



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-754-0936

PROCUREMENT & WAREHOUSING SERVICES
MARY C. COKER, DIRECTOR
www.browardschools.com

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June 29, 2016

Dear Prospective Proposers:

**SUBJECT: Instructions to Proposers
Request for Proposals (RFP) 17-045N – School Pictures (excludes Senior Portraits)**

The School Board of Broward County, Florida (SBBC) is interested in receiving Proposals, in response to the attached RFP, for **School Pictures (excludes Senior Portraits)**. Any questions regarding this RFP should be addressed to me, in writing, at the address stated above, via facsimile at 754-321-0533 or via e-mail Shari.Francis@BrowardSchools.com. No other School Board staff member should be contacted in relation to this RFP. Any information that amends or supplements any portion of this RFP, which is received by any method other than an Addendum issued to the RFP should not be considered and is not binding on SBBC.

In order to assure that your Proposal is in full compliance with all requirements of the RFP, carefully read all portions of RFP document paying particular attention to the following areas:

• **MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) CERTIFICATION/PARTICIPATION (See Section 4.4.4 of the RFP)**

SBBC has implemented a Minority/Women Business Enterprise (M/WBE) Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available minority and women businesses within the Board's market area to compete for the award of SBBC construction and purchasing contracts. M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program Office prior to submission of bid proposal. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or visit www.browardschools.com/sdop.

NON-MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference will be held on **July 11, 2016**, beginning at **10:00 a.m.** Eastern Time (ET), in the **Procurement & Warehousing Services located at 7720 West Oakland Park Blvd, Suite 323, Sunrise, FL 33351**. Representatives from all interested companies are encouraged to attend.

REQUIRED RESPONSE FORM

Section 1.0, Required Response Form must be completed in full and executed by an authorized representative.

PROPOSAL SUBMITTAL FORMAT

Proposers are requested to organize their Proposals in accordance with Section 4.0. SBBC reserves the right to reject and not consider any Proposal not organized and not containing all the information outlined in Section 4.0.

DUE DATE

Proposals are due in the Procurement & Warehousing Services Department on the date and time stated in Section 3.0. In order to have your Proposal considered, it must be received on or before the date and time due. Proposals received after 2:00 p.m. ET on date due will not be considered.

STATEMENT OF "NO RESPONSE"

If you are **not** submitting a Proposal in response to this RFP, please complete **Attachment M**, Statement of "No Response" and return via facsimile to 754-321-0533 or scan and send via e-mail Shari.Francis@BrowardSchools.com. Your responses to the Statement of "No Response" are very important to the Procurement & Warehousing Services Department when creating future RFPs.

Thank you for your interest in SBBC. Again, if you have any questions, please contact me at the telephone number or e-mail address stated above.

Sincerely,

Shari Francis
Purchasing Agent III

REQUEST FOR PROPOSALS (RFP)

RFP 17-045N

SCHOOL PICTURES (EXCLUDES SENIOR PICTURES)



RFP Release Date:	June 29, 2016
Non-Mandatory Proposers' Conference:*	July 11, 2016
Written Questions Due:	On or Before 5:00 p.m. ET July 14, 2016 in Procurement & Warehousing Services Department
Proposals Due:*	On or Before 2:00 p.m. ET July 21, 2016 in Procurement & Warehousing Services Department

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
Procurement & Warehousing Services Department
7720 W. Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704

*These are public meetings. The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

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REQUEST FOR PROPOSALS (RFP) 17-045N
1.0 REQUIRED RESPONSE FORM

RELEASE DATE: June 29, 2016

TITLE: SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

This Proposal must be submitted to the **Procurement & Warehousing Services Department, The School Board of Broward County, Florida, 7720 W. Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704, on or before 2:00 p.m. ET July 21, 2016** and plainly marked **RFP 17-045N – School Pictures (Excludes Senior Portraits)**. Proposals received after 2:00 p.m. EST on date due will not be considered.

Note: Cost of Services should be submitted in a sealed envelope along with, but separate from, the remainder of proposal.

One complete, original hard-copy Proposal (clearly marked as such), and one complete, original electronic version (both clearly marked as "original") will constitute the original governing documents. The electronic version in Microsoft Word 6.0 or higher on CD/flash drive and **8** copies (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including this **REQUIRED RESPONSE FORM** (Page 1 of RFP 17-045N), must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. In the case of any discrepancy between the **original** hard-copy Proposal and the copies, the **original** hard-copy Proposal will be the governing document. Proposal must contain all information required to be included in the Proposal as described herein. All completed proposals must be submitted in sealed packaging (package, box, etc.) with the RFP number and the Proposer's company name clearly typed or written on the front.

PROPOSER INFORMATION

PROPOSER'S (COMPANY) NAME: _____
STREET ADDRESS: _____
CITY, STATE AND ZIP CODE: _____
PROPOSER TELEPHONE: _____ PROPOSER FAX: _____
PROPOSER TOLL FREE: _____
CONTACT PERSON: _____
CONTACT PERSON'S ADDRESS: _____
CONTACT PERSON'S EMAIL ADDRESS: _____
CONTACT TELEPHONE: _____ FAX: _____ TOLL FREE: _____
E-MAIL ADDRESS TO SEND PURCHASE ORDERS TO: _____
INTERNET URL: _____
PROPOSER TAXPAYER IDENTIFICATION NUMBER: _____

Proposal Certification

I hereby certify that: I am submitting the following information as my firm's (Proposer) Proposal and am authorized by Proposer to do so. 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; Proposer, its principals, or their lobbyists has not offered campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the Proposer is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. Proposer acknowledges that all information contained herein is part of the public record as defined by the State of Florida Sunshine and Public Records Laws; all responses, data and information contained in this Proposal are true and accurate. **Proposer agrees to complete and unconditional acceptance of the contents of all pages in this Request for Proposals (RFP), and all appendices and the contents of any Addenda released hereto; Proposer agrees to be bound to any and all specifications, terms and conditions contained in the Request for Proposals, and any released Addenda and understand that the following are requirements of this RFP and failure to comply will result in disqualification of Proposal submitted.**

Signature of Proposer's Authorized Representative (use blue ink on the original) _____ Date _____

Name of Proposer's Authorized Representative _____ Title of Proposer's Authorized Representative _____

NOTE: Entries must be completed in ink or typewritten. This original Required Response Form must be fully executed and submitted with this Proposal (see Section 4.1.4).

2.0 INTRODUCTION AND GENERAL INFORMATION

2.1 The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive Proposals for School **Pictures (excludes Senior Portraits)** as described herein. The intention of this RFP is to provide elementary, middle, and high schools and centers with a pool of qualified companies from which to choose their school pictures provider. School pictures can include all school pictures except senior pictures. SBBC reserves the right to increase the pool of qualified companies at any time during the term of the contract, if deemed necessary by SBBC. The proposals will be evaluated by the Evaluation Committee to determine their eligibility under the terms and conditions of this RFP. Regardless as to the year the company is added to the pool of qualified companies, all awards will be terminated at the end of the contract term as stated in Section 2.4.

2.2 **Non-Mandatory Proposers' Conference:** A Proposers' Conference will be held on **July 11, 2016 in the Procurement & Warehousing Services Department, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 beginning at 9:00 a.m.** Representatives from all interested companies are encouraged to attend.

The purpose of the Proposers' Conference is to allow prospective Proposers to bring forth questions they may have, to allow prospective Proposers to be aware of questions other Proposers may have, and to stimulate discussions that will generate questions in an effort to assist prospective Proposers in preparing the best and most comprehensive proposal for submission to SBBC. Questions submitted will be answered to all Proposers via Addenda. All questions shall be submitted in accordance with Section 2.3 Questions and Interpretations. Any information given, by any party, at the Proposers' Conference is not binding on SBBC. Only the information provided in the RFP or via Addenda shall be considered by Proposers.

In addition, a representative from SBBC Supplier Diversity & Outreach Program may be present to address issues regarding M/WBE participation. M/WBE certified vendors are invited to attend.

2.3 **Questions And Interpretations:** Any questions concerning any portion of this RFP must be submitted, in writing, to **Shari Francis, Purchasing Agent III, Procurement & Warehousing Services Department, 754-321-0521** at the address listed in Section 6.1 or via facsimile 754-321-0533 or via e-mail **Shari.Francis@BrowardSchools.com**. Any questions which require a response which amends the RFP document in any manner will be answered via Addendum by the Procurement & Warehousing Services Department and provided to all Proposers. No information given in any other matter will be binding on SBBC.

Any questions concerning any condition or requirement of this RFP must be received in the Procurement & Warehousing Services Department, in writing, **on or before 5:00 p.m. ET July 14, 2016**. Questions received after this date and time will not be answered. Submit all questions to the attention of the individual stated above. If necessary, an Addendum will be issued. Any verbal or written information, which is obtained other than by information in this RFP document or by Addenda, shall not be binding on SBBC.

2.4 **Contract Term:** The purpose of this RFP is to establish a contract beginning **October 1, 2016 and continuing through August 31, 2019**. The term of the contract may, by mutual agreement between SBBC and the Awardee, be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. Procurement & Warehousing Services Department, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon by the School Board. The Proposer agrees to this condition by signing its Proposal.

2.0 INTRODUCTION AND GENERAL INFORMATION (Continued)

- 2.5 **PRICE ADJUSTMENTS:** Prices offered shall remain firm through the first three years of the contract. A request for price adjustment may be submitted 30 days prior to the first renewal date of the contract. If a price increase is approved after the first renewal date, then that price must remain firm for the two remaining years of the contract. Price adjustment requests will be evaluated on an annual basis thereafter. Requests for price adjustments shall not exceed 3% per adjustment. The Proposer agrees to this condition by signing its Proposal.
- 2.6 **Submittal of Proposal:** Submit Proposals in accordance with Section 4.0. Proposals should be organized and shall include necessary information as to be in full compliance with this Section. In order to facilitate the Proposal evaluation process, special attention should be paid to organizing Proposals in a manner consistent with Section 4.0. SBBC reserves the right to reject and not consider any Proposal that is not submitted in accordance with Section 4.0 or that does not include any necessary information.
- 2.7 **Evaluation and Award:** All proposals received must meet the Minimum Eligibility Requirements as stated in Section 4.2 of the RFP in order to be further considered for evaluation. Failure to meet the Minimum Eligibility Requirements shall result in disqualification of entire proposal and shall not be considered for further evaluation. Those proposals which meet the minimum requirements shall be further evaluated and scored by an Evaluation Committee. **General Condition 7.1, Liability, is NOT subject to negotiation and any Proposal that fails to accept these conditions will be rejected as “non-responsive”.**

All responsive Proposals will be evaluated by the Evaluation Committee (hereinafter referred to as “Committee”) based upon the information submitted by Proposers in response to Section 4.0 and in accordance with the evaluation criteria established in Section 5.0 for Category a.) Experience and Qualifications and Category b.) Scope of Services. Category c.) Cost of services will be determined by mathematical calculation and Category d.) Minority/Women Business Participation will be evaluated and scored by the SBBC’s Supplier Diversity & Outreach Program staff. Based upon the evaluation of Proposals, the Committee will recommend Proposer(s) to SBBC for award. The number of firms to be recommended is solely at the discretion of the Committee.

The school principal (or designee) send, to the selected company or companies, a **Confirmation of Services letter** (see **Attachment I for a sample Confirmation of Services letter**), as notification to the company or companies that they have been selected. Proposers may select any picture category for submitting a proposal. Proposers do not have to bid on every category of picture, but must bid on the individual and commemorative sections within a category, in order to be considered for that category and deemed responsive. Proposers may bid on more than one category.

3.0 CALENDAR

June 29, 2016	Release of RFP 17-045N
July 11, 2016*	Non-Mandatory Proposers' Conference (See Section 2.2). Meeting to be held in the Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 at 10:00 a.m.
July 14, 2016	Written questions due on or before 5:00 p.m. ET in Procurement & Warehousing Services Department
July 21, 2016*	Proposals due on or before 2:00 p.m. ET in Procurement & Warehousing Services Department. Proposal opening will be held at 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704.
July 28, 2016*	Evaluation Committee reviews proposals and makes Recommendation for award. Meeting to be held at Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 at 9:00 a.m.
August 1, 2016	Posting of Recommendation

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Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL

4.1 In order to maintain comparability and facilitate the review process, it is requested that Proposals be organized in the manner specified below. Include all information requested herein in your Proposal.

- 4.1.1 **Title Page:** Include RFP number, subject, the name of the Proposer, address, telephone number and the date.
- 4.1.2 **Table of Contents:** Include a clear identification of the material by section and by page number.
- 4.1.3 **Letter of Transmittal:** Include the names of the persons who will be authorized to make representations for the Proposer, their titles, addresses and telephone numbers.
- 4.1.4 **Required Response Form:** (Page 1 of RFP) with all required information completed and all signatures as specified (**use blue ink on original**). Any modifications or alterations to this form shall not be accepted and Proposal will be rejected. The enclosed original Required Response Form will be the only acceptable form.
- 4.1.5 **Notice Provision:** When any of the parties desire to give notice to the other, such notice must be in writing, sent by US 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.** For the present, the parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools
The School Board of Broward County, FL
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a Copy to: Director, Office of School Performance & Accountability
The School Board of Broward County, FL
610 Northeast Thirteenth Avenue
Pompano Beach, FL 33060

Name of Proposer: _____
(Name of Proposer, Corporation and Agency)

(Address)

With a Copy to: _____
(Name and Position of Designee of Proposer,
Corporation and Agency)

(Address)

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)

The SBBC's Procurement & Warehousing Services Department shall determine whether each Proposer meets the Minimum Eligibility requirements of Section 4.2 and shall only deliver Proposals meeting the Minimum Eligibility requirements to the Evaluation Committee for further evaluation.

4.2 **Minimum Eligibility:** In order to be considered for award and to be further evaluated, Proposer must meet or exceed the following criteria as of the opening date of the Proposal. **Failure to provide the information requested below will result in disqualification of Proposal.** The Proposer is responsible for providing the following information in its response. The Proposer must also include a statement of acknowledgement for each item below.

4.2.1 Proposer must meet or exceed the requirements of Section 7.1, Indemnification. Will your company meet or exceed the requirements as written in Section 7.1 for this contract? Yes No **Do not check both boxes.**

4.2.2 Proposer must have an active registration to do business in the State of Florida (www.sunbiz.org) at the time of RFP opening.

4.2.3 Proposer must provide a statement that Proposer's company has been in the business of taking school pictures for at least 2 years.

4.3 State under what other or former name(s) the Proposer is currently operating under or has operated under.

4.4 **Evaluation Criteria - (Proposer Experience and Qualifications, Scope of Services, Costs of Services and M/WBE Participation):** This section represents the information that will be utilized in the evaluation of Proposals received and assignment of points in accordance with the evaluation criteria established in Section 5.0 for Proposals submitted. Proposers are cautioned to read this section carefully and respond with full complete information that will assist the Evaluation Committee in evaluating Proposal submitted. Proposers are requested to respond in the format and organizational structure stated and to refrain from including promotional or advertisement materials in their Proposal. The maximum allowable points (See Section 5.0) that will be awarded for each section are stated. Failure to respond or incomplete responses to any evaluation criteria below will result in zero or reduced allocation of points for the criteria and may result in disqualification of entire Proposal.

4.4.1 Proposer's Experience and Qualifications – (Maximum 10 allowable points)

4.4.1.1 **Executive Summary:** Submit a brief abstract, up to three pages, stating the Proposer's understanding of the nature and scope of the services to be provided and capability to comply with all terms and conditions of RFP.

4.4.1.2 Complete and return **Attachments A2 & A3** per instruction in section 4.4.4. Complete and return, with your proposal, **Attachment B**, Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship.

4.4.1.3 State the number of years Proposer has provided photography to schools.

4.4.1.4 Provide a list of names and titles of employee(s) and/or contractor(s) as well as years with Proposer's company for any persons that may visit a school campus if Proposer is selected by a school. Specify individuals' responsibilities labeling those individuals that are the Proposer's main contacts. Provide corporate and local office location(s) addresses.

4.4.1.5 Complete and submit, **Attachment L**, References. Provide a list of at least 3 references for previous school experience in the last three years (1 Past customer and 2 current long term or repeat customers). If the Proposer has performed worked for SBBC, references should include previous SBBC contacts.

4.4.1.6 Complete and submit **Attachment J**, Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Transactions.

4.4.1.7 Provide a list of payment methods accepted by your company.

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)

4.4 Evaluation Criteria – (Proposer Qualifications, Scope of Services, Costs of Services and M/WBE Participation) (Continued):

4.4.1.8 Provide a statement of any litigation or regulatory action that has been filed or is pending against your firm(s) in the last three years. If an action has been filed, state and describe the litigation or regulatory action filed, and identify the court or agency before which the action was instituted, the applicable case or file number, and the status or disposition for such reported action. If no litigation or regulatory action has been filed against your firm(s), provide a statement to that effect. For joint venture or team Proposers, submit the requested information for each member of the joint venture or team.

4.4.1.9 Proposer shall read and follow all applicable General Conditions. **(Make a statement that your company has read, understands, and will comply with General Conditions.)**

4.4.1.10 Organize package in the manner specified in section 4.0.

4.4.2 **Scope of Services Provided – (Maximum 60 allowable points):** Clearly describe how the Proposer can accomplish each of the following Scope of Services provided below. Where it says make a statement, please check the box that states you comply, you comply with changes or you will not comply. If you comply with changes or will not comply, Proposer shall provide an explanation or details regarding changes made to statement provided. Additional details can be provided, but if you check “Will comply”, details cannot contradict the statement. Up to 4 points may be allotted for each item listed below. Minimum must include the following (Where appropriate: make a statement that you will comply, comply with changes, or not comply and explain; indicate that you will or will not be doing something and provide additional relevant details per the scope item; provide lists or other information as to indicate compliance and how your company will comply with the scope):

Section	Scope of Service	Yes, I will Comply (4 Points)	Yes, I will Comply But With Stated Deviations (2 Points)	No, Did not Comply or Provide (0 Points)
4.4.2.1	Proposer shall take every school members’ (student, faculty, and staff member’s) picture, if the school members’ so desire; and that one complimentary basic individual package (smallest) will be provided to each faculty and staff member will be provided for individual and commemorative pictures at no charge to the school or SBBC. Proposer shall provide mutually agreeable dates for photoshoots to meet school and activity needs including re-take days for both staff and students. Proposer shall provide adequate staff and have adequate working equipment on scheduled days to collect forms, money, and take pictures assigned for that day.			
4.4.2.2	Proposer shall provide package options according to Attachment G and additional packages submitted with this RFP. Proposer shall provide all additional services and considerations as described in Attachment G to obtain or create package options at no additional cost, if requested by a school. Orders will be delivered in the agreed upon time with the principal, but will be delivered within 20 business days or less. If selected and Proposer is late with deadlines for pictures to be used in yearbook, Proposer will be responsible for paying any charges incurred by school attributable to late delivery of photos and/or photo CD.			
4.4.2.3	Proposer shall describe any additional <u>services</u> which your company will provide at no additional charge. <u>(Make a statement that your company will comply or that there will be no additional services provided.)</u>			
4.4.2.4	Proposer shall ensure your prices include all applicable taxes, shipping, handling and delivery to any school choosing your company.			
4.4.2.5	Proposer shall, if selected by a school, provide pictures that are at the same quality as the sample pictures shown to the schools. Any picture samples shown must be taken by your company’s photographers.			
4.4.2.6	Proposer shall have at least one local service representative handle and/or manage all aspects of the account. (Indicate person(s) with 4.4.1.4).			

