



## EXECUTIVE SUMMARY

**Recommendation that the Broward College District Board of Trustees authorize the contract amendment and first renewal option (on a month-to-month basis) for three months and increase in fiscal authority with STRATEGIC PHILANTHROPY, INC. for RFP-2021-015-ZR - COMMUNITY RELATIONS SERVICES. Fiscal Impact: Estimated \$23,742.50 (cumulative \$366,892.50)**

**Presenter(s):** Megan Cottle, VP, Advancement & Exec. Dir. of BC Foundation

**What is the purpose?** Strategic Philanthropy currently manages the Community Relations function for Broward College and the extension will allow them to transition this function to the new AVP of Community Relations which will be hired and is included in the FY2024-2025 Budget. This funding to cover this renewal for three months is included in the budget in Cost Center 0739. A 30-day termination notice to transition community relations function to internal staff primarily the to be hired AVP of Community Relations. The three months renewal option would be from 07/01/2024 to 09/30/2024.

**What procurement process or bid waiver was used and why?** The procurement process used was a formal competitive solicitation per FLDOE Rule 6A-14.0734 and College Procedure A6Hx2-6.34. A Request for Proposals - RFP - was issued in 2021 by the Procurement Department.

**Is this a budgeted expenditure from the budget established at the last June Board of Trustees meeting?**  
**What fund, cost center and line item(s) were used?** Yes, this is for the upcoming FY24/25. FD100, CC0739, GLC: 65000:Professional Fees.

**Has Broward College used this vendor before for these products or services?** Yes.

**Was the product or service acceptable in the past?** Yes.

**Was there a return on investment anticipated when entering this contract?** Yes.

**Was that return on investment not met, met, or exceeded and how?** Yes, the return on investment was exceed by providing excellent service and reporting. This contract manages the majority of community relations functions for the College.

**Does this directly or indirectly feed one of the Social Enterprise tactics and how?** Not applicable.

**Did the vendor amend Broward College's legal terms and conditions [to be answered by the Legal Office] if the College's standard contract was used and was this acceptable to the Legal Office?**

The General Counsel's office has reviewed the agreement and any deviation to the College's standard terms has been deemed acceptable.

### FISCAL IMPACT:

Description:Month to Month for transition of Community Relations function to new AVP for \$7,914.17 per month. FD100, CC0739, GLC: 65000:Professional Fees

<b>06/25/24</b>	<b>CC0739 • Community Relations</b>	<b>(\$23,742.50)</b>
	Approximately \$7,917.17 per month	

**Megan R. Cottle**

Megan R. Cottle, VP, Advancement & Exec. Dir. of BC Foundation

5/23/2024

APPROVAL PATH: 12214: Strategic Philanthropy, Inc. - RFP-2021-015-ZR - Community Relations Services  
- Renewal

 <b>Workflow</b> <span>Synchronize Routing</span> <span>Edit View</span> <span>Add Work Item</span>					
Stage	Reviewer	Description	Due Date	Status	
1	Megan R. Cottle	VP Review		✓ Completed	
2	Natalia Triana-Aristizabal	Contracts Coordinator		✓ Completed	
3	Zaida Riollano	Procurement Approval		✓ Completed	
4	Rabia Azhar	CFO Review		✓ Completed	
4	Christine Sims	Budget Departmental Review		✓ Completed	
4	<b>Legal Services Review Group</b>	Review and Approval for Form and		✓ Completed	
5	Board Clerk	Agenda Preparation		✓ Completed	
6	District Board of Trustees	Meeting	06/25/24 01:00 PM	⌚ Pending	
7	<b>Electronic Signature(s)</b>	Signatures obtained via DocuSig 		⌚ Pending	
8	Natalia Triana-Aristizabal	Contracts Coordinator		⌚ Pending	



**AMENDMENT #1 TO THE COMMUNITY RELATIONS SERVICES  
AGREEMENT**

**THIS AMENDMENT** is made and entered into as of the effective date of this amendment,  
which is the date of the last party's signature,  
by and between

**THE DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA**  
(hereafter referred to as BC),

a political subdivision of the State of  
Florida, whose mailing address is  
111 East Las Olas Blvd, Fort Lauderdale, Florida

33301 and

**STRATEGIC PHILANTHROPY, INC.**

(hereafter referred to as  
Vendor), a company,

who is located at

2600 NE 12<sup>th</sup> St., Fort Lauderdale, FL 33304

**WHEREAS**, the parties entered an Agreement for COMMUNITY RELATIONS SERVICES (RFP-2021-015-ZR) dated on or about July 1, 2021 as may have been amended (the "Contract"), which expires on June 30, 2024,

**WHEREAS**, the Contract may be amended only when reduced to writing and signed by both Parties, and

**WHEREAS**, the parties desire to amend the Agreement.

**NOW THEREFORE**, the parties agree as follows:

1. **Term Extension.** The Contract shall be extended on a month to month basis not to exceed three (3) months, commencing July 1, 2024 with a last day of September 30, 2024.
2. **Amended Pricing.** The contract price is increased by approximately \$7,914,17 for each month for a not to exceed total of \$23,742,50. The amended contract price is \$357,942,50.
3. **Amended Contract for Services Paragraph 5.** Termination for Convenience is hereby revised to give the Vendor the same termination right as the College.

4. **Authority.** Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.
5. **Signatures.** This Amendment may be signed and sent electronically by the parties. All signed counterparts will be deemed originals and together shall constitute the entire Amendment.
6. **No further amendments.** All remaining terms in the Agreement remain the same, including but not limited to any termination rights granted to BC in the Agreement, which all parties hereto acknowledge and agree remains in full force and effect as applicable to any and all agreements, addendums and/or amendments applicable hereto.

**IN WITNESS WHEREOF**, the parties or their duly authorized representatives hereby execute this Agreement on the date first written above.

**FOR VENDOR**

STRATEGIC PHILANTHROPY

By\_\_\_\_\_

Name\_\_\_\_\_

Title\_\_\_\_\_

**FOR BC**

THE DISTRICT BOARD OF TRUSTEES OF BROWARD COLLEGE, FLORIDA

By\_\_\_\_\_

Name\_\_\_\_\_

Title\_\_\_\_\_



## EXECUTIVE SUMMARY

**Recommendation that the Broward College Board of Trustees authorize the contract award to Strategic Philanthropy, Inc. (RFP-2021-015-ZR) for community relations services. Fiscal Impact: \$334,200.00, spent over three years.**

**Presenter(s):** Isabel Gonzalez, Chief of Staff and Vice President for Communication  
Ellice Martinez, AVP, Community Partnerships & Institutional Events

**Purpose:** This is a Community Relations Services contract totaling an approximate \$334,200 over the three-year term. The primary objective of this Contract is to provide expert advisement and services for the College's community relations work. This includes advisement and management of community partnerships focused on College & Career Readiness, Economic Development, Employee Engagement, and Broward UP. The contract will also support the development, implementation and promotion of community engagements, such as BC Cares service days for employees, the Village Square Program, and promotion of Student Village Square events. The contract is the result of a competitive selection process (RFP-2021-015-ZR), resulting in three proposals. The selected vendor, Strategic Philanthropy, Inc. was ranked highest for its overall qualifications, experience, and ability to provide metrics and thought leadership to the College.

**Considerations:** This contract allows staff to outsource the full range of planning, implementation and logistical work required. Without this contract, community relations work would decrease until the College is able to put in place the dedicated staff resources and expertise required to implement the required level of service.

**How does this impact student success:** The work done under this contract supports the community relations ecosystem required for the College to support student college and career readiness, local economic development, employee engagements, and the interrelated Broward UP movement.

**What specific goal of the Strategic Plan is advanced through this action:** Start and Soar

**Small Business Firm (Yes, No, N/A):** yes

**Broward Firm (Yes, No, N/A):** yes

### FISCAL IMPACT:

Description: 3-year contract term; Approximate total per year: \$111,400 for a three-year total of \$334,200.

04/12/21	CC0739 • Community Relations	(\$161,400.00)
	CC0739 FD100 BU103 PG000269	
05/18/21	CC0736 • Village Square	(\$86,400.00)
	CC0736 FD100 BU103 PG000219	
05/18/21	CC0739 • Community Relations	(\$86,400.00)
	CC0741 FD100 BU103 PG000484	

<b>TOTAL:</b>	<b>(\$334,200.00)</b>
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# John Dunnuck

John Dunnuck, Senior Vice President, Finance and Operations

5/5/2021

## COMMENTS - Current Meeting:

Chair Fernandez called for a motion to authorize the contract award to Strategic Philanthropy, Inc. (RFP-2021-015-ZR) for community relations services. Trustee Zachariah made the motion with a second by Trustee Agrawal. The motion passed unanimously.

Trustee Zachariah declared a conflict of interest and abstained from voting.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Zachariah Zachariah, Trustee
<b>SECONDER:</b>	Akhil Agrawal, Trustee
<b>AYES:</b>	Gloria Fernandez, Matthew Caldwell, Akhil Agrawal
<b>ABSTAIN:</b>	Zachariah Zachariah



## **CONTRACT FOR SERVICES TERMS AND CONDITIONS**

This contract for services ("Contract") is entered into as of 2021 between the District Board of Trustees of Broward College, Florida ("College") and Strategic Philanthropy, Inc. ("Vendor") (collectively, the "Parties"), will be in effect until three (3) years plus any renewals ("Contract").

### **1. INVOICES AND PAYMENTS.**

A copy of all invoices (including an itemization of the date, hours expended, and description of the deliverable) shall be sent to the attention of Ellice Martinez, emartine@broward.edu. Invoices may be submitted via email, facsimile or U.S. mail. The time at which payment will be due from the College will be approximately thirty (30) days from receipt of an undisputed invoice, acceptance of deliverables, and upon satisfaction of the College conditions that are detailed herein.

### **2. INDEMNIFICATION.**

For value received, the Vendor shall indemnify and hold the College, its officers, directors, board of trustees, agents, assigns, and employees harmless from liabilities, damages, losses and costs, including, but not limited to reasonable attorneys' fees, to the extent caused by the negligence, recklessness or intentionally wrongful conduct of the Vendor and other persons employed or utilized by the Vendor in the performance of the Contract. The Vendor further acknowledges that it is solely responsible for ensuring its compliance and the compliance of its subcontractors, suppliers, agents, assigns, invitees and employees with the terms of this Contract. This paragraph shall survive the expiration or termination of this Contract.

### **3. INDEMNIFICATION FOR INFRINGEMENT OF ANY INTELLECTUAL PROPERTY CLAIMS.**

For value received, the Vendor shall indemnify and hold the College, its officers, directors, board of trustees, agents, assigns, and employees harmless from liabilities, damages, losses and costs, including, but not limited to reasonable attorneys' fees for any claim or lawsuit brought alleging infringement of any intellectual property right based on any software, books, articles or any other materials ("Materials") used by Vendor in accordance with this Contract. Vendor warrants that the materials are owned by or licensed to the Vendor. Vendor is solely responsible for ensuring its compliance and the compliance of its subcontractors, suppliers, agents, assigns, invitees and employees with the terms of this Contract. This paragraph shall survive the expiration or termination of this Contract.



**4. TERMINATION FOR DEFAULT.**

A “material breach” of this Contract is defined as any substantial, unexcused non-performance by failing to perform an act that is an important part of the transaction or performing an act inconsistent with the terms and conditions of the Contract. If the Vendor materially fails to fulfill its obligations under this Contract, the College will provide written notice of the deficiency by forwarding a Cure Notice citing the specific nature of the material breach. The Vendor shall have thirty (30) days to cure the breach. If the Vendor fails to cure the breach within the thirty (30) day period, the College shall issue a Termination for Default Notice. The College may pursue whatever legal and/or equitable remedies it chooses regarding Vendor’s breach of contract.

**5. TERMINATION FOR CONVENIENCE.**

The College may terminate this Contract with or without cause at any time for convenience upon 30 calendar days’ prior written notice to the Vendor. In the event of termination for convenience, the College shall compensate the Vendor for all authorized and accepted deliverables and/or services completed through the date of termination in accordance with the Statement of Work, which is attached hereto and incorporated herein as Exhibit “A.” The College shall be relieved of any and all future obligations hereunder, including but not limited to lost profits and consequential damages, under this Contract. The College may withhold all payments to the Vendor for such work until such time as the College determines the exact amount due to the Vendor.

**6. AUDIT.**

The Vendor shall maintain all records, books and documents pertinent to the performance of this Contract in accordance with generally accepted accounting principles consistently applied. The College shall have inspection and audit rights to such records for a period of 3 years from final payment under this Contract. Records relating to any legal disputes arising from performance under this Contract shall be made available until final disposition of the legal dispute. If the audit reveals that Vendor owes the College any funds, Vendor shall pay for the audit and return all funds to the College immediately.

**7. NONDISCRIMINATION.**

The Vendor hereby assures that no person shall be excluded on the grounds of race, color, religion, national origin, disability, age gender, marital status, sexual orientation or any other basis prohibited by law from participation in, denied the benefits of, or otherwise be subjected to discrimination in any activity hereunder. The Vendor shall take all measures necessary to effectuate these assurances.

**8. PUBLIC ENTITY CRIMES/SDN LIST.**

The Vendor, by its execution of this Contract, acknowledges and attests that neither it, nor any of its suppliers, subcontractors, affiliates or consultants who shall perform work which is intended to benefit the College, is a State of Florida convicted vendor or is included on the State of Florida’s discriminatory vendor list. The Vendor further understands and accepts that this Contract shall be either void or subject to immediate termination by the College, in the event there is any misrepresentation or lack of compliance with the laws and the mandates of Section 287.133 or Section 287.134, respectively, Florida Statutes. The College, in the event of such termination, shall not incur any liability to the Vendor for any work or materials furnished.

**9. PUBLIC RECORDS/REQUEST FOR CONTRACTOR RECORDS.**

The Vendor shall allow public access to all project documents and materials in accordance with the provisions of Chapter 119, Florida Statutes. Should the Vendor assert any exemptions to the requirements of Chapter 119 and related statutes, the burden of establishing such exemption, by way of injunctive or other relief as provided by law, shall be upon the Vendor and Vendor shall bear all costs and fees related to the same.

If the Vendor meets the definition of “contractor” under Section 119.0701, Florida Statutes, in addition to other contract requirements provided by law, the Vendor must comply with public records laws, and shall:

- (a) Keep and maintain public records required by the College to perform the service.
- (b) Upon request from the College, provide the College with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law.
- (c) Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Vendor does not transfer the records to the College.
- (d) Upon completion of the Contract, transfer, at no cost, to the College all public records in possession of the Vendor or keep and maintain public records required by the College to perform the service. If the Vendor transfers all public records to the College upon completion of the Contract, the Vendor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Vendor keeps and maintains public records upon completion of the contract, the Vendor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to the College, upon request from the College’s custodian of public records, in a format that is compatible with the information technology systems of the College
- (e) IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE COLLEGE AT (954) 201-7639, LEGALSERVICES@BROWARD.EDU, OR 111 EAST LAS OLAS BOULEVARD, #523, FORT LAUDERDALE, FL 33301.

IN ADDITION, THE VENDOR ACKNOWLEDGES THAT THE COLLEGE CANNOT AND WILL NOT PROVIDE LEGAL ADVICE OR BUSINESS ADVICE TO THE VENDOR WITH RESPECT TO ITS OBLIGATIONS PURSUANT TO THIS SECTION RELATED TO PUBLIC RECORDS. THE VENDOR FURTHER ACKNOWLEDGES THAT IT WILL NOT RELY ON THE COLLEGE OR ITS COUNSEL TO PROVIDE SUCH BUSINESS OR LEGAL ADVICE, AND THAT THE VENDOR IS HEREBY ADVISED TO SEEK BUSINESS/LEGAL ADVICE WITH REGARD TO PUBLIC RECORDS MATTERS ADDRESSED BY THIS CONTRACT. THE VENDOR ACKNOWLEDGES THAT ITS FAILURE TO

COMPLY WITH FLORIDA LAW AND THIS CONTRACT WITH RESPECT TO PUBLIC RECORDS SHALL CONSTITUTE A MATERIAL BREACH OF THIS CONTRACT AND GROUNDS FOR TERMINATION PURSUANT TO PARAGRAPH 4.

**10. NO WAIVER OF SOVEREIGN IMMUNITY.**

Nothing contained herein shall be construed or interpreted as: (1) denying to either party any remedy or defense available to such party under the laws of the State of Florida or the United States; (2) the consent of the State of Florida or their respective officers, employees, servants, agents, agencies, or public bodies corporate to be sued; or (3) a waiver of sovereign immunity of the State of Florida or the United States by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Florida Statutes Section 768.28 or beyond that provided by applicable law. This section shall survive the termination of all performance or obligations under this Contract and shall be fully binding until such time as any proceeding brought on account of this Contract is barred by any applicable statute of limitations.

**11. COLLEGE'S TAX EXEMPTION.**

The Vendor shall not utilize the College's tax exemption certificate number issued pursuant to Sales and Use Tax Law, Chapter 212, Florida Statutes, when purchasing materials used to fulfill its contractual obligations with the College. The Vendor shall be responsible and liable for the payment of all applicable FICA/Social Security and other taxes resulting from this Contract.

**12. ASSIGNMENT/GUARANTOR.**

The Vendor shall not assign, delegate or otherwise transfer its rights and obligations as set forth in this Contract without the prior written consent of the College. Any attempted assignment in violation of this provision shall be null and void. The Vendor shall not pledge the College's credit or make the College a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness. Pledging the College's credit shall also be construed to include the use of "factoring agents" or the practice of selling business accounts receivables to a third party at a discount for the purpose of obtaining funding which is also expressly prohibited.

**13. FORCE MAJEURE.**

Notwithstanding any provisions of this Contract to the contrary, the Parties shall not be held liable for any failure or delay in the performance of this Contract that arises from fires, floods, strikes, embargoes, acts of the public enemy, unusually severe weather, outbreak of war, restraint of government, riots, civil commotion, force majeure, act of God, or for any other cause of the same character which is unavoidable through the exercise of due care and beyond the control of the Parties. Failure to perform shall be excused during the continuance of such circumstances, but this Contract shall otherwise remain in effect.

**14. AMENDMENTS.**

This Contract may be amended only when reduced to writing and signed by both Parties.

**15. ENTIRE AGREEMENT.**

This Contract states the entire understanding and agreement between the Parties and no course or prior dealing, usage of the trade or extrinsic or parol evidence shall be relevant to supplement, vary or explain any term used with respect to this Contract. The acceptance or acquiescence of any course of performance rendered under this Contract shall not be construed as a waiver nor shall it be relevant to define or vary any term stated herein. This Contract shall inure to the benefit of and shall be binding upon the Parties, their respective assigns and successors in interest.

**16. COMPLIANCE.**

The Vendor, its employees, subcontractors or assigns shall comply with all applicable federal, state and local laws and regulations relating to the performance of the Contract.

**17. APPLICABLE LAW/VENUE.**

The laws of the State of Florida shall govern all aspects of the Contract. In the event it is necessary for either Party to initiate legal action regarding the Contract, venue for all claims shall be in Broward County, Florida.

**18. VENDOR NOT TO LIMIT WARRANTY.**

The Vendor shall not limit or exclude any express or implied warranties and any attempt to do so shall render this Contract void, at the option of the College. The Vendor warrants that the services comply with the deliverables in the Statement of Work, and are expressly fit for their particular purpose, and are in accordance with industry standards.

**19. TERMS/PROVISIONS.**

Should any term or provision of this Contract be held, to any extent, invalid or unenforceable, as against any person, entity or circumstance during the term hereof, by force of any statute, law, or ruling of any forum of competent jurisdiction, such invalidity shall not affect any other term or provision of this Contract, and the Contract shall remain operable, enforceable and in full force and effect to the extent permitted by law.

**20. STATEMENT OF SERVICES.**

The Vendor shall, to the satisfaction of the College, fully and timely perform all work items described in the Statement of Work. As part of the services to be provided by the Vendor under this Contract, the Vendor shall substantiate, in whatever form reasonably requested by the College, the methodology, lab analyses, scientific theories, data, reference materials and research notes to formulate its opinions. This requirement shall survive the expiration or termination of this Contract. The Parties agree that time is of the essence in the performance of each and every obligation hereunder. It is the Vendor's responsibility to advise its employees or hired workers of the nature of the project, as described in the Contract and the Statement of Work attached hereto. The Vendor shall determine the method, details and means of performing the services, within the parameters established by the Statement of Work. The College may provide additional guidance and instructions to the Vendor's employees or hired workers where necessary or appropriate as determined by the College. The Vendor agrees to abide by any and all additional guidance and instructions.

**21. COMPENSATION/CONSIDERATION.**

The total consideration for all work required by the College pursuant to the Contract shall not exceed the amount indicated in the Statement of Work. Should the Vendor incur any travel expenses, payment for such travel will be in accordance with Section 112.061, Florida Statutes. The Vendor shall supply the College with receipts and supporting documentation for all reimbursable travel expenses. The Vendor, by executing the Contract, certifies to truth-in-negotiation, specifically, that wage rates and other factual unit costs supporting the consideration are accurate, complete and current at the time of contracting. If the total consideration for this Contract is subject to multi-year funding allocations, funding for each applicable fiscal year of this Contract will be subject to College Board of Trustees budgetary appropriation. In the event the College does not approve funding for any subsequent fiscal year, this Contract shall terminate upon expenditure of the current funding, notwithstanding other provisions in this Contract to the contrary. The College will notify the Vendor of the termination in writing.

