



**REQUEST FOR QUOTATION
FOR
LAPTOP & DOCKING STATION REPLACEMENT**

RFQ NUMBER #L&DS-22-Q2

ISSUE DATE:

11/18/2021

QUOTATION SUBMISSION DEADLINE:

12/8/2021 by 5PM EST

**CareerSource Central Florida
Administrative Offices
390 North Orange Avenue, Suite 700
Orlando, Florida 32801**

1.0 INTRODUCTION

Central Florida Regional Workforce Development Board, d/b/a CareerSource Central Florida (CSCF), is seeking pricing quotations for laptops solutions to replace its current laptops and desktops used remotely and at the centers. This equipment must function seamlessly with the supplied dock, existing USB keyboard & mouse and HDMI monitors. This solution must provide power to the laptops with a single USB-C cable.

2.0 BACKGROUND

CSCF is one of 24 workforce boards in Florida working to implement the strategic vision outlined within the Workforce Innovation and Opportunity Act (WIOA), which is focused on developing an intentional and coordinated workforce development system that is inclusive of community and mandatory partners. CSCF is the local workforce development board serving Lake, Orange, Osceola, Seminole, and Sumter counties.

The Workforce Innovation and Opportunity Act (WIOA), signed into law on July 22, 2014, sets forth a new vision for the workforce development systems to operate as a comprehensive, integrated, and streamlined system that aligns with the needs of businesses and is a force in helping stimulate local economies. WIOA also sets forth a vision that local workforce development boards serve as strategic leaders developing investments that support regional economies, effective approaches to service delivery, and produce results (WIOA, Subpart C §679.300).

As part of WIOA, local workforce boards are required to define the role of the One-Stop Operator and determine how to competitively procure the entity or entities (§678.600 -678.635).

3.0 PROVIDER REQUIREMENTS

In order to be considered for the project described in this RFQ, CSCF requires that interested respondents must meet the following qualification requirements:

- a) **Organization Experience** – Companies must demonstrate experience in the sale of the specific Computer Equipment they are offering for sale and/or lease in response to this RFQ.
- b) **Experience and Capabilities** – The selected respondent shall be fully capable and experienced in **computer equipment sales** for specific items proposer is offering for sale and/or lease in response to this RFQ. The respondent must have a minimum of **two (2) years** of experience.
- c) Proposer may provide written letters of reference. The proposer must provide a minimum of **two (2)** reference accounts for similar computer equipment proposer has supplied to other customers within the last **two (2)** years.

A Review Panel meeting will be held to discuss quotations and develop recommendations. At this meeting, the Review Panel may invite prospective contractors to explain their quotations as needed by either responding to written questions or supporting an interview. The Review Panel completes the review sheets and determines final recommendations for contractors. Review sheet totals do not necessarily determine the outcome but serve as a tool for reviewers to formulate ideas for discussion. If proposers are invited to support an interview, the interview will be conducted via ZOOM.

4.0 CONTRACT TERM

Not Applicable – Unless lease option is selected, which will be determined via Lease vs Buy Analysis, lease term TBD.

5.0 SCOPE OF WORK

The scope of this project is to acquire computer equipment for CSCF use through either a purchase and/ or lease option. For lease option contemplated under this RFQ, please provide quote for a term of five (5) years. The computer equipment must meet the desired specifications being like or equivalent or better in configuration as specified herein with stated quantities identified within this section. The offered solution must be ready for use out of the box.

If the offered items are available under State of Florida contract, please reference the contract on the quote. Proposers may find qualifying contracts by using the following link:

https://www.dms.myflorida.com/business_operations/state_purchasing/state_contracts_and_agreements

LAPTOP REQUIREMENTS:

The proposed solution must provide one hundred and twenty-five (125) laptop with the below components and/or better. Please note, laptop computer equipment must be manufactured by an industry leader of recognized brands, such as Acer, Dell, Hewlett-Packard, or Lenovo etc.

A sample laptop must be supplied for 30 days of testing. CSCF may request a technical interview to all for questions before the contractor is selected.

CSCF requests pricing for a standard one-year warranty, and pricing for an optional 3-year warranty with accidental damage protection.