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)

4.4 Evaluation Criteria – (Proposer Qualifications, Scope of Services, Costs of Services and M/WBE Participation) (Continued):

Section	Scope of Service (Continued)	Yes, I will Comply (4 Points)	Yes, I will Comply But With Stated Deviations (2 Points)	No, Did not Comply or Provide (0 Points)
4.4.2.7	Proposer shall, if the school desires for the company they have chosen, take orders directly from students and collect payments from the students without involving school personnel in these transactions (except to provide reports and another interactions as agreed to with school principal or designee) at no charge to the school or to SBBC. Proposer shall provide a Surety Bond (Attachment H). (Make a statement that your company has the ability and will comply.)			
4.4.2.8	Proposer shall provide a copy of the official receipt to the individual school's bookkeeper within 24 hours after any transaction (e.g. orders, payments, delivery, etc.) made directly with students/parents. Proposer shall provide paperwork including list of student purchases and dollar value, along with total money collected, and any paperwork signed by students. This includes students photographed at the Proposer's studio.			
4.4.2.9	Proposer shall utilize procedures to take pictures in a manner that will cause the least amount of disruption to the students and the school. Include the number of cameras, procedures for identifying the students, etc. All student and package pictures shall be completed with the number of days agreed to with Principal or school designee. A make-up day or day(s) will be offered at no additional charge. (Describe these procedures, in detail, and make a statement that you will comply.)			
4.4.2.10	Proposer shall provide a list of SBBC schools (current & past), as well as schools with similar student populations as SBBC schools, where your company has provided School Pictures during the past three years, including the name, address, telephone number, and email address of an administrator at those schools, and will present said list if requested by the school principal or designee. Provide month(s) and year(s) work was performed at the schools. (Provide list and make a statement that you will comply with presenting said list to schools upon request.)			
4.4.2.11	Proposer shall provide properly labeled photos and proof sheet (in a media form as agreed to with school principal or designee, i.e. CD, drop box, email, or other delivery method) to school, by class, student or other agreed classification, for records and/or yearbook publisher use at no additional charge if requested by school. Proposer shall deliver any picture proofs and order packaging as well as final ordered picture packages in a method as agreed to by school principal or designee with no additional charge.			
4.4.2.12	Proposer shall provide service at the highest standards to parent, student, and school addressing concerns in a timely manner (less than 5 business days). Proposer shall provide a guarantee of satisfaction. Guarantee should include that all pictures will be satisfactory to students and parents. If pictures are not satisfactory, they will be re-taken with no charge or students' or parents' money will be refunded. Proposer shall Describe your company's "Money Back Guarantee If Not Satisfied" and "Picture/Package Re-take" policies.			
4.4.2.13	Proposer shall provide a sample of brochures, price sheets, school insert literature and any other communication similar to what will be provided to a school should your company be selected.			

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)

4.4 Evaluation Criteria – (Proposer Qualifications, Scope of Services, Costs of Services and M/WBE Participation) (Continued):

Section	Scope of Service (Continued)	Yes, I will Comply (4 Points)	Yes, I will Comply But With Stated Deviations (2 Points)	No, Did not Comply or Provide (0 Points)
4.4.2.14	Proposer shall, upon being chosen by a school, provide actual brochures, pricing sheets, literature, etc., to be used, to the school principal for approval prior to distribution to the students and will contain only the items, services, and costs submitted in response to this RFP; and will exclude any item or service not approved for inclusion in the brochure, price sheet, literature, etc. by the school principal or designee. Proposer will print and provide approved brochures, price sheets, literature, etc. for distribution. Proposer will provide flyers/posters with pre-printed dates and times of the photo shoot(s) including make-up days, at no charge, at least 10 business days prior to scheduled shoots (unless principal or designee has waived this time frame or requirement).			
4.4.2.15	Proposer shall indicate if your company is furnishing any computer(s) to schools after the award of this RFP. If they are, then list any costs to the school for use of the computer(s). If the award is not continued for a second year, state what happens to the computer(s).			

4.4.3 Cost of Services – (Maximum 20 allowable points)

4.4.3.1 Proposer must complete and submit the Proposal Pricing Sheets for each picture category your company would like to provide. State your company's prices for the stated packages enclosed in this RFP on the Proposal Pricing Sheet (Attachment G2) only for each category of School Picture (Categories are: Elementary School, Middle School, High School, and Centers) you want to submit for consideration. Your company is not required to provide all school categories, nor all package categories (Dance, Graduation, Club/Team/Group/Organization, etc.) within each school category, but you must submit pricing for the Individual and Commemorative sets of packages within the School Category or Categories for which you want to be considered. Proposer cannot provide services for package categories in the future for those package categories which pricing was not submitted. Prices submitted must include any applicable taxes, shipping, handling, and delivery of School Pictures. The Proposer will be responsible for payment of any applicable taxes to the respective governmental entities. Do not add any additional items to the Proposal Pricing Sheet(s). Any additional items must be submitted on a separate sheet(s) labeled "**Additional Packages/Products**" and submitted with the Proposal Pricing Sheet(s). Any items added as "Additional Products" must have prices stated in order to be allowed to be ordered by the schools, if they so desire.

4.4.3.2 Points will be distributed as follows: The lowest priced vendor on the Individual and Commemorative Pictures Proposal Pricing Sheets within a School Category will be awarded 20 points, the next lowest priced vendor will be awarded 17 points, the third lowest price vendor will be awarded 14 points, the fourth lowest priced vendor will be awarded 11 points, the fifth lowest priced vendor will be awarded 8 points, the sixth lowest priced vendor will be awarded 5 points, the seventh lowest priced vendor will be awarded 3 points, the eighth lowest priced vendor will be awarded 1 point, the ninth lowest vendor and beyond will be awarded 0 points. If a vendor submits for multiple categories they are eligible to receive up to 20 points per category. The vendor totals will be calculated for each category for the determination of award.

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)

4.4 Evaluation Criteria – (Proposer Qualifications, Scope of Services, Costs of Services and M/WBE Participation) (Continued):

4.4.3.2.1 **Example:** Vendor A submits pricing for Individual and Commemorative for Elementary Schools (ES) at \$50, Middle Schools (MS) at \$65, and Centers (Ctrs) at \$55. Vendor B submits pricing for Individual and Commemorative for Elementary Schools at \$45 and Middle Schools at \$70. No other vendors provided responses. Vendor A received points for Category A – 10, Category B – 55, Category C ES – 17, MS – 20, Ctrs – 20, Category D – 0. Vendor B received points for Category A – 10, Category B – 50, Category C ES – 20, MS – 17, Category D – 0. Vendor A's total is 82 points for ES, 85 points for MS, and 85 points for Ctrs. Vendor B's total is 80 points for ES and 77 points for MS.

4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)

4.4 Evaluation Criteria - (Proposer Qualifications, Scope of Services, Costs of Services and M/WBE Participation) (Continued):

4.4.4 M/WBE Participation: (Maximum 10 allowable points): SBBC's Supplier Diversity & Outreach Program administers a Minority/Women Business Enterprise (M/WBE) Program. An M/WBE is defined by SBBC as any legal entity, other than a joint venture, which is organized to engage in commercial transactions and which is at least 51% owned, operated and controlled by minorities or women. M/WBE vendors that are participating on this project must be listed on the M/WBE Participation Form located in **Attachment A3** of this bid package in order to receive credit during the evaluation process. **M/WBE participation is strongly encouraged.** If the Bidder is a Certified M/WBE by SBBC, Bidder also should be listed on the M/WBE Participation Form.

M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program Office prior to submission of bid proposal. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or visit www.browardschools.com/sdop. SBBC's Supplier Diversity & Outreach Program works to increase the participation of minority and women business enterprises in construction and purchasing contracts. It is the intent of the Supplier Diversity & Outreach Program to have a diverse group, as well as an equitable distribution of M/WBEs participating on any award of this Proposal.

To find M/WBE firms to partner with during the term of this contract, please go to the following link:
<http://www.broward.k12.fl.us/supply/sdop/vendorlist.html>

M/WBE Information: Proposer will be evaluated and points awarded based on the evaluation criterion 4.4.4.1, 4.4.4.2, and 4.4.4.3 depending on the information submitted by the Proposer.		Maximum Points
4.4.4.1	Identify the M/WBE firm or firms who will be working with you on this engagement (see Attachment A3* , M/WBE Participation). Indicate the extent and nature of the M/WBEs work with specificity, as it relates to the services as described in this RFP, including the percentage of the total costs which will be received by the M/WBE firm in connection with this Proposal. Provide proof, in writing, that each proposed firm to be utilized as an M/WBE is certified by The School Board of Broward County, Florida. Any participation by firms not certified with SBBC at the time of proposal submission will not count towards M/WBE goal attainment. Percentage of participation should not exceed a total of 100%. If you will not have M/WBE Participation, add Proposer's name and state N/A on the form and return it with your Proposal.	10
4.4.4.2	Proposer shall provide staff diversity information by completing and submitting Attachment A2 , Employment Diversity Statistics.	0
4.4.4.3	Proposer shall submit information of its involvement in the minority community. Such evidence may include, but not be limited to, minority sponsored events, scholarship contributions targeting minority students, financial contributions and/or other corporate resources for community projects benefitting minorities.	0
	TOTAL POINTS.....	10
	*The Awardee will be required to submit a Monthly Minority/Women Business Enterprise (M/WBE) Subcontractor Utilization Report (Utilization Report) (see Attachment A1) to the Supplier Diversity & Outreach Program, which will track payments to M/WBEs. In addition to the Utilization Report, Awardee(s) shall provide proof of payment made to each M/WBE Subcontractor which shall take the form of cancelled checks or check register photocopies, or any other valid form of documentation that serves to substantiate all payment amounts included in the Utilization Report. The timing of the Utilization Report shall coincide with invoice submission, whether the M/WBE(s) received payment or not, until all committed remuneration has been received by the M/WBE(s). <u>State your willingness to comply with this requirement.</u>	
	Awardee must provide the Supplier Diversity & Outreach Program a 30-day written notice for substitution of an M/WBE Proposer. <u>State your willingness to comply with this requirement.</u>	

5.0 EVALUATION OF PROPOSALS

- 5.1 The Evaluation Committee (hereinafter referred to as "Committee"), shall evaluate all Proposals received, which meet or exceed Section 4.2, Minimum Eligibility Requirements and Section 7.1 Indemnification, according to the following criteria:

<u>CATEGORY</u>	<u>MAXIMUM POINTS</u>
A. Experience and Qualifications	10
B. Scope of Services	60
C. Cost of Services (up to 20 points per category. See section 4.4.3)	20
D. Supplier Diversity & Outreach Program	<u>10</u>
TOTAL	100

The SBBC shall award a maximum of ten (10) points for M/WBE Participation as listed in the *10-Point Table for M/WBE Participation* below. At the time the proposal is submitted, the proposer shall identify all M/WBE firms (if any) which will be utilized by using the M/WBE Participation Form.

10 Point Scale for M/WBE Participation									
≥ 25%	10 Points	≥ 21%	8 Points	≥ 17%	6 Points	≥ 13%	4 Points	≥ 9%	2 Points
≥ 23%	9 Points	≥ 19%	7 Points	≥ 15%	5 Points	≥ 11%	3 Points	≥ 7%	1 Points

Note: Evaluation points for "Category D" shall be provided by the Supplier Diversity & Outreach Program Office.

- Failure to respond, provide detailed information, or to provide requested Proposal elements may result in the reduction of points in the evaluation process. The Committee may recommend the rejection of any proposal containing material deviations from the RFP. The Committee may recommend waiving any irregularities and technicalities. If only one responsive proposal is received, the Committee will proceed without scoring the one responsive proposal and may negotiate the best terms and conditions with that sole proposer or may recommend the rejection of all proposals as permitted by Section 6A-1.012(12)(c), F.A.C."
- 5.2 The Committee reserves the right to ask questions of a clarifying nature once Proposals have been opened, require presentations from all Proposers, interview any or all Proposers that respond to the RFP, or make their recommendations based solely on the information contained in the Proposals submitted. Presentations, if required, will be part of the evaluation process.
- 5.3 Based upon Section 5.1, the Committee, at its sole discretion, may commence negotiations with selected Proposer(s). The Committee reserves the right to negotiate any term, condition, specification, or price (other than Section 4.2 and Section 7.1) with a selected Proposer(s). In the event that mutually agreeable negotiations cannot be reached with a Proposer, the Committee may negotiate with the next ranked Proposer(s), and so forth. An impasse may be declared by the Committee at any time. The Committee will make a recommendation to the Superintendent. The Superintendent may choose to post the recommendation as its intended action of the District in accordance with Section 120.57(3) Florida Statutes or the Superintendent may choose to return the recommendation to the Committee for further deliberations consistent with the RFP.
- 5.4 **Award:** SBBC intends to approve only the Proposer(s) that have complied with the terms, conditions and requirements of the overall RFP and receive 60 points or higher from the Committee in a category (Elementary School, Middle School, High School, or Centers) and approval will be based on the scores ascribed to Proposals as outlined in Evaluation Process and will be made for the goods and services required by SBBC as stated in the RFP. Proposer(s) will be awarded by category and can be selected for multiple categories if they received a total of 60 points or higher for that category. Evaluation of Proposals will be based on an average of Evaluation Committee Member's points. After the conclusion of negotiations, the recommended award will be made for the goods and services sought in the RFP in accordance with the terms of negotiations. An Agreement (in the form of the Sample Agreement attached hereto as **Attachment F**) shall be prepared for execution by the Awardee and The School Board, and shall be governed by the laws of the State of Florida, and must have venue established in the 17th Court of Broward County, Florida or the United States Court of the Southern District of Florida. This Agreement approved by SBBC's General Counsel will be submitted to SBBC for final approval. **Approval shall not be a guarantee of business, a guarantee of specified volume of service or minimum dollar revenue to be received on this contract.**

6.0 SPECIAL CONDITIONS

- 6.1 The complete original hard-copy Proposal properly completed and signed along with all requested copies must be submitted in a sealed envelope and received **on or before 2:00 p.m. ET, July 21, 2016** at the following address in order to be considered:

Procurement & Warehousing Services Department
The School Board of Broward County, FL
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704
Attention: RFP 17-045N – School Pictures (Excludes Senior Portraits)

Note: Cost of Services should be submitted in a sealed envelope along with, but separate from, the remainder of proposal.

- One complete, original hard-copy Proposal (clearly marked as such), and one complete, original electronic version (all clearly marked as “original”) will constitute the original governing documents. The electronic version in Microsoft Word 6.0 or higher on **CD/flash drive and 8 copies** (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including the **REQUIRED RESPONSE FORM** (Page 1 of RFP 17-045N), must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. All completed proposals must be submitted in sealed packaging (package, box, etc.) with the RFP number and the Proposer’s company name clearly typed or written on the exterior of package.
- 6.2 **JOINT VENTURES:** In the event multiple Proposers submit a joint Proposal in response to the RFP, a single Proposer shall be identified as the Prime Proposer. If offering a joint Proposal, Prime Proposer must include the name and address of all parties of the joint Proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one Proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other Proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.
- 6.3 **INSURANCE REQUIREMENTS: (MINIMUM INSURANCE REQUIREMENTS)**
- 6.3.1 **GENERAL LIABILITY:** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 6.3.2 **WORKER’S COMPENSATION:** Florida Statutory limits in accordance with Chapter 440; Employer’s Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit). **Complete Workers’ Compensation Affidavit (Attachment D) and submit with Proposal, if applicable.**
- 6.3.3 **PROFESSIONAL LIABILITY:** Limits not less than \$1,000,000 per occurrence covering services provided under this contract.
- 6.3.4 **AUTO LIABILITY:** Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If Awardee does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 will be accepted. In addition, an affidavit signed by the Awardee must be furnished to SBBC indicating the following:
_____ (Awardee Name) (Insured) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of “Any Auto” coverage effective the date of acquisition. (Fax affidavit with Certificate of Insurance to SBBC Risk Management at 866-897-0424.)
- 6.3.5 **ACCEPTABILITY OF INSURANCE CARRIERS:** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody’s Investor Service.
- 6.3.6 **VERIFICATION OF COVERAGE:** Proof of the required insurance must be furnished by an Awardee to SBBC Risk Management Department by Certificate of Insurance within 15 days of notification of award. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. **FAX CERTIFICATES OF INSURANCE TO SBBC RISK MANAGEMENT AT 866-897-0424**

6.0 SPECIAL CONDITIONS

6.3 INSURANCE REQUIREMENTS (Continued):

- 6.3.7 **REQUIRED CONDITIONS:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance (**Include the Contract # and Title on the Certificate of Insurance):
The School Board of Broward County, FL, its members, officers, employees and agents are added as additional insured. The endorsement # is: _____.
All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida. (Certificate Holder: School Board of Broward County, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301)
- 6.3.8 **CANCELLATION OF INSURANCE:** Vendors are prohibited from providing services under this contract with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.
- 6.3.9 **The School Board of Broward County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this contract.**

- 6.4 **DEPOSITS:** If Awardee requires a deposit on School Pictures, then a Surety Bond in the amount of \$50,000 is required if chosen by one or more schools. Awardee must submit the Surety Bond to Shari Francis, Purchasing Agent III, Procurement & Warehousing Services Department, 7720 W Oakland Park Blvd, Suite 323, Sunrise, FL 33351-6704. Awardee must notify Ms. Francis, by letter or email, of the amount of deposits received by each school on the first day of each month. If the amount of the total exceeds \$50,000, at any time, then the amount of the Surety Bond must be increased to that amount. Deposits made by credit card are not required to be covered by Surety Bond, but are to be included as a separate line in the report, listed by school, that is sent to Ms. Francis. If a deposit is required, failure to provide a Surety Bond within 15 business days after being chosen by a school will result in your contract being canceled and Awardee being removed from consideration for doing business with SBBC for a period of two years ((see General Condition 7.44). All policies shall be issued by companies licensed to do business in the State of Florida. All policies shall be written on an occurrence basis. The surety company must be shown on current <http://fmsq.treas.gov/c570/index.html>. If Surety Bond was previously submitted for School Pictures and the amount has not been met, and is still current, a copy of the Bond can be provided. **(See Attachment H for sample Surety.)**

6.5 AWARDEE ACCOUNTING RECORDS AND RIGHT TO AUDIT PROVISIONS:

- 6.5.1 Awardee's and Sub-Contractor's records shall include, but not be limited to, accounting records, payroll time sheets, audited and unaudited financial statements to substantiate payment rates and income, written policies and procedures, Sub-Contractor's files and any other supporting evidence necessary to substantiate payments and income related to this Agreement (all the foregoing herein after referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the Awardee(s) or any of his/her payees pursuant to the execution of the Agreement. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify payments and any other matters or items associated with this Agreement.
- 6.5.2 For the purpose of such audits, inspections, examinations and evaluations, SBBC's agent or authorized representative shall have access to said records from the effective date of this Agreement, for the duration of the work, and until five (5) years after the date of final payment by Awardee(s) pursuant to this Agreement. All payments which cannot be documented as paid as required by the Agreement and found not to be in compliance with the provisions of this Agreement, shall be reimbursed to SBBC.
- 6.5.3 SBBC's agent or its authorized representative shall have access to the Awardee's facilities, shall have access to all necessary records and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. SBBC's agent or its authorized representative shall give audited firm reasonable advance notice of intended audits.
- 6.5.4 Awardee(s) shall certify that payments are accurate and correct on each and every payment. If an audit reveals discrepancies, such as an over payment, the Awardee will be required to reimburse SBBC for the discrepancy with a minimum of eighteen percent (18%) per annum.
- 6.5.5 If an audit inspection or examination in accordance with this article, discloses over payments (of any nature) to the Awardee(s) by SBBC in excess of ten percent (10%) of the total payments, the actual cost of SBBC's audit shall be paid by the Awardee as well as the over payments by SBBC.
- 6.6 **FLORIDA BIDDER'S PREFERENCE:** General Condition 7.2.4 does not apply to this RFP as no personal property is being purchased.
- 6.7 **W-9 FORM:** All Proposers are requested to complete the attached **W-9, Attachment C**, (or visit <https://www.irs.gov/pub/irs-pdf/fw9.pdf> for a fillable form) and submit with the Proposal.