**22. INSURANCE.**

The insurance requirements in terms of types of insurance and the amount of insurance will vary depending on the Statement of Work. The College will determine the amounts and types of insurance required, if any, for the work performed. The Vendor shall procure and maintain, through the term of this Contract, insurance coverage required by the College, each with a limit of not less than \$see Exhibit C in general liability insurance, \$see Exhibit C in automobile liability insurance, \$see Exhibit C in professional liability insurance, and all Florida statutorily required workers' compensation insurance. The coverage required shall extend to all employees and subcontractors of the Vendor. The Vendor must provide a Certificate of Insurance completed in full, indicating the producer, insured, carrier's name, and Best rating, policy numbers and effective and expiration dates of each type of coverage required. The Certificate of Insurance shall be signed by an authorized representative and shall identify the College as an additional insured as required. No work is authorized until such time as the College has received a Certificate of Insurance in compliance with the above requirements.

**23. OWNERSHIP.**

The College shall retain exclusive title, copyright and other proprietary rights in all work items, including, but not limited to, all documents, technical reports, research notes, scientific data, computer programs, including the source and object code, which are developed, created or otherwise originated hereunder by the Vendor under this Contract. The Vendor shall grant to the College a perpetual, non-transferable, exclusive right to use any proprietary software, if any. Any equipment purchased by the Vendor with College funding shall be returned and title transferred from the Vendor to the College upon expiration or termination of the Contract.

**24. COMPLIANCE/LICENSES.**

The Vendor, its employees, subcontractors or assigns, shall obtain, at its own expense, all licenses, permits and other authorizations necessary to comply with all applicable federal, state and local laws and regulations relating to the performance of the Contract. The Vendor is also responsible for compliance with all labor and employment laws as well as all Federal, State, and local discrimination laws. The Vendor is solely responsible for compliance with all labor and tax laws pertaining to its officers, agents, and Vendor employees and shall indemnify and hold the College harmless from any failure by Vendor to comply with such laws.

**25. INDEPENDENT CONTRACTOR.**

The Vendor shall be considered an independent contractor and nothing in this Contract shall be interpreted to establish any relationship other than that of an independent contractor between the Parties and their respective employees, agents, subcontractors or assigns, during or after the term of the Contract. Both Parties are free to enter into contracts with other Parties for similar services. The College assumes no duty with regard to the supervision of the Vendor and the Vendor shall remain solely responsible for compliance with all safety requirements and for the safety of all persons and property at the site of performance under the Contract. In the event the Vendor is a sole proprietor, the Vendor is responsible for submitting legally required tax returns to the Federal Government.

**26. DISPUTES.**

In the event a dispute arises which the Vendor and the College cannot resolve between themselves, the Parties shall have the option to submit to nonbinding mediation. The mediator or mediators shall be impartial, shall be selected by the Parties and the cost of the mediation shall be borne equally by the Parties. The mediation process shall be confidential to the extent permitted by law. Mediation shall not occur unless both Parties agree in writing.

**27. IMMIGRATION.**

The Vendor shall be responsible for verifying employee authorization to work in the U.S. and make a good faith effort to properly identify employees by timely reviewing and completing appropriate documentation, including but not limited to, USCIS Form I-9. Written verification shall be kept by the Vendor and made available for inspection on demand by the College. The hourly rate of pay for each employee shall comply with State law and industry standards for similar work performed under the Contract. The Vendor shall maintain records verifying the rate of pay for each employee working on this Contract and make such records available for inspection on demand by the College. Failure to comply with these provisions shall be a material breach of the Contract and cause for termination of the Vendor.

**28. CHANGE IN PERSONNEL.**

The College may at any time and at its sole discretion request that the Vendor replace any Vendor personnel provided by the Vendor to work on this Contract if the College believes that it is in the best interest of the College to do so. The College may, but will not be required to, provide a reason for requesting the replacement of personnel. Such change in personnel shall be made immediately upon the College's written request for a change of personnel. The Vendor shall place the above language in any contract that it has with subcontractors. The Vendor will enforce the replacement of subcontractor personnel upon a request by the College.

**29. BACKGROUND CHECKS.**

***This clause applies to long term Vendors working on site, including, but not limited to, Childcare services, Janitorial Services, Food Services and Security.*** Vendor shall conduct thorough background checks for all of the Vendor's employees or hired workers who will be working on any College site. The background checks shall consist of education verification, a national criminal check for state and federal felonies and misdemeanors, and a check on immigration status in accordance with the above provision titled "IMMIGRATION." After reviewing the results of the background check, the Vendor shall determine whether the Vendor's employee and/or hired worker meets the necessary criteria for the position sought to be filled by the College. The College

will rely on the Vendor's assessment of its employees' or hired workers' suitability to be hired for the position(s) sought to be filled by the College, based on the background check conducted by the Vendor. Prior to allowing any employees or hired workers to work on-site at College facilities, the Vendor will provide written verification to the College that a complete background check, as described above, was conducted for any such employee or hired worker. The Vendor will place the above language in any contract that it has with its subcontractors and is responsible for enforcement of this provision.

**Vendor who has long term onsite workers performing work at College facilities agrees to be bound by the College policies and standards of conduct listed in the "Contractor Policy Code Acknowledgement Form," which is attached hereto and incorporated herein as Exhibit "B."**

### **30. MARKETING.**

Vendor may use the College's name in marketing materials for the purpose of publicizing contract awards; however, Vendor is prohibited from obtaining affirmations from College staff regarding its products or services. Affirmations include any kind of testimonials or endorsements of the Vendor as well as the products and/or services offered by the Vendor. The College, as a government entity, must fairly and equitably compete for goods and services, and therefore the endorsement of any particular firm, product, or service is strictly prohibited. Vendor is strictly prohibited from releasing any statements to the media regarding work performed under this Contract without the review, and the express prior written approval of the College. The College's approval is at its sole discretion; however, such approval will not be unreasonably withheld.

### **31. EMPLOYMENT BENEFITS.**

Vendor expressly understands and agrees that Vendor, its officers, agents, and employees, are not entitled to any employment benefits from the College.

### **32. STOP WORK ORDER.**

The College may order that all or part of the work stop if circumstances dictate that this action is in the College's best interest. Such circumstances may include, but are not limited to, unexpected technical developments, direction given by the College's Board of Trustees, a condition of immediate danger to the College, the Vendor or the public, or the possibility of damage to equipment or property. This provision shall not shift responsibility for loss or damage, including but not limited to, lost profits or consequential damages sustained as a result of such delay, from the Vendor to the College. If this provision is invoked, the College shall notify the Vendor in writing to stop work as of a certain date and specify the reasons for the action, which shall not be arbitrary or capricious. The Vendor shall then be obligated to suspend all work efforts as of the effective date of the notice and until further written direction from the College is received. If deemed appropriate by the College and in the event work is resumed, the College may amend this Contract to reflect any changes to the Statement of Work and/or the project schedule.

**33. ADDITIONAL TERMS AND CONDITIONS.**

Parties shall initial here if there are any additional terms and conditions and they are contained in Exhibit "C."

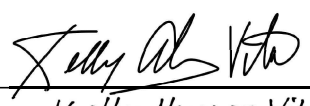
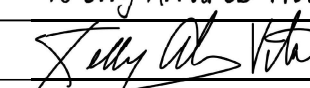


College



Vendor

**FOR VENDOR USE ONLY**

Vendor Name (type)	<u>Strategic Philanthropy, Inc.</u>	Tax ID No.	<u>36-4711989</u>
Authorized Representative	<u>Kelly Alvarez Vitale</u>	Title	<u>President</u>
Address	<u>2600 NE 12th St. Fort Lauderdale, FL 33304</u>	Telephone	<u>561.985.2418</u>
Signature of Vendor		Date	<u>4/12/21</u>
Attested By Name (type)	<u>Kelly Alvarez Vitale</u>	Title	<u>President</u>
Signature of Attester		Date Signed	<u>4/12/21</u>



**FOR COLLEGE USE ONLY**

Contract Originator Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

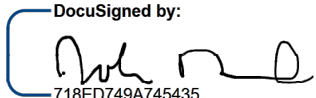
AVP/Dean Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Campus President/VP Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Senior Vice President John Dunnuck Title SVP Finance &amp; Operations

Signature  Date 6/1/2021**IF REQUIRED**

College President Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*Approved as to Form and Legality*

Signature \_\_\_\_\_ Date \_\_\_\_\_

Board Chairperson Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EXHIBIT "C"

### SPECIAL PROVISIONS

The purpose of this Exhibit "C" is to delineate any and all changes, deletions and/or additions to the General Terms & Conditions. In the event of any conflict between this Exhibit "C" and any other provision specified in this Contract, this Exhibit "C" shall take precedence.

Add the following:

#### **E-Verify.**

If the Vendor meets the definition of "contractor" under Section 448.095, Florida Statutes, in addition to other contract requirements provided by law, the Vendor shall register with and use the E-Verify system operated by the United States Department of Homeland Security to verify the work authorization status of all its employees hired during the term of this Agreement. The Vendor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement. The Vendor must provide evidence of compliance to the College as required under Section 448.095, Florida Statutes. Failure to comply with this provision is a material breach of the Agreement, and the College may terminate the Agreement at its sole discretion without liability. The Vendor shall be liable for all costs incurred by the College resulting from the Vendor's noncompliance with the requirements of this section.

#### **Insurance.**

The insurance amounts referenced in Section 22 "Insurance" are as follows:

A. Commercial General Liability Insurance:

1. Each Occurrence	\$1,000,000
2. General Aggregate	\$2,000,000
3. Excess Umbrella Liability	\$2,000,000
4. Personal and Advertising	\$1,000,000

(Commercial General Liability includes, but is not limited to: consumption or use of products, existence of equipment or machines on location and contractual obligations to customers.)

B. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in connection with this RFP \$1,000,000.

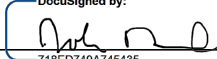
C. Worker's Compensation in accordance with Florida Statutory limits and Employer's Liability Insurance.

D. Professional Liability (if services require a professional license)

1. Each Occurrence	\$1,000,000
2. General Aggregate	\$2,000,000

- E. Cyber Liability (If vendor will have access to the college networks, systems, and student or employee data, or at the discretion of the College's Office of Risk Management, liability policies shall include this coverage with limits no less than \$1,000,000.)
- F. Crime Coverage for \$1,000,000 per loss.

BC APPROVED

By:  Date: 6/1/2021  
DocuSigned by:  
718ED749A745435...

VENDOR APPROVED

By:  Date: 4/27/21

## BROWARD COLLEGE E-VERIFY AFFIDAVIT

## Section 1:

Please respond to the following questions by placing an X in the checkbox that the best represents your current status with Broward College (BC).

## Step one:

Are you a BC contractor or registered supplier that hires employees and/or subcontractors? Check the one response that applies. *(Single select)*

Check Box	#	Responses
<input type="checkbox"/>	1	No, I do not hire employees or subcontractors
<input type="checkbox"/>	2	Yes, I am an E-Verify employer that hires employees only.
<input checked="" type="checkbox"/>	3	Yes, I am an E-Verify employer that hires subcontractors only.
<input type="checkbox"/>	4	Yes, I am an E-Verify employer that hires employees and subcontractors.

## Step two:

If you placed an X next to check box number one, you need to provide acknowledgment of the statements in Section 3 below that you understand if you ever hire an employee or use subcontractors you will comply with the E-Verify requirements. Complete Section 4 and have the affidavit notarized.

## Step three:

If you placed an X next to checkbox response number 2, 3, OR 4, please indicate below, whether or not you have an active E-Verify account. *(Single select)*

Check Box	Response
<input checked="" type="checkbox"/>	Yes
<input type="checkbox"/>	No

## Step four:

If you answered yes in Step three, please provide your E-Verify ID number in section 2 below.

## Step five:

If you answered no in Step three, please click on the following link and follow the instructions to register with E-Verify, then provide your E-Verify ID number in Section 2 below. <https://www.uscis.gov/e-verify>.

## Section 2:

Please enter your E-Verify ID number in the space to the right below.

E-Verify ID number KVIT1867

## Section 3:

Contractor/registered supplier acknowledges and agrees to the following by initialing in front of each statement below:

[Signature] Shall utilize the U.S. Department of Homeland Security's E-Verify system to confirm the employment eligibility of all persons employed by the Contractor during the term of the Contract to perform employment duties within Florida and all persons, including subcontractors, assigned by the Contractor to perform work pursuant to the Contract with the Department.

X Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Consultant during the term of the contract; and

X Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

**Section 4:**

Signee warrants that he or she has full legal power to execute this document on behalf of the stated firm.

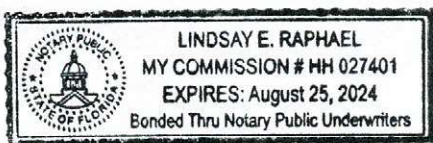
Company name:	Strategic Philanthropy, Inc.
Authorized representative name (printed):	Kelly Alvarez Vitale
Authorized representative title:	President
Authorized representative signature:	<i>Kelly Alvarez Vitale</i>
Date:	

STATE OF FLORIDA )

Palm Beach COUNTY )

The foregoing document was sworn to and subscribed before me by Kelly Alvarez Vitale by means of ☒ physical presence or ☐ online notarization, and are personally know to me or have produced \_\_\_\_\_ as identification and who did take an oath.

WITNESS MY HAND AND OFFICIAL SEAL THIS 13 DAY OF January, ~~2021~~ 2021



Notary Public Signature

*[Signature]*

Notary Public Printed Signature

*Lindsay Raphael*



THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

April 12, 2021

The District Board of Trustees  
Of Broward College, Florida  
Attn: Risk Management  
6400 NW 6TH WAY  
FORT LAUDERDALE FL 33309

#### Account Information:

<b>Policy Holder Details :</b>	STRATEGIC PHILANTHROPY INC
--------------------------------	----------------------------



#### Contact Us

Business Service Center

**Business Hours:** Monday - Friday  
(7AM - 7PM Central Standard Time)

**Phone:** (954) 616-6400

**Fax:** (888) 443-6112

**Email:** [agency.services@thehartford.com](mailto:agency.services@thehartford.com)

**Website:** <https://business.thehartford.com>

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/12/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HUB INTERNATIONAL FLORIDA/PHS 21211216 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	<b>CONTACT NAME:</b> PHONE (954) 616-6400 FAX (888) 443-6112 (A/C, No, Ext): (A/C, No):	
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>NAIC#</b>	
<b>INSURED</b> STRATEGIC PHILANTHROPY INC 2600 NE 12TH ST FORT LAUDERDALE FL 33304-1609	<b>INSURER A :</b> Sentinel Insurance Company Ltd. 11000	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY	X		21 SBM BY5701	06/06/2021	06/06/2022	EACH OCCURRENCE \$1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
	General Liability						MED EXP (Any one person) \$10,000
							PERSONAL & ADV INJURY \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$2,000,000
	POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$2,000,000
	OTHER:						
A	AUTOMOBILE LIABILITY			21 SBM BY5701	06/06/2021	06/06/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
	ANY AUTO						BODILY INJURY (Per person)
	ALL OWNED AUTOS						BODILY INJURY (Per accident)
	HIRE AUTOS						PROPERTY DAMAGE (Per accident)
	NON-OWNED AUTOS						
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE
	RETENTION \$						AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A				PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE -EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT
A	DATA BREACH - DEFENSE & LIAB COVG			21 SBM BY5701	06/06/2021	06/06/2022	Limit \$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy.

## CERTIFICATE HOLDER

The District Board of Trustees  
Of Broward College, Florida  
Attn: Risk Management  
6400 NW 6TH WAY  
FORT LAUDERDALE FL 33309

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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## **PROCUREMENT MEMORANDUM**

**TO:** Judy Schmelzer, Associate Vice President, Business Services and Resource Management

**THROUGH:** Zaida Riollano, District Director, Strategic Sourcing and Procurement Services DS  
ER

**FROM:** Orlando Aponte, Procurement Contracting Officer

**SUBJECT:** RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES

**DATE:** April 9, 2021

In accordance with Florida Statutes, Broward College released RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES with the intent to receive proposals from qualified vendors to provide community relations services to the College as specified in the RFP. The objective is to establish a term contract for community relations services to manage, but not limited to, the following community relations projects: Employee Volunteerism, Community Sponsorship Management, and Program Management (i.e. The Village Square Program and/or The Martin Luther King Jr. Day of Service Grant).

Notices were sent to 340 prospective vendors using DemandStar, including 123 SDB/MWBEs. The College received three (3) proposals from the following vendors:

1. Diaz Consulting Group, Inc.
2. PCF International LLC
3. Strategic Philanthropy, Inc.

### **PROCUREMENT SELECTION COMMITTEES**

<b>MEMBER INFORMATION (Broward College Employee unless otherwise noted)</b>	<b>EVALUATION COMMITTEE</b>		<b>NEGOTIATION TEAM</b>
	<b>PHASE I REVIEW OF PROPOSALS</b>	<b>PHASE II INTERVIEWS AND PRESENTATIONS</b>	<b>PHASE III CONTRACT NEGOTIATIONS</b>
Ellice Martinez, Associate Vice President, Community Partnerships and Institutional Events	X		X
Carlos Parra, Director, Student Affairs	X		
Imran Siddiqui, District Director, Entrepreneurship Experience	X		X
Tron Lippett, Assistant Director, Enrollment Management	X		X
Shayna Dominguez, Assistant Director, Workplace Learning	X		X
Zaida Riollano, District Director, Strategic Sourcing and Procurement Services (non-voting)	X		
Orlando Aponte, Procurement Contracting Officer (non-voting)	X		X
Jeff Albright, District Director, Contract Negotiations (non-voting)			X

### **PHASE I – REVIEW OF PROPOSALS**

The Evaluation Committee convened in a public meeting to review and evaluate the proposals received, and score and rank the proposals according to the evaluation criteria found in the RFP document.



PROCUREMENT MEMORANDUM  
RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES

Upon review of the proposals, the Evaluation Committee ranked proposals and selected the Proposer offering the best value to proceed directly to Phase III – Contract Negotiations:

1. Strategic Philanthropy, Inc.

PHASE II – INTERVIEWS AND PRESENTATIONS

The Evaluation Committee, during Phase I – Review of Proposals (Shortlist Meeting), decided to forgo Phase II – Interviews and Presentations, and move directly to invite the Proposer offering the best value to participate in Phase III – Contract Negotiations.

PHASE III – CONTRACT NEGOTIATIONS

The College's Negotiation Team convened to conduct negotiations with the Proposer offering the best value:

1. Strategic Philanthropy, Inc.

After conducting negotiations with the Proposer, the College's Negotiation Team considered award recommendation, and recommended contract award to Strategic Philanthropy, Inc. as providing the services encompassed by this solicitation RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES while offering the best value and in the best interest of the College.



# **REQUEST FOR PROPOSAL RFP-2021-015-ZR**


## **COMMUNITY RELATIONS SERVICES**

PROCUREMENT SERVICES  
Cypress Creek Administrative Center  
6400 NW 6<sup>th</sup> Way, Fort Lauderdale, FL 33309  
Phone 954-201-7455/Fax 954-201-7330

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ATTACHMENT B	COST PROPOSAL
ATTACHMENT C ATTACHMENT C1 ATTACHMENT C2 ATTACHMENT C3 ATTACHMENT C4 ATTACHMENT C5	SUPPLIER DIVERSITY SMALL BUSINESS (SDSB) PROGRAM SDSB PROGRAM PROCESS AND REQUIREMENTS SDB NON-DISCRIMINATION PROFILE (FORM SDB-1) SUBCONTRACTOR/SUPPLIER CONTACT (FORM SDB-2) POTENTIAL SUBCONTRACTOR/SUPPLIER UTILIZATION (FORM SDB-3) REPORT OF SUBCONTRACTOR/SUPPLIER UTILIZATION (FORM SDB-7)
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## **PROPOSAL ORGANIZATION FORMAT AND SUBMITTAL CHECKLIST**

	<b>TAB #</b>	<b>SECTION</b>
<b>4.1</b>	<b>GENERAL INFORMATION</b>	
	<b>1</b>	TITLE PAGE AND TABLE OF CONTENTS
	<b>2</b>	LETTER OF TRANSMITTAL
	<b>3</b>	ACKNOWLEDGEMENT OF RELEASED ADDENDA TO RFP
	<b>4</b>	W-9 FORM
	<b>5</b>	NOTICE PROVISION
	<b>6</b>	VENDOR CONFLICT OF INTEREST FORM – ATTACHMENT I
	<b>7</b>	LITIGATION HISTORY
	<b>8</b>	LETTER OF INSURABILITY
	<b>9</b>	INNOVATIVE IDEAS
	<b>10</b>	RFP DEVIATIONS
<b>4.2</b>	<b>MINIMUM ELIGIBILITY CRITERIA</b>	
	<b>11</b>	REQUIRED RESPONSE FORM – SECTION 1
	<b>12</b>	EXPERIENCE
	<b>13</b>	LICENSES
<b>4.3</b>	<b>EXPERIENCE AND QUALIFICATIONS</b>	
	<b>14</b>	LETTER OF INTEREST
	<b>15</b>	ORGANIZATIONAL PROFILE
	<b>16</b>	ACCOUNT MANAGEMENT AND STAFFING
	<b>17</b>	REFERENCES – ATTACHMENT J (TO BE INSERTED BY THE COLLEGE)
<b>4.4</b>	<b>SCOPE OF SERVICES</b>	
	<b>18</b>	SCOPE OF SERVICES
	<b>19</b>	QUALITY ASSURANCE
<b>4.5</b>	<b>COST PROPOSAL</b>	
	<b>20</b>	COST PROPOSAL – ATTACHMENT B
<b>4.6</b>	<b>FINANCIAL CAPACITY</b>	
	<b>21</b>	FINANCIAL CAPACITY
<b>4.7</b>	<b>SDSB PROGRAM</b>	
	<b>22</b>	SDSB PROGRAM – ATTACHMENT C
<b>4.8</b>	<b>ATTACHMENTS</b>	
	<b>23</b>	DRUG-FREE WORKPLACE CERTIFICATION – ATTACHMENT D
	<b>24</b>	INFORMATION SECURITY AFFIDAVIT – ATTACHMENT E
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	<b>26</b>	PUBLIC ENTITY CRIMES STATEMENT – ATTACHMENT G
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	<b>28</b>	FEDERALLY FUNDED ATTESTATION FORM – ATTACHMENT L

**SECTION 1 - REQUIRED RESPONSE FORM**

<b>RFP #:</b> RFP-2021-015-ZR	<b>RFP TITLE:</b> <b>COMMUNITY RELATIONS SERVICES</b>			<b>RELEASE DATE:</b> THU 09/17/2020
<b>DUE DATE:</b> TUE 10/27/2020	<b>TIME DUE - AT OR BEFORE:</b> 2:30:00 p.m. ET	<b>NUMBER OF PROPOSAL COPIES REQUIRED:</b> →	<b>ORIGINALS:</b> One (1) Original Electronic Copy	The College uses E-Bidding and will only accept electronic submittals via DemandStar at <a href="http://www.demandstar.com">www.demandstar.com</a> . Complete Electronic Copy of Proposal must be in a single Adobe PDF File

All proposals shall include this **REQUIRED RESPONSE FORM** fully executed. Proposal must contain all information required to be included in the proposal as described herein. Proposers are encouraged to schedule additional time for upload of proposal documents due to online procedures. Proposals received after the date and time due **will not** be considered.

**PROPOSER'S INFORMATION**

Proposer's Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City and State: \_\_\_\_\_

Proposer Telephone: \_\_\_\_\_ Proposer Fax: \_\_\_\_\_

Proposer Toll Free: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Fax: \_\_\_\_\_ Contact Toll Free: \_\_\_\_\_

Internet E-mail Address: \_\_\_\_\_ Internet URL: \_\_\_\_\_

Proposer Taxpayer Identification Number: \_\_\_\_\_

**How were you informed of this solicitation?** (Please provide media name(s) in blank space):

Website: \_\_\_\_\_ Newspaper: \_\_\_\_\_ Other: \_\_\_\_\_

**PROPOSAL CERTIFICATION**

I hereby certify that I am submitting the following information as my company's (Proposer) Proposal and I am authorized by the Proposer to do so; the Proposer agrees to complete an unconditional acceptance of the contents of this document inclusive of this Request for Proposal (RFP), and all attachments, exhibits, and appendices and the contents of any Addenda released hereto; the Proposer agrees to be bound to any and all specifications, terms, and conditions contained in the RFP, and any released Addenda and understand that the following are requirements of this RFP and failure to comply may result in disqualification of proposal submitted; the Proposer has not divulged, discussed, or compared the proposal with other proposers and has not colluded with any other proposer or party to any other proposal; the Proposer acknowledges that all information contained herein is part of the public domain as defined by the State of Florida Sunshine and Public Records Laws; and that all responses, data, and information contained in this proposal are true and accurate.

Signature of Proposer's Authorized Principal

Date

Name of Proposer's Authorized Principal

Title of Proposer's Authorized Principal

**NOTE:** Entries must be completed in ink or typewritten. This original Required Response Form must be fully executed and submitted with this RFP Submission.

## **SECTION 2 – INTRODUCTION, PURPOSE, AND GENERAL INFORMATION**

- 2.1 INTRODUCTION.** Broward College (hereinafter referred to as the “College”) is one of the 28 institutions comprising the Florida College System governed by Sections 1001.60 et seq. of the Florida Statutes. The College provides higher education, technical, and occupational training for the residents of Broward County, Florida. The College is a community-based institution that offers a comprehensive range of programs responsive to needs and changes in the community and in technology. Within Broward County, the College operates three main campuses, one urban center, and several satellite centers.

With the third-largest enrollment in the Florida College System, the College offers affordable, accessible education. The diverse College community boasts more than 67,000 students and over 5,000 full-time and part-time faculty and staff, who represent more than 150 countries and provide a wealth of cultural, ethnic, and experiential backgrounds. Up-to-date enrollment and campus community demographic data can be accessed at the following link: <https://www.broward.edu/about/accreditation/index.html>. The College provides more than 140 programs in eight career pathways which offer specialized certificates, two- and four-year degrees, non-degree training, workforce readiness, and an extensive list of continuing education curricula.

As the College forges into its second half-century of service, it does so as one of the nation’s largest institutions of its type, with a reputation for the pursuit of excellence and service to the diverse communities it serves. Accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS), Broward College has been named as one of the 10 finalists for the 2021 Aspen Prize for Community College Excellence. The Aspen Award is the nation’s signature recognition of high achievement and performance in America’s community colleges. This is the fourth time that the College has been selected for this national recognition among more than 1,000 community colleges nationwide. Aspen recognizes institutions based on strong and improving student outcomes in learning, completion rates, employment rates and earnings, and equity.

Awarded every two years since 2011, the Aspen Prize recognizes institutions that achieve strong student outcomes across four key areas:

- Teaching and learning
- Degree completion and successful transfer to four-year institutions
- Success in the workforce
- Equitable outcomes for diverse student groups

For more information, visit [www.aspeninstitute.org](http://www.aspeninstitute.org).

The College currently has a contract for Community Relations Services (RFP-2019-002-ZR) set to expire on June 30, 2020, and the current vendor is Strategic Philanthropy, Inc.

- 2.2 PURPOSE.** The College is releasing this Request for Proposal (RFP) with the intent to receive proposals from qualified vendors to provide community relations services to the College as specified herein.
- 2.3 OBJECTIVE.** The objective is to establish a term contract for community relations services to manage, but not limited to, the following community relations projects: Employee Volunteerism, Community Sponsorship Management, and Program Management (i.e. The Village Square Program and/or The Martin Luther King Jr. Day of Service Grant).

Any contract(s) resulting from this RFP is not a guarantee of work, nor a guarantee that a minimum dollar amount is allocated for payment of community relations services.

- 2.4 SCOPE OF SERVICES.** The College is seeking qualified vendors that provide community relations services.

A detailed SCOPE OF SERVICES is outlined in ATTACHMENT A.

**2.5 RFP CONTACT AND SUBMITTAL OF QUESTIONS.**

Contact:	Orlando Aponte	Email:	oaponte@broward.edu
Telephone:	954-201-7897	Fax:	954-201-7330

Any questions concerning any condition or requirement of this RFP must be received via email to [oaponte@broward.edu](mailto:oaponte@broward.edu), with subject line to read **QUESTIONS-RFP-2021-015-ZR** on or before the deadline date and time specified in SECTION 2.7 - TIMELINE. Any question(s) which require a response which amends this solicitation document in any way will be answered via addendum by the Procurement Services Department. If an addendum is posted, an email notification will automatically be sent to all plan holders who downloaded the solicitation on DemandStar ([www.demandstar.com](http://www.demandstar.com)). Any verbal or written information received by proposers, which is obtained by any means other than this solicitation or by addendum, shall not be binding on the College.

**2.6 CONTACT AFTER RELEASE (CONE OF SILENCE).** Any respondent or a lobbyist for a respondent is prohibited from having any communication concerning this solicitation or any response with any member of the College District Board of Trustees, the College President, any Evaluation Committee Member, or any other College employee after the release of the RFP and prior to the contract being awarded with the exception of communications with the office of the Associate Vice-President for Business Services & Resource Management, unless so notified by the Procurement Services Department. A proposal from any vendor will be disqualified when the respondent or a lobbyist for the respondent violates this condition of the solicitation. No verbal or written information which is obtained other than by information in this document or by Addenda to this solicitation shall be binding on the College.

**2.7 TIMELINE.** The following are important pre-scheduled dates regarding the RFP, though all dates are subject to change, if required.

DATE/TIME	EVENT
September 17, 2020	Release of RFP
September 23, 2020	Written questions due in Procurement Services Department
October 27, 2020 2:30:00 p.m. ET	<b>Proposals due on or before 2:30:00 p.m. ET</b> Proposals due as specified in SECTIONS 1 and 2.8
November 11, 2020	Veteran's Day (College closed)
November 25-27, 2020	Thanksgiving Break (College closed)
TBD	PHASE I: Evaluation Committee Shortlist Meeting
TBD	PHASE II: Evaluation Committee Meeting(s) for Interviews/Presentations (if necessary)
TBD	PHASE III: Contract Negotiations (if necessary)
TBD	Anticipated Date to Post Award Recommendation

Any change to the above calendar dates will be posted on the Broward College Procurement Services website: <https://www.broward.edu/about/community/vendor/index.html>

**2.8 SUBMITTAL REQUIREMENTS.** The College uses E-Bidding and will only accept electronic submittals via DemandStar at [www.demandstar.com](http://www.demandstar.com).

- Digital copies must not be larger than 100 MB for each document size and not the collection of them.
- Files submitted must be formatted and enabled for printing, in page size letter as applicable.
- The College may request clarifications and additional information after submission.
- The College shall not be responsible for delays caused by any occurrence.
- In the event of technical difficulties when submitting documents, contact DemandStar support at [support@demandstar.com](mailto:support@demandstar.com) or call (206) 940-0305

Proposers are requested to organize their proposals in accordance with SECTION 4 – SUBMITTAL REQUIREMENTS. The College reserves the right to reject and not consider any proposal not organized and not containing all the information outlined in SECTION 4.

Proposals must be submitted as established in SECTION 2.7 - TIMELINE. Submittals received after this date and time will not be considered.

When submitting your proposal electronically through DemandStar at [www.demandstar.com](http://www.demandstar.com), please allow sufficient time to complete the online forms and upload documents. If you are in the middle of uploading your documents at the closing time, the system will stop the process and your proposal will not be received by the system.

- 2.9 PROPOSER'S CONFERENCE.** A Proposer's Conference for this solicitation will not be held.
- 2.10 IMPLIED AGREEMENT.** By submitting a proposal, the vendor agrees to be governed by the terms and conditions set forth in this solicitation.
- 2.11 DEVIATIONS TO BE CLEARLY NOTED.** Any deviation from the specifications must be clearly noted in the Proposer's proposal. All decisions as to the acceptance of deviations are solely within the discretion of the College, and the College may reject any proposal as non-responsive if the College determines the deviation will have an undesired effect on the instructional design, development, and maintenance services.
- 2.12 RESERVATION OF RIGHTS.** The College reserves the right to waive informalities and to reject any, all, or part of any or all proposals. The College also reserves the right to conduct discussions with, and obtain Best and Final Offers from, responsible proposers who submit proposals determined by the College to be reasonably susceptible of being selected for award. Further, the College reserves the right, but not limited, to:
- a. Reject any and all proposals received as a result of this RFP;
  - b. Waive or decline to waive any minor informalities and any minor irregularities in any proposal or responses received. A minor irregularity is a variation from the RFP which does not affect the financials of the Proposal, or give one Proposer an advantage or benefit not enjoyed by other Proposers, or substantively change the requirements and/or specifications of this RFP, or adversely impact the interest of the College. Waivers, when granted, shall in no way modify the RFP requirements or excuse the Proposer from full compliance with the RFP specifications and other contract requirements if the Proposer is awarded the contract;
  - c. Determine equipment or other equivalency to the College's specifications in evaluating proposal responses;
  - d. Adopt all or any part of the Respondent's proposal;
  - e. Negotiate changes in the scope of work or services to be provided;
  - f. Award contracts to multiple Respondents;
  - g. Withhold the award of Contract;
  - h. Select the Respondent it deems to be most qualified to fulfill the needs of the College. The Respondent with the highest-rated financial proposal may not necessarily be the one most qualified, since a number of factors other than their offer are important in the determination of the most acceptable proposal.

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### **SECTION 3 - SPECIAL CONDITIONS**

**3.1 CONTRACT TERM.** The purpose of this RFP is to establish a contract(s) beginning with contract commencement date and continuing for a period of three (3) years, or as agreed to in resulting contract.

**3.1.1 Contract Renewal(s).** The term of the contract may, by mutual agreement between the College and the awardee(s), upon final College approval, be renewed for two (2) additional one-year periods, and if needed, extended for 180 days beyond the expiration date of the final renewal period.

The College will, if considering renewal, request a letter of intent to renew from the selected awardee(s) prior to the end of the current contract period. The awardee(s) will be notified when the recommendation has been acted upon by the College.

The terms, specifications, and conditions of this proposal and the agreement herein when completed and signed constitute the total agreement and no further conditions will be accepted unless in writing in the form of an Amendment to the original agreement and mutually agreed upon, approved, and signed by authorized College representative and the Vendor. Every covenant, term, provision, and agreement contained in this RFP and Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and permitted assigns.

No waiver of any provisions of this RFP shall be valid or effective unless in writing and signed by the parties hereto; no waiver of any breach or condition of this RFP shall be deemed to be a continuing waiver or a waiver of any other breach or condition.

**3.2 AWARD OF CONTRACT.** The College will use the evaluation criteria stated in SECTION 5 to establish ranking. The College will recommend award to the proposer(s) with whom a successful contract(s) can be negotiated. Recommended awardee(s) must be approved by the College's Board of Trustees before award is final.

**3.2.1 Additional Products and/or Services May Be Added or Deleted.** Although this solicitation identifies specific products and/or services, it is hereby agreed and understood that products and/or services may be added to or deleted from this contract at the option of the College after the contract has been awarded. During the contract term, if a need arises for a product and/or service not included in the resulting contract, the College may request a quote for a specific product and/or service from all awarded Proposer(s) under this contract. Additionally, the College reserves the right to purchase products and/or services throughout the term of this agreement from alternate contract sources when it is determined to be in the best interest of the College.

**3.2.2** If deemed in the College's best interest, the College reserves the right to enter into a separate contract with a proposed subcontractor(s) for Optional and/or Value-Added Service(s) as may be required. In this case, the College may sign more than one contract for these services.

**3.3 PROBATION PERIOD.** The first three months of the contract will be considered probationary. The probationary period may be extended for additional three-month periods if the College deems necessary. The College representative will notify the Vendor of any contract deficiencies verbally and in writing. The situation must be remedied within a time period relative to the gravity of the situation and the representative of the College shall be notified when corrections have been completed. If, in the opinion of the College, the deficiencies observed are not satisfactorily corrected within a reasonable amount of time, the College reserves the right to terminate the contract per the termination of contract provisions. In addition, the College reserves the right in its best interest to re-award to the next approved Proposer or to review its needs to re-solicit.

**3.4 CONTRACT ADMINISTRATION.** The responsibility and authority for the administration of this contract shall be assigned to the Office of Community Partnerships and Institutional Events, hereinafter referred to in this proposal as Contract Administrator. The successful vendor will be required to appoint one or more primary account representatives to work with the College in the administration of this contract. In the event this representative does not meet the College's requirements, the successful vendor agrees that it will assign a replacement immediately.

- 3.5 TERMINATION / CANCELLATION CLAUSE.** The College reserves the right to cancel this contract for non-performance in the event the Vendor does not perform within the terms, conditions, and specifications of the contract and this RFP by reference. Upon notification in writing by the College official responsible for the administration of the contract of the facts concerning non-performance, the Vendor will be notified of the problem and will have 10 days to correct such. If the vendor fails to correct the problem to the satisfaction of the College within the 10-day period, the College reserves the right to serve notice of cancellation to be effective within 30 days of notification.

In the event of such cancellation, the College may elect to award the contract to the next ranked vendor, extend the contract of another vendor currently under contract to provide like services or re-issue the proposal, whichever is in the College's best interest. The obligations of the College under this award are subject to the terms and conditions established by the legislature of the State of Florida. The College has the option to discontinue service at no expense to the College if College Policy or Florida Statutes determine it is in the College's best interest.

- 3.6 FAMILIARITY WITH LAWS.** All proposers are required to comply with all applicable Federal, State and Local Laws and/or Ordinances, Codes, Rules and Regulations, including wage and labor requirements, controlling the action or operation of this proposal. The relevant laws include but are not limited to FAA Regulations, The Fair Labor Standards Act (FLSA), Americans with Disabilities Act (ADA) of 1990, State Requirements for Educational Facilities (SREF), Office of Education 6A-2, Florida Statutes 402.301 - 402.319, OSHA regulations, Code of Federal Regulations (CFR), and all Civil Rights legislation. The contractor will comply with all Affirmative Action provisions of Executive Order Number 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor. All references in this RFP to the "Applicable Laws" shall be deemed to be references to such laws, codes, rules, and regulations as the same may be amended from time to time and any successor laws, codes, rules and regulations.

- 3.7 SITE VISITS / INSPECTIONS.** The College reserves the right to conduct a site visit to any of the proposer's place(s) of business if it is deemed necessary.

- 3.8 INSURANCE REQUIREMENTS.** Proof of the following insurance will be furnished by any awardee to the College by a Certificate of Insurance within 10 days of notification by the College.

- a. Commercial General Liability:
 

▪ Each Occurrence	\$1,000,000
▪ Personal & Adv Injury	\$1,000,000
▪ General Aggregate	\$2,000,000
▪ Products – Completed Operations	\$1,000,000

Policy must contain contractual liability coverage.
- b. Automobile Liability Insurance  
(if commercial autos will be used, including owned, non-owned and hired vehicles)  
\$1,000,000.
- c. Professional Liability
 

▪ Per Occurrence	\$1,000,000
▪ General Aggregate	\$2,000,000
- d. Cyber Liability. If vendor will have access to the college networks, systems, and student or employee data, or at the discretion of the College's Office of Risk Management, liability policies shall include this coverage with limits no less than \$1,000,000.
- e. Workers' Compensation in accordance with Florida Statutory limits and Employer's Liability Insurance. If claiming exemption from this coverage, the vendor must provide evidence of exemption from the State of Florida. More information found at <http://www.myfloridacfo.com/Division/WC/>
- f. Insurance Certification must contain a provision for notification to College of 30 days in advance of any material change in coverage or cancellation.

- g. If any of the required policies provide coverage on a “**claims-made**” basis, then insurance must be maintained, and evidence of insurance must be provided for at least three years after completion of the contract of work. If coverage is canceled or non-renewed and not replaced with another “claims-made” policy form with a Retroactive Date prior to the contract effective date, the vendor must purchase “extended reporting” coverage for a minimum of three years after completion of contract work.
- h. The College **shall be named as an additional insured with reference to this RFP** as follows: “The District Board of Trustees of Broward College, Florida is additional insured with respect to General Liability (and Excess Liability if issued) in regard to the terms, conditions, and agreements of RFP-2021-015-ZR entitled COMMUNITY RELATIONS SERVICES from date of commencement to six (6) months after date of completion.”
- i. The Insurance policies shall be issued by companies qualified to do business in the State of Florida and grant the College thirty days of advanced written notice of cancellation, expiration, or any material change in the specified coverage. The insurance companies must be rated at least A-VI by AM Best or Aa3 by Moody’s Investor Service. All policies must remain in effect during the performance of the contract.
- j. All certificates must be addressed and sent to:  
The District Board of Trustees of Broward College, Florida  
Office of Risk Management  
6400 NW 6<sup>th</sup> Way  
Fort Lauderdale, FL 33309
- k. All exclusions added by endorsement must be indicated.
- l. Certificate must be signed by an authorized representative.
- m. Broward College, Office of Risk Management may, at its discretion, require higher limits or additional coverages based on the scope of services or other factors. The College will notify the vendor if the insurance requirements differ from those stated above.
- n. All policies must remain in effect during the performance of the contract. The vendor shall promptly notify the College of any changes in insurance coverage or carrier.

The Vendor shall furnish the College proof of insurance coverage by certificates of insurance no later than ten days after contract award. Prior to the commencement of any work the awardee must provide the College Procurement Services Department with a Certificate of Insurance which is evidence of the above.

The Vendor shall not commence any work in connection with this agreement until they have obtained, as a minimum, all of the above referenced types of insurance and such insurance has been approved by the College, nor shall the Vendor allow any subvendor to commence work on its subcontract until the subvendor has obtained equivalent insurance and provided certificates of insurance showing the coverage to the Vendor.

The College shall be exempt from, and in no way be liable for, any sums of money that may represent a deductible in any insurance policy. The payment of such deductible shall be the sole responsibility of the Vendor and/or subvendor that obtained the insurance.

Any questions as to the intent or meaning of any part of the above required coverages should be submitted in writing in accordance with SECTION 2.5 – RFP CONTACT AND SUBMITTAL OF QUESTIONS.

- 3.9 LICENSING.** The Proposer will be responsible for obtaining and paying for all necessary licenses and permits and providing copies to College representative. The Proposer will maintain all appropriate licenses and permits specified by Broward County and any appropriate agency of State of Florida and shall provide

copies of these licenses to the College upon request. Failure to maintain required licenses and permits shall be cause for termination.

- 3.10 OPTION TO EXTEND TO OTHER GOVERNMENTAL ENTITIES.** Included as part of this formal solicitation, any vendor responding to this solicitation has the option to extend its offer to other government entities under the same terms and conditions and contract price(s), if agreeable by the bidder and the government agency. Other government agencies include, but are not limited to, the State of Florida, its agencies, political subdivisions, counties, and cities. All government agencies allowed by the vendor/contractor to use this contract shall do so independent of any other governmental entity. Each agency shall be responsible for its own purchases and shall be liable only for goods or services ordered, received, and accepted by such agency. No using agency receives any liability by virtue of this solicitation and subsequent contract award.
- 3.11 CONDITIONS FOR EMERGENCY / HURRICANE OR DISASTER (FORCE MAJEURE).** Contractor shall provide first-priority services to the College in the event of a hurricane, flood or other natural disaster. It is hereby made a part of this RFP that before, during and after a public emergency, disaster, hurricane, flood or other force majeure that the College shall require a “**first priority**” basis for goods and services. It is vital and imperative that the majority of citizens are protected from any emergency situation which threatens public safety and health, as determined by the Associate Vice-President for Business Services & Resource Management. Vendor agrees to rent/sell/lease all goods and services to the College or other governmental entities, as opposed to a private citizen or corporation, on a first priority basis. The College expects to pay a fair and reasonable price for all products/services in the event of a disaster, emergency or hurricane. Vendor shall furnish a twenty-four (24) hour telephone number in the event of such an emergency.
- 3.12 SELLING, TRANSFERRING OR ASSIGNING CONTRACTS.** No contract awarded under these terms, conditions and specifications shall be sold, transferred or assigned without the written approval of the College. The Vendor shall not sublet the work or services hereunder, or any part thereof (except as specifically recognized and permitted herein) to any other person, firm or other entity without the prior written consent of the Associate Vice-President for Business Services & Resource Management.
- 3.13 CONFIDENTIAL INFORMATION.** Florida law provides that municipal records shall at all times be open for personal inspection by any person. Information and materials received by the College in connection with all Proposer's responses shall be deemed to be public records subject to public inspection upon notice of intended decision or until 30 days after the RFP opening, whichever occurs first. However, certain exemptions to the public records law are statutorily provided for in Section 119.07 F.S. Therefore, if the Proposer believes any of the information contained in its response is exempt from The Public Records Law, then the Proposer must in its response specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the College will treat all materials received as public records.
- 3.13.1 From the date of issuance of the RFP until the opening date, the Proposer must not make available or discuss their proposal, or any part thereof, with any employee or agent of the College, unless allowed by the Procurement Services Department, in writing, for purposes of clarity only.
- 3.13.2 The Proposer is hereby notified that any part of the proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected against disclosure to the extent permitted by Chapter 119, Florida Statutes (Public Records Law).
- 3.14 CONFIDENTIALITY.** Awarded vendor acknowledges that certain information about the College's personnel is contained in records created, maintained or accessed by the awarded vendor and that this information is confidential and protected by the Family Educational Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g), and/or the Health Insurance Portability and Accountability Act (HIPAA) (45 CFR parts 160-164) and related College policies, as amended from time to time. Awarded vendor agrees that: (i) it shall keep and maintain all “Personal Information” obtained during the performance of this contract, in strict confidence, using such degree of care as is appropriate to avoid unauthorized access, use or disclosure; (ii) will use and disclose Personal Information solely and exclusively for the purposes for which the Personal Information, or access to it, is obtained or provided, to perform the requested

services in accordance with the terms and conditions of this contract, and not to use, sell, rent, transfer, distribute, or otherwise disclose or make available Personal Information for Service Provider's own purpose or for the benefit of anyone other than the student, in each case, without student's prior written consent; and (iii) not directly or indirectly disclose Personal Information to any person other than authorized College employees or as may be requested by government authorities.

At the request of the College, the awarded vendor agrees to provide the College with a written statement of the procedures the awarded vendor uses to safeguard the confidential records/Personal Information. Any breach of the requirements of this Confidentiality clause on the part of the awarded vendor and its representatives may constitute grounds for immediate termination of contract.

\*\*\*"Personal Information" means, including but not limited to, information provided by students, parents, guardians, or any other callers, or at the direction of College, or to which access was granted to awarded vendor by College, in the course of its performance under this contract that: (i) identifies or can be used to identify an individual (including, without limitation, names, dates of birth, signatures, addresses, telephone numbers, e-mail addresses, and other unique identifiers); or (ii) can be used to authenticate an individual (including, without limitation, student numbers, social security numbers, passport numbers, government-issued identification numbers, passwords, PINs, financial account numbers, Internal Revenue Services (IRS) records, credit reports information, answers to security questions, and other personal identifiers), in case of both (i) and (ii), including, without limitation, all highly-sensitive personal information.

- 3.15 WARRANTY AND ABILITY TO PERFORM.** The Proposer shall warrant that there is no action suit, proceeding, inquiry or governmental agency, public board or body, pending or, to the best of the Proposer's knowledge, threatened, which would in any way prohibit, restrain or enjoin the execution or delivery of the Proposer's obligations or diminish the Proposer's obligations or diminish the Proposer's financial ability to perform the terms of the proposed contract.
- 3.16 SEVERABILITY.** If any provisions of the Agreement resulting from this RFP is contrary to, prohibited by, or deemed invalid by applicable laws or regulations of any jurisdiction in which it is sought to be enforced, then said provisions shall be deemed inapplicable and omitted and shall not invalidate the remaining provisions of the Agreement.
- 3.16.1** In the event any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, or by an administrative hearing officer in accordance with Chapter 120, Florida Statutes, such holding shall not invalidate or render unenforceable any other provision hereof.
- 3.17 EQUITABLE ADJUSTMENT.** The College may, in its sole and absolute discretion, after receipt of a written request therefor by the Vendor and any other documentation, data or information reasonably requested by the College including with respect to any material change in the allocation of rights, obligations, risks, and liability between the College and the Vendor and the financial, technical, construction, commercial, and economic viability of and consistency with the parties objectives and goals for the project, make an equitable adjustment in the Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Vendor's control, (2) the volatility affects the marketplace or industry, not just the particular Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Vendor that continued performance of the Contract would result in a substantial loss. The College shall, in its sole and absolute discretion, determine whether the aforementioned criteria have been met.
- 3.18 DEFAULT.** The failure of either party to the Agreement resulting from this RFP to comply with any of the provisions therein shall place that party in default. Prior to terminating the Agreement, the non-defaulting party shall notify the defaulting party in writing, stating the provision or provisions that give rise to the default. Unless the Agreement provides otherwise, the defaulting party shall be entitled to a period of 30 days from the receipt of the Notice of Default to cure the default if the default is capable of being cured and the defaulting party commences efforts to cure the default promptly. The failure of either party to exercise this right to terminate the Agreement upon the occurrence of a default shall not be construed as a waiver of such right in the event of further default or non-compliance, nor shall the non-defaulting party's

other rights upon a breach or default by the other party be waived. Except as the Agreement otherwise provides with respect to express remedies upon a breach or default, both parties have the right to exercise any and all legal remedies available to them by applicable laws. The prevailing party in any dispute resolution proceeding or litigation arising out of the Agreement shall be entitled, in addition to other relief, to the recovery of its expenses.

- 3.19 PUBLIC ENTITY CRIMES.** The College reserves the right, among others, to reject the proposal of any person or affiliate and shall not award a contract to a person or affiliate, who is not eligible therefor or barred or excluded therefrom under any applicable laws, statutes, codes, regulations, orders, directives, decrees and treaties of the United States of America, any laws, statutes, codes, regulations, rules, orders, directives and decrees of the State of Florida and the College's procurement rules, regulations and policies, including but not limited to as a result of the nation or jurisdiction of organization or principal place of business of such persons or any affiliate, the nature and place of its assets and businesses and activities, its involvement in the sponsorship, support, planning or implementation or conduct of human rights violations, terrorism, money laundering, illegal arms, weapons, minerals or other sales or trafficking or drug trafficking activities or the identity of the persons or entities which control or have the ability to control the management, business and policies of such person or affiliate, and the inclusion of any such person or affiliate on the Convicted Vendor List.
- 3.20 PROHIBITION AGAINST CONTRACTING WITH SCRUTINIZED COMPANIES.** This solicitation incorporates the scrutinized companies' requirements of Florida Statutes Sections 287.135(2), 287.135(4), 215.473 and 215.4725 and any related sections. By submitting a response to this solicitation, the Vendor certifies its compliance with these sections.
- 3.21 INDEMNIFICATION.** The Vendor shall indemnify and hold harmless the College District Board of Trustees, its officers, agents, and employees from any and all judgments, orders, claims, demands, expenses, damages or causes of action which may hereafter be sustained by the Vendor, its officers, employees, and agents or third parties resulting from the Vendor's breach of this Agreement, strict liability or negligence in performing or failing to perform in connection with this Agreement.
- 3.22 SCOPE CHANGES.** The College may upon mutual agreement with the Vendor, require, by written order, changes altering, adding to, or deducting from the Contract specifications, provided that such changes are within the general scope of the Contract. Such equitable adjustments require the written consent of the Vendor, which shall not be unreasonably withheld.
- 3.23 STATEMENT PER FLORIDA STATUTE 1010.04.** In accordance with Florida Section 1010.04, in the event that this solicitation is for non-academic commodities and/or contractual services (including leasing), the College has conducted the required review of purchasing agreements and state term contract available under Florida Statute Section 287.056.
- 3.24 JOINT VENTURES.** In the event that multiple proposers submit a joint submittal, a single proposer shall be identified as the Prime Proposer. If offering a joint submittal, the Prime Proposer must include the name and address of all parties of the joint submittal. The Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the REQUIRED RESPONSE FORM shown herein, and have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one proposer shall be acceptable. The Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other proposers participating or present at College meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. The Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. The College shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. The Prime Proposer shall remain responsible for performing services associated with response to this RFP.
- 3.25 ADDING OR DELETING CAMPUS/CENTER LOCATIONS.** The following is a listing of the current College locations. The College may, during the term of the contract, add or delete services, wholly or in part, at any College campus or center location. In the event that a site listed herein is deleted, the quoted cost for service being deleted shall be removed from the monthly invoice amount, if applicable. In the

event that a site not listed herein is added to the contract, the vendor shall invoice the same amount as prices quoted herein for similar product/services.

A. Hugh Adams Central Campus  
3501 SW Davie Road  
Davie, FL 33314

North Campus  
1000 Coconut Creek Blvd  
Coconut Creek, FL 33066

Judson A. Samuels South Campus  
7200 Hollywood/Pines Blvd  
Pembroke Pines, FL 33024

Willis Holcombe Center  
111 East Las Olas Blvd, Building 33  
Fort Lauderdale, FL 33301

Pines Center / Academic Village  
16957 Sheridan Street  
Pembroke Pines, FL 33331

Weston Center  
4205 Bonaventure Boulevard, Suite #2  
Weston, Florida 33331

Miramar Town Center  
2050 Civic Center Place  
Miramar, FL 33025

Miramar West Center  
1930 SW 145 Avenue  
Miramar, FL 33027

Tigertail Lake Center  
580 Gulfstream Way  
Dania Beach, FL 33304

Cypress Creek Administrative Center  
6400 NW 6<sup>th</sup> Way  
Fort Lauderdale, FL 33309

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## **SECTION 4 – SUBMITTAL REQUIREMENTS**

In order to maintain comparability and facilitate the review process, Proposers are requested to organize their proposals in the manner specified below, with proper section dividers and tabs. Include all information requested herein in your proposal.

Electronic submittals should be limited to not more than 80 pages (excluding covers, table of contents, section dividers and/or tabs). Dividers shall divide the sections TAB 1 through TAB 28. Secondary dividers (not in the page count) may be used at the Proposer's discretion to present information clearly. Submissions in excess of 80 pages or not organized in a manner consistent with this section will not be disqualified; however, clarity, conciseness, and brevity will be taken into consideration during the evaluation process.

The College reserves the right to reject and not consider any proposal not organized and not containing all the information outlined herein. The College reserves the right to not consider proposals not clearly identified, enumerated, and titled. Submittals received after date and time established herein in SECTION 2.7 – TIMELINE will not be considered.

### **4.1 GENERAL INFORMATION.**

(1) 4.1.1	<b>Title Page and Table of Contents</b>	Include RFP number, date, subject, name of the proposer, address, and telephone number. Include a clear identification of the material by section and by page number.
(2) 4.1.2	<b>Letter of Transmittal</b>	Include the legal name of the Prime Proposer's company as it is registered with the Florida Department of State Division of Corporations, name(s) of the person(s) who will be authorized to make representations for the proposer, their title(s), address(es), email address(es), and telephone number(s).
(3) 4.1.3	<b>Acknowledgement of Released Addenda to RFP</b>	The College reserves the right to issue any addendum modifying any portion of this RFP. Caution is given that certain addenda may be required to be submitted with proposals as specified in the particular addenda. It is the prospective proposer's responsibility to verify they have received all released addenda and thereby must include acknowledgement (as per addenda instructions when addenda are released) of any addenda that are required to be submitted with proposal.
(4) 4.1.4	<b>W-9 Form</b>	It is a requirement of this RFP that all proposers submit a completed Internal Revenue Service W-9 Form (Request for Taxpayer Identification Number and Certification) with proposal or within three (3) days of notification. The W-9 Form may be downloaded at <a href="http://www.irs.gov">www.irs.gov</a> . Failure to submit W-9 Form as stated herein will result in no payments being issued in relations to this project, once awarded, until such time as W-9 is received.
(5) 4.1.5	<b>Notice Provision</b>	Following contract award, when any of the parties desire to give notice to the other, such notice must be in writing, sent by U.S. Mail, postage prepaid, addressed to the party for whom it is intended at the place last specified; the place for giving notice shall remain such until it is changed by written notice in compliance with the provisions of the paragraph.  This information must be submitted with the proposal or within three days of request. For the present, the parties designate the following as the respective places for giving notice:



**To College:** Judy Schmelzer, AVP, Business Services & Resource Management  
Procurement Services Department – 2nd Floor  
6400 NW 6th Way  
Fort Lauderdale, FL 33309

**With Copy To  
(College):** Office of the General Counsel  
111 East Las Olas Boulevard, Room 523  
Fort Lauderdale, FL 33301

**With Copy To:  
(College Contract  
Administrator)** Ellice Martinez  
Associate Vice President, Community Partnerships and Institutional  
Events  
111 East Las Olas Boulevard  
Fort Lauderdale, FL 33301

**To Proposer:** (Proposer to Insert)

**With Copy To  
(Proposer):** (Proposer to Insert)

(6) 4.1.6	<b>Vendor Conflict of Interest Form</b>	The award of this solicitation is subject to the provisions of Chapter 112, Florida Statutes, as currently enacted or as amended from time to time. All proposers must disclose with their proposal the name of any officer, director, or agent who is also an employee of the College. All proposers must disclose in their response the name of any officer, director, employee, or agent of company who is also an employee of College or an immediate family member of an employee of College. Proposer must submit ATTACHMENT I – VENDOR CONFLICT OF INTEREST FORM.
(7) 4.1.7	<b>Litigation History</b>	<p>State whether any team member has been involved in any services related litigation, action or claim of projects of same or similar size, including but not limited to any action against or by any owner, whether active, pending, or concluded, at the mediation, arbitration, trial or appellate level, within five years preceding the submission of this submittal. For each instance include the following information:</p> <ul style="list-style-type: none"> <li>a. the style/caption of the matter.</li> <li>b. the case number.</li> <li>c. the forum/venue of the action.</li> <li>d. a description of the claim, action, or litigation.</li> <li>e. evidence of satisfactory resolution of the claim, action, or litigation by affirming or providing documentary evidence that a final judgment has been rendered in favor of the company or any final judgment rendered against the company is satisfied within 90 days of the date that the judgment becomes final.</li> </ul> <p>If “NO” litigation or regulatory action has been filed against your company(s), please provide a statement to that effect.</p> <p>For companies with a parent or holding company or related subsidiary, submit requested information for all parties</p> <p>Truthful and complete answers to this question will not disqualify a company from consideration but will be a factor in the selection process. Untruthful, misleading or false answers to this question shall result in the disqualification of the company for this project.</p>

(8) 4.1.8	<b>Letter of Insurability</b>	Submit letter of insurability per coverage outlined in SECTION 3.8. Certificate of Insurance (COI) will not be considered in lieu of the letter of insurability in proposal submittal. Certificate of Insurance (COI) shall be provided only by awardee upon request within ten days of notification by the College.
(9) 4.1.9	<b>Innovative Ideas</b>	Please submit any creative/innovative ideas specific to the College which are used in comparable situations not already presented in this proposal.
(10) 4.1.10	<b>RFP Deviations</b>	Any deviations or exceptions to this RFP (to include all attachments) must be clearly identified here along with the specific reasons as to why a change is required as well as proposed corrective language.

#### **4.2 MINIMUM ELIGIBILITY CRITERIA.**

In order to be considered for award and to be further evaluated, proposer must meet or exceed the following criteria. Failure to meet minimum eligibility criteria, detailed below, will result in proposal disqualification. Failure to submit the documents requested herein will also result in proposal disqualification.

(11) 4.2.1	<b>Required Response Form</b>	Submit REQUIRED RESPONSE FORM (SECTION 1) with all required information completed and all signatures as specified. The enclosed original Required Response Form will be the only acceptable form. Failure to submit a Required Response Form, as requested herein, will result in proposal disqualification.
(12) 4.2.2	<b>Experience</b>	A minimum of two years proven experience in providing community relations services of similar size and scope.
(13) 4.2.3	<b>Licenses</b>	Proposer must submit all active business licenses, registrations, and certifications as applicable, documenting proposer is fully licensed to conduct relevant business in the State of Florida. Occupational/business licenses are required as applicable.

#### **4.3 EXPERIENCE AND QUALIFICATIONS (Maximum 30 Points).**

(14) 4.3.1	<b>Letter of Interest</b>	<ol style="list-style-type: none"> <li>a. Submit a brief abstract, of no more than three pages, stating the proposer's interest in the contract; overview of company qualifications; names, contact information and qualifications of key staff; understanding of the nature and scope of the services to be provided; and proposer's ability to comply with all requirements of contract.</li> <li>b. The proposer shall explain in detail why proposer is interested and why company would be the best choice for the College.</li> <li>c. Letter shall include the year the company was established, summarize the company and their qualifications for the miscellaneous projects and identify principal(s) who will be assigned to the miscellaneous projects.</li> <li>d. The company shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) as the last sentence in their Letter of Interest after the signature.</li> <li>e. Brief description of company's present operations. Summary by narrative, or other means showing the proposer's qualifications and experience.</li> </ol>
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(15) 4.3.2	<b>Organizational Profile</b>	<p>Identify the Prime Proposer responsible for all portions of this RFP. Include:</p> <ol style="list-style-type: none"> <li>Current organization's name, addresses, telephone number, and fax number.</li> <li>The date that organization was established.</li> <li>The size of the organization.</li> <li>The number of years established in business, including operation under other company names, providing services same or similar as described herein.</li> <li>Number of years in business.</li> <li>List the key personnel designated for the proposed project. Indicate their assigned roles, expertise, registration/licenses, education and experience. Describe the unique capabilities of key personnel and joint parties and how those qualifications and capabilities apply to the project.</li> </ol>
(16) 4.3.3	<b>Account Management and Staffing</b>	<p>Include organizational chart with local, district, and corporate levels for Proposer. Describe how the organizational structure will ensure orderly communications, distribution of information, effective coordination of activities, resource management, accountability, and decision-making authority. Describe the designated team representatives who are technically competent to assist the College in all activities associated with the service and maintenance of this account.</p> <p>Provide resumes for the proposed account managers and other key management and technical/administrative staff. Resumes should include education, experience, background, specific professional accomplishments, and any special qualifications.</p>
(17) 4.3.4	<b>References</b>	<p>All proposers providing a response to this Solicitation shall have their clients <b><u>submit directly to the College</u></b> via email as indicated below, a completed PERFORMANCE EVALUATION SURVEY FORM (ATTACHMENT J) in PDF format. All forms must be received from your clients directly by the College by the due date as stated in SECTION 1 – REQUIRED RESPONSE FORM by 2:30:00 p.m. ET or through an addendum and/or change of calendar date in our website.</p> <p>At least three related PERFORMANCE EVALUATION SURVEY FORMS (ATTACHMENT J), <u>preferably higher education clients</u>, are required to be considered for the maximum solicitation points. If the College receives less than three completed forms <u>directly from your client</u>, points will be proportionally reduced.</p> <p>Proposers must have their clients utilize the referenced Attachment for the reference's information/response. References shall be from clients who have performed (or are currently performing) work, similar in nature and size, as the scope described herein within the five years prior to the solicitation due date.</p> <p>All references are to be emailed from your clients directly to the College to: Procurement Contracting Officer: Orlando Aponte Email: oaponte@broward.edu</p> <p>ANY BROWARD COLLEGE PROJECTS SHOULD NOT BE INCLUDED AS A REFERENCE.</p>

The College reserves the right to verify all references received and/or use an external party, such as Dun & Bradstreet Open Rating (or other), to conduct reference checks.

#### 4.4 SCOPE OF SERVICES (Maximum 40 Points).

(18) 4.4.1	<b>Scope of Services</b>	Proposer must provide a clear and detailed narrative addressing their ability to provide the services listed in ATTACHMENT A.
(19) 4.4.2	<b>Quality Assurance</b>	Submit a plan to provide quality assurance with the respect to all aspects of the Community Relations Services.

#### 4.5 COST PROPOSAL (Maximum 20 Points).

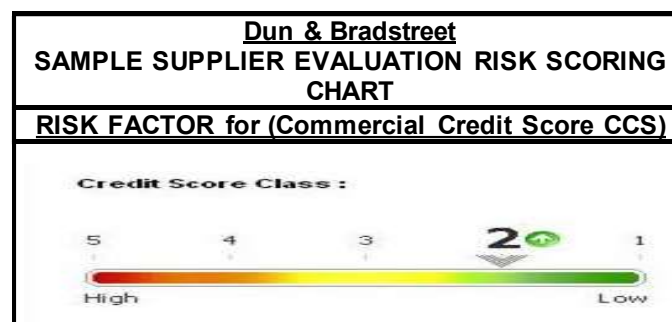
(20) 4.5.1	<b>Cost Proposal</b>	Proposer must complete the Cost Proposal Form in ATTACHMENT B.
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#### 4.6 FINANCIAL CAPACITY (Maximum 10 Points).

(21) 4.6.1	<b>Financial Capacity</b>	Proposers shall submit Dun & Bradstreet Duns Number (D-U-N-S#). The College will use the total of both the D&B Commercial Credit Score (CCS) and the Financial Stress Score (FSS) Reports in order to assess financial capacity of Proposer. If your company is not currently registered at D&B, you are required to do so before submitting your proposal to the College. Please contact D&B at 1-800-234-3867 to fully register your company. Information gathered from the D&B reports will become part of the company's financial capacity assessment.
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**FSS POINTS**      1                  2                  3                  4                  5



		CCS POINTS	1	2	3	4	5
		<b>D&amp;B COMBINED TOTAL (FSS &amp; CCS) SCORES</b>					
		<b>EVALUATION</b>					
		POINTS	2	4	6	8	10
<b>4.7</b>	<b><u>SUPPLIER DIVERSITY SMALL BUSINESS (SDSB) PROGRAM (Maximum 10 Points).</u></b>						
(22) 4.7.1	<b>Supplier Diversity Small Business (SDSB) Program</b>	<p>The proposer shall provide evidence, if certified, of its SDSB certification as defined in the College Policy 6Hx2-6.36 and shall indicate the SDSB group owning controlling interests in the company.</p> <p><u>A copy of the SDSB Program approval letter should be included with all solicitations, whether participation is as a prime contractor or a subcontractor in order to receive the benefits of the SDSB Program Participation Criteria Points based on Proposer's documentation.</u></p> <p><u>Proposer must submit a completed NON-DISCRIMINATION PROFILE (ATTACHMENT C1).</u></p> <p>For more information and to download the College's SDSB Policy and Procedure, please visit:</p> <p>Policy:  <a href="https://www.broward.edu/legal/policies-and-procedures/_docs/policy/6hx2-6.36.pdf">https://www.broward.edu/legal/policies-and-procedures/_docs/policy/6hx2-6.36.pdf</a></p> <p>Procedure:  <a href="https://www.broward.edu/legal/policies-and-procedures/_docs/procedure/a6hx2-6.36.pdf">https://www.broward.edu/legal/policies-and-procedures/_docs/procedure/a6hx2-6.36.pdf</a></p> <p>The College recognizes certifications from several sources including: The State of Florida, School Board of Broward County, the Florida State Minority Supplier Development Council, Women Business Enterprise National Council, Broward County Government, Miami-Dade County Government, and Palm Beach County Government. Additionally, the College may impose size standard criteria as recommended by the Miller3 Consulting, Inc. study.</p> <p><b><u>PRIME NON-SDB PROPOSERS MUST:</u></b></p> <p>a. Submit a summary, a minimum of four paragraphs but no greater than two pages, on how the Proposer will assure Small Diverse Business (SDB) are afforded an equal and fair opportunity to share in the College's contract opportunities as subcontractors, suppliers, and professional service providers.</p> <p>b. Submit ATTACHMENT C3 - SUBCONTRACTOR/SUPPLIER CONTACT REPORT (FORM SDB-2) – lists all SDBs contacted regarding this project. SDB's must be certified as a Small, Minority, Woman, Veteran or Disadvantaged Business Enterprise (SBE, MBE, WBE, VBE, DBE, CBE, or CSBE) to be utilized on this project. Proof of certification is not required on this form.</p> <p>c. Submit ATTACHMENT C4 - POTENTIAL SUBCONTRACTOR/SUPPLIER UTILIZATION REPORT – lists the SDBs to be utilized on</p>					

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this project. SDBs must be certified as a Small, Minority, Woman, Veteran or Disadvantaged Business Enterprise (SBE, MBE, WBE, VBE, DBE, CBE, or CSBE) to be utilized on this project. SDB percentage total must be included. Omission of total SDB percentage will result in zero SDB Criteria Points. A copy of the certification is required for each company listed. Companies listed without the accompanying documentation will not be counted. Companies that have expired or pending certification dates will not be counted. Certificates must be valid for a minimum of 90 days before expiration date.

The College is not a certifying agency. Omission of certification certificates from one of the certifying agencies for each company listed on ATTACHMENT C4 will result in loss of SDB Criteria Points.

Proposers will receive SDB Criteria Points based on their documentation. SDB Point Percentages represents the number of points awarded for each proposed contract based on the percentage of work assigned to certified SDB subcontractors and vendors. Any proposer refusing to provide supporting documentation for an audit will immediately default to non-SDB approved status. Any vendor that is found to have submitted false information may be debarred in accordance with Policy 6Hx2-6.35, Vendor Rights and Responsibilities.

**PRIME SDB PROPOSERS MUST:**

SDB Proposers must submit proof of certification as Small, Minority, Woman, Veteran or Disadvantaged Business Enterprise (SBE, MBE, WBE, VBE, DBE, CBE, or CSBE) to be utilized on this project. Approved SDB proposers will receive 100% of the SDB Criteria Point Percentage in the solicitation evaluation/selection process.

The College is not a certifying agency. Omission of a certification certificate from one of the certifying agencies for each company listed on ATTACHMENT C4 will result in loss of SDB Criteria Points.

Any proposer refusing to provide supporting documentation for an audit will immediately default to non-SDB approved status. Any vendor that is found to have submitted false information may be debarred in accordance with Policy 6Hx2-6.35, Vendor Rights and Responsibilities. Proposers not utilizing certified Small Disadvantaged Businesses on this project must provide the College with a detailed explanation of their inability to participate in the College's Small Program.

**SMALL DIVERSE BUSINESS**

Proposers who are not SDB, or who do not utilize subcontractors who are certified SDB's, will not receive any SDB Criteria Points

**INCREASED PRIME SCORE POINTS FOR SDB PARTICIPATION**

Table B: Percentage of SDSB Program Participation Criteria Points based on Proposer's documentation.

SDSB Program Participation Percentage		% of SDSB Program Criteria Points	SDSD Program Score Points
Approved SDSB Prime Contractor		100%	10
Approved SDSB Subcontractor	41 - 49%	80%	8
	31 - 40%	60%	6
	21 - 30%	40%	4
	11 - 20%	20%	2
	5 – 10%	10%	1
	Less than 5%	0%	0

#### 4.8 **ATTACHMENTS.**

(23) 4.8.1	ATTACHMENT D - DRUG-FREE WORKPLACE CERTIFICATION
(24) 4.8.2	ATTACHMENT E - INFORMATION SECURITY AFFIDAVIT
(25) 4.8.3	ATTACHMENT F - NON-DISCLOSURE AGREEMENT
(26) 4.8.4	ATTACHMENT G - PUBLIC ENTITY CRIMES STATEMENT
(27) 4.8.5	ATTACHMENT H - NON-COLLUSION AFFIDAVIT
(28) 4.8.6	ATTACHMENT L – FEDERALLY FUNDED ATTESTATION FORM

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## **SECTION 5 - EVALUATION**

- 5.1 PHASE I – REVIEW OF PROPOSALS.** The Evaluation Committee (hereinafter referred to as the “Committee”) shall review and evaluate all proposals received for RFP-2021-015-ZR, which meet or exceed SECTION 4.2 - MINIMUM ELIGIBILITY REQUIREMENTS, according to the following initial screening criteria:

CRITERIA SECTION		MAXIMUM POINTS
4.3	EXPERIENCE AND QUALIFICATIONS	30
4.4	SCOPE OF SERVICES	40
4.5	COST PROPOSAL	20
4.6	FINANCIAL CAPACITY	10
4.7	SDSB PROGRAM	10
<b>TOTAL MAXIMUM POINTS:</b>		<b>110</b>

- 5.1.1 The failure to respond, provide detailed information or to provide requested proposal elements in SECTIONS 4.3 through 4.7 may result in the reduction of points in the evaluation process or a complete disqualification of proposal.
- 5.1.2 The Evaluation Committee will shortlist Proposers in PHASE I – REVIEW OF PROPOSALS. Proposers will be notified according to dates set herein in SECTION 2.7 – TIMELINE.
- 5.1.3 Shortlist Scores and Rankings. The Evaluation Committee will utilize the scores developed as a result of SECTION 5.1 to rank the Proposers individually, and then determine cumulative ranking results. The shortlist scores and rankings are solely for the purpose of determining those Proposers that will be selected for further consideration and/or interview and those Proposers which are responsive to the solicitation requirements. Scores and rankings as a result of SECTION 5.1, will neither be considered, nor carried forth as part of the scores and rankings of SECTION 5.2.
- 5.1.4 Result of Review of Proposals. Based upon the results of the above SECTION 5.1, the College, at its sole discretion, may:
- a. Shortlist the top ranked proposers (shortlist number to be determined by the Committee) for further consideration and/or interviews.
  - b. Recommend an award.
  - c. May reject all proposals received.
  - d. Waive any informalities.
  - e. Re-advertise/re-solicit proposals.
  - f. Reject all proposals without further action.
  - g. Accept or reject any proposal or portion of a proposal as deemed in the College's best interest.
  - h. Invite one or more top-ranked proposers to participate in contract negotiation phase and/or award. and/or
  - i. Take any additional administrative steps deemed necessary in determining the final award, including additional fact-finding, evaluation, or negotiation, where necessary and consistent with the terms of this solicitation.
- 5.1.5 Proposal Clarification. During the review of proposals, the College reserves the right to ask questions of a clarifying nature in order to obtain clarity on proposal elements submitted. However, Proposers will not be allowed to enhance or alter their initial proposal and may only clarify existing proposal elements.
- 5.2 PHASE II – INTERVIEWS AND PRESENTATIONS.** In the event that the College chooses to interview recommended shortlisted proposers in accordance with SECTION 5.1, the Committee shall interview the shortlisted proposers in order to make an award or enter into negotiations. Scores and rankings as a result of SECTION 5.1 above will neither be considered, nor carried forth as part of the scores and rankings resulting from the interviews and presentations phase. Shortlisted proposers will be interviewed against a



set of standard questions and/or clarifying questions (proposal-specific with the intent to clarify issues), and shall be evaluated according to the following criteria:

CRITERIA		MAXIMUM POINTS
A	UNDERSTANDING OF THE COLLEGE'S REQUIREMENTS	20
B	RELEVANT EXPERIENCE	20
C	UNIQUE QUALIFICATIONS	20
D	OVERALL APPROACH, METHODOLOGY, AND ABILITY TO PERFORM CONTRACT	40
TOTAL MAXIMUM POINTS:		100

5.2.1 The Evaluation Committee shall interview and evaluate the shortlisted Proposers, in accordance with the evaluation criteria and point schedule established in this PHASE II – INTERVIEWS AND PRESENTATIONS, based on the Proposers' interviews and presentations, and the information submitted by the Proposers in response to this RFP, in order to make an award recommendation. The failure to respond or provide detailed information or requested proposal elements in SECTION 5.2 may result in the reduction of points in PHASE II. The Committee will utilize the scores developed as a result of SECTION 5.2 to rank the Proposers.

5.2.2 Result of Interviews/Presentations. Based upon the results of SECTION 5.2 above, the College, at its sole discretion, may:

- a. Recommend award and/or negotiations to the top ranked proposer(s).
- b. Recommend award to more than one top ranked proposer.
- c. Reject all proposals.
- d. Re-advertise/re-solicit proposal.
- e. Reject all proposals without further action.
- f. Accept or reject any proposal or portion of a proposal as deemed in the College's best interest. and/or
- g. Invite one or more top-ranked proposers to participate in contract negotiation phase and award.

5.3 AWARD. In addition to recommending the top-ranked Proposer(s) with whom a successful contract can be negotiated, the College, at its sole discretion, reserves the right to make an award as follows:

- a. Divide the work among Proposers.
- b. Award contracts for less than all services encompassed by this solicitation.

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## **SECTION 6 – CONTRACT NEGOTIATIONS**

- 6.1 PHASE III - CONTRACT NEGOTIATIONS.** In the event that an Agreement between the College and the selected Proposer(s) is deemed necessary, at the sole discretion of the College, the College will begin negotiations with the top-ranked Proposer or Proposers if a multiple award is being considered, as recommended by the Evaluation Committee in SECTION 5.2. The College reserves the right to negotiate any term, condition, or price with the top-ranked Proposer. In the event that mutually agreeable negotiations cannot be reached, the College may declare an impasse and begin to negotiate with the next ranked Proposer. The College may continue this process until final agreement can be reached with a Proposer or until the Evaluation Committee recommends rejection of all proposals received.

Please note the College, at its discretion, may or may not change committee members for each phase.

- 6.1.1 After the initial negotiation session with the recommended Proposer(s), in its sole discretion, the Negotiations Team shall determine whether to hold additional negotiation sessions and with which Proposer(s) it will further negotiations.
- 6.1.2 The College reserves at any time during the negotiations process to:
- a. Schedule additional negotiation sessions with any or all responsive Proposers.
  - b. Require any or all responsive Proposers to provide a Best and Final Offer (BAFO).
  - c. Pursue a contract with one or more responsive Proposers for the services encompassed by this solicitation.
  - d. Pursue the division of contracts between responsive Proposers by type of service or geographical area, or both.
  - e. Arrive at any agreement with a responsive Proposer, finalize contract terms with such Proposer and terminate negotiations with any or all other Proposers, regardless of the status of or scheduled negotiations with such other Proposers.
  - f. Decline to conduct further negotiations with any Proposer.
  - g. Reopen negotiations with any Proposer.
  - h. Take any additional administrative steps deemed necessary in determining the final award, including additional fact-finding, evaluation, or negotiation, where necessary and consistent with the terms of this solicitation

- 6.2 “SAMPLE” OR BASE CONTRACT FOR NEGOTIATIONS.** The enclosed “sample” contract (ATTACHMENT K) shall be the basis for any contract negotiations and resulting agreement. Proposers are strongly encouraged to review the enclosed sample contract. The final contract shall reference and incorporate all addenda, specifications, terms, and conditions of this RFP, and to include Proposer’s offer, contract negotiations, and final acceptance. The College may amend any term and condition of the sample contract prior to final acceptance by both parties.

**6.3 FINAL SELECTION AND NOTICE OF AWARD RECOMMENDATION.**

- 6.3.1 The College will recommend for award of the contract, the responsive proposer(s) as determined by the Negotiation Team.
- 6.3.2 The College has sole discretion in deciding whether and when to take any of the foregoing actions, the responsive Proposer or Proposers affected and whether to provide concurrent public notice of such decision. The College at its sole discretion may:
- a. Recommend Award.
  - b. Re-advertise/re-solicit for proposals.
  - c. Reject all proposals without further action; accept or reject any proposal or portion of a proposal as deemed in the College’s best interest.
- 6.3.3 The College reserves the right to:

- a. Select one or more proposers for the services encompassed by this solicitation, any addenda thereto and any request for additional or revised detail written proposals or request for best and final offers.
- b. Divide the work among proposers by type of service or geographic area, or both. and
- c. Award contracts for less than the entire service area or less than all services encompassed by this solicitation, or both.

**6.4 RESERVED RIGHTS AFTER NOTICE OF AWARD RECOMMENDATION.**

- 6.4.1 Negotiations After Award Recommendation. The College reserves the right to schedule additional negotiation sessions with proposer(s) identified in the posting of the Award Recommendation in order to establish final terms and conditions for contracts with those proposer(s). This may include but not be limited to, site surveys to finalize the College's requirements.
- 6.4.2 Other Reserved Rights: The College reserves the right, after posting Award Recommendation thereof, to withdraw or amend its Award Recommendation and reopen negotiations with any other proposers recommended in SECTION 5.2, at any time prior to execution of a contract.
- 6.4.3 The College's District Board of Trustees will make the final and sole decision whether or not to award the contract to the recommended proposer(s).

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## **SECTION 7 – GENERAL CONDITIONS**

1. **SUBMITTAL OF QUESTIONS.** Any questions concerning any portion of this solicitation must be received by the Contracting Officer named herein on or before the due date for submittal of questions as stated in the project calendar. If necessary, the College will issue an addendum to respond to question(s) received. Any verbal or written information which is obtained other than by information herein or by Addenda shall not be binding on the College, and information, data, and documents made available by the College in connection with this solicitation have been provided solely and exclusively for information purposes and without representation, warranty, guarantee, or promise by the College, expressed or implied, with respect to accuracy, completeness or fitness or usability for any purpose. Respondent will at its cost perform due diligence, site evaluation and pre-construction activities at its cost and will rely solely and exclusively on the results of such activities and its experience and expertise and not on any statement, projection, estimate, description, information, data, or document furnished by the College. The College will deliver the leased property and project site to party awarded the contract as-is, where-is, with all improvements, buildings, structures, infrastructure, defects and deficiencies, and with no representation, warranty, guarantee, promise, indemnity or other undertaking, express or implied, regarding the condition of the leased property or the project site or marketability, suitability for permitted use or value.
2. **AWARD.** In order to meet the needs of the College, award may be made by item or by group, as indicated herein. The College may make an award to one or more awardee(s) or may split award among respondents. The terms of the award shall be defined in the award recommendation document. Interested respondents may request copies of tabulations and score sheets and may request a debriefing session after award of solicitation has been completed. The College reserves the right to reject any or all proposals, to not make an award resulting from this solicitation or to withdraw this solicitation at any time.
3. **CONTRACT EXTENSION:** In addition to the stated term of award, the College may, in mutual agreement with the Vendor, extend the term for two (2) additional one-year periods and/or 180 days beyond the expiration date of the final expiration date.
4. **CONTRACT ORDERS:** Price or quantity conditions stated by any respondent will not be considered for award. The quantities listed herein are only estimates of quantities to be ordered throughout the contract period and are not a guarantee of orders. Actual quantities ordered throughout the contract period may be greater or less than the proposal estimates and shall be furnished at the fixed contract price. No guarantee is given or implied as to the total dollar value or work as a result of this solicitation. The College is not obligated to place any order for goods or services as a result of this award. Order placement will be based upon the needs and in the best interest of the College.
5. **BID ITEM OFFERED:** If alternates are acceptable, as stated herein, and if respondent is proposing other than the make and model specified, then complete make and model number of the item offered must be indicated on the proposal. Failure to indicate a complete make and model number for the item offered will represent that the respondent is proposing the make and model specified.
6. **DESCRIPTIVE LITERATURE:** When alternates are acceptable and if respondent is submitting a proposal for other than the make(s) and model(s) specified, it is required that complete descriptive technical literature on the item being proposed be submitted with the proposal or upon request. Such literature shall be in sufficient detail to indicate conformance with the specifications of the make(s) and model(s) specified. Failure to provide this descriptive literature in sufficient detail to complete the evaluation of the make(s) and model(s) offered, with this proposal or upon request, will result in disqualification of proposed alternate and may result in disqualification of entire proposal.
7. **MODEL NUMBER CORRECTIONS:** If the model number for the make specified is no longer available or incorrect, the replacement or correct model number should be submitted in the proposal.
8. **DISCONTINUED ITEM:** If a proposal item is discontinued by the manufacturer during the period of award, then the Vendor shall advise the Procurement Services Department in writing of non-availability of the proposal item and shall submit complete descriptive, technical literature on the replacement item. Replacement item shall be furnished at the same firm price offered for the original proposal item or at a lower price during the remainder of the period of award. Samples of replacement items may be required and, if requested, must be supplied for evaluation by the appropriate College staff. The College shall not be held liable for any damages incurred to sample item(s) during evaluation.
9. **SAMPLES:** After proposal opening and prior to award, samples of the proposed product may be required for evaluation. Samples, when required, must be furnished free of expense and, if not destroyed, will, upon request, be returned at the respondent's expense. Each individual sample must be labeled with respondent's name, proposal number, and item number. Such samples when requested by the College must be furnished no later than seventy-two (72) hours after notification. Failure of respondent to either deliver required samples or to clearly identify samples as indicated may be reason for rejection of the proposal.
10. **MANUFACTURER'S CERTIFICATION:** Respondent must be authorized by proposed manufacturer to sell, warranty, service (depending on scope of award) item(s) proposed. The certification must be returned with the proposal in time for proposal opening or upon request. Failure to submit the completed certification will ultimately result in disqualification of proposal submitted.
11. **LOCAL REPAIR FACILITY:** The College may require respondent to maintain a local repair facility that can respond to service calls. For the purpose of this solicitation, "LOCAL" repair station means location in Broward, Miami-Dade or Palm Beach County.
12. **BID BOND:** If required herein, a Surety Bond, Certified Check, Cashier's Check, Treasurer's Check or Bank Draft of any State or National Bank representing five percent (5%) of the total amount of the proposal must accompany proposal. Bonding company must appear on U.S. Treasury list. Surety bonds must be submitted in the form specified by the College. No other bond form will be acceptable.
13. **PERFORMANCE AND PAYMENT BOND REQUIREMENTS:** If required herein, the Vendor shall execute a Performance and Payment Bond in an amount equal to proposal costs and in accordance with the requirements of Section 255.05 Florida Statutes, as currently enacted or as amended from time to time. In addition to the requirements of Section 255.05, the Surety must be listed on the Department of Treasury's Listing of Approved Sureties (Department Circular 570) which is available through the Internet at

<http://www.fms.treas.gov/c570.html>. The Insurance Company that issues the Bond must be licensed to do business in the State of Florida. If the Insurance Company is an out of state firm, a Power of Attorney from a Resident Agent must be properly executed and included with the bond. Bond must be furnished to the College within ten (10) days after receipt of notice of award and must comply with Florida Statutes 255.05.

14. **COMMENCEMENT OF WORK/SHIPMENT:** No shipment of goods or commencement of work shall begin until such time as the Vendor receives a College Purchase Order. Goods or services received prior to issuance of Purchase Order may be rejected.
15. **DELIVERY:** The respondent is to indicate on their response the delivery time required for each proposal item. A respondent who fails to indicate delivery time agrees to deliver items ordered within thirty (30) days from the receipt of the order. The College may reject proposals that exceed delivery greater than thirty (30) days from receipt of order.
16. **INSTALLATION:** If required herein, price quoted shall include on-site, inside delivery, installation, satisfactory operation, and demonstration of use of all items ordered. If Installation is not required, the Vendor shall submit complete installation/operation instructions with delivery or upon request.
17. **INSPECTION AND ACCEPTANCE OF MATERIALS AND/OR SERVICE:** The material and/or service delivered under this proposal shall remain the property of the Vendor until a physical inspection and actual usage of this material is made and thereafter accepted to the satisfaction of the College and must comply with the terms herein, and be fully in accord with specifications. In the event the material supplied to the College is found to be defective or does not conform to specifications, the College reserves the right to cancel the order upon written request to the Vendor and return the product to vendor, at vendor's expense.
18. **PRICE ADJUSTMENTS:** Prices offered shall remain firm through each contract expiration date. If price adjustments are allowed, the Vendor may only request price adjustment at the time of invitation to renew contract, approximately sixty (60) days prior to contract expiration, or only during other approved periods. Requests for price adjustments shall be fully documented and shall not exceed the percentage of change in the applicable index, as determined by the College, established by the Bureau of Labor Statistics ([www.bls.gov](http://www.bls.gov)). In the event that the applicable index indicates a negative price trend, the College reserves the right to request a reduction in contract prices equal to the percentage of change. The College reserves the right to not grant price adjustments or to not renew any contract regardless of price considerations.
19. **MATERIAL SAFETY DATA SHEET (MSDS):** As per Florida Statute, the Right To Know Law, the College requires that Material Safety Data Sheets (MSDS) are required for all applicable items, materials and/or substances ordered. Respondent must supply all **MSDS WITH THIS BID or UPON REQUEST**. An awardee who has not submitted the required MSDS will not be issued any purchase orders until the MSDS's are received and approved by the College Risk Management Department. All MSDS submitted must be either an original as received from the manufacturer or a legible copy made from same. **MSDS ON CD-ROM IS NOT ACCEPTABLE.** The College's Risk Management Department requires, for the purpose of safeguarding the health and safety of staff and/or students, that all submitted MSDS must be current and reviewed by the respondent with the manufacturer within the last calendar year. Vendor, by virtue of signing proposal, represents the MSDS as being in compliance with the above conditions. Each MSDS must include a clear delineation of chemical content(s) of product, contain all information required by Florida's Right-To-Know Law, and should have the RFP Number and Product Item Number stated on each MSDS. The College reserves the right to request additional information from the manufacturer concerning the contents of its MSDS submitted by the respondent for the corresponding proposal item. Failure to provide this information as detailed herein may result in disqualification of bid submitted.
20. **PROTECTION OF WORK, PROPERTY AND PERSONNEL:** The Vendor shall at all times guard against damage and/or loss to the property of the College and shall replace and/or repair any loss or damages unless such be caused by the College. The College may withhold payment or make such deductions, as it might deem necessary to insure reimbursement for loss and/or damages to the property through negligence of the Vendor. The Vendor shall take the necessary safety precautions to protect both personnel and property while the work is in progress simultaneously adhering to the project schedule.
21. **WARRANTY:** Manufacturer's standard warranty must be provided on all proposal items. Warranty shall begin after delivery and acceptance by the College. Warranty shall be stated in the spaces provided in the Bid Summary Sheet.
22. **DEBRIS:** Vendor shall be responsible for the prompt removal of all debris, which is result of delivery or installation.
23. **DELIVERY INFORMATION:** Delivery specifics will be included on purchase order. From time to time the College may be closed during regular business time or may have established special calendar (e.g. winter holidays, spring break, summer flex week, etc.). Prior to delivery, the Vendor shall verify that the College will be open to accept delivery. The College will not be responsible for re-delivery charges.
24. **CANCELLATION/TERMINATION:** The College may, by written notice, terminate in whole or in part the contract or any purchase orders resulting from this solicitation when such action is in the best interest of the College or when any provision(s) of this solicitation are violated by the respondent. In the event of cancellation/termination, the College shall be liable only for payment for services rendered prior to the effective date of cancellation/termination.
25. **ADDING OR DELETING CAMPUS/CENTER LOCATIONS:** For site specific awards, the College may, during the term of the contract, add or delete, wholly or in part, locations. In the event that a site is added to the contract, the respondent shall invoice the same amount as prices quoted herein for similar sites. Deletion of sites shall not affect contract pricing.
26. **IRREVOCABILITY OF PROPOSAL:** A proposal in response to this solicitation may not be withdrawn before the expiration of ninety (90) days from the date of proposal due date.
27. **PROPOSAL PUBLIC RECORD:** The respondent acknowledges that all information contained within their proposal is part of the public domain as defined by the State of Florida Sunshine and Public Record Laws.

28. **NONCONFORMANCE TO CONTRACT CONDITIONS:** Goods or services offered as a result of any award resulting from this solicitation must be in compliance with all conditions and specifications and any resulting agreement at all times. Orders for goods or services not conforming as required may be terminated at vendor(s) expense and acquired on the open market. Any increase in cost may be charged against the Vendor. Any violation of these stipulations may also result in:
- For a period of two (2) years, any solicitation submitted by respondent will not be considered and will not be recommended for award.
  - All departments being advised not to do business with vendor.
29. **GOVERNING LAW / VENUE:** This solicitation, and any award(s) resulting from same, shall be governed by and construed under the laws of the State of Florida and must have venue established in the 17th Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
30. **TORT IMMUNITY:** The College hereby reserves to itself any and all tort immunity as provided to it by the laws of the State of Florida. It is hereby agreed that the College's liability is limited to the extent permitted by the Florida Constitution and Florida Statute 768.28 or any amendments thereto. Any and all such liability shall be limited to and shall not exceed amount of insurance coverage applicable to such an agreement provided to the College through the Florida Community College Risk Management Consortium. Nothing contained in this document is intended to serve as a waiver of sovereign immunity by any agency to which sovereign immunity applies. The College disclaims any liability, obligation or responsibility for the payment of consequential, special, in direct, incidental or other similar damages incurred or sustained by respondent in any way arising out of or relating to this solicitation.
31. **LEGAL REQUIREMENTS:** The respondent agrees to be in full compliance with any federal, state, county and local laws, ordinances, rules, regulations or codes that in any manner affect the goods or services covered herein. Lack of knowledge by the respondent will in no way be a cause for relief from responsibility.
32. **ADVERTISING:** In submitting a solicitation, the respondent agrees not to use the results therefrom as a part of any commercial advertising without prior written approval of College.
33. **PAYMENT:** A purchase order will be released after award by the College for any goods or services to be delivered as a result of the solicitation. Any charge that does not directly correspond to a purchase order may not be authorized for payment. Payment will be provided after delivery is verified to be in compliance with all the conditions of award. Payment shall be made within thirty (30) days of acceptance by the College.
34. **CONFLICT OF INTEREST:** The award of this solicitation is subject to the provisions of Chapter 112, Florida Statutes, as currently enacted or as amended from time to time. All respondents must disclose with their proposal the name of any officer, director or agent who is also an employee of the College. All respondents must disclose in their response the name of any officer, director, employee or agent of firm who is also an employee of the College or an immediate family member of an employee of the College.
35. **PATENTS/INTELLECTUAL RIGHTS AND ROYALTIES:** The respondent, without exception, shall indemnify and save harmless the College and its employees from liability of any nature or kind, including cost and expenses for or on account of any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by the College. If the respondent uses any design, device, or materials covered by letters, patent, or copyright or other intellectual rights, it is mutually understood and agreed without exception that the solicitation prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
36. **DISPUTES:** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
- Any agreement resulting from the award of this solicitation; then
  - Addenda released for this solicitation, with the latest Addendum taking precedence and chronologically thereafter; then
  - this solicitation; then
  - the respondent's proposal.
- In case of any other doubt or difference of opinion, the decision of the College shall be final and binding on both parties.
37. **OSHA:** The respondent warrants that the product supplied to the College shall conform in all respects to the standards set forth in the Occupational Safety and Health Act of 1970, as amended, and the failure to comply with this condition will be considered as a breach of contract.
38. **LIABILITY, INSURANCE, LICENSES AND PERMITS:** The respondent agrees to the Indemnification Provision stated herein and will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The respondent shall be liable for any damages or loss to the College occasioned by negligence of the respondent (or agent) or any person the respondent has designated in the completion of the contract.
39. **PUBLIC ENTITY CRIMES:** Section 287.133(2)(a), Florida Statutes, as currently enacted or as amended from time to time, states that 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 proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit a proposal 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 for CATEGORY TWO [currently \$35,000] for a period of thirty six (36) months from the date of being placed on the convicted vendor list. By submitting response to this solicitation, the respondent certifies that it has not been convicted of a public entity crime.
40. **AVAILABILITY OF FUNDS:** Florida Statutes prohibits the College from creating obligations on anticipation of budgeted revenues for a

period in excess of one (1) year. As such, the College may, during the contract period, terminate or discontinue the items covered in this solicitation. This written notice will release the College of all obligations, subsequent to the termination date, in any way related to the items covered in this solicitation upon thirty (30) days prior written notice to the Vendor. These provisions must be included as part of any lease agreement between the parties. No lease will be considered that does not include these provisions.

41. **USE OF OTHER CONTRACTS:** The College reserves the right to utilize any other College contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other College, other community college/state university system cooperative agreements, or to directly negotiate/purchase per College policy and/or State Board Rule, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this solicitation if it is in its best interest to do so.
42. **SUBCONTRACTING AND ASSIGNMENT:** Neither any award of this solicitation nor any interest in any award of this solicitation may be subcontracted, assigned, transferred or encumbered by any party without the prior written consent of the College.
43. **INDEMNIFICATION:**
  - a. By the College: The College agrees to be fully responsible for its acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. Nothing herein is intended to serve as a waiver of sovereign immunity by the College. Nothing herein shall be construed as consent by the College to be sued by third parties in any matter arising out of any contract.
  - b. By the Vendor: The Vendor agrees to indemnify, hold harmless and defend the College, its agents, servants, and employees from any and all claims, judgments, costs and expenses including, but not limited to, reasonable attorney's fees, reasonable investigative and discovery costs, court costs and all other sums which the College, its agents, servants, and employees may pay or become obligated to pay on account of any, all and every claim or demand, or assertion of liability, or any claim or action founded thereon, arising or alleged to have arisen out of the products, goods or services furnished by the Vendor, its agents, servants, and employees; the equipment of the vendor, its agents, servants, and employees while such equipment is on premises owned or controlled by the College; or the negligence of the vendor or the negligence of the vendor's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including the College's property, and injury or death of any person whether employed by the Vendor, the College or otherwise.
44. **SOLICITATION AND ADDENDA:** It is the sole responsibility of the respondent to assure it has received the entire solicitation package and any and all Addenda. No submissions made after the proposal opening, amending or supplementing the proposal shall be considered.
45. **GRATUITIES:** The respondents shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the College; including any District Board of Trustee Member, College President and any Evaluation Committee Member, for the purpose of influencing consideration of this proposal.
46. **PREPARATION COST OF PROPOSAL:** The respondent is solely responsible for any and all costs associated with responding to this solicitation. The College will not reimburse any respondent for any costs associated with the preparation and submittal of any proposal, or for any travel and per diem costs that are incurred by any respondent.
47. **DEFAULT AND LITIGATION COSTS:** In the event of a default on this contract, the defaulting party shall pay all attorney's fees and court costs incurred by the non-defaulting party, at both the trial and appellate levels, in any action brought to enforce and collect damages arising from the default.
48. **TAXES AND PERMITS:** Although the College is not subject to the Florida Sales and Use Tax, any contractor who purchases materials which will be used in a State-owned building will not be exempted from the Florida Statute referring sales and use tax. The State, any county, municipality or political subdivision of this State is exempt from the sales tax, except this exemption shall not include sales of tangible personal property made to contractors employed either directly or as agents of any such government or political subdivision thereof when such tangible personal property goes into or becomes a part of public works owned by such government or political subdivision thereof. The owner is not subject to:
  - a. Federal excise taxes on materials or appliances that are incorporated into and become a part of the completed improvement.
  - b. Federal tax on transportation of property.
  - c. Cost of Municipal Building Permits.
  - d. Sales and rental tax payments to the State of Florida are the responsibility of the Vendor. The Vendor must provide documentation to the State.

Vendors by virtue of submitting a proposal agree to this condition.

49. **SMALL DISADVANTAGED BUSINESS (SDB):** It is the policy of the College that it will not discriminate in employment and awarding of contracts on the basis of race, creed, color, gender, national origin, ethnicity, disability, and religion. It is also the policy of the College that its contractors/vendors not discriminate in employment and awarding of contracts on the basis of race, creed, color, gender, national origin, ethnicity, disability, and religion. Any College contractor found in violation of this policy will be removed from the College's vendor list and prohibited from bidding on College goods and services until such time it has sufficiently instituted corrective actions to rectify the discriminatory practices.

The College recognizes its responsibility within the diverse business community in which it operates. It is the policy (6Hx2-6.34) of the College to provide all businesses an equal and fair opportunity to participate in its procurement and contracting opportunities, and to support sustainable growth and economic opportunities (Policy 6Hx2-6.36) for Small Disadvantaged Business Enterprises (SDB).

50. **SUSTAINABILITY AND RECYCLING:** The Vendor shall comply with any current or future sustainability and recycling program

established by the State, the County, the Municipality and/or the College. Inability to comply or reach agreement with the College to meet compliance will result in cancellation of the award.

51. **ASSIGNMENT OF ANTITRUST CLAIMS:** For and in recognition of good and valuable consideration, receipt of which is hereby acknowledged, proposing company hereby conveys, sells, assigns and transfers to the State of Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Florida for price fixing, relating to the particular goods or services purchased or acquired by the State of Florida pursuant to this solicitation.
52. **PROTECTION AND SECURITY OF BUILDING AND PROPERTY:** The contractor shall assume full responsibility and be held liable by the College for any and all damage or claim for damage, for injury to persons, property and equipment which might result from any services performed under this specification. The extent of this responsibility is not limited to only College property but extends to any property including lease equipment on College locations. The Contractor shall be held liable by the College for damages caused by its employees to any equipment, apparatus or installed property in buildings in which work is performed under this specification. Work shall be carried on in such a manner that there will be no interruption of College business. The Contractor shall be responsible for all keys issued to them for the performance of their duties and will bear the cost of re-keying all areas required due to key loss. Re-keying will be done at the discretion of the College.
53. **SITE VISITS/INSPECTIONS:** The College reserves the right to conduct a site visit to any respondent's place(s) of business in order to ascertain the respondent's ability to perform.
54. **EXCESS PAYMENT:** The College reserves the right to audit any contract or payment history of any agreement resulting from this solicitation. In the event that the College determines that payment in excess to those agreed to hereunder have been made to Contractor, the Contractor agrees to return payment to the College within thirty (30) days of being notified. In the event that the excess payment is due to erroneous invoicing by the Contractor and that said excess payments exceed five percent (5%) of the fees agreed to hereunder, the Contractor agrees to pay for the costs of said audit.
55. **TIE BREAKER:** Resolution of tie bids or proposals shall be resolved in accordance with College Policy 6Hx2-6.35.
56. **EMERGENCY SERVICES DUE TO NATURAL DISASTERS/FORCES:** For the purposes of this solicitation, "Natural Force" is defined as conflagration, flood, storm, earthquake, hurricane or other public calamity. The Bidder, by virtue of submitting a bid, agrees that, if receiving an award, the College shall be given top priority for use by the bidder's resources, and the bidder shall make available to the College all of its resources such as vehicles, equipment tools, and both workforce and management personnel, in the event of a natural disaster such as a hurricane, tornado, windstorm, flood, or fire during the term of award or contract.
57. **SUSPENSION OF WORK.** The College may in its sole discretion suspend any or all activities under the contract or purchase order, at any time, when in the best interests of the College to do so. The College shall provide the Contractor written notice outlining the particulars of suspension. Examples of the reason for suspension include, but are not limited to, budgetary constraints, declaration of emergency, or other such circumstances. After receiving a suspension notice, the Contractor shall comply with the notice and shall not accept any purchase orders. Within ninety (90) days, or any longer period agreed to by the Contractor, the College shall either (1) issue a notice authorizing resumption of work, at which time (1) work can resume, or (2) terminate the contract, or (3) extend the period of suspension.
58. **FORCE MAJEURE, NOTICE OF DELAY, AND NO DAMAGES FOR DELAY:** The Contractor shall not be responsible for delay resulting from its failure to perform if neither the fault nor the negligence of the Contractor or its employees or agents contributed to the delay and the delay is due directly to acts of God, wars, acts of public enemies, strikes, fires, floods, or other similar cause wholly beyond the Contractor's control, or for any of the foregoing that affect subcontractors or suppliers if no alternate source of supply is available to the Contractor. In case of any delay the Contractor believes is excusable, the Contractor shall notify the College in writing of the delay or potential delay and describe the cause of the delay either (1) within ten (10) days after the cause that creates or will create the delay first arose, if the Contractor could reasonably foresee that a delay could occur as a result, or (2) if delay is not reasonably foreseeable, within five (5) days after the date the Contractor first had reason to believe that a delay could result. THE FOREGOING SHALL CONSTITUTE THE CONTRACTOR'S SOLE REMEDY OR EXCUSE WITH RESPECT TO DELAY. Providing notice in strict accordance with this paragraph is a condition precedent to such remedy. No claim for damages or additional charges, other than for an extension of time, shall be asserted against the College. If performance is suspended or delayed, in whole or in part, due to any of the causes described in this paragraph, after the causes have ceased to exist the Contractor shall perform at no increased cost, unless the College agrees to, in writing, to any modification of the contract terms.
59. **DISPUTE RESOLUTION:** Any dispute concerning performance of the Contract shall be communicated through the College's designated Contract Manager, who shall reduce the decision to writing and serve a copy on the Contractor. The decision shall be final and conclusive unless within twenty-one (21) days from the date of receipt, the Contractor files with the College a petition for administrative hearing. The College's decision on the petition shall be final, subject to the Contractor's right to review pursuant to Chapter 120 of the Florida Statutes. Exhaustion of administrative remedies is an absolute condition precedent to the Contractor's ability to pursue any other form of dispute resolution; provided, however, that the parties may employ the alternative dispute resolution procedures outlined in Chapter 120.
60. **EMPLOYEES, SUBCONTRACTORS, AND AGENTS:** All Contractor employees, subcontractors, or agents performing work under the Contract shall be properly trained technicians who meet or exceed any specified training qualifications. Upon request, the Contractor shall furnish a copy of technical certification or other proof of qualification. All employees, subcontractors, or agents performing work under the Contract must comply with all security and administrative requirements of the College and shall comply with all controlling laws and regulations relevant to the services they are providing under the Contract. The College may conduct, and the Contractor shall cooperate in, a security background check or otherwise assess any employee, subcontractor, or agent furnished by the Contractor. The College may refuse access to, or require replacement of, any personnel for cause, including, but not limited to, technical or training qualifications, quality of work, change in security status, or non-compliance with a College's security or other requirements. Such approval shall not relieve the Contractor of its obligation to perform all work in compliance with the Contract. The College may reject and bar from any facility for cause any of the Contractor's employees, subcontractors, or agents. The College shall take all actions necessary to ensure that Contractor's employees, subcontractors and other agents are not employees of the College. Such actions include, but are not limited to:



(1) ensuring that Contractor's employees, subcontractors, and other agents receive benefits and necessary insurance (health, workers' compensations, and unemployment) from an employer other than the College, provided that the Contractor grants preferential treatment to the College with respect to products subjected to allocation, or (2) purchase from other sources (without recourse to and by the Contractor for the related costs and expenses) to replace all or part of the products that are the subject of the delay, which purchases may be deducted from the Contract quantity, or (3) terminate the Contract in whole or in part.

61. **PROTESTING OF CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this solicitation, or any Addenda subsequently released thereto, shall file a notice of protest, in writing, within seventy-two (72) consecutive hours after the receipt of the solicitation or Addenda and shall file a formal written protest within ten (10) calendar days after the date the notice of protest was filed. The time provided for filing a notice of protest shall be based upon whenever a person receives this solicitation, or any Addenda released thereto. Receipt of a copy of this solicitation, or any Addenda released thereto, which is received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays or days during which the college administration is closed, shall be excluded in the computation of the seventy-two (72) consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the college administration is closed, the formal written protest must be received on or before 5:00 p.m. of the next calendar day that is not a Saturday, Sunday, legal holiday or days during which the college administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based".

Failure to file a notice of protest or to file a formal written protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at Broward College, Procurement Services Department, 6400 NW 6<sup>th</sup> Way, Fort Lauderdale, Florida 33309. Fax filing will not be acceptable for the filing of bonds.

62. **PROTESTING OF AWARD RECOMMENDATIONS/TABULATIONS:** Award Recommendations and Tabulations will be posted in the Procurement Services Department on the date and time stipulated on the solicitation and will remain posted for seventy-two (72) consecutive hours. Any change to the date and time established herein for posting of solicitation Award Recommendations shall be posted in the Procurement Services Department and on the departmental website. In the event the date and time of the posting of Award Recommendation is changed, it is the responsibility of each respondent to ascertain the revised date of the posting of Award Recommendation. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within seventy-two (72) consecutive hours after the posting of the Award Recommendation (or receipt of written notice of intended decision) and shall file a formal written protest within ten (10) calendar days after the date the notice of protest was filed. A written notice of intended decision shall only apply when the Procurement Services Department gives notice of an intended decision about this solicitation. A written notice of intended decision received in accordance with Chapter 119, Florida Statutes, or College Policy, as currently enacted or as amended from time to time, shall not be used as a basis for filing a notice of protest as described herein. Saturdays, Sundays, legal holidays and days during which the college administration is closed shall be excluded in the computation of the seventy-two (72) consecutive hours. If the tenth calendar day falls on a Saturday, Sunday, legal holiday or days during which the college administration is closed, the formal written protest must be received on or before 5:00 p.m. of the next calendar day that is not a Saturday or Sunday, legal holiday or days during which the college administration is closed. Section 120.57(3)(b), Florida Statutes, as currently enacted or as amended from time to time, states that "The formal written protest shall state with particularity the facts and law upon which the protest is based". Any person who files an action protesting an intended decision shall post with the College, at the time of filing the formal written protest, a bond, payable to the College, in an amount equal to one percent (1%) of the College's estimate of the total volume of the contract. The College shall provide the estimated contract amount to the Vendor within seventy-two (72) hours, excluding Saturdays, Sundays and other days during which the College administration is closed, of receipt of notice of intent to protest. The estimated contract amount shall be established on the award recommendation as the "contract award amount". The estimated contract amount is not subject to protest pursuant to Section 120.57(3), Florida Statutes. The bond shall be conditioned upon the payment of all costs which may be adjudged against the protestant in an Administrative Hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, the College may accept a cashier's check, official bank check or money order in the amount of the bond. If, after completion of the Administrative Hearing process and any appellate court proceedings, the College prevails, then the College shall recover all costs and charges which shall be included in the Final Order or judgment, including charges made by the Division of Administrative Hearings, but excluding attorney's fees. Upon payment of such costs and charges by the protestant, the bond shall be returned. If the protestant prevails, then the protestant shall recover from the College all costs and charges which shall be included in the Final Order or judgment, excluding attorney's fees.

Failure to file a notice of protest or to file a formal written protest within the time prescribed shall constitute a waiver of proceedings under Chapter 120, Florida Statutes. Notices of protest, formal written protests, and the required bonds, shall be filed at Broward College, Procurement Services Department, 6400 NW 6<sup>th</sup> Way, Fort Lauderdale, Florida 33309. Fax filing will not be acceptable for the filing of bonds.

63. **CONE OF SILENCE:** Any respondent or a lobbyist for a respondent is prohibited from having any communication concerning this solicitation or any response with any member of the College District Board of Trustees, the College President, or any other College employee after the release of this solicitation and prior to the contract being awarded with the exception of communications with the office of the Associate Vice-President for Business Services & Resource Management, unless so notified by the Procurement Services Department. A proposal from any vendor will be disqualified when the respondent or a lobbyist for the respondent violates this condition of the solicitation. No verbal or written information which is obtained other than by information in this document or by Addenda to this solicitation shall be binding on the College.
64. **PUBLIC RECORDS:** Pursuant to Section 119.0701, Florida Statutes, any party contracting with Broward College is required to (a) keep and maintain available for public inspection any records that pertain to services rendered under this Agreement; (b) provide the public with access to public records on the same term and conditions that at Broward College would provide such records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law; (c) ensure that public records that are exempt or confidential and except from public record disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirement for retaining public records and transfer, at no cost, to Broward College all public records in that party's possession upon

termination of its contract with Broward College and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirement. All of such party's records stored electronically must be provided to Broward College in a format that is compatible with Broward College's information technology system. Each Party shall maintain its own respective records and documents associated with this Agreement in accordance with the records retention requirements applicable to public records. Each Party shall be responsible for compliance with any public documents request served upon it pursuant to Section 119.07, Florida Statutes, and any resultant award of attorney's fees for non-compliance with that law. Each party acknowledge that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

65. **FLORIDA STATUTE 283.35 PREFERENCE GIVEN PRINTING WITHIN THE STATE:** When awarding a contract to have materials printed, the agency, university, college, school district, or other political subdivision of this state awarding the contract shall grant a preference to the lowest responsible and responsive vendor having a principal place of business within this state. The preference shall be five percent (5%) if the lowest bid is submitted by a vendor whose principal place of business is located outside the state and if the printing can be performed in this state at a level of quality comparable to that obtainable from the Vendor submitting the lowest bid located outside the state. As used in this section, the term "other political subdivision of this state" does not include counties or municipalities.
66. **FLORIDA STATUTE 287.084 PREFERENCE TO FLORIDA BUSINESSES:** (1)(a) When an agency, university, college, school district, or other political subdivision of the state is required to make purchases of personal property through competitive solicitation and the lowest responsible and responsive bid, proposal, or reply is by a vendor whose principal place of business is in a state or political subdivision thereof which grants a preference for the purchase of such personal property to a person whose principal place of business is in such state, then the agency, university, college, school district, or other political subdivision of this state shall award a preference to the lowest responsible and responsive vendor having a principal place of business within this state, which preference is equal to the preference granted by the state or political subdivision thereof in which the lowest responsible and responsive vendor has its principal place of business. In a competitive solicitation in which the lowest bid is submitted by a vendor whose principal place of business is located outside the state and that state does not grant a preference in competitive solicitation to vendors having a principal place of business in that state, the preference to the lowest responsible and responsive vendor having a principal place of business in this state shall be five percent (5%).
- (b) Paragraph (a) does not apply to transportation projects for which federal aid funds are available.
  - (c) As used in this section, the term "other political subdivision of this state" does not include counties or municipalities.
  - (2) A vendor whose principal place of business is outside this state must accompany any written bid, proposal, or reply documents with a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that state to its own business entities whose principal places of business are in that foreign state in the letting of any or all public contracts.
  - (3)(a) A vendor whose principal place of business is in this state may not be precluded from being an authorized reseller of information technology commodities of a state contractor as long as the vendor demonstrates that it employs an internationally recognized quality management system, such as ISO 9001 or its equivalent, and provides a warranty on the information technology commodities which is, at a minimum, of equal scope and length as that of the contract.
  - (b) This subsection applies to any renewal of any state contract executed on or after July 1, 2012.

## **BROWARD COLLEGE** | **RFP-2021-015-ZR** **SCOPE OF SERVICES** | **ATTACHMENT A**

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The Proposer must demonstrate clear and detailed evidence that it has the ability to provide the services described herein.

This Community Relations Services contract primary objective is to provide expert advisement and services for the College's community relations work. This could include the advisement and management of community partnerships focused on College & Career Readiness, Economic Development, Employee Engagement, and Broward UP. The contract could also support the development, implementation and promotion of community engagements, such as BC Cares service days for employees, the Village Square Program, promotion of Student Village Square events, and management of the Martin Luther King Jr. Day of Service grants.

### **Community Relations Services - Scope of Services**

Under the leadership of the Associate Vice President of Community Partnerships and Institutional Events, the vendor could manage any of the following three categories:

#### **1. Employee Volunteerism**

Using the BC CARES brand, the vendor will assist with promoting employee volunteerism at the College through email campaigns and social media in collaboration with the Public Affairs & Marketing Department and the Talent & Culture Department. The contract will also oversee the employee volunteerism tracking process. This process includes sending email communication to all employees monthly reminding them to input their volunteer hours into the current system. Vendor will also work with Information Technology Department to ensure that all technical aspects of the employee volunteerism portal are functional.

Additional responsibilities in this area include, but are not limited to:

- Managing at least three annual volunteer initiatives for Broward College employees.
- Tracking employee volunteerism monthly and designing annual awards and recognition process for employees.
- Creating and managing an employee volunteerism website.
- Working with the Public Affairs & Marketing Department to promote employee volunteerism projects to the College community and media when appropriate.

#### **2. Community Sponsorship Management**

The vendor will manage the community sponsorship application and awards process which includes sending email communication to the nonprofit community about the College's awards process and managing information sessions to clarify giving guidelines with potential applicants. Vendor will also work with the Information Technology Department to ensure that all technical aspects of the application process are functional. Once awards are given the vendor will serve as the primary contact between the nonprofit partner organizations, community partners, to assist them with management of sponsorship.

Additional responsibilities in this area include, but are not limited to:

- Assessing the College's current methodology and giving guidelines used for awarding funds to the nonprofit community.
- Meeting with the Community Relations team to get an initial understanding of the current relationship with community partners and aspirations for future partnerships.
- Assessing software used for application process and making recommendations for changes or updates if necessary.
- Developing metrics to measure success of partnership initiatives.
- Managing and updating the College's community partnership website.
- Working with the Public Affairs & Marketing Department to promote local community partnerships to media when appropriate.

### **3. Program Management**

The vendor could manage the following program(s):

#### **A. The Village Square Program**

The vendor will manage and oversee all aspects of the Village Square Broward College program including advisory board meetings, events, and marketing communication.

Additional responsibilities for this program include, but are not limited to:

- Running quarterly meetings with the Village Square advisory board.
- Managing at least seven Village Square events annually.
- Managing and updating the College's Village Square website.
- Creating metrics of success for the Village Square program.
- Working with the Public Affairs & Marketing Department to promote Village Square events to media when appropriate.

#### **B. The Martin Luther King Jr. Day of Service Grant (if and when applicable).**

The vendor will manage and oversee all aspects the Martin Luther King Jr. Day of Service Grant, if and when awarded by the Florida Legislature. The grant includes managing the application and grants process by sending email communication to the nonprofit community about the grants process and managing information sessions to clarify guidelines and rules with potential applicants. Vendor will also work with Information Technology Department to ensure that all technical aspects of the application process are functional. Once awards are given the vendor will serve as the primary contact between the nonprofit partner organizations to assist them with management of award. Vendor will work with College's Accounting Office to ensure compliance with all reporting rules associated with the grant.

Additional responsibilities for this program include, but are not limited to:

- Managing the College's participation in at least three Martin Luther King Jr. Day of Service events taking place on or around MLK Day.
- Managing and updating the College's website containing relevant information about the grant.
- Creating metrics of success for awarded grants.
- Working with the Public Affairs & Marketing Department to promote Martin Luther King Jr. Day of Service events to media when appropriate.
- Facilitating the annual MLK Day of Service Celebration.

# BROWARD COLLEGE COST PROPOSAL

## RFP-2021-015-ZR ATTACHMENT B

This Cost Proposal Form is to be completed and included in TAB 20 of your proposal.

For the consulting and other related services to be provided, specify a lump-sum price per category listed below according to the SCOPE OF SERVICES in ATTACHMENT A, as defined in this Request for Proposal.

No.	Category	Total per Year in USD	Total 3 years in USD
1	Employee Volunteerism		
2	Community Sponsorship Management		
3	Program Management	X	X
	A. The Village Square Program		
	B. The Martin Luther King Jr. Day of Service Grant		
<b>Grand Total</b>			

**NOTE:**

- Prices offered shall remain firm for the initial three-year contract term.
- Proposed total cost for services provided listed above, shall include all overhead and profit, prices should be all-inclusive. No billing will be accepted that shows any other costs than those listed above. This includes, but is not limited to, travel, any out-of-pocket costs, meetings, secretarial, printing, delivery, rent, phone calls, postage, overnight mail service, accounting, fuel charges, extra consulting fees, and/or office supplies, among others.
- The College reserves the right to contract for any of the categories or all categories as deemed necessary in the best interest of the College.

**Additional/Value Added Services (Optional)**

Include any additional/value added services to be proposed in connection with the services defined in ATTACHMENT A – SCOPE OF SERVICES. Additional/Value added services will NOT be considered for evaluation purposes, only as an informational piece. Proposer may use below table to include any additional/value added services able to provide. Proposer can list as many items or services as necessary.

Additional/Value Added Services (Optional)	Unit Price USD

## **SUPPLIER DIVERSITY SMALL BUSINESS (SDSB) PROGRAM**

**C1 – SDSB PROGRAM PROCESS AND REQUIREMENTS**

**C2 – SDB NON-DISCRIMINATION PROFILE (FORM SDB-1)**

**C3 – SUBCONTRACTOR/SUPPLIER CONTACT (FORM SDB-2)**

**C4 – POTENTIAL SUBCONTRACTOR/SUPPLIER UTILIZATION (FORM SDB-3)**

**C5 – REPORT OF SUBCONTRACTOR/SUPPLIER UTILIZATION (FORM SDB-7)**

(Balance of this page intentionally left blank)

**ATTACHMENT C1****SDSB PROGRAM PROCESS AND REQUIREMENTS**5. Vendor Non-Discrimination.

All vendors bidding on College contract opportunities must submit a Vendor Non- Discrimination Profile (ATTACHMENT C2).

5. Contract Compliance (Project by Project basis).

- a. Upon execution of a project under this contract with Broward College, the successful proposer will utilize Subcontractor/Supplier Contact (ATTACHMENT C3) and submit Potential Subcontractor/Supplier Utilization (ATTACHMENT C4) when submitting solicitation packages and will become a part of the contract between the proposer and the College.
- b. Report of Subcontractor/Supplier Utilization (ATTACHMENT C5) will be utilized for SDB vendors performing work during the course of the project and MUST be submitted monthly as instructed on ATTACHMENT C5.
- c. ATTACHMENT C5 will be monitored by the Office of Supplier Relations and Diversity for adherence with the plan.
- d. A prime contractor may replace a SDB subcontractor or supplier who fails to meet the terms of their agreement. Based on availability, the subcontractor or supplier must be replaced with another subcontractor or supplier who equally qualifies under the SDB program requirements.
  - Replacing a SDB Subcontractor or Supplier – A prime contractor may request a SDB substitution by submitting a written request to the Office of Supplier Relations and Diversity. The request must explain why the substitution is needed and the prime contractor shall attach a revised Potential Subcontractor/Supplier Utilization (ATTACHMENT C4). The Director of the Office of Supplier Relations and Diversity, in conjunction with the Associate Vice President of Procurement Services, will issue a determination on the request and notify the prime contractor. **The College must approve all SDB substitutions.**
- e. The successful proposer will be required to submit a monthly report to the Office of Supplier Relations and Diversity demonstrating the use of subcontractors and suppliers as indicated on the ATTACHMENT C5. Reports MUST be submitted monthly from the onset of the project/contract, even if there are no payments to SDB subcontractors or supplier.
- f. Failure of the successful proposer to provide the specific SDB report by the specified date shall be sufficient cause for the College to:
  - Withhold approval of the successful proposal's invoices for progress payments,
  - Increase the amount of the successful proposal's retainage, or
  - Evoke any other penalties as stated in General Conditions of the RFP (**Nonconformance to Contract Conditions**).

5. The College's Responsibilities.

SDB Requirements in Contracts – Procurement Services, Facilities Management, and the Department managing the contract will be responsible for ensuring that SDB participation requirements and/or deliverables are specified within the contract, for eligible projects.

**ATTACHMENT C2**



**OFFICE OF SUPPLIER RELATIONS AND DIVERSITY**

**NON-DISCRIMINATION PROFILE**

The undersigned understands that it is the policy of Broward College to promote full and equal business opportunity for all persons doing business with the College. The undersigned covenants that we have not discriminated, on the basis of race, creed, color, gender, national origin, ethnicity, disability, or religion, with regard to prime contracting, subcontracting or partnering opportunities on this project/contract.

The undersigned further covenants that we agree to make a Good Faith Effort to utilize SDB subcontractors/suppliers and will comply truthfully and fully with the required forms SDB-2, SDB-3, and SDB-7.

Set forth below is the signature of an officer of the bidding entity with the authority to bind the entity.

---

Signature of Attesting Party

---

Title of Attesting Party

On this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me appeared \_\_\_\_\_, the person who signed the above covenant in my presence.

---

Notary Public

Seal





SUBCONTRACTOR/SUPPLIER CONTACT

(List all SDB subcontractors or suppliers that were contacted regarding this project)

[illegible]

Proponent Company Name: \_\_\_\_\_ Contract #: \_\_\_\_\_  
Project Name: \_\_\_\_\_

Authorized Principal: \_\_\_\_\_

Proponent Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*SDB firms are certified by the State of Florida Office of Supplier Diversity, Southern Florida Minority Business Development Council [SFMSDC], School Board of Broward County, Women Business Enterprise National Council [Florida], Broward County Government, Palm Beach County Government and Miami – Dade County Government.



OFFICE OF SUPPLIER RELATIONS AND DIVERSITY  
SUPPLIER DIVERSITY SMALL BUSINESS (SDSB) PROGRAM  
POTENTIAL SUBCONTRACTOR/SUPPLIER UTILIZATION

ATTACHMENT C4

(List all Small Disadvantaged Business Enterprise including Small, Disadvantaged, Minority and Women Business Enterprises subcontractors/suppliers to be used on this project.)

Company Name of Subcontractor/Supplier	Contact Name and Phone Number	Business License? (Yes or No)	NIGP Code	Type of Work to be Performed	SDB Status White Male, African American, Hispanic American, Native American, Asian American, Woman, Service Disabled Veteran	SDSB Program Approval Letter	*Certification Agency Name (attach copy of Certification)	Dollar (\$) Value of Work or Supplies	Percentage of Total Contract Amount

**Total SDB%** \_\_\_\_\_

Proponent Company Name: \_\_\_\_\_ Project Name: \_\_\_\_\_ Contract #: \_\_\_\_\_

Authorized Principal: \_\_\_\_\_ Proponent Contact Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*SDB firms are certified by the State of Florida Office of Supplier Diversity, Southern Florida Minority Business Development Council [SFMSDC], School Board of Broward County, Women Business Enterprise National Council [Florida], Broward County Government, Palm Beach County Government and Miami – Dade County Government.



**Please Submit Report to: The Office of Supplier Relations and Diversity**

6400 NW 6<sup>th</sup> Way, Fort Lauderdale, FL 33309

**or Fax to: 954-201-7330**

(For questions completing this report call 954-201-7307)

[illegible]

\*Broward College recognizes certifications from the State of Florida Office of Supplier Diversity, Southern Florida Minority Business Development Council [SFMSDC], School Board of Broward County, Women Business Development Center [Florida], Broward County Government, Palm Beach County Government and Miami Dade County Government.

The undersigned ensures that each entity listed above performs a commercially useful function as defined in the Small Disadvantaged Business Program of Broward College. The undersigned also affirms that all payments listed above are true and correct.

Signature of Authorized Principal	Date	Title / Telephone Number
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# BROWARD COLLEGE | RFP-2021-015-ZR

## DRUG-FREE WORKPLACE CERTIFICATION | ATTACHMENT D

**SWORN STATEMENT PURSUANT TO SECTION 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS.**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

This sworn statement is submitted to the College,

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_  
(Print name of entity submitting sworn statement)

whose business address is \_\_\_\_\_  
\_\_\_\_\_

and (if applicable) its Federal Employer Identification Number (FEIN) is \_\_\_\_\_ (If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.) I certify that I have established a drug-free workplace program and have complied with the following:

5. Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
5. Informed employees about the dangers of drug abuse in the workplace, the business' policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
5. Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
5. In the statement specified in subsection (1), notified the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five days after such conviction.

5. Will impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by, any employee who is so convicted.

6. Am making a good faith effort to continue to maintain a drug free workplace through implementation of this section.

\_\_\_\_\_  
(Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

Personally Known \_\_\_\_\_

OR Produced identification \_\_\_\_\_ Notary Public – State of \_\_\_\_\_

\_\_\_\_\_ My commission expires \_\_\_\_\_

(Type of identification) \_\_\_\_\_  
(Printed, typed or stamped commissioned name of notary public)

# BROWARD COLLEGE INFORMATION SECURITY AFFIDAVIT

## RFP-2021-015-ZR ATTACHMENT E

I, \_\_\_\_\_ [Name], the designated signing manager for \_\_\_\_\_ [Organization], attest to the best of my knowledge, that we completed the following tasks to detect, prevent, and mitigate loss due to an information security breach or identity theft related incident.

\_\_\_\_\_  
Initials

5. My organization has attached the most recent SOC 2 audit report attesting to our internal security controls. **In lieu of a 3<sup>rd</sup> party audit report, we agree to provide an EDUCAUSE HECVAT or a CSA CAIQ assessment.** Additional audit reviews or documents may be attached to assist in the vendor risk management review process:

- ◆ Information Security Policy
- ◆ Physical Security Policy
- ◆ ISO Certification
- ◆ PCI Certification

\_\_\_\_\_  
Initials

1. My organization has reasonable security measures to protect sensitive data in both hard copy and electronic formats. This would include clean desk policies and locked cabinets where documents may reside. We also ensure that all sensitive data stored on systems under our control will be encrypted while at rest and in transit. Prior to disposal, systems will be wiped using the NIST 800-88 standard. **Broward College sensitive data includes but is not limited to the following:**

- ◆ Personally Identifiable Information (SSN, DOB, Driver's License Number, Passport Information)
- ◆ Medical Information (Medical Records, Doctor Names and Claims, Prescription Information)
- ◆ Academic Information (Transcripts, Grade Information)
- ◆ Business Information (Federal ID Numbers, Security Systems, Employee Identifiers, Passwords)
- ◆ Financial Information (Credit Card Information, Bank Account Numbers)

\_\_\_\_\_  
Initials

5. My organization is aware of the obligation to adhere to the same information security requirements that the College must adhere to under the common privacy regulations. This is specific to information that we may have direct or indirect access to as part of our services.

- ◆ Family Educational Rights and Privacy Act (FERPA)
- ◆ Fair and Accurate Credit Transactions Act (FACTA)
- ◆ Payment Card Industry (PCI)
- ◆ Health Insurance Portability and Accountability Act (HIPAA)
- ◆ Gramm-Leach-Bliley Act (GLBA)
- ◆ General Data Protection Regulation (GDPR)

\_\_\_\_\_  
Initials

5. My organization conducts background checks on all employees that may access sensitive data belonging to the College. We also ensure that employees are trained in information security best practices prior to completing work on behalf of the College.

- ◆ Information Security Awareness Training
- ◆ Background Checks Filed for All Employees
- ◆ Common Privacy Regulation Training (PCI, GLBA, HIPAA)

- ☐ I AGREE THAT I HAVE ANSWERED THE ABOVE QUESTIONS TRUTHFULLY TO THE BEST OF MY KNOWLEDGE.
- ☐ I AGREE TO MAKE A GOOD FAITH ATTEMPT TO PROTECT ALL INFORMATION MY BUSINESS HANDLES ON BEHALF OF BROWARD COLLEGE.
- ☐ I UNDERSTAND AND AGREE THAT BROWARD COLLEGE MAY REQUEST VERIFICATION AS NEEDED TO ENSURE THAT WE MEET THE MINIMUM-SECURITY REQUIREMENTS

X \_\_\_\_\_  
Title \_\_\_\_\_

# BROWARD COLLEGE NON-DISCLOSURE AGREEMENT

## RFP-2021-015-ZR ATTACHMENT F

Date \_\_\_\_\_

This Agreement is by and between \_\_\_\_\_ (Vendor), a corporation with offices at \_\_\_\_\_, and The Board of Trustees of Broward College for Broward College (the College) with offices at 6400 NW 6<sup>th</sup> Way, Fort Lauderdale, FL 33309 (each a "Party" and, together, the "Parties").

In connection with a prospective business relationship, each Party may disclose to each other certain confidential and/or proprietary information that the disclosing Party regards as "Confidential Information," as described below.

In consideration of the receipt of such Confidential Information, the Parties hereto agree as follows:

5. For the purpose of this Agreement, Confidential Information shall include any information or data of a confidential nature, including, but not limited to proprietary, developmental, technical, marketing, sales, operating, customer lists and any information related to customers of a party, supplier lists, cost and know-how information as well as information relating to business, financial condition, results of operations, prospects, assets, properties and processes, in whatever media stored, which is disclosed pursuant to this Agreement. The fact that the Parties are contemplating a business arrangement shall constitute Confidential Information.
5. Vendor shall establish administrative, technical and physical safeguards for THE COLLEGE's customer records and information in Vendor's control or possession from time to time. Such safeguards shall be designed for the purpose of, (1) ensuring the security of such records and information; (2) protecting against any anticipated threats or hazards to the security or integrity of such records and information; and (3) protecting against unauthorized access to or use of such records and information that would result in substantial harm or inconvenience to THE COLLEGE.

To the extent that any of THE COLLEGE's information or records in Vendor's control or possession from time to time constitutes "protected health information" as that term is defined in the Health Insurance Portability and Accountability Act ("HIPAA") and regulations issued thereunder, or that constitutes "protected education records" as that is defined in the Family Education Rights and Privacy Act ("FERPA") Vendor shall maintain the confidentiality and security of that information as required of THE COLLEGE under HIPAA and FERPA respectively.

5. The Parties agree that disclosure and receipt of Confidential Information is for the purposes of considering a possible business arrangement and for no other purpose and that only those employees, agents and advisors of each Party having a need to know shall be privy to said Confidential Information and each shall be required by the Parties to abide by the obligations of this Agreement,

5. Any Confidential Information received by any Party under this Agreement shall:

(5) not be copied or distributed, disclosed, or disseminated in any way or form by the receiving Party to anyone except its employees or authorized agents or advisors who have a reasonable need to know said Confidential Information, and who agree to be bound by the terms of this Agreement;

(b) be treated by the, receiving Party with the same degree of care to avoid disclosure to any third party as is used with respect to the receiving Parties own information of like importance which is to be kept secret;

© not be used by the receiving Party for its own purposes or any other purpose except the purpose set forth above, other than as otherwise expressly stated herein, without the express written permission of the disclosing Party; and

(d) remain the property of the disclosing Party, and be returned to the disclosing Party (along with all copies thereof) within two days of receipt by the receiving Party of a written request from the disclosing Party setting forth that the Confidential Information be returned.

(5) 5. The obligations of Paragraph 4 shall not apply however to any information which: a) is already in the public domain or becomes available to the public through no breach of this Agreement by the receiving Party;

(b) was, as between the Parties, lawfully in the receiving Pa'ty's possession prior to receipt from the disclosing Party, as evidenced by the receiving Pa'ty's written records;

(c) is received independently from a third party free from any obligation to keep said information confidential;

(d) is independently developed by the receiving Party without reliance upon any of the Confidential Information; o©(e) is disclosed pursuant to an order of a governmental agency or court order, provided that the receiving Party shall give prompt written notice to the disclosing Party of the existence of such order and an opportunity to oppose or object to such order, unless the receiving Party is restrained by law or order of a court from doing so.

6. Nothing herein shall obligate either Party to disclose to the other any Confidential Information. Neither Party hereto shall be obligated to compensate the other for exchanging any information pursuant to this Agreement, nor have any representations or warranties of any kind been given hereunder with respect to Confidential Information disclosed pursuant hereto.

7. It is expressly understood and acknowledged by Vendor that any breach or threatened breach of this Agreement cannot be remedied solely by the recovery of damages and that in the event of a breach or threatened breach hereof by Vendor, THE COLLEGE may pursue both injunctive relief and any and all other remedies available at law or in equity for any such breach or threatened breach, including the recovery of damages and reasonable att'neys' fees and costs.

8. Neither Party shall have any obligation to enter into any further agreement with the other except as it, in its sole judgment, may deem advisable. No patent, copyright, trademark or other proprietary right or license is granted by this Agreement. The disclosure of Confidential Information and materials, which may accompany the disclosure, shall not result in any obligation to grant the receiving Party rights therein.

9. This Agreement shall be effective as of the date of the last signature as written below. The rights and obligations arising hereunder with respect to any Confidential Information delivered shall survive any termination of this Agreement.

10. Each Party represents that it possesses all necessary powers, right and authority to lawfully make the disclosures subject to this Agreement.

11. This Agreement represents the entire understanding and agreement between the Parties with respect to the subject matter hereof and supersedes all prior communications, agreements and understanding. The provisions of this Agreement may not be modified, amended, nor waived, except by a written instrument duly executed by both Parties. This Agreement shall be binding upon and inure to the benefit of the parties and their respective successors and permitted assigns and may not be assigned by either Party without the prior written consent of the other. This Agreement shall be governed by Florida law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized representative on dates specified below.

Name of Vendor:

The Board of Trustees of Broward College

By: \_\_\_\_\_

By:  \_\_\_\_\_

Printed Name: \_\_\_\_\_

Name: John Dunnuck

Title: \_\_\_\_\_

Title: SVP Finance & Operations

Date: \_\_\_\_\_

Date: 6/1/2021

<b>BROWARD COLLEGE</b> <b>PUBLIC ENTITY CRIMES STATEMENT</b>	<b>RFP-2021-015-ZR</b> <b>ATTACHMENT G</b>
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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 on a contract to provide any goods or services to a public entity, may not submit a bid on a contract with a public entity for the construction or repair of a public building or public work, may not submit bids on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, 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 for CATEGORY TWO for a period of thirty six (36) months from the date of being placed on the convicted vendor list. See Section 287.133(2) (a), Florida Statutes.

A "public entity crime" means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation. See Section 287.133(1) (g), Florida Statutes.

"Convicted" means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere. See Section 287.133(1) (c), Florida Statutes.

An "affiliate" means (1) a predecessor or successor of a person convicted of a public entity crime; or (2) an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding thirty six (36) months shall be considered an affiliate. See Section 287.133(1) (a), Florida Statutes.

**The Proposal hereby certifies that (1) it and its affiliates have not been placed on the convicted vendor list within the past thirty six (36) months; or (2) any listing of the Proposal or any of its affiliates on the convicted vendor list has been removed pursuant to Section 287.133(3) (f), Florida Statutes. If the Applicant or an affiliate has been removed from the convicted vendor list pursuant to Section 287.133(3) (f), Florida Statutes, the name of the convicted Applicant or affiliate is as follows \_\_\_\_\_**

**State Name of Convicted Applicant or Affiliate or N/A Here**

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Signature for the Company: \_\_\_\_\_

Title of Person Signing for the Company: \_\_\_\_\_

Signature of Witness: \_\_\_\_\_

Witness' Relationship to the Company: \_\_\_\_\_



<b>BROWARD COLLEGE NON-COLLUSION AFFIDAVIT</b>	<b>RFP-2021-015-ZR ATTACHMENT H</b>
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State of \_\_\_\_\_ )  
County of \_\_\_\_\_ ) ss.

\_\_\_\_\_ being first duly sworn, deposes and says t

(5) (1) He/she \_\_\_\_\_ is \_\_\_\_\_ the  
\_\_\_\_\_ (Owner, Partner, Officer, Representative or Agent)  
of \_\_\_\_\_, the Proposer that has submitted  
the attached proposal;

- (2) He/she is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Proposal;
- (3) Such Bid is genuine and is not a collusive or sham Proposal;
- (4) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, have in any way colluded, conspired, connived or agreed, directly or indirectly, with any other Proposer, company, or person to submit a collusive or sham Proposal in connection with the Work for which the attached Proposal has been submitted; or to refrain from bidding in connection with such Work; or have in any manner, directly or indirectly, sought by agreement or collusion, or communication, or conference with any Proposer, company, or person to fix the price or prices in the attached Proposal or of any other Proposer, or to fix any overhead, profit, or cost elements of the Proposal price or the Proposal price of any other Proposer, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against (Recipient), or any person interested in the proposed Work;
- (5) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the Proposer or any other of its agents, representatives, owners, employees or parties in interest, including this affiant.

(Non-Collusion Affidavit continued on next page...)

(... continued from previous page, Non-Collusion Affidavit)

Signed, sealed and delivered in the presence of:

\_\_\_\_\_  
\_\_\_\_\_  
By: \_\_\_\_\_  
\_\_\_\_\_  
(Printed Name)  
\_\_\_\_\_  
(Title)

ACKNOWLEDGMENT

State of Florida  
County of \_\_\_\_\_

On this the \_\_\_\_\_ day of \_\_\_\_\_, 2020, before me, the undersigned

Notary Public of the State of Florida, personally appeared \_\_\_\_\_  
Name(s) of individual(s)  
and whose name(s) is/are Subscribed to the within instrument, and he/she/they acknowledge that he/she/they executed it.

WITNESS my hand  
and official seal

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

NOTARY PUBLIC  
SEAL OF OFFICE:

\_\_\_\_\_  
(Name of Notary Public: Print, Stamp  
or Type as Commissioned.)

☐ Personally known to me, or  
☐ Produced identification:

\_\_\_\_\_  
(Type of Identification Produced)  
☐ DID take an oath, or

☐ DID NOT take an o\_\_\_\_\_

OPTIONAL INFORMATION:

Type of Document: \_\_\_\_\_

Number of Pages: \_\_\_\_\_

Number of Signatures Notarized: \_\_\_\_\_

<b>BROWARD COLLEGE VENDOR CONFLICT OF INTEREST FORM</b>	<b>RFP-2021-015-ZR ATTACHMENT I</b>
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**VENDOR CONFLICT OF INTEREST:** The award of this solicitation is subject to the provisions of Chapter 112, Florida Statutes, as currently enacted or as amended from time to time. All proposers must disclose with their proposal the name of any officer, director or agent who is also an employee of the College. All proposers must disclose in their response the name of any officer, director, employee or agent of company who is also an employee of College or an immediate family member of an employee of College. If there are none, check NO below.

Have Conflict of Interest: **YES or NO** (check)

YES ☐ NO ☐

If YES, please explain below:

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PROPOSER'S COMPANY NAME: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

Signature: \_\_\_\_\_

<b>BROWARD COLLEGE PERFORMANCE EVALUATION SURVEY FORM</b>	<b>RFP-2021-015-ZR ATTACHMENT J</b>
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**\*\*\* See ATTACHMENT J on DemandStar \*\*\***

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**BROWARD COLLEGE  
SAMPLE CONTRACT**

**RFP-2021-015-ZR  
ATTACHMENT K**

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**SAMPLE CONTRACT**

**K1 – CONTRACT FOR SERVICES AGREEMENT**

**K2 – CONTRACTOR POLICY CODE ACKNOWLEDGEMENT – EXHIBIT B**

See separate PDF documents in DemandStar

<b>BROWARD COLLEGE</b> <b>FEDERALLY FUNDED ATTESTATION FORM</b>	<b>RFP-2021-015-ZR</b> <b>ATTACHMENT L</b>
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**SPECIAL CONDITION 15.08 FOR FEDERALLY FUNDED ATTESTATION – (NON-CONSTRUCTION PROGRAMS)**

The activation of any contract resulting from this RFP may be subject to federal funding. Therefore, the following federal contract clauses will be required, where applicable, pursuant to 2 C.F.R. 200.326 and 2 C.F.R. Part 200, Appendix II, and shall, where applicable, form a part of any contract resulting from this RFP.

**Note:** Certain of these assurances may not be applicable to sale of your products or services. If you have questions, please contact the Broward College Purchasing Department. Further, certain Federal awarding agencies may require Broward College certify additional assurances. If such is the case, you will be notified. Our company understands this purchase has federal funding and by signing this attestation we agree to:

1. Give the Federal Government the Comptroller General of the United States through their authorized representative access the right to examine all records, books, papers or documents related to this purchase, as well as establish a proper accounting system in accordance with generally accepted accounting standards and to retain all records a minimum of five years.
2. Establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. Initiate and complete the scope of work within the applicable time frame after receipt of an approved Broward College purchase order.
4. Compliance with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763 relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
5. Compliance with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88.352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 – 1683, and 1685 – 1686), which prohibits discrimination on the basis of handicaps; (c) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 – 6107), which prohibits discrimination on the basis of age; (d) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92.255) as amended, relating to nondiscrimination on the basis of drug abuse; (e) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91.616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (f) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd.3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (g) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.) as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (h) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (i) the requirements of any other nondiscrimination statute(s) which may apply to the application.
6. Compliance, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91.646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
7. Compliance with the provision of the Hatch Act (U.S.C. 1501 – 1508 and 7324 – 7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

8. Compliance, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a - 276a 7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Standards Act (40.327 – 333), regarding labor standards for federally assisted construction sub-agreements.
9. Compliance, as applicable, with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91.190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in 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 (Clear 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).
10. Compliance, as applicable, with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
11. Assist the U.S. Federal Government (as requested) in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a.1 et seq.).
12. Compliance, as applicable, with P.L. 93.348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
13. Compliance, as applicable, with the Laboratory Animal Welfare Act of 1966 (P.L. 89.544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
14. Compliance with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this purchase.
15. Strongly strive to provide subcontracting opportunities to small businesses owned and controlled by socially and economically disadvantaged individuals (WBE/MBE) in accord with Executive Order 12928.
16. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Federal regulations (41 CFR Chapter 60).
17. Compliance with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15).
18. Compliance with mandatory standards and policies (as applicable) relating to energy efficiency which is contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (P.L. 94 – 163, 89 Stat. 871).
19. Compliance with the federal agency requirements and regulations (as applicable) pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract, as well as awarding agency requirements and regulations pertaining to copy-rights and rights in data.
  - A. Supplier agrees to provide access to the Federal grantor agency, the Comptroller General of the United States, or any of their duly authorized representatives to any books, documents papers, and records or documents of the supplier which are directly pertinent to this specific contract for the purpose of making audit, examination, excerpts, and transcriptions.
  - B. Supplier agrees to retain all records relative to this procurement for five full years after College makes

final payment and all other pending matters are closed.

20. Compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.
21. Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), “Debarment and Suspension.” The Excluded Parties List System in SAM contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
22. Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.
23. Compliance with § 200.322 Procurement of recovered materials.
24. Compliance with Title IV, Part A, Subpart 7 of the Higher Education Act of 1965, as amended. 20 U.S.C. 1070e.
25. Compliance with the Uniform Guidance (2 CFR § 200) that streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes. It was published in the Federal Register (79 Fed. Reg. 75871) on December 19, 2014 and became effective for new and continuation awards issued on or after December 26, 2014.
26. Compliance with Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards: (1) OMB Circular A-21 – Cost Principles for Educational Institutions; (2) OMB Circular A-110 – Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations; (3) OMB Circular A-122 – Cost Principles for Non-Profit Organizations; and (4) OMB Circular A-133 – Audits of States, Local Governments, and Non-Profit Organizations.

Our company \_\_\_\_\_ attests that it is full compliance with all the cited United States federal contractual requirement attestations.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Signer's Title

\_\_\_\_\_  
Date

**Please submit this signed form with solicitation submission.**



## BROWARD COLLEGE COLLEGE BUDGETS FOR COMMUNITY RELATIONS

## RFP-2021-015-ZR ATTACHMENT M

The College will provide the following funding for operating expenses for these projects (Consulting fees are NOT included).

No.	Category	Total USD	Description
1	Employee Volunteerism	\$11,000	To cover t-shirts, supplies, donations, etc. Consulting fees NOT included.
2	Community Sponsorship Management	\$100,000*	To be awarded to the community (*subject to change)
		\$15,000	To cover supplies, photography, printing, etc. Consulting fees NOT included.
3	Program Management		
	A. The Village Square Program	\$38,000	To cover event expenses, agreements, supplies, etc. Consulting fees NOT included.
	B. The Martin Luther King Jr. Day of Service Grant	\$125,000	To cover community organizations projects awards, printing, advertising, materials and supplies, catering/cumulative events. Consulting fees NOT included.

Note: All expenses must be pre-approved by the College, the Vendor shall not commit to any expense whatsoever without College approval. Operating expenses are subject to change.

# BROWARD COLLEGE STATEMENT OF NO RESPONSE

## RFP-2021-015-ZR ATTACHMENT N

### STATEMENT OF "NO" RESPONSE

If your company will not be submitting a proposal to this Request for Proposal (RFP), please complete this Statement of "No" Response Sheet and return, prior to the Reply Due Date established within, to Orlando Aponte at:

BROWARD COLLEGE  
Procurement Services Department  
[oaponte@broward.edu](mailto:oaponte@broward.edu)

This information will help the College in the preparation of future solicitations.

RFP Number: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

√	<b>Reasons for "NO" Response:</b>
	Unable to comply with product or service specifications.
	Unable to comply with scope of work.
	Unable to quote on all items in the group.
	Insufficient time to respond to the solicitation.
	Unable to hold prices firm through the term of the contract period.
	Our schedule would not permit us to perform.
	Unable to meet delivery requirements.
	Unable to meet bond requirements.
	Unable to meet insurance requirements.
	Other (Specify below)


Comments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROCUREMENT MEMORANDUM**

**TO:** Judy Schmelzer, Associate Vice President, Business Services and Resource Management

**THROUGH:** Zaida Riollano, District Director, Strategic Sourcing and Procurement Services 

**FROM:** Orlando Aponte, Procurement Contracting Officer

**SUBJECT:** RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES

**DATE:** April 9, 2021

In accordance with Florida Statutes, Broward College released RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES with the intent to receive proposals from qualified vendors to provide community relations services to the College as specified in the RFP. The objective is to establish a term contract for community relations services to manage, but not limited to, the following community relations projects: Employee Volunteerism, Community Sponsorship Management, and Program Management (i.e. The Village Square Program and/or The Martin Luther King Jr. Day of Service Grant).

Notices were sent to 340 prospective vendors using DemandStar, including 123 SDB/MWBEs. The College received three (3) proposals from the following vendors:

1. Diaz Consulting Group, Inc.
2. PCF International LLC
3. Strategic Philanthropy, Inc.

**PROCUREMENT SELECTION COMMITTEES**

<b>MEMBER INFORMATION (Broward College Employee unless otherwise noted)</b>	<b>EVALUATION COMMITTEE</b>		<b>NEGOTIATION TEAM</b>
	<b>PHASE I REVIEW OF PROPOSALS</b>	<b>PHASE II INTERVIEWS AND PRESENTATIONS</b>	<b>PHASE III CONTRACT NEGOTIATIONS</b>
Ellice Martinez, Associate Vice President, Community Partnerships and Institutional Events	X		X
Carlos Parra, Director, Student Affairs	X		
Imran Siddiqui, District Director, Entrepreneurship Experience	X		X
Tron Lippett, Assistant Director, Enrollment Management	X		X
Shayna Dominguez, Assistant Director, Workplace Learning	X		X
Zaida Riollano, District Director, Strategic Sourcing and Procurement Services (non-voting)	X		
Orlando Aponte, Procurement Contracting Officer (non-voting)	X		X
Jeff Albright, District Director, Contract Negotiations (non-voting)			X

**PHASE I – REVIEW OF PROPOSALS**

The Evaluation Committee convened in a public meeting to review and evaluate the proposals received, and score and rank the proposals according to the evaluation criteria found in the RFP document.

PROCUREMENT MEMORANDUM  
RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES

Upon review of the proposals, the Evaluation Committee ranked proposals and selected the Proposer offering the best value to proceed directly to Phase III – Contract Negotiations:

1. Strategic Philanthropy, Inc.

PHASE II – INTERVIEWS AND PRESENTATIONS

The Evaluation Committee, during Phase I – Review of Proposals (Shortlist Meeting), decided to forgo Phase II – Interviews and Presentations, and move directly to invite the Proposer offering the best value to participate in Phase III – Contract Negotiations.

PHASE III – CONTRACT NEGOTIATIONS

The College's Negotiation Team convened to conduct negotiations with the Proposer offering the best value:

1. Strategic Philanthropy, Inc.

After conducting negotiations with the Proposer, the College's Negotiation Team considered award recommendation, and recommended contract award to Strategic Philanthropy, Inc. as providing the services encompassed by this solicitation RFP-2021-015-ZR – COMMUNITY RELATIONS SERVICES while offering the best value and in the best interest of the College.