The preferred model tested by CSCF is the Acer TravelMate P2 TMP214-53-58GN or Acer TravelMate P2 TMP214-53-58GN with Windows 10 Pro preinstalled. Equivalent hardware will be considered.

The specifications for the laptop computers are as follows:

System

Notebook Type: Notebook
Platform: Windows
Hard Drive Capacity: 256 GB or more
Embedded Security: Trusted Platform Module (TPM 2.0) Security Chip
Security Devices: Fingerprint reader

Processor

Type: Core i5 or higher
64-bit Computing: Yes
Number of Cores: Quad-Core
Processor Number: I5-1135G7 or higher
Generation: 11 or higher
Manufacturer: Intel
Max Turbo Speed: 4.2 GHZ or higher
Features: Intel Smart Cache, Intel Turbo Boost Technology 2.0

Cache Memory

Installed Size: 8 megabyte or more

RAM

Form Factor: SO-DIMM 260-pin
Technology: DDR4 SDRAM or higher
Installed Size: 8 GB
Max Supported Size: 16 GB or more
Configuration Features: 1 x 8 GB
Slots Qty: 2
Empty Slots: 1

Hard Drive

Type: SSD
Capacity: 256GB or higher

Optical Storage

Drive Type: No optical drive
Type: None

Card Reader

Type: Card reader
Supported Flash Memory: SD Memory Card

Display

Type: LED

LCD Backlight Technology: LED backlight

Diagonal Size: 14 inch

Diagonal Size (metric): 35.56

Native Resolution: 1920 x 1080 or higher

Display Resolution Abbreviation: Full HD

Widescreen Display: Yes

Image Aspect Ratio: 16:9

Image Brightness: 250 candela per square meter

Monitor Features: 25 ms response rate, Anti-glare, ComfyView, Narrow Border Display

Video Output

Graphics Processor: Intel Iris Xe Graphics

Graphics Processor Series: Intel Iris Xe Graphics

Video Memory

Memory Allocation Technology: Shared video memory (UMA)

Digital Camera

Webcam Capability: Yes

Resolution: HD

Features: Windows Hello

Audio Output

Type: Stereo speakers

Compliant Standards: High Definition Audio

Audio Input

Type: Two microphones

Input Device

Type: Keyboard, Touchpad

Backlight: Yes

Keyboard

Keyboard Localization: US International

Keyboard Layout: QWERTY

Networking

Wireless NIC: Intel Wi-Fi 6 AX 201
Interface (Bus) Type: M.2 2230
Data Link Protocol: Bluetooth 5.0, Ethernet, Fast Ethernet, Gigabit Ethernet, IEEE 802.11a, IEEE 802.11ac, IEEE 802.11ax (Wi-Fi 6), IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Wireless Protocol: 802.11a/b/g/n/ac/ax, Bluetooth 5.0
Wired Protocol: Gigabit Ethernet
Features: Wake-on-LAN (WOL)

Interfaces

Minimum USB 3.0 Ports Qty: 2
USB-C Ports Qty: 1
HDMI Ports Qty: 1
Interfaces: 2 x USB 3.2 Gen 1, HDMI, Headphone/microphone combo jack, LAN, USB 3.2 Gen 1 (with power off charging), USB-C 3.1 Gen 2 (supports Thunderbolt 4, DisplayPort Alt Mode) (DC-In combo), VGA

OS Provided

Family: Windows 10
Edition: Windows 10 Pro
Type: Windows 10 Pro 64-bit Edition
Must support upgrade to Windows 11

Power Device

Voltage Provided: 19 volts
Power Provided: 45 watts
Nominal Voltage: AC 120/230 V
Frequency Required: 50/60 hertz

Battery

Cells: 4-cell
Technology: Lithium ion
Capacity: 48-watt hour(s)
Run Time (Up To): 13 Hours or more

DOCKING STATION SPECS/REQUIREMENTS

The proposed solution must provide two hundred and fifty (250) USB docks with the below components and/or better. Please note, the dock equipment must be manufactured by an industry leader of recognized brands, such as Acer, Dell, Hewlett-Packard, or Lenovo, Targus, etc. Docks must include the proper cables to connect the dock to the supplied laptop and HDMI monitor and should charge/power the laptop when connected. Dock must support up to 2 (two) monitors. The suggested specifications for docks are as follows: A sample dock must be

supplied for 30 days of testing. CSCF may request a technical interview to all for questions before the Contractor is selected.