7.0 GENERAL CONDITIONS

- 7.1 **LIABILITY:** This General Condition of the RFP is NOT subject to negotiation and any Proposal that fails to accept these conditions will be rejected as "non-responsive".
- 7.1.1 By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.
- 7.1.2 By AWARDEE: AWARDEE agrees to indemnify, hold harmless and defend SBBC, 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 SBBC, 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 or employees; the equipment of the AWARDEE, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of AWARDEE or the negligence of AWARDEE's agents when acting within the scope of their employment, whether such claims, judgments, costs and expenses be for damages, damage to property including SBBC's property, and injury or death of any person whether employed by the AWARDEE, SBBC or otherwise.
- 7.2 **SEALED PROPOSAL REQUIREMENTS:** The "Required Response Form" must be completed, signed and returned with your submitted proposal. To be considered, all proposals must be delivered in a sealed envelope, clearly marked with the words "Proposal Documents", Request for Proposal (RFP) number and the title of the RFP and received in the Procurement & Warehousing Services Department no later than the specified date and time for the Request for Proposal opening.
- 7.2.1 **PROPOSER'S RESPONSIBILITY:** It is the responsibility of the Proposer to be certain that all numbered pages of the RFP and all attachments thereto are received and all Addendum released are received prior to submitting proposal without regard to how a copy of this RFP was obtained.
- It is the responsibility of the Proposer to make sure the original proposal matches the proposal copies as requested in the RFP. SBBC is not responsible for missing information in the proposal copies. Failure to check your proposal for missing information shall be at the risk of the Proposer and shall not be the responsibility of SBBC.
- 7.2.2 **PROPOSAL SUBMITTED:** Completed proposal must be submitted in a sealed envelope with the RFP number and name clearly typed or written on the front of the envelope. Proposals must be time stamped in Procurement & Warehousing Services Department **on or before 2:00 p.m. ET on date due** for proposal to be considered. Proposals will be opened at 2:00 p.m. ET on date due. Failure to timely submit such proposal shall disqualify the Proposer and such proposal will be either returned to the Proposer or stored and unopened. **NO FAXED PROPOSALS SHALL BE ACCEPTED. The School Board of Broward County (SBBC) reserves the right to reject any proposal that fails to comply with these submittal requirements.**
- 7.2.3 **EXECUTION OF PROPOSAL:** Proposal must contain an original manual signature (**in blue ink**) of an authorized representative, who can bind the company to the requirements of the RFP, in the space provided on the Required Response Form. All proposals must be typewritten. It is requested that the submitted proposal follow the exact format as outlined in the RFP.
- 7.2.4 **BIDDING PREFERENCE LAWS** [THIS DOES NOT APPLY TO THIS RFP]: The State of Florida provides a Proposer's preference for Florida vendors for the purchase of personal property. **SERVICES ARE NOT COVERED UNDER THIS REQUIREMENT.** The local preference is five (5) percent. Proposers outside the State of Florida must have an Attorney, licensed to practice law in the out-of-state jurisdiction, as required by Florida Statute 287.084(2), execute the "**Opinion of Out-of-State Bidder's Attorney on Bidding Preferences**" form and must submit this form with the submitted proposal. Such opinion should permit SBBC's reliance on such attorney's opinion for purposes of complying with Florida Statute 287.084. Florida Proposers must also complete its portion of the form. Failure to submit and execute this form, with the proposal, shall result in proposal being considered "non-responsive" and proposal rejected. **See Minimum Eligibility Requirements of the RFP.**
- 7.3 **SUBMITTAL OF PROPOSALS:** All Proposers are reminded that it is the sole responsibility of the PROPOSER to assure that their proposal is time stamped in **PROCUREMENT AND WAREHOUSING SERVICES on or before 2:00 p.m. ET on date due.** Late proposals shall not be accepted. The address for proposal submittal, including hand delivery and overnight courier delivery, is indicated as: **7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704.** The Proposer is fully and completely responsible for the payment of all delivery costs associated with the delivery of their proposal or related material. Procurement and Warehousing Services will not accept delivery of any proposal or related material requiring the School Board to pay for any portion of the delivery cost or the complete delivery cost. Prior to proposal submittal, it is the responsibility of the Proposer to be certain that all Addenda released have been received, that all Addendum requirements have been completed, and that all submittals required by the Addendum have been timely filed. (See General Condition 7.2.2)

7.0 GENERAL CONDITIONS

- 7.4 **ORIGINAL DOCUMENT FORMAT:** Only the terms and conditions of this solicitation, as they were released by SBBC, or amended via Addendum, are valid. Any modification to any term or condition by a vendor is not binding unless it is expressly agreed to, in writing, by SBBC.
- 7.5 **PRICES QUOTED:** All prices for goods quoted shall be F.O.B. Destination and freight prepaid (Proposer pays and bears freight charges). Proposer owns goods in transit and files any claims unless otherwise stated in the Special Conditions of the RFP. In case of a discrepancy in computing the amount of the proposal, the **Unit Price** quoted shall govern. For services, the unit price shall be all-inclusive of services performed.
- TAXES:** The School Board of Broward County, Florida does not pay Federal Excise and State taxes on direct purchases of tangible personal property. The applicable tax exemption number is shown on the Purchase Order. This exemption does not apply to purchases of tangible property made by contractors who use the tangible personal property in the performance of contracts for the improvement of School Board owned real property as defined in Chapter 192 of the Florida Statutes.
 - MISTAKES:** Proposers are expected to examine the specifications, delivery schedules, proposal prices and extensions, and all instructions pertaining to supplies and services. Failure to do so will be at the Proposer's risk.
 - CONDITIONS AND PACKAGING:** It is understood and agreed that any item offered or shipped as a result of this proposal shall be new (current production model at the time of this proposal) unless otherwise specified in this RFP. All containers shall be suitable for storage or shipment and all prices shall include standard commercial packaging.
 - UNDERWRITERS' LABORATORIES:** Unless otherwise stipulated in the proposal, all manufactured items and fabricated assemblies shall be UL listed where such has been established by UL for the item(s) offered and furnished. In lieu of the UL listing, Proposer may substitute a listing by an independent testing laboratory recognized by OSHA under the Nationally Recognized Testing Laboratories (NTRL) Recognition Program.
 - PROPOSER'S CONDITIONS:** Proposal conditions and specifications shall not be changed, altered or conditioned in any way. The Evaluation Committee reserves the right to reject any conditional proposal.
- 7.6 **SAMPLES:** Samples of items, when required, must be furnished free of expense within five (5) working days unless otherwise stated in the RFP or by the Purchasing Agent's letter to the Proposer requesting the sample(s). If the Proposer must have the sample(s) returned, then the sample(s) will be returned at the Proposer's expense. Proposer(s) will be responsible for the removal of all sample(s) furnished within thirty (30) days after the award of the RFP. All sample(s) will be disposed of after thirty (30) days after award of the RFP.
- Each individual sample must be labeled with the Proposer's name, RFP Number, and item number. Failure of the Proposer to either deliver required sample(s) or to clearly identify samples as indicated may be reason for rejection of the proposal item. Unless otherwise indicated in the RFP, sample(s) should be delivered to the Procurement & Warehousing Services Department, The School Board of Broward County, Florida, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida, 33351-6704.
- 7.7 **DELIVERY:** All deliveries shall be F.O.B. Destination point. **Shipping points offered other than F.O.B. Destination shall be rejected.** Unless actual date of delivery is specified (or specified delivery cannot be met), show number of days required to make delivery after receipt of Purchase Order in space provided. Delivery time may become a basis for making an award (see Special Conditions). Delivery shall be within the normal working hours of the user, Monday through Friday, excluding state holidays and days during which the school district administration is closed.
- 7.8 **INTERPRETATIONS:** Any questions concerning conditions and specifications must be submitted in writing and received by the Procurement and Warehousing Services Department as requested in the Conditions of the RFP, Information. If necessary, an Addendum will be issued.
- 7.9 **EVALUATION COMMITTEES AND PROPOSALS:** SBBC and its Proposal Evaluation Committees evaluate and negotiate all Proposals in accordance with State Statutes 119.071 and 286.0113.
- 7.10 **AWARDS:** In the best interest of SBBC, the Procurement & Warehousing Services Department reserves the right to withdraw this RFP at any time prior to the time and date specified for the RFP opening. The Evaluation Committee reserves the right to reject any or all proposals received when there are sound documented business reason(s) that serve the best interest of SBBC. The Evaluation Committee reserves the right to accept any item or groups of items unless qualified by Proposer. All awards made as a result of this RFP shall conform to applicable Florida Statutes and be governed by the laws of the State of Florida, and must have venue established in the 17th Judicial Circuit Court of Broward County, Florida or the United States Court of the Southern District of Florida.
- 7.11 **PROPOSAL OPENING:** Proposal opening shall be public, on the date and at the time specified in the RFP. Any proposal(s) received after that time shall not be considered.
- 7.12 **ADVERTISING:** In submitting a proposal, Proposer agrees not to use the results there from as a part of any commercial advertising without prior approval of the School Board.
- 7.13 **INSPECTION, ACCEPTANCE & TITLE:** Inspection and acceptance will be at destination unless otherwise provided in the RFP. Title to/or risk of loss or damage to all items shall be the responsibility of the Awardee until acceptance by SBBC unless loss or damage resulting from negligence by SBBC. If the materials or services supplied to SBBC are found to be defective or not conform to specifications, SBBC reserves the right to cancel the order upon written notice to the Awardee(s) and return product at Awardee's expense.

7.0 GENERAL CONDITIONS

- 7.14 **PAYMENT:** [May not be applicable and only pertains to payments from SBBC. Does not apply to payments related to direct subject billing (i.e. parents purchasing packages)] Payment will be made by SBBC after the items awarded have been received, inspected, found to comply with award specifications and free of damage or defect and properly invoiced. Services will be paid after the service has been performed and meets the requirements of the RFP. All payments will be made by ACH (Automated Clearing House) for automatic deposits (credits). (See **Attachment K, ACH Payment Agreement Form**, to register.)
- 7.15 **CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP:** Section 112.313 (3) and (7), Florida Statutes, sets forth restrictions on the ability of SBBC employees acting in a private capacity to rent, lease, or sell any realty, goods or services to SBBC. It also places restrictions on SBBC employees concerning outside employment or contractual relationships with any business entity which is doing business with SBBC. Each Proposer is to disclose any employees it has who are also SBBC employees by submitting **Attachment B, Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship**, with its proposal. Any employees identified by the Proposer when completing Attachment 1 should obtain legal advice as to their obligations and restrictions under Section 112.313 (3) and (7), Florida Statutes.
- 7.16 **INSURANCE:** Proposer, by virtue of submitting a proposal, shall be in full compliance with paragraph 7.24 LIABILITY INSURANCE, LICENSES AND PERMITS of the General Conditions. Insurance Requirements are shown in Section 6.3 of this RFP. Proposer shall take special notice that SBBC shall be named as an additional insured under the General Liability policy including Products Liability. (Refer to the Special Conditions of the RFP for the threshold requirements)
The insurance policies shall be issued by companies qualified to do business in the State of Florida. 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.
- 7.17 **LICENSES, CERTIFICATIONS AND REGISTRATIONS:** As of the RFP Opening Date, Proposer must have all Licenses, Certifications and Registrations required when performing the services as described herein, in order for proposal to be considered a responsive and responsible proposal. Licenses, Certifications and Registrations required for this RFP shall be as required by Chapter 489, Florida Statutes, as currently enacted or as amended from time to time; by the State Requirements for Educational Facilities (SREF), latest version; and by Broward County, Florida. Proposer must submit a copy of all its current Licenses, Certifications and Registrations required as described herein, either with its proposal or within five working days of notification.
An Awardee who has any License, Certification or Registration either suspended, revoked or expired after the date of the Bid Opening, shall provide notice to the Director of Procurement & Warehousing Services Department within five (5) working days of such suspension, revocation or expiration. However, such suspension, revocation or expiration after the date of the RFP opening shall not relieve the Awardee of its responsibilities under a contract awarded under this RFP.
- 7.18 **DISPUTES:** In the event of a conflict between the documents, the order of priority of the documents shall be as follows:
a) Any Agreement resulting from the award of this RFP; then
b) Addenda released for this RFP, with the latest Addendum taking precedence; then
c) The RFP; then
d) Awardee's proposal.
In case of any doubt or difference of opinion, the decision of SBBC shall be final and binding on both parties.
- 7.19 **PATENTS & ROYALTIES:** Awardee(s), without exception, shall indemnify and save harmless The School Board of Broward County, Florida and its employees from liability of any nature or kind, including cost and expenses for any copyrighted, patented, or unpatented invention, process, or article manufactured or used in the performance of the contract, including its use by The School Board of Broward County, Florida. If the Awardee(s) uses any design, device, or materials covered by letters, patent, or copyright, it is mutually understood and agreed without exception that the proposal prices shall include all royalties or cost arising from the use of such design, device or materials in any way involved in the work.
- 7.20 **OSHA:** Awardee warrants that the product(s) supplied to The School Board of Broward County, Florida 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.
- 7.21 **SPECIAL CONDITIONS:** The Superintendent or Designee has the authority to issue Special Conditions and Specifications as required for individual proposals. Any and all Special Conditions that may vary from these General Conditions shall have precedence.
- 7.22 **ANTI-DISCRIMINATION:** The School Board of Broward County, Florida, prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits, Employment Services & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

7.0 GENERAL CONDITIONS

- 7.23 **QUALITY:** All materials used for the manufacture or construction of any supplies, materials or equipment covered by this RFP shall be new unless otherwise specified. The items bid must be new, the latest model, of the best quality and highest grade workmanship. Product(s) offered that have not been previously used in any way and are being actively marketed by the manufacturer will be accepted. Minor parts within the product(s) may have remanufactured components. Therefore, **reconditioned, refurbished, rebuilt, discontinued, used, shop worn, demonstrator, prototype or other type of product(s) of this kind are not acceptable and will be rejected.**
- 7.24 **LIABILITY INSURANCE, LICENSES AND PERMITS:** Where Awardees are required to enter or go onto School Board property to deliver materials or perform work or services as a result of a RFP award, the Awardee agrees to The Hold Harmless Agreement stated herein and will assume the full duty obligation and expense of obtaining all necessary licenses, permits and insurance. The Awardee shall be liable for any damages or loss to the School Board occasioned by negligence of the Awardee (or agent) or any person the Awardee has designated in the completion of the contract as a result of their bid.
- 7.25 **BID BONDS, PERFORMANCE BONDS AND CERTIFICATES OF INSURANCE:** Bid bonds, when required, shall be submitted with the proposal in the amount specified in Special Conditions. Bid bonds will be returned to non-Awardees. After acceptance of the proposal, the School Board will notify the Awardee to submit a performance bond and certificate of insurance in the amount specified in Special Conditions. Upon receipt of the performance bond, the bid bond will be returned to the Awardee.
- 7.26 **CANCELLATION:** In the event any of the provisions of this RFP are violated by the Awardee, the Superintendent shall give written notice to the Awardee stating the deficiencies and unless deficiencies are corrected within five days (or as required), recommendation will be made to the School Board for immediate cancellation of the Awardee's contract.
- 7.27 **BILLING INSTRUCTIONS:** **[May not be applicable and only pertains to billing for SBBC. Does not apply to subject-direct billing (i.e. parents purchasing packages)]** Invoices, unless otherwise indicated, must show Purchase Order numbers and shall be submitted in duplicate to The School Board of Broward County, Florida, Accounting and Financial Reporting Department, Attn: Accounts Payable, 600 S.E. 3rd Avenue, 7th Floor, Fort Lauderdale, Florida 33301. Payment will be made a minimum of 30 days after delivery, authorized inspection and acceptance. When vendors are directed to send invoices to a school, the school will make direct payments to the vendor.
- 7.28 **DELIVERING TO MATERIALS LOGISTICS CENTRAL (WAREHOUSE):** Receiving hours are Monday through Friday (excluding state holidays and days during which the school district administration is closed) **7:00 a.m. to 2:00 p.m. ET.**
- 7.29 **SUBSTITUTIONS:** The School Board of Broward County, Florida **WILL NOT** accept substitute shipments of any kind. Awardees are expected to furnish the brand/manufacturer quoted in their proposal once awarded by the School Board. Any substitute shipments shall be returned at the Awardee's expense.
- 7.30 **FACILITIES:** SBBC reserves the right to inspect the Awardee's facilities at any time with prior notice. SBBC may use the information obtained from this in determining whether a Proposer is a responsible bidder.
- 7.31 **ASBESTOS AND FORMALDEHYDE STATEMENT:** All building materials, pressed boards, and furniture supplied to SBBC shall be **100% asbestos free. It is desirous that all building materials, pressed boards and furniture supplied to the School Board also be 100% formaldehyde free.** Proposer, by virtue of bidding, certifies by signing proposal that, if awarded this RFP, only building materials, pressed boards, and/or furniture that is **100% asbestos free** will be supplied.
- 7.32 **ASSIGNMENT:** Neither any award of this RFP nor any interest in any award of this RFP may be assigned, transferred or encumbered by any party without the prior written consent from the Director, Procurement and Warehousing Services. There shall be no partial assignments of this RFP including, without limitation, the partial assignment of any right to receive payments from SBBC.
- 7.33 **EXTENSION:** In addition to any extension options contained herein, SBBC is granted the right to extend any award resulting from this RFP for the period of time necessary for SBBC to release, award and implement a replacement RFP for the goods, products and/or services provided through this RFP. Such extension shall be upon the same prices, terms and conditions as existing at the time of SBBC's exercise of this extension right. The period of any extension under this provision **shall not be for a period in excess of six months** from (a) the termination date of a contract entered into as a result of this bid or (b) the termination date under any applicable period of extension under a contract entered into as a result of this bid.
- 7.34 **OMISSION FROM THE SPECIFICATIONS:** The apparent silence of this specification and any Addendum regarding any details or the omission from the specification of a detailed description concerning any point shall be regarded as meaning that only the best available units or service shall be provided and the best commercial practices are to prevail, and that only materials and workmanship of first quality are to be used. All interpretations of this specification shall be made upon the basis of this Agreement.

