. Important Notice to All Respondents

CareerSource Pinellas is funded entirely by federal grants. Accordingly, 100% of the cost will be financed with federal funding from the US Departments of Labor, Health and Human Services and Agriculture as part of awards totaling approximately \$11,104,000.

XV. Minority/Women/Veteran Business Enterprises/Labor Surplus Designated Areas

Proposers that qualify as minority-owned, women-owned, veteran-owned enterprises or those operating within a labor surplus designated areas under a federal, state or local government or public authority certification process (**M/W/VETBE/LSA**) are encouraged to submit

proposals and to identify themselves as M/W/VETBE/LSA respondents. Any vendor or firm wishing to be considered as such must provide evidence of certified M/W/VETBE/LSA status (such as a copy of the certification letter, etc.).

XVI. Applicability of Sunshine Laws

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CareerSource Pinellas) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CareerSource Pinellas is subject to Florida's Public Records and Sunshine Laws. Accordingly, materials produced by the respondents under this RFP, as well as certain meetings and other communications, are subject to such laws.

XVII. Appeal Procedure for Procurement Actions

All proposers have the right to appeal the process. Parties wishing to challenge the process may submit their objections in writing to the President/ CEO within three business days after the date of notification of intent to award to selected vendors of CareerSource Pinellas. Appeals must state the specific reason for appeal, and must be based on one or more of the following criteria:

- A clear and substantial error or misstated facts by the rating team upon which the decision was made.
- Unfair competition or conflict of interest in the decision-making process.
- Any illegal or improper act or omission in connection with the solicitation or selection of the proposer.
- Other grounds that may substantially alter CareerSource Pinellas's award decision.

The CareerSource Pinellas President/CEO will review the appeal and respond within ten days after receipt of the letter from the aggrieved proposer. Failure to file a protest within three business days after the date of notification of intent to award the contract will constitute a waiver of the proposer's right to appeal.

ATTACHMENT A – Proposal Form

Part 1 – Cover Sheet

Name of Respondent:
Business Address:
Phone:
Fax:
Years in Business:
DUNS Number: _____ FEIN Number: _____
Name, title and contact information of person authorized to answer any questions about the proposal, negotiate the contract terms and contractually bind the respondent: Name and Title: _____ Phone: () _____ Fax: () _____ Email: _____
I do hereby certify that this proposal is submitted in accordance with the provisions and conditions outlined, that this firm, acknowledges and accepts the terms and conditions of this RFP by tendering an offer to CareerSource Pinellas; that all the information is complete and accurate, and that this proposal represents a firm and fixed offer to provide the requested services. This offer shall remain valid for a minimum of 120 days. I also certify that the fees in the proposal have been arrived at independently, without consultation, communication, or agreement with any other bidder or with any other competitor for the purpose of restricting competition, as to any matter relating to such fees; and no attempt has been made or will be made by the bidder to induce any other person or organization to submit or not submit a proposal for the purpose of limiting or restricting competition. I further certify that this organization can and will provide and make available, at a minimum, all services described in the proposal.

Signature of Authorized Representative

Date

Printed Name and Title

Proposer's Name: _____

Part 2 – Cost/Price Proposal Form

Provide all-inclusive flat rate fee for all labor, materials, report reproduction, travel and other miscellaneous expenses required to perform IT services in accordance with scope of work (see section VI). Price must also be provided for the option of CareerSource Pinellas engaging the proper for year two, year three, year four, and year five. All prices shall be firm for the term of this contract. This form may be supplemented, as applicable.

ATTACHMENT B

Relationship Disclosure Form

The purpose of this form is to document any personal or business relationships between the Respondent (defined below) and any one or more of the following: (i) Steven Meier, Interim CEO of CareerSource Pinellas; (ii) CareerSource Pinellas' current board of directors; and (iii) an employee of CareerSource Pinellas. A listing of CareerSource Pinellas' current board may be found here: <https://careersourcepinellas.com/wp-content/uploads/2021/01/UpdatedBoardRoster-01.12.21.pdf>

QUESTIONS AND ANSWERS ABOUT THE RELATIONSHIP DISCLOSURE FORM

What Information Needs To Be Disclosed On The Relationship Disclosure Form?

The relationship disclosure form needs to disclose pertinent background information about the Respondent and his/her or personal or business relationship, if any, with any CareerSource Pinellas staff or board member.

In particular, Respondents must disclose whether any of the following relationships exist: (1) Respondent is a relative of a CareerSource Pinellas staff or board member; (2) a CareerSource Pinellas board member is an employee of Respondent; (3) Respondent is an employee of CareerSource Pinellas; or (4) Respondent is a business associate of any CareerSource Pinellas board member.

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Respondent means the individual(s) or firm making any proposal pursuant to this RFP (and, if Respondent is a law firm, all partners and other equity-level lawyers of the law firm).

Business associate means any person or entity engaged in or carrying on a business or commercial activity with any other person who is a CareerSource Pinellas staff or board member, whether as an independent contractor, co-owner, partner, member, trustee or beneficiary, joint venture, vendor, consultant, service provider, officer, director or shareholder (excluding shares traded on a regulated national or regional securities exchange).

Employee means any person who receives remuneration from an employer for the performance of any work or service while engaged in any employment under any appointment or contract for hire or apprenticeship, express or implied, oral or written, whether lawfully or unlawfully employed, and includes, but is not limited to, aliens and minors. (See Section 440.02(15), Florida Statutes)

Relative means an individual who is related to a CareerSource Pinellas staff or board member as father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, grandparent, great grandparent, grandchild, great-grandchild, step-grandparent, step-great-grandparent, step-grandchild, step-great-grandchild, person who is engaged to be married to a CareerSource Pinellas Principal or who otherwise holds himself or herself out as or is generally known as the person whom

a CareerSource Pinellas Principal intends to marry or with whom the CareerSource Pinellas Principal intends to form a household, or any other natural person having the same legal residence as the CareerSource Pinellas Principal. (See Section 112.312(21), Florida Statutes.)

Does The Relationship Disclosure Form Need To Be Updated If Information Changes?

Yes. It remains a continuing obligation of the applicant to update this form whenever any of the information provided on the initial form changes until a vendor is selected.

Who Will Review The Information Disclosed On The Relationship Disclosure Form And Any Updates?

The information disclosed on this form and any updates will be a public record as defined by Chapter 119, Florida Statutes, and may therefore be inspected by any interested person. Also, the information will be made available to the Executive Committee and the President & CEO of CareerSource Pinellas.

Relationship Disclosure Form

This form must be completed by the Respondent. In the event any information provided on this form should change, the Respondent must file an amended form on or before the date the item is considered by CareerSource Pinellas.

Part I

INFORMATION ON RESPONDENT:

Legal Name of Respondent: _____

Business Address (Street/P.O. Box, City and Zip Code):

Business Phone () _____

Facsimile () _____

Part II

IS RESPONDENT A RELATIVE OF ANY CAREERSOURCE PINELLAS PRINCIPAL?

___ YES ___ NO

IS ANY CAREERSOURCE PINELLAS PRINCIPAL AN EMPLOYEE OF RESPONDENT?

___ YES ___ NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREERSOURCE PINELLAS PRINCIPAL?

___ YES ___ NO

IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CAREERSOURCE PINELLAS PRINCIPAL?

___ YES ___ NO

If you responded "YES" to any of the above questions, please state with whom and explain the relationship:

(Use additional sheets of paper if necessary)

Part III

ORIGINAL SIGNATURE REQUIRED

I hereby certify that information provided in this relationship disclosure form is true and correct based on my knowledge and belief. If any of this information changes, I further acknowledge and agree to amend this relationship disclosure form prior to the date on which CareerSource Pinellas awards an agreement. In accordance with s. 837.06, Florida Statutes, I understand and acknowledge that whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duty shall be guilty of a misdemeanor in the second degree, punishable as provided in s. 775.082 or s. 775.083, Florida Statutes.

Signature of Respondent

Date: _____

Print name, title of person, and organization name of individual completing this form:

ATTACHMENT C

VENDOR GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES

CareerSource Pinellas will not award a contract where Vendor has failed to accept the GENERAL PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this section. In performing its responsibilities under this Cost Reimbursement Agreement, Vendor hereby certifies and assures that it will fully comply with the following:

By signing the Agreement, Vendor is providing the assurances and certifications as detailed below:

1. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS – PRIMARY COVERED TRANSACTION (29 CFR PART 95 AND 98).

The prospective Vendor certifies to the best of its knowledge and belief, that it, nor any of its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (A) (2) of this certification; and,

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause of default.

Where the prospective Vendor is unable to certify to any of the statements in this certification, such prospective Vendor shall attach an explanation to this proposal (or plan).

2. CERTIFICATION REGARDING LOBBYING (29 CFR Part 93).

Vendor certifies, to the best of his or her knowledge & belief, that no Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative Agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan or

cooperative agreement.

If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employees of Congress, or employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

3. NON-DISCRIMINATION & EQUAL OPPORTUNITY ASSURANCE (29 CFR Part 37).

As a condition to the award of financial assistance from the Department of Labor under Title I of the WIOA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Innovation and Opportunity Act (WIOA) which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation, or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIOA Title I financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, 42 U.S.C. 9849, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

4. WORKER'S COMPENSATION RELEASE.

The undersigned hereby agrees that all employees or subcontractors hired by the undersigned to work on any project involving the CareerSource Pinellas shall be covered by Worker's Compensation in accordance with the laws of the State of Florida as same may exist from time to time.

5. COST ANALYSIS CERTIFICATION.

That the cost data presented on-line item budgets or bids related to this Agreement were accurate, complete and current at the time of modified Agreement on price. I understand that negotiating this award, or modification, based on this data provides CareerSource Pinellas the right to a price adjustment to exclude any significant sum by which the price was increased because I had knowingly submitted data that were not accurate, complete or current as certified.

6. ACCESS TO RECORDS

Access by CareerSource Pinellas, the Comptroller General of the United States or any of their duly authorized representatives must be given to any books, documents, papers and records (including computer records) of Vendor or sub-contractor which are directly pertinent to charges to the services, in order to conduct audits and examinations and to make excerpts, transcripts and photocopies; this right also includes timely and reasonable access to Vendor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

7. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULARS

Vendor agrees that, if applicable, it shall comply with all applicable OMB circulars, such as 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements For Federal Awards.

8. RECORD RETENTION

Vendor will retain records as required and will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the Contract; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

9. PROVISION AGAINST ASSIGNMENT

Vendor shall not subcontract any of the services named in this modified agreement. No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the Board. Approval does not relieve Vendor from this modified agreement.

10.DAVIS-BACON ACT

Vendor will comply, as applicable, with the provisions of the Davis-Bacon Act, as amended (40 U.S.C. 276a to 276a7) and as supplemented by Department of Labor (DOL) regulations 29 CFR part 5, the Copeland Anti Kick Back Act (40 U.S.C 276c and 18 U.S.C. 874) as supplemented by DOL regulations (29CFR, part 3), and the Contract Work Hours and Safety Standards Act (40U. S. C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

11.CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Vendor is aware that Federal funds may not be used for the purchase or improvement of land, or the purchase, construction, or permanent improvement of any building or facility. If any property has been constructed or substantially renovated, through the unlawful use of state or federal funds, the federal government shall be entitled to a lien against said property.

12.AMERICANS WITH DISABILITIES ACT

Vendor will comply with the American with Disabilities Act of 1990, P.L. 101-336, which prohibits discrimination on the basis of disability and requires reasonable accommodation for persons with disabilities; in all employment practices, including job application, procedures, hiring, firing, advancement, compensation, training, and other terms, conditions, and privileges of employment. It applies to recruitment, advertising, tenure, layoff, leave, fringe benefits, and all other employment-related activities

13.EXECUTIVE ORDER 11246

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Vendor and Sub vendors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Vendor/Sub vendor to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, or national origin.

14.CONFLICT OF INTEREST/STANDARDS OF CONDUCT

The Vendor agrees that in administering the contract to comply with standards of conduct that maintain the integrity of the contract in an impartial manner, free from personal, financial or political gain by avoiding situations which suggest that any decision was influenced by prejudice, bias or special interest.

15.CLEAN AIR/CLEAN WATER ACT/SOLID WASTE DISPOSAL ACT

The Vendor, if receiving in excess of \$100,000 in funding through this modified agreement, is required to comply with all applicable standards, orders, or regulations issued under the Clean Air Act, as amended (42 U.S.C. 7401), Section 508 of the

Clean Water Act, as amended (33 U.S.C. 1368 et seq.), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR, Part 15). Vendor shall report any violations of the above to the Board. The Vendor will comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

16.ENERGY EFFICIENCY

Vendor shall comply with mandatory standards and policies relating to energy efficiency which are contained in the State of Florida's Energy Conservation Plan issued in compliance with Energy Policy and Conservation Act (Public Law 94-163).

17.ENVIRONMENTAL STANDARDS

Vendor will comply with environmental standards which may be prescribed pursuant to the following; (a) institution of quality control measures under the National Environmental Policy Act of 1969 (P.L.91-190) and Executive Order (EO0 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C 1451 et seq.) (f) conformity of Federal Actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U. S. C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P. L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P. L. 93-205).

18.INTEGRITY

Vendor shall comply with the provisions of the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352) 29 CFR part 93. When applicable, if this Contract is in excess of \$100,000, Vendor must, prior to execution, complete the Certification Regarding Lobbying Form.

19.PUBLIC ANNOUNCEMENTS AND ADVERTISING

When issuing statements, press releases, request for proposals, bid solicitation, and other documents describing the project or programs funded in whole or in part with Federal money, all Vendors receiving Federal funds, shall clearly state: (1) the percentage of the total cost of the program or project which will be financed with Federal money, and (2) the dollar amount of Federal funds for the project or program.

20.MODIFICATIONS

The terms of this agreement may be renegotiated and changed whenever extenuating circumstance affect the ability of either party to honor commitments made in this modified agreement. Extenuating circumstances must be for situations beyond the control or expectations of either party. Both parties must mutually agree upon renegotiation.

No modification of this agreement will be effective unless it is in writing, signed and dated by both parties.

The Board may unilaterally modify this agreement at will to accommodate any change in the federal or state programs, under which this agreement is funded, any change in the interpretation of the federal or state programs, under which this agreement is funded, or any applicable federal, state or local laws, regulations, rules or policies. The Board retains the option to extend this contract for an additional one-year period at the end of this contract.

21. TERMINATION FOR DEFAULT/CONVENIENCE

This agreement may be terminated as follows:

- Either party may request termination of agreement upon 60 days prior written notice to the other party.
- The Board may unilaterally terminate or modify this agreement, if for any reason either the U.S. Department of Labor or the State of Florida reduces funding through the grants under which this modified agreement is funded.

The Board may unilaterally terminate this modified agreement at any time that it is determined that:

- Vendor fails to provide any of the services it has contracted to provide;
or
- Vendor fails to comply with the provisions of this modified agreement;
or
- Such termination is in the best interest of the Board.

Written notification of termination must be by registered mail, return receipt requested.

If Vendor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CareerSource Pinellas Consortium of Elected Officials, who will conduct a grievance hearing and decide, from evidence presented by both parties, the validity of termination.

In the event this modified agreement is terminated for cause, Vendor shall be liable to the Board for damages sustained for any breach of this modified agreement by the Vendor, including court costs and attorney fees, when cause is attributable to the Vendor.

In instances where Vendors/sub grantees violate or breach modified agreement terms, the Board will use all administrative, contractual or legal remedies that are allowed by law to provide for such sanctions and penalties as may be appropriate.

22.COMPLIANCE WITH TANF

Vendor shall comply with the Temporary Assistance to Needy Families Program (TANF), 45 CFR parts 260-265, and other applicable federal regulations and policies promulgated there under.

23.RIGHTS TO DATA/COPYRIGHTS AND PATENTS

The Board, State of Florida and the U.S. Department of Labor shall have unlimited rights to inventions made under contract or agreement: Contracts or agreements for the performance of experimental, developmental, or research work shall provide for the rights of the Federal Government and the recipient in any resulting invention in accordance with 37 CFR part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements" and any implementing regulations issued by the awarding agency.

Vendor also assures that it will comply with 29 CFR Part 37 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIOA Title I – financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIOA Title I – financially assisted program or activity. Vendor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

24.PUBLIC RECORDS

To the extent Service Provider is acting on behalf of CareerSource Pinellas as provided under Subsection 119.011(2) of the Florida Statutes, Service Provider shall:

1. Keep and maintain public records required by CareerSource Pinellas to perform the services under this Agreement.
2. Upon request from CareerSource Pinellas's custodian of public records, provide CareerSource Pinellas with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119 of the Florida Statutes or otherwise provided by law.
3. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the Agreement term and following completion of the Agreement if the Service Provider does not transfer the records to CareerSource Pinellas.

4. Upon completion of the Agreement, transfer, at no cost, to CareerSource Pinellas all public records in possession of Service Provider or keep and maintain public records required by CareerSource Pinellas to perform the service. If the Service Provider transfers all public records to CareerSource Pinellas upon completion of the Agreement, the Service Provider shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Service Provider keeps and maintains public records upon completion of the Agreement, the Service Provider shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to CareerSource Pinellas, upon request from CareerSource Pinellas's custodian of public records, in a format that is compatible with the information technology systems of CareerSource Pinellas.

If the Service Provider fails to provide the public records to CareerSource Pinellas within a reasonable time the Service Provider may be subject to penalties under Section 119.10 of the Florida Statutes. Further, CareerSource Pinellas may exercise any remedies at law or in equity, including, without limitation, the right to (i) impose sanctions and assess financial consequences, (ii) withhold and/or reduce payment, and (iii) terminate this Agreement in accordance with the terms hereof.

IF THE SERVICE PROVIDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE SERVICE PROVIDER'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT CAREERSOURCE PINELLAS

25. PUBLIC ENTITY CRIMES

Vendor shall comply with subsection 287 .L33(2)(a), F.S., whereby 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 bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies 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 287.07, F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

26. THE PRO-CHILDREN ACT

Vendor agrees to comply with the Pro-Children Act of 1994, 20 U.S.C. 6083. Failure to comply with the provisions of the law may result in the imposition of civil monetary penalty up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity. This clause is applicable to all approved sub-contracts. In compliance with Public Law (Pub. L.) LO3-277, the Contract shall not permit smoking in any portion of any indoor facility used for the provision of federally funded services including health, day care, early childhood development, education or library services on a routine or regular basis, to children up to age 18.

Name and Title of Authorized Representative

Signature of Authorized Representative

Organization/Business Name

Date