System

Device Type: Docking station

Docking Interface: USB-C

Video Interfaces: 2 x HDMI

Networking

Data Link Protocol: Ethernet, Fast Ethernet, Gigabit Ethernet

Interface Provided

Interfaces: 1 x audio - line-out/line-in - mini-phone 3.5 mm, 1 x network - 10Base-T/100Base-TX/1000Base-T - RJ-45, 2 x display / video - 2 x display / video - HDMI - 19 pin HDMI Type A, Minimum 1 x USB-C - 24 pin USB-C, minimum 2x SuperSpeed USB 3.0 - 9 pin USB Type A

Cable Details

Cables Included: 1 x USB-C to USB-A cable - external

Power Device

Type: Power adapter

Power Provided: 100 watt or must supply enough wattage to charge connected laptop

System Requirements

OS Required: Microsoft Windows 10,11

Service & Support

Type: 3-year warranty

Equipment Condition:

Equipment offered in response to this RFQ must be new equipment. New equipment means equipment that is currently in production by the manufacturer and is still the latest model, edition or version generally offered. The equipment must be warranted as new by the manufacturer and may not have been used for any purpose, other than display (not demonstration), prior to its sale to the state. CSCF will not accept remanufactured, used, or reconditioned equipment. It is the contractor's responsibility to ensure that each piece of equipment delivered to the state complies with this requirement. A contractor's failure to comply with this requirement will cause the CSCF to seek remedies under breach of contract.

Lemon Clause:

Any equipment that fails (except due to operator error) to operate according to the manufacturer's published performance specifications and/or is subject to recurring related problems must be replaced with the same make and model of new equipment at no cost to the CSCF within the first 60-days of operation.

Shipping Locations:

Selected proposer must drop ship all requested computer equipment to the below stated shipping locations. Actual quantities by location will be determined at time purchase order is awarded.

CareerSource Central Florida
390 N. Orange Ave
Suite 700
Orlando, FL 32801

Price Stability:

Contract prices and discounts shall be fixed at the time of contract approval by CSCF and respondent. In the event of price changes, replacement equipment shall be purchased at the lower of the contract or then current market price. In no case shall a price be higher than contract price be paid for equipment offered.

CSCF reserves the right to modify the quantity, shipping locations, and configuration requirements.

6.0 DELIVERABLES

The selected contractor must supply all hardware as required in the scope of work. The contractor may provide "value added" items that support the scope of work. Such items could include, inventory supplied for hardware, staged storage, etc.

7.0 TIME AND COMPENSATION

Equipment order to be placed once an RFQ Award Winner has been determined and approved by CSCF Board of Directors.

8.0 INSTRUCTIONS TO PROPOSERS

This RFQ is a solicitation and not an offer to contract. Interested parties desiring to provide quotations for laptops, docking stations, and as described in this RFQ must submit responses to CSCF in the following manner:

- Inquiries regarding this RFQ should be submitted electronically to: publicresponse@careersourcecf.com. Please type "INQUIRY – L&DS-22-Q2 Solicitation" in the subject line.

- Submit your quotation electronically by attaching documents in PDF format in a version compatible to Acrobat PDF. Documents should be clearly marked with the respondent's business name and address. **Please type "BID – L&DS-22-Q2 Solicitation" in the subject line.**

Quotations **must** be submitted via email no later than 5:00 PM (EST), on December 8th, 2021. Quotations **must** be addressed to: Procurement@careersourcecf.com

- To maintain integrity of the process, proposers must only submit questions and quotations to the email address stated above. Proposers are not to copy or blind copy any other CSCF official, employee or board member. Violating these conditions may render a submitted quotation 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 quotation may be withdrawn until the date and time set above for final submission of quotations. Any quotation not so withdrawn will constitute an irrevocable offer, for a period of 90 days, to provide the services set forth in this RFQ, or until one or more of the quotations have been awarded. Preparation costs for responses to this RFQ are solely those of the respondent, and CSCF assumes no responsibility for any such costs.
- CSCF reserves the right to negotiate the terms outlined in the response. CSCF reserves the right to reject any and all quotations, and to waive any irregularities or informalities. Further, should CSCF accept any Alternates, such acceptance is made with right to accept them in any order or combination.

9.0 PROCUREMENT TIMELINE (Tentative dates)

Date	Activities/Events
11/18/2021	RFQ made available at 5 p.m. on the CareerSource Central Florida Internet: www.CareerSourceCentralFlorida.com
11/24/2021	<p>Final Clarifying/Technical questions concerning the RFQ must be received by 3:00 p.m. on November 24rd, 2021 via email at: publicresponse@careersourcecf.com. Please type "INQUIRY – L&DS-22-Q2 Solicitation" in the subject line.</p> <p>Response to all questions will be made available on the CareerSource Central Florida's website: www.CareerSourceCentralFlorida.com</p>

12/8/2021	Electronic RFQ responses are to be submitted in PDF format version compatible Acrobat PDF. Email containing quotation must be received by 5:00 PM EST. Please type “BID – L&DS-22-Q2 Solicitation” in the subject line.
2/24/2021	Scheduled on Full Board of Directors agenda for approvals
2/26/2022	Bids will be opened privately on December 9th, 2021 and Proposers will be notified as to successful bidder(s) once the review process and negotiations are complete.

10.0 SIGNATURE

The quotation shall be signed by a duly authorized individual or official of an organization. For quotations from organizations, the quotation 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 quotation evaluation if different from the signatory official.

11.0 FORMAT FOR PREPARING THE QUOTATION

Quotations will be valid for ninety (90) days after quotation submission date specified herein. If the event contract has not been awarded before the close of the ninety (90) day validity period, CSCF reserves the right to negotiate extensions to the quotation validity date

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

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

Part 1 – Cover Sheet

Part 2 – Cost/Price Quotation Form

Attachment “B” - Relationship Disclosure Form

Attachment “C” - Contractor Provisions, Certifications and Assurances

Provided Attachments “A”, “B” and “C” must be completed and submitted.

No quotation will be considered that is not:

- Complete - If sections or mandated attachments are missing, the quotation will not be considered.

- Compatible - The quotation 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 CSCF as criteria for evaluating all responses submitted in response to this RFQ. The following consideration must be addressed with the narrative:

12.0 Evaluation Criteria

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

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

Quality, warranty, and support are other very 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 the contractor’s service quotations will contribute to the selection.

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

Criteria	Points
Overall cost of equipment, including shipping and other required charges.	30
Timeline for delivery	15
Presentation/Quote	15
Quality and features of laptop and dock	20
Values added options offered by vendor, i.e., storage until needed, warranty offered at no cost, inventory list provided when shipped	20
Proposer business status is a certified minority-owned, women-owned or veteran-owned business.	5
TOTAL	105

13.0 CONDITIONS AND LIMITATIONS OF THIS RFQ

The following conditions are applicable to all quotations:

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

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

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

All quotations are subject to negotiation by CSCF.

CSCF reserves the right to retain all quotations submitted and to use any ideas in a quotation regardless of whether that quotation is selected. Submission of a quotation indicates acceptance by the individual or firm of the conditions contained in this solicitation, unless clearly and specifically noted in the quote submitted and confirmed in the contract between CSCF and the individual or firm selected.

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

14.0 IMPORTANT NOTICE TO ALL RESPONDENTS:

CSCF is funded primarily by federal grants. CSCF also receives local municipal grants and sponsorships. Accordingly, federally funded sums due and payable by CSCF 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.

The supplied General Terms and Conditions are an equal and integral part of this RFQ. The terms, conditions and specifications contained in this RFQ along with any attachments and the Offerors' response may be incorporated into any Purchase Order/Agreement issued as a result of this RFQ, including any addenda. CSCF reserves the right to negotiate with a successful Offeror (Contractor) provisions in addition to those stipulated in this RFQ. The contents of this RFQ, as revised and/or supplemented, and the successful Offerors' quotation may be incorporated into the Contract.

Should an Offeror object to any of the CSCF Standard Terms and Conditions the Offeror must propose specific alternative language that would be acceptable to CSCF. General references to the Offerors' terms and conditions or attempts at complete substitutions are not acceptable to CSCF and will result in disqualification of the Offerors' quotation. Offerors' must provide a brief statement of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

Any proposed changes to the terms and conditions attached to this RFQ must be stated in Offerors' quotation in a Section marked "**ATTACHMENT "C" - CONTRACTOR PROVISIONS, and CERTIFICATIONS AND ASSURANCES**". Offerors are cautioned that any changes to the term and conditions that are NOT stated in the RFQ response will not be entertained by CSCF at a later date. Any provisions in any proposal, quotation, acknowledgment or other forms or contract documents applicable to the services that are inconsistent, or in conflict with any provisions of this RFQ or the resultant contract will be ineffective and inapplicable.

15.0 MINORITY/WOMEN/VETERAN/LABOR SURPLUS 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 quotations and to identify themselves as M/W/VET/LSBE respondents. Any contractor 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.).

16.0 APPLICABILITY OF SUNSHINE LAWS

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

17 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 CSCF. 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 CSCF's award decision.

The CSCF 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"

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 quotation, negotiate the contract terms and contractually bind the respondent: Name and Title: _____ Phone: () _____ Fax: () _____ Email: _____
I do hereby certify that this quotation is submitted in accordance with the provisions and conditions outlined, that this firm, acknowledges and accepts the terms and conditions of this RFP/RFQ by tendering an offer to CareerSource Central Florida; that all the information is complete and accurate, and that this quotation 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 quotation 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 quotation 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 quotation.

Signature of Authorized Representative

Date

Printed Name and Title

Proposer's Name: _____

Part 2 – Cost/Price Quotation Form

Provide both purchase and lease option pricing for all goods and services described within the scope of work (see section 5.0)

Total Cost to Purchase:	
125 Laptops \$	
250 Docking Stations \$	
Setup \$	
Leasing Options (Setup not included):	
A	
B	
C	
D	

Proposer's Name: _____

ATTACHMENT "B"

Relationship Disclosure Form

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 CareerSource Central Florida; (ii) CareerSource Central Florida's current board of directors; and (iii) an employee of CareerSource Central Florida. A listing of CareerSource Central Florida's current board may be found here:

<https://www.careersourcecentralflorida.com/about-us/leadership/meet-the-board-consortium/>

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 CareerSource Central Florida staff or board member.

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

HOW ARE THE KEY RELEVANT TERMS DEFINED?

Respondent means the individual(s) or firm making any proposal/quotation pursuant to this RFQ (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 CareerSource Central Florida 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 CareerSource Central Florida 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 Central Florida Principal, or who otherwise holds himself or herself out as, or is generally known as the person whom a CareerSource Central Florida Principal intends to marry or with whom the CareerSource Central Florida Principal intends to form a household, or any other natural person having the same legal residence as the CareerSource Central Florida 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 contractor 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 CareerSource Central Florida.

-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 CareerSource Central Florida.

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 CENTRAL FLORIDA PRINCIPAL?

___ YES ___ NO

IS ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL AN EMPLOYEE OF RESPONDENT?

___ YES ___ NO

IS RESPONDENT AN EMPLOYEE OF ANY CAREERSOURCE CENTRAL FLORIDA PRINCIPAL?

___ YES ___ NO

IS RESPONDENT A BUSINESS ASSOCIATE OF ANY CAREERSOURCE CENTRAL FLORIDA 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 Central Florida 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:

End of Page

ATTACHMENT "C"

CONTRACTOR PROVISIONS, CERTIFICATIONS AND ASSURANCES

CareerSource Central Florida 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:

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

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

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 CareerSource Central Florida, Inc., 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.

XI. 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. The Board 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. The Board 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 the Board.

If Contractor disagrees with the reasons for termination, they may file a grievance in writing within ten days of notice of termination to the CareerSource Central Florida 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, Contractor shall be liable to the Board 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

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.

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 CareerSource Central Florida 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 CareerSource Central Florida for purposes related to the performance or evaluation of the Agreement may be divulged to CareerSource 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 CareerSource Central Florida. 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.

XXX. 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.

XXXI. 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.

Name and Title of Authorized Representative

Signature of Authorized Representative

Organization/ Business Name

Date