7.0 GENERAL CONDITIONS

- 7.35 **SUBMITTAL OF INVOICES:** [May not be applicable and only pertains to invoicing for SBBC. Does not apply to subject-direct billing (i.e. parents purchasing packages)] All Proposers are hereby notified that any invoice submitted as a result of the award of this RFP must be in the same format as any Purchase Order released as a result of the award of this RFP. **Each line of the invoice must reference a corresponding single line shown on the Purchase Order.** A single invoice line must not correspond to or commingle the cost shown on multiple Purchase Order lines. An invoice submitted that does not follow the same format and line numbering as shown on the Purchase Order will be deemed to be not correct, and will be returned to the vendor by the Accounts Payable Department for correction. Address for submitting invoices is included on Purchase Order.
- 7.36 **PURCHASE AGREEMENT:** This RFP, written Agreement, and the corresponding Purchase Orders will constitute the complete agreement. SBBC will not accept proposed terms and conditions that are different than those contained in this RFP, including pre-printed text contained on catalogs, price lists, other descriptive information submitted or any other materials. By virtue of submitting a proposal, Awardee(s) agrees to not submit to any SBBC employee, for signature, any document that contains terms and conditions that are different than those contained herein and that in the event any document containing any term or condition that differs from those contained herein is executed, said document shall not be binding on SBBC.
- 7.37 **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the Awardee to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from Awardee's equipment and all access privileges must be revoked. Final payment will be withheld until the Awardee has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.
- 7.38 **MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) CERTIFICATION/PARTICIPATION:** SBBC has implemented a Minority/Women Business Enterprise (M/WBE) Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available minority and women businesses within the Board's market area to compete for the award of SBBC construction and purchasing contracts. M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program Office prior to submission of bid proposal. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or visit www.browardschools.com/sdop.
- 7.39 **SBBC PHOTO IDENTIFICATION BADGE:**
Background Screening: Awardee agrees to comply with all the requirements of Sections 1012.32 and 1012.465, Florida Statutes, and that Awardee and all its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. **Personnel shall include employees, representatives, agents or sub-contractors performing duties under the contract to SBBC, and who meet any or all of the three requirements identified above.** This background screening will be conducted by SBBC in advance of Awardee or its personnel providing any services. Awardee will bear the cost of acquiring the background screening required under Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to Awardee and its personnel. The Parties agree that the failure of Awardee to perform any of the duties described in this section shall constitute a material breach of this ITB entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. Awardee agrees to indemnify and hold harmless SBBC, its officers and employees of any liability in the form of physical or mental injury, death or property damage resulting in Awardee's failure to comply with the requirements of this section or Sections 1012.32 and 1012.465, Florida Statutes. **SBBC issued identification badges must be worn at all times when on SBBC property and must be worn where they are visible and easily readable.**

As of 7/01/15, Fieldprint, Inc. has been contracted to provide all background and fingerprinting services. All questions pertaining to fingerprinting, photo identification and background check services must be directed to the Project Coordinator at 754-321-1830 or 754-321-2374. **Each individual, for whom a SBBC photo identification badge is requested, must be registered into the Fieldprint, Inc. applicant enrollment website.** A background check will be conducted for each badge applicant. SBBC reserves the right to require additional information, should it be necessary, and to deny the issuance of a badge to an applicant. Any applicant, that has been denied a badge, is prohibited from entering SBBC property as an employee, sub-contractor or agent of a contract Awardee. **Applicant enrollment and scheduling website is www.fieldprintflorida.com.** The total fee(s) for the SBBC photo identification badge, fingerprinting and a FBI background check can be found at the following website: http://www.broward.k12.fl.us/police/pdf/seccl/FIELDPRINT_CODES.pdf. Payment options can be made by electronic check (e-check), Visa, MasterCard or use of an established escrow account code. **These fees are non-refundable and are subject to change without notice. Badges are issued for a one-year period and must be renewed annually. The renewal date will be one year from date of issuance. Failure to renew the badge, at that time, will result in the vendor being required to re-apply and pay the going rate for badging and fingerprinting.**

Vendors shall return expired and/or terminated employee badges to the following location: The School Board of Broward County, Florida, Attn: Fieldprint, Inc., 600 S.E. 3rd Avenue, Fort Lauderdale, Florida 33301.

7.0 GENERAL CONDITIONS

- 7.40 **PROTESTING OF BID CONDITIONS/SPECIFICATIONS:** Any person desiring to protest the conditions/specifications in this RFP, or any Addenda subsequently released thereto, shall file a notice of intent to protest, in writing, **within 72 hours after electronic release of the competitive solicitation or Addendum** and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays or days during which the school district administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday, Sunday, state holiday or day during which the school district 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 by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320, within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protest, formal written protests, and the bonds required by SBBC Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing will not be acceptable for the filing of bonds.
- 7.41 **POSTING OF BID RECOMMENDATIONS/TABULATIONS:** RFP Recommendations and Tabulations will be posted in Procurement and Warehousing Services and on www.demandstar.com on **August 1, 2016 at 3:00 p.m. ET**, and will remain posted for 72 hours. Any change to the date and time established herein for posting of RFP Recommendations/Tabulations shall be posted in Procurement and Warehousing Services and/or at www.demandstar.com (under the document section for this RFP). In the event the date and time of the posting of RFP Recommendations/Tabulations is changed, it is the responsibility of each Proposer to ascertain the revised date of the posting of RFP Recommendations/Tabulations. Any person desiring to protest the intended decision shall file a notice of protest, in writing, within 72 hours after the posting of the RFP tabulation and shall file a formal written protest within ten calendar days after the date the notice of protest was filed. Saturdays, Sundays, state holidays and days during which the school district administration is closed shall be excluded in the computation of the 72 hours. If the tenth calendar day falls on a Saturday, Sunday, state holiday or day during which the school district administration is closed, the formal written protest must be received on or before 5:00 p.m. ET of the next calendar day that is not a Saturday or Sunday, state holiday or days during which the school district administration is closed. No submissions made after the Bid opening amending or supplementing the Bid shall be considered. 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 SBBC, **at the time of filing the formal written protest**, a bond, payable to SBBC, in an amount equal to one percent (1%) of SBBC’s estimate of the total volume of the contract. SBBC shall provide the estimated contract amount to the Proposer within 72 hours, excluding Saturdays, Sundays and other days during which SBBC administration is closed, of receipt of notice of intent to protest. 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, SBBC 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, SBBC prevails, SBBC 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 School Board all costs and charges which shall be included in the Final Order or judgment, excluding attorney’s fees. **All documentation necessary for the protest proceedings will be provided electronically by SBBC.**
- Failure to file a notice of protest or to file a formal written protest within the time prescribed by Section 120.57(3), Florida Statutes, or a failure to post the bond or other security required by SBBC Policy 3320 within the time allowed for filing a bond, shall constitute a waiver of proceedings. The failure to post the bond required by SBBC Policy 3320, Part VIII, as currently enacted or as amended from time to time, shall constitute a waiver of proceedings. Notices of protests, formal written protests, and the bonds required by Policy 3320, shall be filed at the office of the Director, Procurement and Warehousing Services, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 (fax 754-321-0936). Fax filing will not be acceptable for the filing of bonds.**
- 7.42 **AUDIT AND INSPECTION OF AWARDEE’S DOCUMENTS AND RECORDS:** The District or its representative reserves the right to inspect and/or audit all the Awardee’s documents and records as they pertain to the products and services delivered under this agreement. Such rights will be exercised with notice to the Awardee to determine compliance with and performance of the terms, conditions and specifications on all matters, rights and duties, and obligations established by this agreement. Documents/records in any form shall be open to the District or State’s representative and may include but are not limited to all correspondence, ordering, payment, inspection, and receiving records, contracts or sub-contracts that directly or indirectly pertain to the transactions between the District and the Awardee(s). (See Special Conditions of the RFP)

7.0 GENERAL CONDITIONS

- 7.43 **CREDIT CARDS:** Individual schools and departments may place some orders and utilize, as the form of payment, a District-issued credit card to the extent authorized by the School Board. These orders will be made via phone or fax for direct delivery and billing to the requesting work location. Please note that credit card purchases will benefit all vendors by providing immediate payment (i.e. within 48-72 hours), thereby eliminating the need to submit an invoice to the District's Accounts Payable Department or reconcile receivable balances. For credit card purchases, all vendors must have the capability to accept fax orders, which must be confirmed by calling back the requesting work location to verify prices and obtain a credit card number. Only actual items shipped/delivered can be charged to the credit card account (i.e., no back-orders). All purchase deliveries must include a packing slip or receipt/invoice listing the items and prices of goods delivered. For security reasons, the credit card charge receipt showing the work location's credit card number cannot be attached to the packing slip or receipt/invoice submitted as part of the purchase delivery. District work locations may request that a vendor maintains secure records of the credit card account assigned an alias or password, to avoid divulging the actual credit card number upon every purchase.
- 7.44 **NONCONFORMANCE TO CONTRACT CONDITIONS:** Items or services offered may be tested for compliance with RFP conditions and specifications at any time. Items delivered, not conforming to RFP conditions or specifications, may be rejected and returned at vendor's expense. Services not conforming to RFP specifications shall be corrected and performed again to meet the specifications of the RFP at the expense of the Awardee. Goods or services not delivered as per delivery date in RFP and/or Purchase Order may be rejected upon delivery and/or may be purchased on the open market. Any increase in cost may be charged against the Awardee. Any violation of these stipulations may also result in:
- Cancellation and default of contract;
 - For a period of two years, any proposal submitted by vendor will not be considered and will not be recommended for award.
 - All departments being advised not to do business with vendor.
- 7.45 **CONE OF SILENCE:** Any proposer, or lobbyist for a proposer, is prohibited from having any communications (except as provided in this rule) concerning any solicitation for a competitive procurement with any School Board member, the Superintendent, any Evaluation Committee Member, or any other School District employee after Procurement and Warehousing Services releases a solicitation to the General Public. All communications regarding this solicitation shall be directed to the designated Purchasing Agent unless so notified by Procurement and Warehousing Services. This "Cone of Silence" period shall go into effect and shall remain in effect from the time of release of the solicitation until the contract is awarded by the School Board. Further, any vendor, its principals, or their lobbyists shall not offer campaign contributions to School Board Members or offer contributions to School Board Members for campaigns of other candidates for political office during the period in which the vendor is attempting to sell goods or services to the School Board. This period of limitation of offering campaign contributions shall commence at the time of the "cone of silence" period for any solicitation for a competitive procurement as described by School Board Policy 3320, Part II, Section GG as well as School Board Policy 1007, Section 5.4 – Campaign Contribution Fundraising. **Any vendor or lobbyist who violates this provision shall cause their Proposal (or that of their principal) to be considered non-responsive and therefore be ineligible for award.**
- 7.46 **TERMINATION:** This contract award may be terminated with or without cause by SBBC during the term hereof thirty (30) days after the Superintendent gives written notice to the other parties that a recommendation will be made to the School Board for the contract award's termination.
- 7.47 **PACKING SLIPS:** It will be the responsibility of the Awardee to attach all packing slips to the OUTSIDE of each shipment. Packing slip must reference SBBC Purchase Order number/control number. Failure to provide packing slip attached to the outside of shipment will result in refusal of shipment at vendor's expense.
- 7.48 **USE OF OTHER CONTRACTS:** SBBC reserves the right to utilize any other SBBC contract, any State of Florida Contract, any contract awarded by any other city or county governmental agencies, other school boards, other community college/state university system cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012, as currently enacted or as amended from time to time, in lieu of any offer received or award made as a result of this bid if it is in its best interest to do so.
- 7.49 **PURCHASE BY OTHER PUBLIC AGENCIES:** With the consent and agreement of the awarded contractor(s), purchases may be made under this RFP by other agencies. Such purchases shall be governed by the same terms and conditions as stated herein.
- 7.50 **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 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 [currently \$25,000] for a period of 36 months from the date of being placed on the convicted vendor list.
- 7.53 **SEVERABILITY:** In case of any one or more of the provisions contained in this RFP shall be for any reason be held to be invalid, illegal, unlawful, unenforceable or void in any respect, the invalidity, illegality, unenforceability or unlawful or void nature of that provision shall not affect any other provision and this RFP shall be considered as if such invalid, unlawful, unenforceable or void provision had never been included herein.

7.0 GENERAL CONDITIONS

- 7.54 **DISTRIBUTION:** DemandStar by Onvia, www.demandstar.com, is the official method approved by Procurement and Warehousing Services for the distribution of all competitive solicitations including ITBs and RFPs. It is the responsibility of all interested parties to assure they have received all necessary documents, including Addenda and have included all necessary information within their response. SBBC is not responsible for Proposer's failure to obtain complete bidding documents from DemandStar. SBBC reserves the right to reject any bid as non-responsive for failure to include all necessary documents or required Addenda. For information regarding the above referenced solicitation, contact the designated Purchasing Agent as stated herein.
- 7.55 **PRICE REDUCTIONS:** If, from the date of proposal opening, the Awardee either bids the same products and/or services at a lower price than offered to SBBC or reduces the price of the proposed product or service, the lowest of these reduced prices will be extended to SBBC.
- 7.55 **LOBBYIST ACTIVITIES:** In accordance with SBBC Policy 1100B, as currently enacted or as amended from time to time, persons acting as lobbyists must state, at the beginning of their presentation, letter, telephone call, e-mail or facsimile transmission to School Board Members, Superintendent or Members of Senior Management, the group, association, organization or business interest she/he is representing.
- A lobbyist is defined as a person who for immediate or subsequent compensation, (e.g., monetary profit/personal gain) represents a public or private group, association, organization or business interest and engages in efforts to influence School Board Members on matters within their official jurisdiction.
 - A lobbyist is not considered a person representing school-affiliated groups (e.g., PTA, DAC, Band Booster Associations, etc.) nor a public official acting in her/his official capacity.
 - Lobbyists shall annually (July 1) disclose in each instance and for each client prior to any lobbying activities, their identity and activities by completing the lobbyist statement form which can be obtained from Official School Board Records, School Board Member's Offices or the Superintendent's Office and will be recorded on The School Board of Broward County's website, www.browardschools.com.
 - The lobbyist must disclose any direct business association with any current elected or appointed official or employee of SBBC or any immediate family member of such elected or appointed official or employee of SBBC.
 - Senior-level employees (Pay Grade 30 and above) and/or School Board Members are prohibited from lobbying activities for one year after resignation or retirement or expiration of their term of office.
- 7.56 **TIE BID PROCEDURES:** When identical prices are received from two or more vendors and all other factors are equal, priority for award shall be given to vendors in the following sequence:
- A business that certifies that it has implemented a drug-free workplace program shall be given preference in accordance with the provisions of Chapter 287.087, Florida Statutes, as currently enacted or as amended from time to time;
 - The Broward County Certified Minority/Women Business Enterprise vendor;
 - The Palm Beach County or Miami-Dade County Certified Minority/Women Business Enterprise vendor;
 - The Florida Certified Minority/Women Business Enterprise vendor;
 - The Broward County vendor, other than a Minority/Women Business Enterprise vendor;
 - The Palm Beach County or Miami-Dade County vendor, other than a Minority/Women Business Enterprise vendor;
 - The Florida vendor, whose main office is in the State of Florida, other than a Minority/Women Business Enterprise vendor.
 - If application of the above criteria does not indicate a priority for award, the award will be decided by a coin toss. The coin toss shall be held publicly in Procurement and Warehousing Services; the tie low bid vendors invited to be present as witnesses.
- Included as a part of the RFP documents is a Form entitled **SWORN STATEMENT PURSUANT TO CHAPTER 287.087, FLORIDA STATUTES, AS CURRENTLY ENACTED OR AS AMENDED FROM TIME TO TIME, ON PREFERENCE TO BUSINESSES WITH DRUG-FREE WORKPLACE PROGRAMS (See Attachment E)**. This form will be used by the Proposer to certify that it has implemented a drug-free workplace program. The Required Response Form (Page 1 of this RFP) must be properly signed in order for the proposal to be considered. A Proposer cannot sign this form in lieu of properly signing the Required Response Form.
- 7.57 **AUDITING SERVICES POLICY 3100:** If the RFP is for auditing services and in accordance with Policy 3100 – Annual Financial Audit, the independent audit firm selected by the School Board shall serve at the discretion of the School Board for five (5) consecutive years; the firm selected shall not succeed itself as the School Board's independent auditor except for the first selection when the current auditor will be exempted.

7.0 GENERAL CONDITIONS

- 7.58 **CONFIDENTIAL RECORDS:** The Awardee acknowledges that certain information about the District's students is contained in records created, maintained or accessed by the Awardee 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 District policies, as amended from time to time, currently available at www.browardschools.com. The confidential information cannot be disclosed unless valid consent is obtained from the students or their legal guardians. Both parties agree to protect these records in compliance with FERPA, HIPAA, and the District's policy. To the extent permitted by law, nothing contained herein shall be construed as precluding either party from releasing such information to the other so that each can perform its respective responsibilities.

Awardee agrees that it may create, receive from or on behalf of the District, or have access to, records or record systems that are subject to FERPA and/or HIPAA (collectively, the "Confidential Records"). Awardee represents, warrants, and agrees that it will: (1) hold the Confidential Records in strict confidence and will not use or disclose the Confidential Records except as (a) permitted or required by this Agreement, (b) required by law, or (c) otherwise authorized by the District in writing; (2) safeguard the Confidential Records according to commercially reasonable administrative, physical and technical standards as required by law; and (3) continually monitor its operations and take any and all action necessary to assure that the Confidential Records are safeguarded in accordance with the terms of this Agreement. At the request of the District, Awardee agrees to provide the District with a written summary of the procedures Awardee uses to safeguard the Confidential Records. A breach of these confidentiality requirements shall constitute grounds for the District to terminate any Agreement with Awardee.

- 7.59 **PROPRIETARY INFORMATION:** Pursuant to Chapter 119, Florida Statutes, bids received as a result of this RFP shall not become public record until thirty (30) days after the date of opening or until posting of the recommendation for award, whichever occurs first. Thereafter, all RFP documents or other materials submitted by all Proposers in response to this RFP shall be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Proposer asserts any portion of its proposal is confidential and exempt, long with specific citations of the Florida Statutes establishing the confidentiality or exemption. Failure to identify the portions of the proposal claimed to be exempt or the specific statutory authority establishing the exemption shall be deemed a waiver by the Proposer that any unidentified portion of the proposal is confidential or exempt from disclosure under Chapter 119, Florida Statutes.

Should a public records request for RFP documents or other materials submitted by a Proposer be submitted, SBBC shall notify the contact person identified in the proposal of the request in writing. The notice provided shall indicate that requested materials shall be produced unless, within ten (10) calendar days of the date of the written notification, the Awardee initiated an action in a court of competent jurisdiction to obtain an injunction or protective order prohibiting the release of the requested materials. Awardee shall name the party requesting the materials as a defendant and shall not name SBBC as a party to the action. Awardee agrees to hold SBBC harmless from any award to a plaintiff for damages, costs or attorney's fees based on nondisclosure of information asserted to be confidential and exempt. Failure to timely initiate the action shall be deemed a waiver by the Awardee that the requested information is confidential and exempt. Awardee agrees to waive any cause of action it may have against SBBC for the release of materials pursuant to a public records request except those based on the intentional or grossly negligent conduct of any employee of SBBC. Submission by a Bidder in response to this RFP shall be deemed as Bidder's consent to the foregoing conditions.

- 7.60 **SBBC INFORMATION SECURITY GUIDELINES:** It is the responsibility of the Awardee to read and adhere to the SBBC Information Security Guidelines when using any device connected to the SBBC's network. Following the conclusion of the contract term, all of SBBC's confidential information must be removed from Awardee's equipment and all access privileges must be revoked. Final payment will be withheld until the Awardee has confirmed, in writing, that all SBBC's confidential information has been purged from any and all electronic technology devices that were used during this contract and were connected to the SBBC's network.

- 7.61 **CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY OR VOLUNTARY EXCLUSION - Lower Tier Covered Transactions:** Executive Order 12549, as currently enacted or as amended from time to time, provides that, to the extent permitted by law, Executive departments and agencies shall participate in a government-wide system for non-procurement debarment and suspension. A person who is debarred or suspended shall be excluded from Federal financial and non-financial assistance and benefits under Federal programs and activities. Except as provided in § 85.200, Debarment or Suspension, § 85.201, Treatment of Title IV HEA participation, and § 85.215, Exception Provision, debarment or suspension of a participant in a program by one agency shall have government-wide effect. A lower tier covered transaction is, in part, any transaction between a participant [SBBC] and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction; and any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently \$100,000) under a primary covered transaction; or any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person shall have a critical influence on or substantive control over that covered transaction. A participant may rely upon the certification of a prospective participant in a lower tier covered transaction that it and its principals are not debarred, suspended, proposed for debarment under 48 CFR part 9, subpart 9.4, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. Each participant shall require participants in lower tier covered transactions to include the certification for it and its principals in any bid submitted in connection with such lower tier covered transactions.

CERTIFICATION

- a) The prospective lower tier participant certifies, by submission of this RFP, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- b) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this bid.

ATTACHMENT A

- A1 M/WBE Utilization Report**
- A2 Employment Diversity Statistics**
- A3 M/WBE Participation Form**

Proposer's Company Name: _____

<p><u>Monthly Utilization Reports to be Submitted to:</u> The School Board of Broward County, Florida Supplier Diversity & Outreach Program 7720 West Oakland Park Boulevard, Suite 323 Sunrise, FL 33351-6704</p>	<p>754-321-0550 Telephone 754-321-0934 FAX</p>
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Monthly M/WBE Utilization Report

This report is required 15 days after the end of each month, whether the M/WBE(s) received payments or not, until all committed remuneration has been received by the M/WBE.

1. Reporting Period From: _____ Reporting Period To: _____

This report is required by The School Board of Broward County, Florida. Failure to comply may result in the School Board commencing proceedings to impose sanctions on the Prime Vendor, in addition to pursuing any other available legal remedy. Sanctions may include the withholding of payments for work committed to M/WBE participants, and a negative recommendation to award further contracts bid by The School Board of Broward County, Florida.

Prime Vendor Information

NAME & ADDRESS OF PRIME VENDOR	CONTRACT AMOUNT (if applicable)	LENGTH OF CONTRACT	CONTRACT START DATE	CONTRACT END DATE	TOTAL % OF CONTRACT AMOUNT PAID TO MINORITY/ WOMEN
<p>RFP Number: <u>17-045N</u></p> <p>RFP Title: <u>SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)</u></p>					

SUPPLIER DIVERSITY & OUTREACH PROGRAM VENDOR INFORMATION

NAME OF CERTIFIED M/WBE VENDOR	WORK DESCRIPTION	M/WBE CONTRACT AMOUNT	AMOUNT FOR WORK PERFORMED DURING MONTH	AMOUNT PAID TO DATE	% of TOTAL PAID TO CONTRACT AMOUNT

Company Official's Signature & Title: _____

Phone # (_____) _____ Date: _____

Employment Diversity Statistics

Proposer's Company Name: _____

Provide the following employment diversity statistics by completing the chart below.

JOB CATEGORIES	TOTAL	NON-HISPANIC WHITE		NON-HISPANIC BLACK		HISPANIC		ASIAN		AMERICAN INDIAN/ ALASKA NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	Male	Female
Officials and Managers											
Professionals											
Technicians											
Sales Workers											
Office and Clerical											
Craft Workers (Skilled)											
Operatives (Semi-Skilled)											
Laborers (Unskilled)											
Service Workers											
TOTAL											
% of Total Workforce											

**MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE)
PARTICIPATION FORM**

Proposer's (Company) Name: _____

Complete the following information on the proposed M/WBE participation on this contract. Total percentage should not exceed 100%. If proposer is an M/WBE, proposer should be listed below. If proposer is not an M/WBE, percentage should not equal 100% unless the total work (100%) to be performed under this contract will be subcontracted to M/WBEs.

M/WBE Firm Information	Scope and/or Nature of Work to be Performed by the M/WBE	% of M/WBE Participation for this contract
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ SBBC M/WBE Certification No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ SBBC M/WBE Certification No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ SBBC M/WBE Certification No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Facsimile No.: _____ SBBC M/WBE Certification No.: _____		

**FOR INFORMATION ON M/WBE CERTIFIED VENDORS, PLEASE CONTACT THE
SUPPLIER DIVERSITY & OUTREACH PROGRAM OFFICE (754) 321-0550, OR ONLINE AT
<http://www.broward.k12.fl.us/supply/sdop/vendorlist.htm>**

ATTACHMENT B

Disclosure of Potential Conflict of Interest and Conflicting Employment or Contractual Relationship

The School Board of Broward County, Florida
SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST AND CONFLICTING EMPLOYMENT OR CONTRACTUAL RELATIONSHIP

In accordance with General Condition 7.12, each Proposer must disclose, in its RFP, the names of any employees who are employed by Proposer who are also an employee of SBBC. Persons identified below may have obligations and restrictions applicable to them under Chapter 112, Florida Statutes.

Name of Proposer's Employee	SBBC Title or Position of Proposer's Employee	SBBC Department/ School of Proposer's Employee
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Check one of the following and sign:

- I hereby affirm that there are no known persons employed by Proposer who are also an employee of SBBC.
- I hereby affirm that all known persons who are employed by Proposer, who are also an employee of SBBC, have been identified above.

Signature

Company Name

Name of Official

Business Address

City, State, Zip Code

ATTACHMENT C

W-9 Form

Form **W-9**
(Rev. December 2014)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

Give Form to the
requester. Do not
send to the IRS.

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Apply to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
			-				-		
OR									
Employer identification number									
			-						

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

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

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/w9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

- A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)
- B—The United States or any of its agencies or instrumentalities
- C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)
- E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)
- F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state
- G—A real estate investment trust
- H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940
- I—A common trust fund as defined in section 584(a)
- J—A bank as defined in section 581
- K—A broker
- L—A trust exempt from tax under section 664 or described in section 4947(a)(1)
- M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see Exempt payee code earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. **Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.
2. **Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.
3. **Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.
4. **Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).
5. **Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ²
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i) (A))	The grantor ²
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i) (B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-368-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

ATTACHMENT D

WORKERS' COMPENSATION AFFIDAVIT

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

WORKERS' COMPENSATION AFFIDAVIT

CERTIFICATION OF NUMBER OF EMPLOYEES

_____ (Vendor Name) hereby certifies and affirms that the entity named herein has less than four (4) employees nor uses any subcontractor(s) with four (4) or more employees and will not have four (4) or more employees during the term of this agreement.

I further certify that, if during the period covered by this affidavit the entity named herein becomes an employer with four (4) or more employees or uses subcontractor(s) with four (4) or more employees, a Certificate of Insurance shall be provided to The School Board of Broward County, Florida, within five (5) business days.

With respect to the construction industry, all employment in which one or more employees are employed shall provide evidence of Workers' Compensation coverage.

Signed: _____

Print/Type Name: _____

Title: _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public Signed: _____

Notary Public Print: _____

Notary Stamp Below:

ATTACHMENT E

Drug-Free Workplace

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
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 School Board of Broward County, Florida,

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:

- 1. 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.
2. 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.
3. Given each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
4. 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.

Sworn to and subscribed before me this day of, 20. (Signature)

Personally Known
OR Produced identification
(Type of identification)

Notary Public - State of
My commission expires

(Printed, typed or stamped commissioned name of notary public)

ATTACHMENT F

Sample Agreement

NOTE: The blue font indicates places where text is to be provided by the contract administrator. The red font indicates any editing directions that should be deleted from the document before the contract is “signature ready.” The green font indicates text changes made since the last released version of the contract template.

AGREEMENT

THIS AGREEMENT is made and entered into as of this ____ day of _____, 2016, by and between

THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
(hereinafter referred to as “SBBC”),
a body corporate and political subdivision of the State of Florida,
whose principal place of business is
600 Southeast Third Avenue, Fort Lauderdale, Florida 33301

and

INSERT NAME OF OTHER PARTY
(hereinafter referred to as “*insert a short name here* ”),
whose principal place of business is
[insert their address here].

[These “recitals” or “whereas clauses” are where the contract briefly explains the objectives to be served through the contract].

WHEREAS, *[insert information in this portion of the document to explain the purposes and objectives for which the parties are entering into an agreement]*; and

WHEREAS, *[you may use as many of these recitals or “whereas clauses” as necessary to express the parties’ purposes and objectives]*.

NOW, THEREFORE, in consideration of the premises and of the mutual covenants contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereby agree as follows:

ARTICLE 1 - RECITALS

1.01 **Recitals.** The parties agree that the foregoing recitals are true and correct and that such recitals are incorporated herein by reference.

ARTICLE 2 – SPECIAL CONDITIONS

2.01 **Term of Agreement.** Unless terminated earlier pursuant to Section 3.05 of this Agreement, the term of this Agreement shall commence on _____, 20__ and conclude on _____, 20__ .

*[Article 2 should include sections detailing the duties and obligations of each party
And should include a description of the goods or services to be provided,
payments to be made, invoicing procedures, etc.]*

*[Use sections starting with Section 2.02 to specify the respective duties,
responsibilities and obligations each party will have under the Agreement.
You may use as many of these sections as are necessary].*

2.02 **Priority of Documents.** In the event of a conflict between documents, the following priority of documents shall govern.

- First: This Agreement, then;
- Second: Addendum No. , then;
- Third: RFP Number and Title
- Fourth:: Proposal submitted in response to the RFP by VENDOR

2.03 **Cost of Services.** SBBC shall pay VENDOR for services rendered under this Agreement in accordance with the following schedule (Costs may be stated here or on an Attachment)

2.04 **[Insert a Descriptive Title].** *Insert text.*

2.05

2.07 **Services.** VENDOR will provide SBBC with services as proposed in its Proposal and in compliance with this Agreement and the RFP and its Addenda.

OR

2.07 **Services.** VENDOR will provide SBBC with services as proposed in its Proposal and in compliance with this Agreement and the RFP and its Addenda and **as specified in Attachment ____.** (See 3.17)

2.08 **M/WBE Participation.** VENDOR is a Certified MBE (Type) with SBBC, Certificate #7007-_____.

OR

2.08 **M/WBE Participation.** As consideration for being awarded this contract agreement, VENDOR shall maintain _____ percent (___ %) M/WBE participation in this contract agreement. VENDOR has agreed to utilize _____ (M/WBE firm), Certificate #_____ to provide _____ (products/services).

OR

As consideration for being awarded this contract agreement, ***Insert Name*** shall maintain _____ percent (___ %) M/WBE participation in this contract agreement. ***Insert Name*** will identify the M/WBE firm that provide a commercial useful function products and/or services in performing this contract agreement.

ARTICLE 2 – SPECIAL CONDITIONS

VENDOR shall obtain prior written approval from the Coordinator of Supplier Diversity & Outreach Program for any replacement of any of the entities listed above. Utilizing any entity other than the ones listed, respectively will be considered a breach of this Agreement. VENDOR is subject to debarment and any other remedy available for any breaches to this Agreement.

OR

M/WBE Commitment. Throughout the term of the Agreement, VENDOR shall take commercially reasonable steps and use commercially reasonable resources to identify SBBC-certified M/WBE vendors who may be engaged to fulfill various aspects of the Agreement, including, for instance, without limitation, M/WBE vendors to provide office supplies, travel, printing, janitorial supplies/services, consulting services, trade services, installation and repair services, medical supplies, where feasible. VENDOR agrees to provide monthly reports and to conduct quarterly meetings with SBBC to discuss progress in meeting the SBBC’s objectives regarding M/WBE participation, including dollars spent on M/WBE vendors for the quarter; and to continue to assess throughout the term of the Agreement new possibilities for M/WBE vendor participation suggested by SBBC. If at any time during the term the parties agree that it is reasonably feasible to include a specific dollar figure for M/WBE participation, the Agreement shall be amended to include the dollar participation objective.

*The following provision should be included in Article 2 **ONLY IF** the contract is with an outside party that will be conducting studies on behalf of The School Board which will require that outside party to be provided personally identifiable student information.*

Add to Contract Memo info that administrators must make certain that no student info is shared with other party in violation of FERPA.

2. **Studies Conducted for SBBC.** Under the terms of this Agreement, *Insert Name* will be conducting studies for, or on behalf of SBBC, to: (a) develop, validate or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. The purposes and scope of the study/studies are described as follows: _____

_____. SBBC may disclose personally identifiable information from an education record of a student to *Insert Name* in order for it to conduct said study. The type of personally identifiable student information to be disclosed by SBBC to *Insert Name* is described as follows: _____

_____. *Insert Name* agrees that the study shall be conducted in a manner that does not permit personal identification of parents and students by individuals other than the representatives of *Insert Name* that have legitimate interests in the information. The study shall commence _____ and conclude _____. *Insert Name* agrees that any disclosed information will be destroyed or returned to SBBC when no longer needed for the purposes for which the study is to be conducted. *Insert Name* acknowledges and agrees that it may use personally identifiable information from education records only to meet the purpose or purposes of the study as stated in this Agreement.

*[Article 2 of each Agreement will end with the following standard sections that require the insertion of names, addresses or the selection of sections depending upon whether the other party is a governmental agency or some other special entity. When directed to **Insert Name**, use the short name you identified for the other party on Page 1 of this Agreement].*

ARTICLE 2 – SPECIAL CONDITIONS

2. **Inspection of *Insert Name's* Records by SBBC.** *Insert Name* shall establish and maintain books, records and documents (including electronic storage media) sufficient to reflect all income and expenditures of funds provided by SBBC under this Agreement. All *Insert Name's* Records, regardless of the form in which they are kept, shall be open to inspection and subject to audit, inspection, examination, evaluation and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to permit SBBC to evaluate, analyze and verify the satisfactory performance of the terms and conditions of this Agreement and to evaluate, analyze and verify any and all invoices, billings, payments and/or claims submitted by *Insert Name* or any of *Insert Name's* payees pursuant to this Agreement. *Insert Name's* Records subject to examination shall include, without limitation, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to costs associated with this Agreement. *Insert Name's* Records subject to this section shall include any and all documents pertinent to the evaluation, analysis, verification and reconciliation of any and all expenditures under this Agreement without regard to funding sources.

(a) ***Insert Name's* Records Defined.** For the purposes of this Agreement, the term "*Insert Name's* Records" shall include, without limitation, and any supporting documents that would substantiate, reconcile or refute any charges and/or expenditures related to this Agreement.

(b) **Duration of Right to Inspect.** For the purpose of such audits, inspections, examinations, evaluations and/or reproductions, SBBC's agent or authorized representative shall have access to *Insert Name's* Records from the effective date of this Agreement, for the duration of the term of this Agreement, and until the later of five (5) years after the termination of this Agreement or five (5) years after the date of final payment by SBBC to *Insert Name* pursuant to this Agreement.

(c) **Notice of Inspection.** SBBC's agent or its authorized representative shall provide *Insert Name* reasonable advance notice (not to exceed two (2) weeks) of any intended audit, inspection, examination, evaluation and or reproduction.

(d) **Audit Site Conditions.** SBBC's agent or its authorized representative shall have access to *Insert Name's* facilities and to any and all records related to this Agreement, and shall be provided adequate and appropriate work space in order to exercise the rights permitted under this section.

(e) **Failure to Permit Inspection.** Failure by *Insert Name* to permit audit, inspection, examination, evaluation and/or reproduction as permitted under this Section shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the denial of some or all of any *Insert Name's* claims for payment by SBBC.

(f) **Overcharges and Unauthorized Charges.** If an audit conducted in accordance with this Section discloses overcharges or unauthorized charges to SBBC by *Insert Name* in excess of two percent (2%) of the total billings under this Agreement, the actual cost of SBBC's audit shall be paid by *Insert Name*. If the audit discloses billings or charges to which *Insert Name* is not contractually entitled, *Insert Name* shall pay said sum to SBBC within twenty (20) days of receipt of written demand under otherwise agreed to in writing by both parties.

(g) **Inspection of Subcontractor's Records.** *Insert Name* shall require any and all subcontractors, insurance agents and material suppliers (hereafter referred to as "Payees") providing services or goods with regard to this Agreement to comply with the requirements of this section by insertion of such requirements in any written subcontract. Failure by *Insert Name* to include such requirements in any subcontract shall constitute grounds for termination of this Agreement by SBBC for cause and shall be grounds for the exclusion of some or all of any Payee's costs from amounts payable by SBBC to *Insert Name* pursuant to this Agreement and such excluded costs shall become the liability of *Insert Name*.

Agreement with (*Insert Party Name*)

ARTICLE 2 – SPECIAL CONDITIONS

(h) Inspector General Audits. *Insert Name* shall comply and cooperate immediately with any inspections, reviews, investigations, or audits deemed necessary by the Florida Office of the Inspector General or by any other state or federal officials.

2. Notice. 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 this paragraph. For the present, the Parties designate the following as the respective places for giving notice:

To SBBC: Superintendent of Schools
The School Board of Broward County, Florida
600 Southeast Third Avenue
Fort Lauderdale, Florida 33301

With a Copy to: *Insert Job Title of District Representative*
Insert Address of District Representative

To *Insert Name*: *Insert Name Provided by Other Party*
Insert Address Provided by Other Party

With a Copy to: *Insert Name Provided by Other Party*
Insert Address Provided by Other Party

[Unless this is a contract for the provision by SBBC of educational services at a medical, treatment or correctional facility, you must include one of the following background screening clauses]

[If the other party IS a governmental agency, use this clause]:

2. Background Screening. *Insert Name* agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of *Insert Name* or its personnel providing any services under the conditions described in the previous sentence. *Insert Name* shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to *Insert Name* and its personnel. The parties agree that the failure of *Insert Name* to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. To the extent permitted by law, *Insert Name* agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from *Insert Name*'s failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes. Nothing herein shall be construed as a waiver by SBBC or *Insert Name* of sovereign immunity or of any rights or limits to liability existing under Section 768.28, Florida Statutes.

ARTICLE 2 – SPECIAL CONDITIONS

[If the other party IS NOT a governmental agency, use this clause]:

2. **Background Screening.** *Insert Name* agrees to comply with all requirements of Sections 1012.32 and 1012.465, Florida Statutes, and all of its personnel who (1) are to be permitted access to school grounds when students are present, (2) will have direct contact with students, or (3) have access or control of school funds, will successfully complete the background screening required by the referenced statutes and meet the standards established by the statutes. This background screening will be conducted by SBBC in advance of *Insert Name* or its personnel providing any services under the conditions described in the previous sentence. *Insert Name* shall bear the cost of acquiring the background screening required by Section 1012.32, Florida Statutes, and any fee imposed by the Florida Department of Law Enforcement to maintain the fingerprints provided with respect to *Insert Name* and its personnel. The parties agree that the failure of *Insert Name* to perform any of the duties described in this section shall constitute a material breach of this Agreement entitling SBBC to terminate immediately with no further responsibilities or duties to perform under this Agreement. *Insert Name* agrees to indemnify and hold harmless SBBC, its officers and employees from any liability in the form of physical or mental injury, death or property damage resulting from *Insert Name's* failure to comply with the requirements of this Section or with Sections 1012.32 and 1012.465, Florida Statutes.

ARTICLE 3 – GENERAL CONDITIONS

[NOTE: Article 3 contains standard district contract terms. Contract administrators should not alter any provision in Article 3 without the prior approval of the School Board Attorney's Office].

3.01 **No Waiver of Sovereign Immunity.** Nothing herein is intended to serve as a waiver of sovereign immunity by any agency or political subdivision to which sovereign immunity may be applicable or of any rights or limits to liability existing under Section 768.28, Florida Statutes. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

3.02 **No Third Party Beneficiaries.** The parties expressly acknowledge that it is not their intent to create or confer any rights or obligations in or upon any third person or entity under this Agreement. None of the parties intend to directly or substantially benefit a third party by this Agreement. The parties agree that there are no third party beneficiaries to this Agreement and that no third party shall be entitled to assert a claim against any of the parties based upon this Agreement. Nothing herein shall be construed as consent by an agency or political subdivision of the State of Florida to be sued by third parties in any matter arising out of any contract.

3.03 **Independent Contractor.** The parties to this agreement shall at all times be acting in the capacity of independent contractors and not as an officer, employee or agent of one another. Neither party or its respective agents, employees, subcontractors or assignees shall represent to others that it has the authority to bind the other party unless specifically authorized in writing to do so. No right to SBBC retirement, leave benefits or any other benefits of SBBC employees shall exist as a result of the performance of any duties or responsibilities under this Agreement. SBBC shall not be responsible for social security, withholding taxes, contributions to unemployment compensation funds or insurance for the other party or the other party's officers, employees, agents, subcontractors or assignees.

3.04 **Equal Opportunity Provision.** The parties agree that no person shall be subjected to discrimination because of age, race, color, disability, gender identity, gender expression marital status, national origin, religion, sex or sexual orientation in the performance of the parties' respective duties, responsibilities and obligations under this Agreement.

ARTICLE 3 – GENERAL CONDITIONS

3.05 **Termination.** This Agreement may be canceled with or without cause by SBBC during the term hereof upon thirty (30) days written notice to the other parties of its desire to terminate this Agreement. SBBC shall have no liability for any property left on SBBC's property by any party to this Agreement after the termination of this Agreement. Any party contracting with SBBC under this Agreement agrees that any of its property placed upon SBBC's facilities pursuant to this Agreement shall be removed within ten (10) business days following the termination, conclusion or cancellation of this Agreement and that any such property remaining upon SBBC's facilities after that time shall be deemed to be abandoned, title to such property shall pass to SBBC, and SBBC may use or dispose of such property as SBBC deems fit and appropriate.

3.06 **Default.** The parties agree that, in the event that either party is in default of its obligations under this Agreement, the non-defaulting party shall provide to the defaulting party (30) days written notice to cure the default. However, in the event said default cannot be cured within said thirty (30) day period and the defaulting party is diligently attempting in good faith to cure same, the time period shall be reasonably extended to allow the defaulting party additional cure time. Upon the occurrence of a default that is not cured during the applicable cure period, this Agreement may be terminated by the non-defaulting party upon thirty (30) days notice. This remedy is not intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or future exercise thereof. Nothing in this section shall be construed to preclude termination for convenience pursuant to Section 3.05.

3.07 **Annual Appropriation.** The performance and obligations of SBBC under this Agreement shall be contingent upon an annual budgetary appropriation by its governing body. If SBBC does not allocate funds for the payment of services or products to be provided under this Agreement, this Agreement may be terminated by SBBC at the end of the period for which funds have been allocated. SBBC shall notify the other party at the earliest possible time before such termination. No penalty shall accrue to SBBC in the event this provision is exercised, and SBBC shall not be obligated or liable for any future payments due or any damages as a result of termination under this section.

3.08 **Excess Funds.** Any party receiving funds paid by SBBC under this Agreement agrees to promptly notify SBBC of any funds erroneously received from SBBC upon the discovery of such erroneous payment or overpayment. Any such excess funds shall be refunded to SBBC.

3.09 **Public Records.** Pursuant to Section 119.0701, Florida Statutes, any party contracting with SBBC 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 terms and conditions that SBBC 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 exempt from public records disclosure requirements are not disclosed except as authorized by law; and (d) meet all requirements for retaining public records and transfer, at no cost to SBBC, all public records in that party's possession upon termination of its Agreement with SBBC and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All of such party's records stored electronically must be provided to SBBC in a format that is compatible with SBBC's information technology systems. 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 acknowledges that this Agreement and all attachments thereto are public records and do not constitute trade secrets.

Agreement with *(Insert Party Name)*

ARTICLE 3 – GENERAL CONDITIONS

3.10 **Student Records.** Notwithstanding any provision to the contrary within this Agreement, any party contracting with SBBC under this Agreement shall fully comply with the requirements of Sections 1002.22 and 1002.221, Florida Statutes; FERPA, and any other state or federal law or regulation regarding the confidentiality of student information and records. Each such party agrees, for itself, its officers, employees, agents, representatives, contractors or subcontractors, to fully indemnify and hold harmless SBBC and its officers and employees for any violation of this section, including, without limitation, defending SBBC and its officers and employees against any complaint, administrative or judicial proceeding, payment of any penalty imposed upon SBBC, or payment of any and all costs, damages, judgments or losses incurred by or imposed upon SBBC arising out of a breach of this covenant by the party, or an officer, employee, agent, representative, contractor, or sub-contractor of the party to the extent that the party or an officer, employee, agent, representative, contractor, or sub-contractor of the party shall either intentionally or negligently violate the provisions of this section or of Sections 1002.22 and/or 1002.221, Florida Statutes.

3.11 **Compliance with Laws.** Each party shall comply with all applicable federal state and local laws, SBBC policies codes, rules and regulations in performing its duties, responsibilities and obligations pursuant to this Agreement.

3.12 **Place of Performance.** All obligations of SBBC under the terms of this Agreement are reasonably susceptible of being performed in Broward County, Florida and shall be payable and performable in Broward County, Florida.

3.13 **Governing Law and Venue.** This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Florida. Any controversies or legal problems arising out of this Agreement and any action involving the enforcement or interpretation of any rights hereunder shall be submitted to the jurisdiction of the State courts of the Seventeenth Judicial Circuit of Broward County, Florida.

3.14 **Entirety of Agreement.** This document incorporates and includes all prior negotiations, correspondence, conversations, agreements and understandings applicable to the matters contained herein and the parties agree that there are no commitments, agreements or understandings concerning the subject matter of this Agreement that are not contained in this document. Accordingly, the parties agree that no deviation from the terms hereof shall be predicated upon any prior representations or agreements, whether oral or written.

3.15 **Binding Effect.** This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

3.16 **Assignment.** Neither this Agreement nor any interest herein may be assigned, transferred or encumbered by any party without the prior written consent of the other party. There shall be no partial assignments of this Agreement including, without limitation, the partial assignment of any right to receive payments from SBBC.

3.17 **Incorporation by Reference.** **Attachment A** attached hereto and referenced herein shall be deemed to be incorporated into this Agreement by reference.

3.18 **Captions.** The captions, section designations, section numbers, article numbers, titles and headings appearing in this Agreement are inserted only as a matter of convenience, have no substantive meaning, and in no way define, limit, construe or describe the scope or intent of such articles or sections of this Agreement, nor in any way affect this Agreement and shall not be construed to create a conflict with the provisions of this Agreement.

3.19 **Severability.** In the event that any one or more of the sections, paragraphs, sentences, clauses or provisions contained in this Agreement is held by a court of competent jurisdiction to be invalid, illegal, unlawful, unenforceable or void in any respect, such shall not affect the remaining portions of this Agreement and the same shall remain in full force and effect as if such invalid, illegal, unlawful, unenforceable or void sections, paragraphs, sentences, clauses or provisions had never been included herein.

3.20 **Preparation of Agreement.** The parties acknowledge that they have sought and obtained whatever competent advice and counsel as was necessary for them to form a full and complete understanding of all rights and obligations herein and that the preparation of this Agreement has been their joint effort. The language agreed to herein expresses their mutual intent and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other.

3.21 **Amendments.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by each party hereto.

3.22 **Waiver.** The parties agree that each requirement, duty and obligation set forth herein is substantial and important to the formation of this Agreement and, therefore, is a material term hereof. Any party's failure to enforce any provision of this Agreement shall not be deemed a waiver of such provision or modification of this Agreement unless the waiver is in writing and signed by the party waiving such provision. A written waiver shall only be effective as to the specific instance for which it is obtained and shall not be deemed a continuing or future waiver.

3.23 **Force Majeure.** Neither party shall be obligated to perform any duty, requirement or obligation under this Agreement if such performance is prevented by fire, hurricane, earthquake, explosion, wars, sabotage, accident, flood, acts of God, strikes, or other labor disputes, riot or civil commotions, or by reason of any other matter or condition beyond the control of either party, and which cannot be overcome by reasonable diligence and without unusual expense ("Force Majeure"). In no event shall a lack of funds on the part of either party be deemed Force Majeure.

3.24 **Survival.** All representations and warranties made herein, indemnification obligations, obligations to reimburse SBBC, obligations to maintain and allow inspection and audit of records and property, obligations to maintain the confidentiality of records, reporting requirements, and obligations to return public funds shall survive the termination of this Agreement.

3.25 **Contract Administration.** SBBC has delegated authority to the Superintendent of Schools or his/her designee to take any actions necessary to implement and administer this Agreement.

[You need to conclude Article 3 with an indemnification clause.]

[If the other party is a governmental agency, use this indemnification clause:]

3. **Liability.** Each party agrees to be fully responsible for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence. This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

(Not a Government Agency use this clause)

3.26. **Liability.** This section shall survive the termination of all performance or obligations under this Agreement and shall be fully binding until such time as any proceeding brought on account of this Agreement is barred by any applicable statute of limitations.

A. By SBBC: SBBC agrees to be fully responsible up to the limits of Section 768.28, Florida Statutes, for its acts of negligence, or its employees' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence.

B. By VENDOR: VENDOR agrees to indemnify, hold harmless and defend SBBC, 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 SBBC, 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 VENDOR, its agents, servants or employees; the equipment of VENDOR, its agents, servants or employees while such equipment is on premises owned or controlled by SBBC; or the negligence of VENDOR or the negligence of 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 SBBC's property, and injury or death of any person whether employed by VENDOR, SBBC or otherwise.

3.27 **Travel.** Local travel shall not be billed as a reimbursable expense. Out of county travel and per diem may be allowable at the sole discretion of SBBC. SBBC has delegated authority to the Superintendent of Schools or his/her designee to provide prior approval to VENDOR for any and all travel and per diem. Should any out of county travel and/or per diem be allowed, then it shall be billed and reimbursed in compliance with the current or updated School Board Policy 3400 and/or other relevant School Board Policies.

3.28 **School Board Policies.** VENDOR agrees to comply with all School Board Policies, local, state and federal laws.

3.29 **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.

IN WITNESS WHEREOF, the Parties hereto have made and executed this Agreement on the date first above written.

FOR SBBC

(Corporate Seal)

THE SCHOOL BOARD OF BROWARD
COUNTY, FLORIDA

ATTEST:

By _____
Dr. Rosalind Osgood, Chair

Robert W. Runcie, Superintendent of Schools

Approved as to Form and Legal Content:

Office of the General Counsel

[If the other party is a corporation or governmental agency, use this signature page]

FOR *[Insert Name Here]*

(Corporate Seal)

*Insert Full Legal Name of the Corporation,
Agency or Other Legal Entity*

ATTEST:

By _____

, Secretary

-OR-

Witness

Witness

**The Following Notarization is Required for Every Agreement Without Regard to
Whether the Party Chose to Use a Secretary's Attestation or Two (2) Witnesses.**

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of
_____, 20__ by _____ of

Name of Person

_____, on behalf of the corporation/agency.

Name of Corporation or Agency

He/She is personally known to me or produced _____ as identification and
did/did not first take an oath. Type of Identification

My Commission Expires:

Signature – Notary Public

(SEAL)

Printed Name of Notary

Notary's Commission No.

[If the other party is an individual person, use this signature page]

FOR *[Insert Name Here]*:

Witness

Signature

Witness

Printed Name

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me by _____
Insert Name Here
who is personally known to me or who produced _____ as
Type of Identification
identification and who did/did not first take an oath this _____ day of _____,
20____.

My Commission Expires:

Signature – Notary Public

(SEAL)

Notary's Printed Name

Notary's Commission No.

ATTACHMENT G

G1 PROPOSAL CATEGORY SELECTION & PROPOSAL PRICING SHEET PACKAGES BY CATEGORY

CATEGORIES:

**ELEMENTARY SCHOOLS
MIDDLE SCHOOLS
HIGH SCHOOLS
CENTERS**

G2 PROPOSAL PRICING SHEETS (Separate File)

PROPOSAL CATEGORY SELECTION

Directions: Please select the categories for which Proposer would like to be considered. Ensure that all pricing is submitted for each package and line item within the section(s) for which Proposer is submitting. Package contents should be color, unless otherwise indicated.

_____ (PROPOSER NAME)

Proposer would like to be considered for the following categories:

- _____ **ELEMENTARY SCHOOLS**
- _____ **MIDDLE SCHOOLS**
- _____ **HIGH SCHOOLS**
- _____ **CENTERS**

COST OF SERVICES: Proposer shall submit prices for packages in the spaces provided, on the Attachment G2, proposal pricing sheets attached as a separate document in DemandStar. Submit Attachment G2 with your printed original and copies of the file and the original excel file on the flash drive. Prices must be limited to the packages shown, including sizes and quantities, as specified. **Proposer may offer prices for additional packages, quantities, and sizes on a separate sheet(s) as an attachment, which should be labeled “Additional Packages/Products” and submitted with the Proposal Pricing Sheet(s).** Attachment G1 provides an overview of the packages, while Attachment G2 (attached as a separate file on DemandStar), proposal pricing sheets, should be utilized to provide package pricing. Deviations or changes to these forms may cause your proposal to be deemed non-responsive.

PACKAGE CONTENTS INCLUDED ON THE PROPOSAL PRICING SHEET OVERVIEW AND PROPOSAL PRICING SHEET ARE FOR COLOR ONLY.

NOTE: FOR INDIVIDUAL PICTURES ONLY: SCHOOL CD WILL BE PROVIDED FOR INDIVIDUAL PICTURES FOR EACH STUDENT AND STAFF MEMBER. EACH PICTURE FILE (.JPG) MUST CONTAIN THE NAME OF THE PERSON PHOTOGRAPHED. FOR CLASS/CLUB/TEAM/GROUP/ORGANIZATION (GROUP) PICTURES ONLY: SCHOOL CD WILL BE PROVIDED TO INCLUDE PICTURE FILE FOR EACH GROUP PICTURE TAKEN ALONG WITH A FILE LISTING THE FILE NAME OF THE NAME OF INDIVIDUALS IN THE PHOTO.

PROPOSAL PRICING SHEET OVERVIEW OF PACKAGES BY CATEGORY

ELEMENTARY SCHOOLS

INDIVIDUAL PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"				
2	5" x 7"	1	5" x 7"	1	5" x 7"		
2	3" x 5"	2	3" x 5"	2	3" x 5"	4	3" x 5"
20	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"

PERSONALITY / COMMEMORATIVE / SPECIALTY PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"				
2	5" x 7"	1	5" x 7"	1	5" x 7"		
2	3" x 5"	2	3" x 5"	2	3" x 5"	4	3" x 5"
20	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"

CLASS/CLUB/TEAM/GROUP/ORGANIZATION PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
1	5" x 7"	1	5" x 7" class / sport pictures with individual picture inset with package holder (i.e. memory mate)*	1	8" x 10"

*Names of team or class should be printed on the photo. Inset picture can be individuals' school picture, individuals' picture in team/group uniform.

PROPOSAL PRICING SHEET OVERVIEW OF PACKAGES BY CATEGORY

MIDDLE SCHOOLS

INDIVIDUAL PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
1	8" x 10"				
2	5" x 7"	2	5" x 7"	1	5" x 7"
4	3" x 5"	4	3" x 5"	2	3" x 5"
16	2" x 3"	4	2" x 3"	8	2" x 3"
16	1-1/2"x2-1/2"	8	1-1/2"x2-1/2"		

PERSONALITY / COMMEMORATIVE / SPECIALTY PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"				
4	5" x 7"	2	5" x 7"	2	5" x 7"	1	5" x 7"
4	3" x 5"	4	3" x 5"	2	3" x 5"	2	3" x 5"
12	2" x 3"	12	2" x 3"	4	2" x 3"	8	2" x 3"
8	1-1/2"x2-1/2"	8	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"		

CLASS/CLUB/TEAM/BAND/GROUP/ORGANIZATION PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
1	5" x 7"	1	5" x 7" class / sport pictures with individual picture inset* with package holder (i.e. memory mate)	1	8" x 10"

***Names of team or class should be printed on the photo. Inset picture can be individuals' school picture, individuals' picture in team/group uniform.**

DANCE PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>		<u>Package "5"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"					2	Keychains
4	5" x 7"	2	5" x 7"	1	5" x 7"	2	5" x 7"		
2	3" x 5"			2	3" x 5"				
12	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"		

PROPOSAL PRICING SHEET OVERVIEW OF PACKAGES BY CATEGORY

HIGH SCHOOLS

INDIVIDUAL PICTURES

Package "1"		Package "2"		Package "3"		Package "4"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"	2	5" x 7"	1	5" x 7"
4	5" x 7"	2	5" x 7"	4	3" x 5"	2	3" x 5"
2	3" x 5"	4	3" x 5"	8	2" x 3"	8	2" x 3"
6	2" x 3"	16	2" x 3"	16	1-1/2"x2-1/2"		
16	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"				

COMMEMORATIVE / SPECIALTY PICTURES

Package "1"		Package "2"		Package "3"		Package "4"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"	2	5" x 7"	1	5" x 7"
4	5" x 7"	2	5" x 7"	2	3" x 5"	2	3" x 5"
2	3" x 5"	4	3" x 5"	8	2" x 3"		
4	2" x 3"	16	2" x 3"	8	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"
16	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"				

CLASS/CLUB/TEAM/BAND/GROUP/ORGANIZATION PICTURES

Package "1"		Package "2"		Package "3"		Package "4"		Package "5"***	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
1	8" x 10" Individual	1	5" x 7" class / sport pictures with individual picture inset with package holder (i.e. memory mate)**	1	8" x 10"	1	5" x 7" Individual	1	5" x 7" Individual
1	8" x 10" Team			8	2" x 3"	1	5" x 7" Team		OR
						8	2" x 3"	1	5" x 7" Team

***Photo will include a caption/print with school name, team/group/class, etc. name, coach or instructor name, school year, names of individuals in the photo team. Inset picture can be individuals' school picture, individuals' picture in team/group uniform.**

**** Package 5 will be offered for no price difference.**

PROPOSAL PRICING SHEET OVERVIEW OF PACKAGES BY CATEGORY

HIGH SCHOOLS (continued)

DANCE PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>		<u>Package "5"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"					2	Keychains
4	5" x 7"	2	5" x 7"	1	5" x 7"	2	5" x 7"		
2	3" x 5"			2	3" x 5"				
12	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"		

GRADUATION PICTURES

<u>Package "1"</u>		<u>Package "2"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"
2	5" x 7"	1	5" x 7"
16	2" x 3"	12	2" x 3"

PANORAMIC PICTURES

<u>Package "1"</u>	
<u>Qty</u>	<u>Print Size</u>
1	10"x24" or 10"x30" (depending on class size with no difference in price)

PROPOSAL PRICING SHEET OVERVIEW OF PACKAGES BY CATEGORY

CENTERS

INDIVIDUAL PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"				
2	5" x 7"	1	5" x 7"	1	5" x 7"	2	5" x 7"
2	3" x 5"	2	3" x 5"	2	3" x 5"		
20	2" x 3"	8	2" x 3"	16	2" x 3"	8	2" x 3"

COMMEMORATIVE / SPECIALTY PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"				
4	5" x 7"	2	5" x 7"	2	5" x 7"	1	5" x 7"
2	3" x 5"	4	3" x 5"	2	3" x 5"	2	3" x 5"
20	2" x 3"	16	2" x 3"	12	2" x 3"	8	2" x 3"

DANCE PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>		<u>Package "5"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"					2	Keychains
2	5" x 7"	2	5" x 7"	1	5" x 7"	2	5" x 7"		
2	3" x 5"			4	3" x 5"				
12	2" x 3"	16	2" x 3"	12	2" x 3"	8	2" x 3"		

GRADUATION PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3" *</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"	1	8" x 10" OR
2	5" x 7"	2	5" x 7"	2	5" x 7" OR
16	2" x 3"	16	2" x 3"	8	2" x 3"

*No price difference

PARENT WITH BABY PICTURES

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"	1	8" x 10"		
2	5" x 7"	1	5" x 7"				
4	3" x 5"	2	3" x 5"	2	3" x 5"	2	3" x 5"
8	2" x 3"	8	2" x 3"	8	2" x 3"	4	2" x 3"
16	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"	8	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"

ATTACHMENT H

Surety Bond

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS,

That we, _____, as Principal, and _____ as Surety, are held and firmly bound unto The School Board of Broward County, FL, as Obligee, in the sum of _____ (\$_____) Dollars lawful money of the United States, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The purpose of this bond is to cover deposits, received by the Principal, as more fully described in RFP 17-045N.

Now, therefore, if the Principals, their executors, administrators, successors and assigns, shall well and truly deliver the goods desired, as more fully described in RFP 17-045N, then this obligation shall be void, otherwise it shall remain in full force and effect.

Provided, however, that this bond is executed by the Surety upon the following express conditions and limitations:

1. That this bond shall be for one year term beginning the _____ day of _____, 20__ and ending on the _____ day of _____, 20__, and it may be continued for additional one year term by Certificate executed by the Surety hereon;
2. Regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of the bond;
3. That if the Surety or Obligee shall so elect, this bond may be canceled and discontinued by giving 45 days written notice served upon the other, and this bond shall be deemed canceled at the expiration of 45 days, the Surety remaining liable for all or any acts covered by this bond which may have been committed by the Principals up to the date of cancellation, under the terms, conditions, and provisions of this bond.

WITNESS

PRINCIPAL

WITNESS

INSURANCE COMPANY

BY:

ATTORNEY-IN-FACT

ATTACHMENT I

Confirmation of Services

(PUT ON SCHOOL LETTERHEAD)
(TO BE FILLED OUT AND SENT TO SELECTED AWARDEE)

SAMPLE CONFIRMATION OF SERVICES FORM

FOR RFP 17-045N, SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

Date:

To: (Vendor's Name and Address)

Dear (Vendor's Name):

Based upon your company's response to RFP 17-045N, our school,

_____, has chosen your company to
(School Name)

provide school pictures, with the exclusion of senior portraits, for our students, faculty, and staff for the

_____ School Year.
(Indicate School Year)

Principal's (Designee's) Signature

Cc: Shari Francis, Purchasing Agent III, Procurement & Warehousing Services

ATTACHMENT J

Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion Lower Tier Transactions

**CERTIFICATION OF DEBARMENT, SUSPENSION, INELIGIBILITY
AND VOLUNTARY EXCLUSION
LOWER TIER TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 45 CFR 1183.35, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by going to this link: <http://www.gpo.gov/fdsys/granule/CFR-2011-title45-vol3/CFR-2011-title45-vol3-sec1183-35>

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON THE NEXT PAGE.)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

17-045N

Name(s) and Title(s) of Authorized Representative(s)

Signature(s)

Date

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion-Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Telephone Number).
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntary excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

ATTACHMENT K

ACH Payment Agreement Form



The School Board of Broward County, Florida
ACH Payment Agreement Form (ACH CREDITS)

VENDOR NAME:

Authorization Agreement

I (we) hereby authorize **The School Board of Broward County** to initiate automatic deposits (credits) to my account at the financial institution named below. Additionally, I authorize **The School Board of Broward County** to make the necessary debit entries/adjustments in the event that a credit entry is made in error.

Further, I agree not to hold **The School Board of Broward County** responsible for any delay or loss of funds due to incorrect or incomplete information supplied by me or by my financial institution or due to an error on the part of my financial institution in depositing funds to my account.

This agreement will remain in effect until **The School Board of Broward County** receives written notification of cancellation from me or my financial institution and that the origination of ACH transactions to my (our) account must comply with the provisions of U.S. law.

Account Information

Name of Bank or Financial Institution: _____

Branch/ State: _____

Routing No: _____

Account No: _____	Checking <input type="checkbox"/>	Savings <input type="checkbox"/>
VENDOR AREA:		
Remittance Confirmation: (select one) _____	Fax <input type="checkbox"/>	Email <input type="checkbox"/>
Federal Identification No. Vendor _____	TAX ID# <input type="checkbox"/>	SS# <input type="checkbox"/>

Update Purchase Order Fax & Email Address

Centralized Fax Number _____ Dept. _____

Centralized Email _____ Dept. _____

Centralized Phone No. _____ Dept. _____

Signature

Authorized Signature (Primary) and Business title: _____ Date: _____

Authorized Signature (Joint) and Business title: _____ Date: _____

Please attach a VOIDED check to verify bank details and routing number.

This form must be returned to: SBBC – Purchasing – Data Strategy Group
7720 W. Oakland Park Blvd, Sunrise FL 33351 call: 754-321-0516 or fax # 754-321-0533

For Use by DATA STRATEGY GROUP

Vendor Account# _____ Date Entered _____ Initials: _____

ATTACHMENT L

References



The School Board of Broward County, Florida
REFERENCES

Vendor Name: _____

List a minimum number of required references as stated in the Special Conditions which show experience in similar work, to include nature and scope of work, which demonstrates an expertise in providing the services as stated herein. Provide scope of work, contact name, addresses, telephone numbers and dates of service.

Reference 1 – New Customer (one year or less)

Name of Firm: _____ Contact Person: _____
Phone #: _____ Email: _____
Date of Service: _____ Cost of Service: _____
Address: _____

Scope of Work:

Reference 2 – Past Customer (currently not doing business)

Name of Firm: _____ Contact Person: _____
Phone #: _____ Email: _____
Date of Service: _____ Cost of Service: _____
Address: _____

Scope of Work:

Reference 3 – Repeat or Long Term Customer

Name of Firm: _____ Contact Person: _____
Phone #: _____ Email: _____
Date of Service: _____ Cost of Service: _____
Address: _____

Scope of Work:

Reference 4 – Repeat or Long Term Customer

Name of Firm: _____ Contact Person: _____
Phone #: _____ Email: _____
Date of Service: _____ Cost of Service: _____
Address: _____

Scope of Work:

Reference 5 – Repeat or Long Term Customer

Name of Firm: _____ Contact Person: _____
Phone #: _____ Email: _____
Date of Service: _____ Cost of Service: _____
Address: _____

Scope of Work:

ATTACHMENT M

Statement of “NO RESPONSE”

STATEMENT OF “NO RESPONSE”

If your company will not be submitting a response to this Request for Proposal, please complete this Statement of “No” Response Sheet and return, prior to the RFP Due Date established within, to:

The School Board of Broward County, Florida
 Procurement & Warehousing Services Department
 7720 West Oakland Park Boulevard, Suite 323
 Sunrise, Florida 33351

This information will help SBBC in the preparation of future RFPs.

RFP Number: 17-045N Title: SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

Company Name: _____

Contact: _____

Address: _____

Telephone: _____ Facsimile: _____ E-mail: _____

√	Reasons for “NO Response”:
	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 Request for Proposal.
	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: _____

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name:

Elementary Schools
Individual Pictures*

Package "1"		Package "2"		Package "3"		Package "4"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"				
2	5" x 7"	1	5" x 7"	1	5" x 7"		
2	3" x 5"	2	3" x 5"	2	3" x 5"	4	3" x 5"
20	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"

Student Package Pricing:

Package 1 with Commission of 40% \$
 Package 1 with Commission of 30% \$
 Package 1 with Commission of 20% \$

Package 2 with Commission of 40% \$
 Package 2 with Commission of 30% \$
 Package 2 with Commission of 20% \$

Package 3 with Commission of 40% \$
 Package 3 with Commission of 30% \$
 Package 3 with Commission of 20% \$

Package 4 with Commission of 40% \$
 Package 4 with Commission of 30% \$
 Package 4 with Commission of 20% \$

Total Cost of packages at 40% Commission: \$ -
 Total Cost of packages at 30% Commission: \$ -
 Total Cost of packages at 20% Commission: \$ -

Individual Digital Images for student package: \$

* Includes School CD with .jpg file for each student and staff member labeled with the name of person photographed.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

Elementary Schools
Personality / Commemorative / Specialty Pictures

Package "1"		Package "2"		Package "3"		Package "4"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"				
2	5" x 7"	1	5" x 7"	1	5" x 7"		
2	3" x 5"	2	3" x 5"	2	3" x 5"	4	3" x 5"
20	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"

Student Package Pricing:

Package 1 with Commission of 40% \$

Package 1 with Commission of 30% \$

Package 1 with Commission of 20% \$

Package 2 with Commission of 40% \$

Package 2 with Commission of 30% \$

Package 2 with Commission of 20% \$

Package 3 with Commission of 40% \$

Package 3 with Commission of 30% \$

Package 3 with Commission of 20% \$

Package 4 with Commission of 40% \$

Package 4 with Commission of 30% \$

Package 4 with Commission of 20% \$

Total Cost of packages at 40% Commission: \$

Total Cost of packages at 30% Commission: \$

Total Cost of packages at 20% Commission: \$

Individual Digital Images for student package: \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____
Elementary Schools
Club/Class/Team/Group/Organization Pictures*

Package "1"		Package "2"		Package "3"	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
1	5" x 7"	1	5" x 7" class / sport / etc. pictures with individual picture inset with package holder (i.e. memory mate)**	1	8" x 10"

**Names of team or class should be printed on the photo. Inset picture can be individuals' school picture, individuals' picture in team/group uniform.

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

TOTAL COST OF PACKAGES 1, 2, & 3 \$

* Includes School CD with .jpg file for each student and staff member labeled with the name of person photographed. A printed copy of each picture in this classification will be provided in a display method (i.e. soft-covered spiral bound album with school name on the front or something similar) at no charge to the school.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name:

Middle Schools
Individual Pictures*

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
1	8" x 10"				
2	5" x 7"	2	5" x 7"	1	5" x 7"
4	3" x 5"	4	3" x 5"	2	3" x 5"
16	2" x 3"	4	2" x 3"	8	2" x 3"
16	1-1/2"x2-1/2"	8	1-1/2"x2-1/2"		

Student Package Pricing:

Package 1	with Commission of	40%	\$	
Package 1	with Commission of	30%	\$	
Package 1	with Commission of	20%	\$	
Package 2	with Commission of	40%	\$	
Package 2	with Commission of	30%	\$	
Package 2	with Commission of	20%	\$	
Package 3	with Commission of	40%	\$	
Package 3	with Commission of	30%	\$	
Package 3	with Commission of	20%	\$	
Total Cost of packages at 40% Commission:			\$	 -
Total Cost of packages at 30% Commission:			\$	 -
Total Cost of packages at 20% Commission:			\$	 -
Individual Digital Images for student package:			\$	

* Includes School CD with .jpg file for each student and staff member labeled with the name of person photographed.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

Middle Schools
Personality / Commemorative / Specialty Pictures

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"				
4	5" x 7"	2	5" x 7"	2	5" x 7"	1	5" x 7"
4	3" x 5"	4	3" x 5"	2	3" x 5"	2	3" x 5"
12	2" x 3"	12	2" x 3"	4	2" x 3"	8	2" x 3"
8	1-1/2"x2-1/2"	8	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"		

Student Package Pricing:

Package 1	with Commission of	40%	\$	<input type="text"/>
Package 1	with Commission of	30%	\$	<input type="text"/>
Package 1	with Commission of	20%	\$	<input type="text"/>
Package 2	with Commission of	40%	\$	<input type="text"/>
Package 2	with Commission of	30%	\$	<input type="text"/>
Package 2	with Commission of	20%	\$	<input type="text"/>
Package 3	with Commission of	40%	\$	<input type="text"/>
Package 3	with Commission of	30%	\$	<input type="text"/>
Package 3	with Commission of	20%	\$	<input type="text"/>
Package 4	with Commission of	40%	\$	<input type="text"/>
Package 4	with Commission of	30%	\$	<input type="text"/>
Package 4	with Commission of	20%	\$	<input type="text"/>

Total Cost of packages at 40% Commission:	\$	<input type="text" value="-"/>
Total Cost of packages at 30% Commission:	\$	<input type="text" value="-"/>
Total Cost of packages at 20% Commission:	\$	<input type="text" value="-"/>

Individual Digital Images for student package: \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

Middle Schools

Club/Class/Team/Band/Group/Organization Pictures*

Package "1"		Package "2"		Package "3"	
Qty	Print Size	Qty	Print Size	Qty	Print Size
1	5" x 7"	1	5" x 7" class / sport / etc. pictures with individual picture inset with package holder (i.e. memory mate)**	1	8" x 10"

**Names of team, class, group, class, etc. will be captioned on the photo along with name of coach, instructor, school name, and school year. Inset picture can be individuals' school picture, individuals' picture in team/group uniform.

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

TOTAL COST OF PACKAGES 1, 2, & 3 \$

* Includes School CD with .jpg file for each student and staff member labeled with the name of person photographed. A printed copy of each picture in this classification will be provided in a display method (i.e. soft-covered spiral bound album with school name on the front or something similar) at no charge to the school.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____
Middle Schools
Dance Pictures

Package "1"		Package "2"		Package "3"		Package "4"		Package "5"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"					2	Keychains
4	5" x 7"	2	5" x 7"	1	5" x 7"	2	5" x 7"		
2	3" x 5"			2	3" x 5"				
12	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"		

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

Package 4 \$

Package 5 \$

TOTAL COST OF PACKAGES 1, 2, 3, 4, & 5 \$

Individual Digital Images for student package: \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name:

High Schools
Individual Pictures*

Package "1"		Package "2"		Package "3"		Package "4"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"				
4	5" x 7"	2	5" x 7"	2	5" x 7"	1	5" x 7"
2	3" x 5"	4	3" x 5"	4	3" x 5"	2	3" x 5"
6	2" x 3"	16	2" x 3"	8	2" x 3"	8	2" x 3"
16	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"		

Student Package Pricing:

Package 1	with Commission of	40%	\$	
Package 1	with Commission of	30%	\$	
Package 1	with Commission of	20%	\$	
Package 2	with Commission of	40%	\$	
Package 2	with Commission of	30%	\$	
Package 2	with Commission of	20%	\$	
Package 3	with Commission of	40%	\$	
Package 3	with Commission of	30%	\$	
Package 3	with Commission of	20%	\$	
Package 4	with Commission of	40%	\$	
Package 4	with Commission of	30%	\$	
Package 4	with Commission of	20%	\$	

Total Cost of packages at 40% Commission: \$ -

Total Cost of packages at 30% Commission: \$ -

Total Cost of packages at 20% Commission: \$ -

Individual Digital Images for student package: \$

* Includes School CD with .jpg file for each student and staff member labeled with the name of person photographed.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____
High Schools
Commemorative / Specialty Pictures

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"				
4	5" x 7"	2	5" x 7"	2	5" x 7"	1	5" x 7"
2	3" x 5"	4	3" x 5"	2	3" x 5"	2	3" x 5"
4	2" x 3"	16	2" x 3"	8	2" x 3"		
16	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"	8	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"

Student Package Pricing:

Package 1	with Commission of	40%	\$	<input type="text"/>
Package 1	with Commission of	30%	\$	<input type="text"/>
Package 1	with Commission of	20%	\$	<input type="text"/>

Package 2	with Commission of	40%	\$	<input type="text"/>
Package 2	with Commission of	30%	\$	<input type="text"/>
Package 2	with Commission of	20%	\$	<input type="text"/>

Package 3	with Commission of	40%	\$	<input type="text"/>
Package 3	with Commission of	30%	\$	<input type="text"/>
Package 3	with Commission of	20%	\$	<input type="text"/>

Package 4	with Commission of	40%	\$	<input type="text"/>
Package 4	with Commission of	30%	\$	<input type="text"/>
Package 4	with Commission of	20%	\$	<input type="text"/>

Total Cost of packages at 40% Commission:	\$	<input type="text" value="-"/>
Total Cost of packages at 30% Commission:	\$	<input type="text" value="-"/>
Total Cost of packages at 20% Commission:	\$	<input type="text" value="-"/>

Individual Digital Images for student package: \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

High Schools
Club/Class/Team/Band/Group/Organization Pictures*

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>		<u>Package "5"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
1	8" x 10" Individual	1	5" x 7" class / sport / etc. pictures with individual picture inset with package holder (i.e. memory mate)**	1	8" x 10"	1	5" x 7" Individual	1	5" x 7" Individual
1	8" x 10" Team					1	5" x 7" Team		OR
				8	2" x 3"	8	2" x 3"	1	5" x 7" Team

**Names of team, class, group, class, etc. will be captioned on the photo along with name of coach, instructor, school name, and school year. Inset picture can be individuals' school picture, individuals' picture in team/group uniform.

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

Package 4 \$

Package 5 \$

TOTAL COST OF PACKAGES 1, 2, 3, 4, & 5 \$ -

* Includes School CD with .jpg file for each student and staff member labeled with the name of person photographed. A printed copy of each picture in this classification will be provided in a display method (i.e. soft-covered spiral bound album with school name on the front or something similar) with no charge to the school.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

High Schools
Dance (Including Prom & Homecoming) Pictures

Package "1"		Package "2"		Package "3"		Package "4"		Package "5"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"					2	Keychains
4	5" x 7"	2	5" x 7"	1	5" x 7"	2	5" x 7"		
2	3" x 5"			2	3" x 5"				
12	2" x 3"	16	2" x 3"	16	2" x 3"	8	2" x 3"		

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

Package 4 \$

Package 5 \$

TOTAL COST OF PACKAGES 1, 2, 3, 4, & 5 \$

Individual Digital Images for student package: \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____
High Schools
Graduation Pictures

<u>Package "1"</u>		<u>Package "2"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"
2	5" x 7"	1	5" x 7"
16	2" x 3"	12	2" x 3"

Student Package Pricing:

Package 1 \$

Package 2 \$

TOTAL COST OF PACKAGES 1 & 2 \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

High Schools
Panoramic Pictures

<u>Package "1"</u>	
<u>Qty</u>	<u>Print Size</u>
1	10" x 24" or 10" x 30"
(depending on class size with no difference in price)	

COST OF STUDENT

PACKAGE 1

\$

Panoramic Pictures will include School Name and Class Year.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name:

Centers
Individual Pictures*

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"				
2	5" x 7"	1	5" x 7"	1	5" x 7"	2	5" x 7"
2	3" x 5"	2	3" x 5"	2	3" x 5"		
20	2" x 3"	8	2" x 3"	16	2" x 3"	8	2" x 3"

Student Package Pricing:

Package 1	with Commission of	40%	\$	
Package 1	with Commission of	30%	\$	
Package 1	with Commission of	20%	\$	
Package 2	with Commission of	40%	\$	
Package 2	with Commission of	30%	\$	
Package 2	with Commission of	20%	\$	
Package 3	with Commission of	40%	\$	
Package 3	with Commission of	30%	\$	
Package 3	with Commission of	20%	\$	
Package 4	with Commission of	40%	\$	
Package 4	with Commission of	30%	\$	
Package 4	with Commission of	20%	\$	

Total Cost of packages at 40% Commission: \$ -

Total Cost of packages at 30% Commission: \$ -

Total Cost of packages at 20% Commission: \$ -

Individual Digital Images for student package: \$

* Includes School CD with .jpg file for each student and staff member labeled with the name of person photographed.

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

Centers
Commemorative / Specialty Pictures

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"				
4	5" x 7"	2	5" x 7"	2	5" x 7"	1	5" x 7"
2	3" x 5"	4	3" x 5"	2	3" x 5"	2	3" x 5"
20	2" x 3"	16	2" x 3"	12	2" x 3"	8	2" x 3"

Student Package Pricing:

Package 1	with Commission of	40%	\$	<input type="text"/>
Package 1	with Commission of	30%	\$	<input type="text"/>
Package 1	with Commission of	20%	\$	<input type="text"/>

Package 2	with Commission of	40%	\$	<input type="text"/>
Package 2	with Commission of	30%	\$	<input type="text"/>
Package 2	with Commission of	20%	\$	<input type="text"/>

Package 3	with Commission of	40%	\$	<input type="text"/>
Package 3	with Commission of	30%	\$	<input type="text"/>
Package 3	with Commission of	20%	\$	<input type="text"/>

Package 4	with Commission of	40%	\$	<input type="text"/>
Package 4	with Commission of	30%	\$	<input type="text"/>
Package 4	with Commission of	20%	\$	<input type="text"/>

Total Cost of packages at 40% Commission:	\$	<input type="text" value="-"/>
Total Cost of packages at 30% Commission:	\$	<input type="text" value="-"/>
Total Cost of packages at 20% Commission:	\$	<input type="text" value="-"/>

Individual Digital Images for student package: \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____
Centers
Dance (Including Prom & Homecoming) Pictures

Package "1"		Package "2"		Package "3"		Package "4"		Package "5"	
Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"					2	Keychains
2	5" x 7"	2	5" x 7"	1	5" x 7"	2	5" x 7"		
2	3" x 5"			4	3" x 5"				
12	2" x 3"	16	2" x 3"	12	2" x 3"	8	2" x 3"		

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

Package 4 \$

Package 5 \$

TOTAL COST OF PACKAGES 1, 2, 3, 4, & 5 \$

Individual Digital Images for student package: \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

Centers
Graduation Pictures

Package "1"		Package "2"		Package "3"*	
Qty	Print Size	Qty	Print Size	Qty	Print Size
2	8" x 10"	1	8" x 10"	1	8" x 10" OR
2	5" x 7"	2	5" x 7"	2	5" x 7" OR
16	2" x 3"	16	2" x 3"	8	2" x 3"

* Pacakge 3: No price difference

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

TOTAL COST OF PACKAGES 1 & 2 \$

Proposal Pricing Sheet
Please complete the boxes in blue.

Proposer Name: _____

Centers
Parent with Baby Pictures

<u>Package "1"</u>		<u>Package "2"</u>		<u>Package "3"</u>		<u>Package "4"</u>	
<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>	<u>Qty</u>	<u>Print Size</u>
2	8" x 10"	1	8" x 10"	1	8" x 10"		
2	5" x 7"	1	5" x 7"				
4	3" x 5"	2	3" x 5"	2	3" x 5"	2	3" x 5"
8	2" x 3"	8	2" x 3"	8	2" x 3"	4	2" x 3"
16	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"	8	1-1/2"x2-1/2"	16	1-1/2"x2-1/2"

Student Package Pricing:

Package 1 \$

Package 2 \$

Package 3 \$

Package 4 \$

TOTAL COST OF PACKAGES 1, 2, 3, 4, & 5 \$

Individual Digital Images for student package: \$



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ROBERT W. RUNCIE
Superintendent of Schools

June 30, 2016

ADDENDUM NO. 1
RFP NO. 17-045N
SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. Non-Mandatory Proposers' Conference will be held on July 11, 2016 at 12:00PM.
2. **DELETE:** Cover Letter
DELETE: Section 2.2 on Page 2 of 23
DELETE: Section 3.0 Page 4 of 23
- INSERT:** Cover Letter – **REVISED** –
INSERT: Section 2.2 on Page 2 of 23 – **REVISED** –
INSERT: Section 3.0 Page 4 of 23 – **REVISED** –

This Addendum is for informational purposes only and need not be returned with your Proposal. By virtue of signing the "Required Response Form", Page 1 of RFP No. 17-045N, Bidder certifies acceptance of this Addendum.

Sincerely,

Shari Francis
Purchasing Agent III



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ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

June 29, 2016
– REVISED –

Dear Prospective Proposers:

**SUBJECT: Instructions to Proposers
Request for Proposals (RFP) 17-045N – School Pictures (excludes Senior Portraits)**

The School Board of Broward County, Florida (SBBC) is interested in receiving Proposals, in response to the attached RFP, for **School Pictures (excludes Senior Portraits)**. Any questions regarding this RFP should be addressed to me, in writing, at the address stated above, via facsimile at 754-321-0533 or via e-mail Shari.Francis@BrowardSchools.com. No other School Board staff member should be contacted in relation to this RFP. Any information that amends or supplements any portion of this RFP, which is received by any method other than an Addendum issued to the RFP should not be considered and is not binding on SBBC.

In order to assure that your Proposal is in full compliance with all requirements of the RFP, carefully read all portions of RFP document paying particular attention to the following areas:

• **MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE) CERTIFICATION/PARTICIPATION** (See Section 4.4.4 of the RFP)

SBBC has implemented a Minority/Women Business Enterprise (M/WBE) Program as part of the SBBC's competitive solicitation and contracting activity in accordance with School Board Policy 7007-A Administrative Procedures for The School Board of Broward County, Florida's Supplier Diversity & Outreach Program. The purpose of the program is to utilize available minority and women businesses within the Board's market area to compete for the award of SBBC construction and purchasing contracts. M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program Office prior to submission of bid proposal. For information on M/WBE Certification, contact SBBC's Supplier Diversity & Outreach Program at 754-321-0550 or visit www.browardschools.com/sdop.

NON-MANDATORY PROPOSERS' CONFERENCE

A Proposers' Conference will be held on **July 11, 2016**, beginning at **12:00 p.m.** Eastern Time (ET), in the **Procurement & Warehousing Services located at 7720 West Oakland Park Blvd, Suite 323, Sunrise, FL 33351**. Representatives from all interested companies are encouraged to attend.

REQUIRED RESPONSE FORM

Section 1.0, Required Response Form must be completed in full and executed by an authorized representative.

PROPOSAL SUBMITTAL FORMAT

Proposers are requested to organize their Proposals in accordance with Section 4.0. SBBC reserves the right to reject and not consider any Proposal not organized and not containing all the information outlined in Section 4.0.

DUE DATE

Proposals are due in the Procurement & Warehousing Services Department on the date and time stated in Section 3.0. In order to have your Proposal considered, it must be received on or before the date and time due. Proposals received after 2:00 p.m. ET on date due will not be considered.

STATEMENT OF "NO RESPONSE"

If you are **not** submitting a Proposal in response to this RFP, please complete **Attachment M**, Statement of "No Response" and return via facsimile to 754-321-0533 or scan and send via e-mail Shari.Francis@BrowardSchools.com. Your responses to the Statement of "No Response" are very important to the Procurement & Warehousing Services Department when creating future RFPs.

Thank you for your interest in SBBC. Again, if you have any questions, please contact me at the telephone number or e-mail address stated above.

Sincerely,

Shari Francis
Purchasing Agent III

2.0 INTRODUCTION AND GENERAL INFORMATION

– REVISED –

2.1 The School Board of Broward County, Florida (hereinafter referred to as "SBBC") desires to receive Proposals for School Pictures (excludes Senior Portraits) as described herein. The intention of this RFP is to provide elementary, middle, and high schools and centers with a pool of qualified companies from which to choose their school pictures provider. School pictures can include all school pictures except senior pictures. SBBC reserves the right to increase the pool of qualified companies at any time during the term of the contract, if deemed necessary by SBBC. The proposals will be evaluated by the Evaluation Committee to determine their eligibility under the terms and conditions of this RFP. Regardless as to the year the company is added to the pool of qualified companies, all awards will be terminated at the end of the contract term as stated in Section 2.4.

2.2 **Non-Mandatory Proposers' Conference:** A Proposers' Conference will be held on **July 11, 2016 in the Procurement & Warehousing Services Department, 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 beginning at 12:00 p.m.** Representatives from all interested companies are encouraged to attend.

The purpose of the Proposers' Conference is to allow prospective Proposers to bring forth questions they may have, to allow prospective Proposers to be aware of questions other Proposers may have, and to stimulate discussions that will generate questions in an effort to assist prospective Proposers in preparing the best and most comprehensive proposal for submission to SBBC. Questions submitted will be answered to all Proposers via Addenda. All questions shall be submitted in accordance with Section 2.3 Questions and Interpretations. Any information given, by any party, at the Proposers' Conference is not binding on SBBC. Only the information provided in the RFP or via Addenda shall be considered by Proposers.

In addition, a representative from SBBC Supplier Diversity & Outreach Program may be present to address issues regarding M/WBE participation. M/WBE certified vendors are invited to attend.

2.3 **Questions And Interpretations:** Any questions concerning any portion of this RFP must be submitted, in writing, to **Shari Francis, Purchasing Agent III, Procurement & Warehousing Services Department, 754-321-0521** at the address listed in Section 6.1 or via facsimile 754-321-0533 or via e-mail **Shari.Francis@BrowardSchools.com**. Any questions which require a response which amends the RFP document in any manner will be answered via Addendum by the Procurement & Warehousing Services Department and provided to all Proposers. No information given in any other matter will be binding on SBBC.

Any questions concerning any condition or requirement of this RFP must be received in the Procurement & Warehousing Services Department, in writing, **on or before 5:00 p.m. ET July 14, 2016**. Questions received after this date and time will not be answered. Submit all questions to the attention of the individual stated above. If necessary, an Addendum will be issued. Any verbal or written information, which is obtained other than by information in this RFP document or by Addenda, shall not be binding on SBBC.

2.4 **Contract Term:** The purpose of this RFP is to establish a contract beginning **October 1, 2016 and continuing through August 31, 2019**. The term of the contract may, by mutual agreement between SBBC and the Awardee, be extended for two additional one-year periods and, if needed, 180 days beyond the expiration date of the renewal period. Procurement & Warehousing Services Department, will, if considering renewing, request a letter of intent to renew from each Awardee, prior to the end of the current contract period. The Awardee will be notified when the recommendation has been acted upon by the School Board. The Proposer agrees to this condition by signing its Proposal.

3.0 CALENDAR

- REVISED -

June 29, 2016	Release of RFP 17-045N
July 11, 2016*	Non-Mandatory Proposers' Conference (See Section 2.2). Meeting to be held in the Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 at 12:00 p.m.
July 14, 2016	Written questions due on or before 5:00 p.m. ET in Procurement & Warehousing Services Department
July 21, 2016*	Proposals due on or before 2:00 p.m. ET in Procurement & Warehousing Services Department. Proposal opening will be held at 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704.
July 28, 2016*	Evaluation Committee reviews proposals and makes Recommendation for award. Meeting to be held at Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 at 9:00 a.m.
August 1, 2016	Posting of Recommendation

*These are public meetings. SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.



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ROBERT W. RUNCIE
Superintendent of Schools

July 1, 2016

ADDENDUM NO. 2
RFP NO. 17-045N
SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. Evaluation Committee Meeting will be held at 7770 West Oakland Park Boulevard, 1st Floor Conference Room, Sunrise, FL 33351
2. Delete Special Condition Section 6.3.3 Professional Liability
3. **DELETE:** Section 3.0 Page 4 of 23 – **REVISED** – **INSERT:** Section 3.0 Page 4 of 23 – **REVISED 7-1-16** –
DELETE: Section 6.0 Page 13 of 23 **INSERT:** Section 6.0 Page 13 of 23 – **REVISED** –

This Addendum is for informational purposes only and need not be returned with your Proposal. By virtue of signing the "Required Response Form", Page 1 of RFP No. 17-045N, Bidder certifies acceptance of this Addendum.

Sincerely,

Shari Francis
Purchasing Agent III

3.0 CALENDAR
- REVISED 07-01-2016 -

June 29, 2016	Release of RFP 17-045N
July 11, 2016*	Non-Mandatory Proposers' Conference (See Section 2.2). Meeting to be held in the Procurement & Warehousing Services Department 7720 West Oakland Park Boulevard, Suite 323, Sunrise, Florida 33351-6704 at 12:00 p.m.
July 14, 2016	Written questions due on or before 5:00 p.m. ET in Procurement & Warehousing Services Department
July 21, 2016*	Proposals due on or before 2:00 p.m. ET in Procurement & Warehousing Services Department. Proposal opening will be held at 7720 West Oakland Park Blvd., Suite 323, Sunrise, Florida 33351-6704.
July 28, 2016*	Evaluation Committee reviews proposals and makes Recommendation for award. Meeting to be held at TSSX Annex Building, 7770 West Oakland Park Boulevard, 1st Floor Conference Room , Sunrise, Florida 33351 at 9:00 a.m.
August 1, 2016	Posting of Recommendation

*These are public meetings. SBBC prohibits any policy or procedure which results in discrimination on the basis of age, color, disability, gender identity, gender expression, national origin, marital status, race, religion, sex or sexual orientation. Individuals who wish to file a discrimination and/or harassment complaint may call the Executive Director, Benefits & EEO Compliance at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

Individuals with disabilities requesting accommodations under the Americans with Disabilities Act (ADA) may call Equal Educational Opportunities (EEO) at 754-321-2150 or Teletype Machine (TTY) 754-321-2158.

6.0 SPECIAL CONDITIONS

– REVISED –

- 6.1 The complete original hard-copy Proposal properly completed and signed along with all requested copies must be submitted in a sealed envelope and received **on or before 2:00 p.m. ET, July 21, 2016** at the following address in order to be considered:

Procurement & Warehousing Services Department
The School Board of Broward County, FL
7720 West Oakland Park Boulevard, Suite 323
Sunrise, Florida 33351-6704
Attention: RFP 17-045N – School Pictures (Excludes Senior Portraits)

Note: Cost of Services should be submitted in a sealed envelope along with, but separate from, the remainder of proposal.

- One complete, original hard-copy Proposal (clearly marked as such), and one complete, original electronic version (all clearly marked as "original") will constitute the original governing documents. The electronic version in Microsoft Word 6.0 or higher on **CD/flash drive and 8 copies** (which must be identical to the original Proposal, **including any supplemental information/marketing materials**), of the RFP Proposal, including the **REQUIRED RESPONSE FORM** (Page 1 of RFP 17-045N), must be fully executed and returned on or before 2:00 p.m. ET on date due to the Procurement & Warehousing Services Department in accordance with the submittal requirements. All completed proposals must be submitted in sealed packaging (package, box, etc.) with the RFP number and the Proposer's company name clearly typed or written on the exterior of package.
- 6.2 **JOINT VENTURES:** In the event multiple Proposers submit a joint Proposal in response to the RFP, a single Proposer shall be identified as the Prime Proposer. If offering a joint Proposal, Prime Proposer must include the name and address of all parties of the joint Proposal. Prime Proposer shall provide all bonding and insurance requirements, execute any Contract, complete the **REQUIRED RESPONSE FORM** shown herein, have overall and complete accountability to resolve any dispute arising within this contract. Only a single contract with one Proposer shall be acceptable. