



**REQUEST FOR PROPOSAL
IT Services
RFP #: 22-0322**

Issued: March 10, 2022

**Proposal Submission Deadline:
April 5, 2022 (2:00 PM EST)**

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I. Overview

Tampa Bay Workforce Alliance, Inc. dba CareerSource Tampa Bay (CSTB) is requesting a proposal for IT managed services, Server administration services, Network administration services, and IT security services.

CSTB maintains multiple offices located throughout Hillsborough County. Support may be required at temporary locations as part of outreach programs. These programs may only operate from temporary locations for a short period of time and may not be joined to the CSTB domain. The environment consists of both 3rd party hosted virtual environments in external data centers, cloud providers such as Microsoft Azure and on-site data/server rooms. CSTB uses a mixed support model that employs both employees and 3rd party managed service providers. CSTB has approximately 175 employees and contractors that will be covered by this contract. A breakdown of equipment is provided later in the RFP.

The selected vendor will be delivering service in an environment that will experience a significant amount of change in the next 2-3 years and will be providing service in an environment, that while functional is not running at full efficiency. CSTB will be executing a series of IT projects to remediate technical debt that has accumulated over time. The selected vendor may or may not be asked to participate in these efforts, but at the very least will be informed of them and will be asked to adjust as needed to modified processes or to new/retired systems.

In addition, there will be a one-month (June 1, 2022 to June 30, 2022) overlap with the selected vendor and the incumbent IT service provider for transitional activities.

II. Background of Organization

Tampa Bay WorkForce Alliance, Inc. dba CSTB is a 501(c)(3) non-profit organization. The CSTB Board is appointed and designated by the Hillsborough County Board of County Commissioners to act as the Hillsborough County Local Area Workforce Board under provisions of the WIOA. CSTB has requested and received certification as the Local Workforce Development Board (LWDB) by CareerSource Florida, Florida's State Workforce Development Board. This partnership supports and promotes economic growth through workforce development. CSTB (LWDB 15) is one (1) of twenty-four (24) local workforce development boards in Florida.

The Board of CSTB is comprised of representatives of businesses in Hillsborough County, local educational entities, labor organizations, community-based organizations, economic development agencies, One-Stop Partners, and other individuals deemed appropriate. Membership composition requirements are reviewed and certified by the Governor of the State of Florida once every two (2) years. Criteria for composition of the Board are set forth in Section 107, Title I of the WIOA and the State of Florida's policies. CSTB currently serves as the Administrative and Fiscal Agent for Hillsborough County.











III. Contract Term

The Initial contract will be 13 months beginning June 1, 2022, renewable for up to four (4) additional one-year terms, beginning July 1. Renewal will be at the sole discretion of CSTB.

IV. Overview of Current Technical Environment Requiring Support

CSTB is a hybrid on premise and cloud-based environment. On premise equipment includes a sizable data room with 10 racks housing switches, firewalls, patch panels and bare metal servers with ESXi hypervisors. The various locations consist of client machines, printers and networking infrastructure. CSTB currently utilizes (or will be utilizing) the following key products and cloud-based services, which will be a part of the required knowledge base:

- Microsoft Office 365
 - M365 E3 and O365 E1 see list in Appendix for all seats
 - Teams
 - OneDrive
 - SharePoint Online

	Product name ↑		Assigned licenses	Purchased quantity
<input type="checkbox"/>	 Business Apps (free)	⋮	3	150
<input type="checkbox"/>	 Microsoft 365 E3 (Nonprofit Staff Pricing)	⋮	171	175
<input type="checkbox"/>	 Microsoft Power Automate Free	⋮	81	10000
<input type="checkbox"/>	 Microsoft Stream Trial	⋮	3	1000000
<input type="checkbox"/>	 Nonprofit Portal (Nonprofit Staff Pricing) Trial	⋮	4	25
<input type="checkbox"/>	 Nonprofit Portal (Nonprofit Staff Pricing) Trial	⋮	4	25
<input type="checkbox"/>	 Office 365 E1 (Nonprofit Staff Pricing)	⋮	166	600
<input type="checkbox"/>	 Power BI (free)	⋮	12	1000000
<input type="checkbox"/>	 Power BI Pro (Nonprofit Staff Pricing)	⋮	6	11
<input type="checkbox"/>	 Visio Plan 2 (Nonprofit Staff Pricing)	⋮	1	5

- Microsoft Azure
 - Active Directory
 - MFA is in place
- Application list – Below is a list of primary applications in use by the organization that are key to daily operations. Other software exists and is in use but is not considered core or critical. This information is provided as informational and to provide insight to the organization
 - Adobe Products (Acrobat Pro, Creative Cloud)
 - Attachmate (terminal emulation)
 - Cisco AnyConnect VPN
 - JAWS/Magic ADA software

- Accounting software (Sage, MIP Fund Accounting, Microix)
- Symantec EndPoint Security
- Network infrastructure consists of a mix of the following:
 - Cisco ASA 5520
 - Sonicwall NSA 3600 series routers
 - Barracuda 300 Spam Firewall
 - Barracuda 410 Web Filtering
 - Ubiquiti UniFi Access Points and controllers
 - HP Procurve 5308xl and 26xx series switches
 - Dell PC5548 and N1548P switches
- Users
 - There are approximately 175 users that will require support on a daily basis
 - From a provider perspective, there will exist more endpoints under management than users to be supported
- Endpoints
 - Approximately 700 laptops and desktops are in scope for support
 - Most endpoints are used by CSTB clients and should be thought of as kiosk devices
 - Staff endpoints account for approximately 175 of the 700
 - Endpoint hardware is a mix of Dell, Microsoft and Lenovo
 - Operating Systems on the OS is a mix and a remediation effort is needed to update all endpoints to the current OS standards
- Staffing Structure
 - IT Director, which is currently vacant will work directly with selected vendor.
 - IT/MIS Coordinator will assist with front-line resolution of IT related issues and manage IT Helpdesk Technician.
 - IT Helpdesk Technician, currently vacant, will provide on-site resolution to IT related issues.

V. Overview of Current Operating Environment Requiring Support

Organization utilizes a hybrid environment, where many of the applications are installed locally to end point devices, such as local M365 business applications. State of Florida systems and services hosted via online portals such as Employ Florida Marketplace, Unemployment, and One Stop Service Tracking. Legacy terminal emulation mainframe access to State of Florida Department of Children and Families.

CSTB also utilizes cloud or web hosted applications like AssetTiger, KnowBe4, Zendesk, Creative Cloud and RiseVision. CSTB uses client server applications like MIP Fund Accounting and Microix.

Typically, all endpoints and users will be located in CSTB owned facilities. Occasionally, outreach programs will be funded that deliver CSTB services to non CSTB facilities. Endpoints used for these outreach activities will need to be supported in the same manner as endpoints in CSTB facilities.

For the most part, updates and patches can be applied outside of business hours, however messaging is critical to staff who work nontraditional hours. CareerSource Tampa Bay provides

public use services for residents of Hillsborough County. These services include the following:

Public endpoints:

- Public use labs for job search, unemployment claims assistance, printing, faxing, and making copies.
- Workshop computers are used for information sessions, seminars, training classes, and GED testing.
- Workshop computers for SNAP, TANF and WTP for public use to meet eligibility requirements.
- Include non-domain Windows 10 operating system, with Edge and Chrome installed for web access. Included application installs are local version of Office 2016 Pro Plus for access to Microsoft business applications and classes, for example resume writing. These endpoints implement reboot/restore, which restores end points to a snapshot that is refreshed daily. Anti-malware and anti-virus clients are installed locally.
- The majority of the tickets for these end points will involve level 1 support, hardware/software localized issues.

Staff endpoints:

- AD connected endpoints
- Staff endpoints are a mix of desktop/laptops, with multiple monitors and docking stations. The majority of staff issues can be resolved remotely; if local hands-on support is needed the selected provider will need to route the ticket to the local support team.

VI. Scope of Services

A. IT Managed Services

1. User and Desktop Support

- Support a wide variety of client hardware & software issues
- Perform basic support functions including patching and installation of authorized software
 - Patch Management – Ensure that all client device drivers, software, and Windows Updates are patched and remediated for errors and zero-day vulnerabilities.
 - Diagnosing and correcting common desktop application problems, i.e. application will not launch, cannot login to an application, (application feature support is not required)
 - Endpoint Management - Remote configuration of laptops and desktops for standard applications, and application of Group Policies as needed
 - Correctly and efficiently onboard and terminate employees and contractors according to outlined processes
- Identifying and correcting end user hardware problems, and performing advanced troubleshooting
- Maintain an up-to-date inventory of all organization computer related hardware under support by the vendor and provide updates to organization quarterly

- Provide input to designated organization personnel on IT operations topics such as equipment purchases, process changes, policies, etc. based on trends observed in the delivery of support services
- Provide clear and efficient levels of SLAs based on urgency
- Provide remote and telephone support
 - Ability to efficiently and securely remote into client machines for support using standard MSP toolkits for remote support
 - Telephone access for urgent issues
- Help desk personnel physically located on selected partner's premises
 - not outsourced through 3rd party affiliates
 - US based support team
- A high degree of attention to detail and consistency for completing routine or redundant tasks/processes is a critical success factor
 - Adhere to and implement effective Help Desk procedures
 - Have an internal process and standard to be integrated with our operations
- Provide a central portal for the capture and tracking of support requests.
 - Report on metrics for tickets and delivered support each quarter
 - Open close ratio
 - Mean time to response
 - Mean time to closure
 - Final reporting metrics to be agreed upon during onboarding
 - Maintain records for all support tickets
- Support for Office 365 management requests
- Software Licensing Administration – Provide knowledgeable & timely licensing administration for CSTB tenant for Microsoft, Adobe, Symantec and any other cloud platforms necessary
- Support available M-F during normal business hours which are 7 AM - 6 PM Eastern local time
 - occasional extended support will be required at non CSTB locations in support of outreach programs as described above

B. Server Administration Services

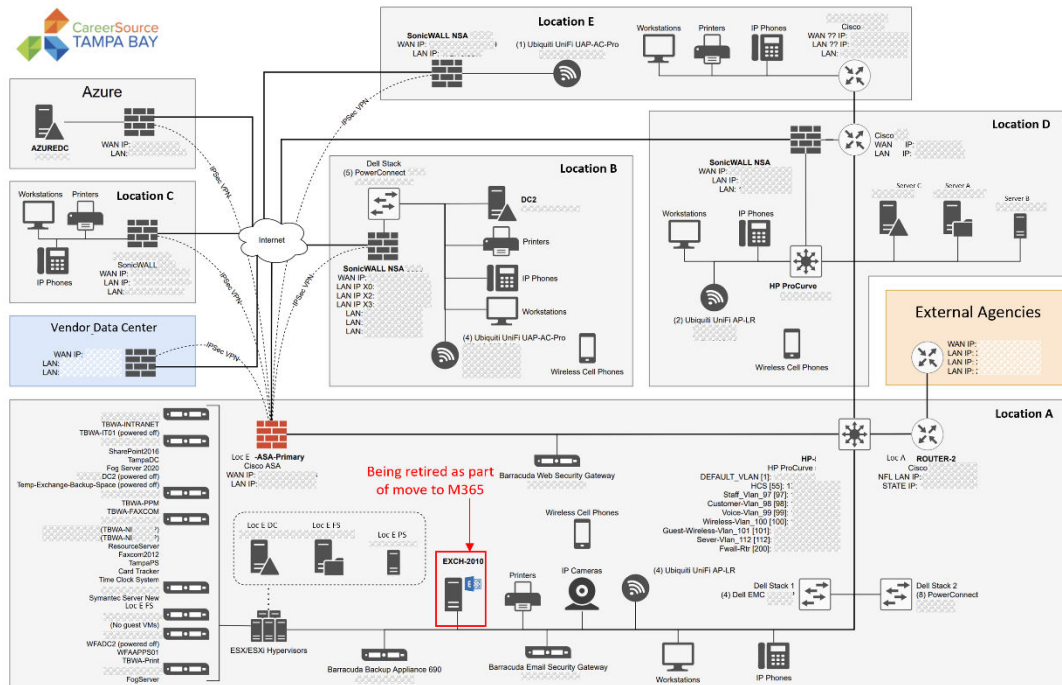
- Manage computer systems and networks
 - Environment includes application, database, and other servers
 - Associated hardware, software, communications, operating systems necessary for the security, performance, availability, recoverability, and reliability of systems
- Server Backup
 - Manage and maintain the backup solution and process, update and improve as needed
 - Barracuda
 - Rehearse restore procedure with organization annually
 - System requiring backup management:
 - Finance and Accounting SQL databases
 - Local Domain Controllers AD systems state
 - Local SAN file shares
 - File servers

- Exchange Archiving
- Ensure scheduled preventive maintenance is documented and properly performed
- Setup new users and edit or remove existing users in the environment
 - M365
 - Active Directory
- Monitor and manage server performance and capacity management
 - report when specified thresholds are reached
 - respond to alerts and resolve
 - perform routine maintenance
- Manage, document and apply configuration changes for the environment, changes, upgrades, patches, etc.
- Monitor and manage user logins and security
- Coordinate repair and maintenance work with contracted repair vendors
- Incident management
- Problem management

C. Network Administration Services

- Monitor and manage all network equipment including switches, firewalls, routers, and other security devices.
 - Support for SonicWall, Cisco ASA, Ubiquiti, HP, and Barracuda networking architecture.
 - Monitor and manage security best practices in network segmentation, traffic shaping, and firewall rules.
 - Routine analysis, configuration changes, and installation of patches and upgrades
 - Reporting
 - Alert notifications for security incidents
 - Performance incidents
 - Quarterly reports for metrics to be jointly agreed upon during onboarding such as bandwidth utilization, capacity, etc.
- Maintain network documentation to reflect current environment
- Coordinate with 3rd party vendors when new network equipment is installed to ensure monitoring and management is in place and network diagrams are updated
- Incident management
- Problem management
- Azure Active Directory Administration
 - Manage users, security groups, device ownership, and licenses with a high degree of attention to detail and consistency
 - Routine reporting on active logins and accounts
- Microsoft 365 Administration
 - Manage Exchange Online, mailbox permissions, M365 Groups, distribution lists, mail flow, threat protection policies, eDiscovery, SharePoint & OneDrive delegation
 - Background information regarding current Exchange project:
 - CSTB's on premises Exchange server is in the process of being decommissioned and removed from the environment. This will not affect

active directory hybrid structure. Will allow for all email to be hosted 100% via Microsoft servers. Project kickoff was 2/17/2022 and the expected timeline of completion will be no later than April 1.



D. Security

- Monitor environment and respond to security events and incidents
- Manage the M365 Security and Compliance center; respond to alerts
- Provide input to IT Director on recommended changes to the environment regarding security posture
- Monitor and manage the anti-virus/malware system and respond to alerts on all supported endpoints
- Perform security audits as requested and notify Organization personnel immediately of suspected breaches of security or instruction detection.
- Monitor and manage remote access to the environment
- A comprehensive security stack solution including Managed Detection & Response (MDR), vulnerability scanning, annual pen testing & risk assessment, network monitoring, SIEM monitoring, DNS filtering, Email security & authentication protocols, identity access management, Security Operations Center services, and next generation endpoint security (MS Defender, Webroot, CrowdStrike, Carbon Black, etc.).
- Proactive communication and escalation protocols based on the severity of any security events or unscheduled outages.
- Annual IT continuity exercises to ensure minimal interference to normal business operations and to determine where there are weaknesses within the environment

- Primary focus will be on the CSTB servers and users, assets servers and other associated mission critical hardware rather than the ~500 Kiosk machines.

E. General

1. ITIL Service Management:

- Firm understanding of the ITIL v3 framework and how it applies to aligning IT services with the needs of a business by providing strategic processes that deliver value with competency
- Adherence to this standard may not be implemented initially, but understanding the standard and assisting the organization in attaining it is important

2. Reporting

- Provide monthly/quarterly reporting on all assets, ticket submissions, ongoing problems, operational feedback, performance and project status reports

3. Technical Remediation efforts

- Participate as needed in support of various IT projects

F. Out of Scope

- Copiers and MFP break/fix or configuration
- VOIP Phone break/fix and provisioning
- Security cameras
- Security systems and automated access systems
- FAX lines or systems
- Self-sign kiosk systems
- Digital Signage Displays and software
- Interior data or telecom cabling

VII. Instruction to Proposers

CSTB utilizes BidNet Direct's Florida Purchasing Group to manage this RFP solicitation and all addenda. Click on [link](#) or visit <https://www.bidnetdirect.com/florida/careersourcetampabay> to perform, in accordance with the timeframe noted in Section IX. Procurement Timeline, the below:

- Post questions regarding this RFP. Notification of responses will not be provided. It is the Respondent's responsibility to check the website.
- Post Notice of intent.
- Submit your electronic proposal

This RFP is a solicitation and not an offer to contract. Interested parties desiring to provide proposal for services as described in this RFP must follow the below.

- Responses by telephone, or fax will not be accepted. Such responses will be rejected as non-responsive, regardless of when such responses are received.
- Any proposal may be withdrawn until the RFP due date and time noted in section IX. Procurement Timeline. Any proposals not so withdrawn will constitute an irrevocable offer, for a period of 90 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 CSTB assumes no responsibility for any such costs.

- CSTB reserves the right to (1) negotiate the terms outlined in the response (2) reject any and all proposals, and (3) to waive any irregularities or informalities.

VIII. Finalist Presentations

The Selection Committee will identify the top finalists. At a date to be determined, these top Respondents will be required to make a presentation to the Selection Committee that will be evaluated and factored into the overall scoring. The respondents selected for a presentation will be notified and the basis for scoring will be shared. The presentations are tentatively scheduled for the timeframe noted in Section IX. Procurement Timeline.

IX. Procurement Timeline

Solicitation Action	Date
Issue RFP	March 10, 2022
Question & Answer Period	March 10, 2022 to March 17, 2022 (5:00 PM EST)
Question & Answer – Post Response	March 22, 2022 (3:00 PM EST)
Notice of Intent to Propose	March 25, 2022 (2:00 PM EST)
Proposal Submission Deadline	April 5, 2022 (2:00 PM EST)
Evaluation of Responses	April 5, 2022 to April 13, 2022
Selection Committee Meeting (selection of Finalists)	April 14, 2022 (time to be determined)
Finalist Presentations	April 18, 2022 to April 22, 2022 (time to be determined)
Selection Committee Meeting (ranking of Finalists)	April 26, 2022 (time to be determined)
Board Approval of Contractor(s)	May 19, 2022
Begin Contract Negotiations	May 20, 2022 to May 27, 2022
Contract(s) Begin(s)	June 1, 2022

X. Signature

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.

XI. Format for Preparing the Proposal

Proposals will be valid for ninety (90) days after proposal submission date specified herein. If the contract has not been awarded before the close of the ninety (90) day validity period, CSTB reserves the right to negotiate extensions to the proposal validity date. An application form has

been provided for submittal.

All proposals must be completed and signed using the provided application documents. CSTB will not return proposals to proposers. All proposals become the property of CSTB and will be a matter of public record subject to the provisions of chapter 119, Florida Statutes. CSTB shall have the right to use all ideas, or adaptations of those ideas, contained in any proposal received in response to this RFP without the necessity of paying a fee, license, or royalty. Selection or rejection of the proposal will not affect this right.

Attachment “A” – Proposal form consists of the following documents.

- Part 1 – Cover Sheet/Narrative
- Part 2 – Pricing

Attachment “B” - Relationship Disclosure Form

Attachment “C” - Contractor 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

Proposer’s submittal shall include a narrative. Information presented within narrative will be used by CSTB as criteria for evaluating all responses submitted in response to this RFP. The following consideration must be addressed with the narrative:

XII. Evaluation Criteria

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

Negotiations will be started with the bidder(s) whose proposal(s) has been judged most appropriate with regard to all factors, including service quality, total cost, and experience. The lowest-priced proposal will not necessarily be selected, as cost is only one of the factors that will be considered.

An established history of past satisfactory experience as confirmed by positive evaluations by references and comparison of the vendor’s service proposals will contribute to the selection.

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

Criteria	Points
Proposal cost – Attachment A – Part 2	20
Proposer has experience providing services to similar organizations – Attachment A – Narrative	30
Qualifications of the proposer demonstrates their capacity/ability to perform the scope of work. Section V - Scope of Services – Attachment A - Narrative	40
Proposer business status is a certified minority-owned, women-owned or veteran-owned business	5
Finalist Presentation – Basis for scoring will be shared prior to presentation	5
Total	100

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XIII. Conditions and Limitations of this RFP

This RFP does not commit or obligate CSTB 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.

CSTB 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 CSTB at the time and under the conditions stipulated in the specifications of this request.

CSTB reserves the right to re-advertise this RFP, to postpone or cancel this process and to change or modify the timeline at any time.

Non-conforming proposals will be considered non-responsive and CSTB reserves the right to waive informalities and minor irregularities in proposals received. CSTB 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 CSTB.

CSTB reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. 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 CSTB and the individual or firm selected.

CSTB 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.

A Selection Committee meeting will be held to discuss proposals and develop recommendations. The Committee completes the review sheets and determines final recommendations for providers(s). Review sheet totals do not necessarily determine the outcome but serve as a tool for reviewers to formulate ideas for discussion.

XIV. Insurance Requirements

- A. Contractor shall deliver to CSTB prior to the commencement of the Contract satisfactory evidence in the form of a Certificate of Insurance that the following insurance coverage, as appropriate, are in force and will not be canceled without thirty (30) days written notice to CSTB. Such a Certificate shall serve as proof that all Insurance and fidelity bonds, if applicable, are current and that all appropriate employees of Contractor are covered. CSTB may withhold payments or terminate the Contract if the Contractor fails to maintain or provide evidence of current insurance.

- B. Liability Insurance: Contractor agrees to obtain a standard liability insurance policy in the single limit amount of \$1,000,000 and will provide general liability insurance in the amount of \$1,000,000 per person and \$3,000,000 aggregate with an endorsement naming Tampa Bay WorkForce Alliance, Inc. dba CSTB as an additional insured, unless Contractor is self-insured. If Contractor is self-insured, Contractor shall be able to provide the same coverage and shall submit proper documentation to CSTB as evidence of such.
- C. Workers' Compensation: To the extent that the state Workers' Compensation law is applicable, Contractor shall provide Workers' Compensation coverage to all employees paid directly under the Contract. Where employees covered under the Contract are not covered under a state Workers' Compensation law, then the Contractor shall provide insurance coverage for injuries suffered by employees. Income maintenance coverage is not required.

XV. Important Notice to All Respondents

CSTB is funded primarily by federal grants. CSTB also receives local municipal grants and sponsorships. Accordingly, federally funded sums due and payable by CSTB are subject to ongoing congressional appropriation and actual funding from the U.S. Department of Labor, the U.S. Department of Health and Human Services, the U.S. Department of Agriculture, and the Florida Department of Economic Opportunity.

XIV. Minority/Women/Veteran Business Enterprises

Proposers that qualify as minority-owned, women-owned, veteran-owned or labor surplus enterprises under a federal, state or local government or public authority certification process (**M/W/VET/LSBE**) are encouraged to submit proposals and to identify themselves as 11

M/W/VET/LSBE respondents. Any vendor or firm wishing to be considered as such must provide evidence of certified M/W/VET/LSBE status (such as a copy of the certification letter, etc.).

XV. Applicability of Sunshine Laws

Pursuant to Section 445.007, Florida Statutes, regional workforce boards (including CSTB) are subject to Florida Sunshine Laws (chapters 119 and 286 and s. 24, Art. I of the Florida State Constitution). The respondents acknowledge that CSTB 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.

XVI. 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 CSTB. 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 CSTB's award decision.

The CSTB 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.

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Attachment A – Cover Sheet, Narrative and Pricing

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/RFP by tendering an offer to CSTB; 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 90 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: _____

Narrative Outline

1. Proposer is to provide general vendor information, as follows:
 - a. Length of time in business
 - b. Length of time in business of providing proposed services
 - c. Total number of clients
 - d. Total number of public sector clients
 - e. Number of full-time employees and area of involvement:
 1. Technical Support
 2. Programming
 3. Consulting
 4. Sales Support
 5. Administrative Support
 6. Network Administration
 7. Project Management
 - f. Location of the office that will be servicing the account
2. Proposer must describe how your firm is positioned to provide the services listed in the scope of work and provide a history of experience of providing similar services. Use this section to describe how your experience aligns with who we are as an organization, our structure and how we support our client base.
 - a. Describe how your service model and company will help us deliver service to our clients by reducing IT distractions.
 - b. List any area or expertise you feel would differentiate you as a provider
 - c. Describe your understanding and previous work with public entities or quasi public entities
 - d. Describe your support of organizations where supported population are spread across different locations.
3. Proposer must provide a description of the approach the firm will use in providing the services requested and how the firm is positioned to provide the services requested, with a history of experience on providing similar services.
 - a. IT Managed Services
 - b. Server Administration Services
 - c. Network Administration Services
 - d. Security Services
 - e. General IT Support
4. Proposer is to describe support services, as follows:
 - a. Describe how your support desk operates and transfers requests between different tiers of support
 - b. Describe support availability (days of the week and time, including how you will deal with after hours and weekend calls)
 - c. Structure of charges for support
 - d. SLA management and guarantee
 - e. Steps for resolving problem escalation
 - f. Final authority regarding conflicts

- g. Response time and goal for resolving problems
 - h. Reporting of assets, accounts, calls for service, and other account information and performance metrics
 - i. Describe your standard operating procedures for delivering the requested services
 - j. Describe your support systems and tools
5. Proposer is to describe Onboarding Approach, as follows:
- a. Please provide a proposed work plan for a migration to your organization as a CSTB partner. Specifically, provide the following information:
 - b. Key activities
 - c. Timing
 - d. Information/resource requirements from CSTB
 - e. Deliverables
 - f. Key milestones, checkpoints, and other decision points
 - g. Describe CSTB resources that would be needed (e.g., information, data, staff resources, communication) during migration and on an ongoing basis?
 - h. Identify the team roles that will be assigned to the account, both in migration and long term if separate, and describe how you plan to interact with us and any third-party providers that may provide services to CSTB.
 - i. Can you provide specific examples of how you have worked with customers that began with significant technology limitations or technical debt and helped them to successfully transform into an organization with well planned and executed technology strategies?
 - i. What were the critical success factors in this transformation?

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6. Provide the name, title, address, and telephone number of three references for clients whom you have provided similar services using the below format.

Reference No. 1	Reference No. 2	Reference No. 3
Organization Name:	Organization Name:	Organization Name:
Address:	Address:	Address:
Key Representative: Name Title Phone # Email	Key Representative: Name Title Phone # Email	Key Representative: Name Title Phone # Email
Description of Services Provided:	Description of Services Provided:	Description of Services Provided:
Size of Organization supported:	Size of Organization supported:	Size of Organization supported:
Contract value for services described above:	Contract value for services described above:	Contract value for services described above:

7. Proposer is to identify if a primary point of contact will be provided and who that will be.
8. Proposer is to summarize key leadership personnel if escalations are required.
9. Proposer is to describe the experience and technological expertise of staff providing services.
10. Additional services beyond the scope of the RFP that may have value to CSTB.

Part 2 - Pricing

1. Proposer is to provide detailed billing costs and clear explanations for what is and what is not covered under contract. Price must also be provided for the option of CSTB to engage the proposer for year two, year three, year four, and year five. All prices shall be firm for the term of this contract.
2. Proposer to describe the pricing model that you anticipate to use for the delivery of services to CSTB. Clearly describe any tiers or variables that will change the cost model.
3. Proposer, If based on the information in this RFP, you feel you have value added services that should be considered, provide a description of those services, and identify them as optional.
4. Proposer is to identify any service or scope item that is not included in the pricing of your proposal.

Attachment B – Relationship Disclosure Form

This form serves to document any personal or business relationships between the respondent (defined below) and any one or more of the following: (i) Pamela Nabors, President and CEO of CSTB; (ii) CSTB's current board of directors; and (iii) an employee of CSTB. A listing of CSTB's current board may be found [here](#).

QUESTIONS AND ANSWERS ABOUT THE RELATIONSHIP DISCLOSURE FORM

WHAT INFORMATION NEEDS TO BE DISCLOSED ON THE RELATIONSHIP DISCLOSURE FORM?

The Relationship Disclosure Form must disclose pertinent background information about the respondent and his/her or personal or business relationship, if any, with any CSTB staff or board member.

In particular, respondents must disclose whether any of the following relationships exist: (1) respondent is a relative of a CSTB staff or board member; (2) a CSTB board member is an employee of respondent; (3) respondent is an employee of CSTB; or (4) respondent is a business associate of any CSTB 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 business or commercial activity with any other person who is a CSTB 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 receiving 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 CSTB 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 CSTB Principal, or who otherwise holds himself or herself out as, or is generally known as the person whom a CSTB Principal intends to marry or with whom the CSTB Principal intends to form a household, or any other natural person having the same legal residence as the CSTB 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 and CEO of CSTB.

End of Page

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 CSTB.

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 CSTB PRINCIPAL?

___ YES ___ NO

IS ANY CSTB PRINCIPAL AN EMPLOYEE OF RESPONDENT?

___ YES ___ NO

IS RESPONDENT AN EMPLOYEE OF ANY CSTB PRINCIPAL?

___ YES ___ NO

IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CSTB 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 CSTB 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.

_____ Date: _____

Signature of Respondent

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

Print Name and Title

Organization Name

Attachment C – Provisions, Certifications and Assurances

CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES

CSTB will not award a contract where CONTRACTOR has failed to accept the CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES contained in this Attachment. In performing its responsibilities under this Contract, Contractor 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:

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

The prospective Contractor certifies to the best of its knowledge and belief, that it and its principals:

- a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- b. Have not within a three-year period preceding this Contract 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;
- c. 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 above; and/or
- d. 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.

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

Contractor 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 employee of Congress, or an 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.

The undersigned shall require that the language of this certification be included in the documents for all subawards at all tiers (including subcontracts, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients and contractors shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this Contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. 1352. 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.

III. 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:

- a. 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;
- b. Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;
- c. Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- d. The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and
- e. Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs; and
- f. Section 654 of the Omnibus Budget Reconciliation Act of 1981 as amended, (42 U.S.C. 9849), as amended, which prohibits discrimination on the basis of race, creed, color, national origin, sex, handicap, political affiliation or beliefs.

IV. ACCESS TO RECORDS

Access by CSTB 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 Contractor 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 Contractor's and subcontractor's personnel for the purpose of interviews and discussions related to such documents.

V. OFFICE OF MANAGEMENT AND BUDGET (OMB) CIRCULAR

Contractor 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.

VI. PROVISION AGAINST ASSIGNMENT

Contractor 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 Contractor from this modified agreement.

VII. DAVIS-BACON ACT

Contractor 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 (29 CFR part 3), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333) as supplemented by DOL regulations 29 CFR part 5, regarding labor standards for federally assisted construction sub-agreements.

VIII. CONSTRUCTION OR RENOVATION OF FACILITIES USING PROGRAM FUNDS

Contractor 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.

IX. AMERICAN WITH DISABILITIES ACT

Contractor will comply with the Americans 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.

X. EXECUTIVE ORDER 11246

Executive Order 11246, as amended by Executive Order 11375, requires that Federal Contractor and Subcontractors not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. It also requires the Contractor/Subcontractor 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, sexual orientation, gender identity, or national origin.

XI. CONFLICT OF INTEREST/STANDARD OF CONDUCT

Contractor 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.

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

The Contractor, 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). Contractor shall report any violations of the above to the Board. The Contractor will also comply with the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (42 U.S.C. 6962).

XIII. ENERGY EFFICIENCY

CONTRACTOR 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).

XIV. ENVIRONMENTAL STANDARDS

Contractor 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 (EO11514);
- 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).

XV. INTEGRITY

Contractor 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, Contractor must, prior to execution, complete the Certification Regarding Lobbying Form.

XVI. 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 Contractors 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.

XVII. MODIFICATIONS

The terms of this modified agreement may be renegotiated and changed whenever extenuating circumstances 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 modified agreement will be effective unless it is in writing, signed and dated by both parties.

The Board may unilaterally modify this modified agreement at will to accommodate any change in the federal or state programs, under which this modified agreement is funded, any change in the interpretation of the federal or state programs, under which this modified 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.

XVIII. TERMINATION FOR DEFAULT/CONVENIENCE

This modified agreement may be terminated as follows:

1. Either party may request termination of modified agreement upon 60 days prior written notice to the other party. Written notification of termination must be by registered mail, return receipt requested.
2. President/CEO may unilaterally terminate or modify this modified 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.
3. President/CEO may unilaterally terminate this modified agreement at any time that it is determined that:
 - a. Contractor fails to provide any of the services it has contracted to provide; or
 - b. Contractor fails to comply with the provisions of this modified agreement; or
 - c. Such termination is in the best interest of CSTB.

If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CSTB Board of Directors, 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, Contractor shall be liable to the CSTB for damages sustained for any breach of this modified agreement by the Contractor, including court costs and attorney fees, when cause is attributable to the Contractor.

In instances where Contractors/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.

XIX. COMPLIANCE WITH TANF

Contractor 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.

XX. RIGHTS TO DATA/COPYRIGHTS AND PATENTS

CSTB, 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.

Contractor 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. Contractor understands that Department of Economic Opportunity (DEO) and the United States have the right to seek judicial enforcement of the assurance.

XXI. PUBLIC ENTITY CRIMES

Contractor shall comply with Section 287.133(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 287.017 F.S., for Category Two for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

XXII. THE PRO-CHILDREN ACT

Contractor 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 prohibit 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.

XXIII. CONFIDENTIALITY

It is understood that the Contractor shall maintain the confidentiality of any information, regarding CSTB customers and the immediate family of any applicant or customer, that identifies or may be used to identify them and which may be obtained through application forms, interviews, tests, reports from public agencies or counselors, or any other source. Contractor shall not divulge such information without the written permission of the customer, except that such information which is necessary as determined by CSTB for purposes related to the performance or evaluation of the Agreement may be divulged to CSTB or such other parties as they may designate having responsibilities under the Agreement for monitoring or evaluating the services and performances under the Agreement, or to governmental authorities to the extent necessary for the proper administration of the law. All release of information shall be in accordance with applicable State laws, and policies of CSTB. No release of information by Contractor, if such release is required by Federal or State law, shall be construed as a breach of this Section.

XXIX. PROCUREMENT OF RECOVERED MATERIALS

Contractor agrees to comply with the provisions of section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, and as supplemented by 2 CFR Appendix II to part 200 and 2 CFR part 200.323 and the requirements stated therein.

XXV. DOMESTIC PREFERENCES FOR PROCUREMENTS Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.322 and the requirements stated therein.

XXVI. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT

Contractor agrees to comply with the provisions of 2 CFR Appendix II to part 200 and 2 CFR part 200.216 and the requirements stated therein. See [Public Law 115-232](#), section 889 for additional information and 2 CFR part 200.471.

XXVII. E-VERIFY

Contractor warrants and represents that it is in compliance with section 448.095, Florida Statutes, as may be amended, and that it: (1) is registered with the E-Verify system ([E-Verify.gov](#)), and beginning January 1, 2021, uses the E-Verify system to electronically verify the employment eligibility of all newly hired workers; and (2) has verified that all of Contractor's subcontractors performing the duties and obligations of the Agreement are registered with the E-Verify System, and beginning January 1, 2021, use the E-Verify System to electronically verify the employment eligibility of all newly hired workers.

Name of Proposer: _____

Name and Title of Authorized Signatory: _____

Signature: _____

Date: _____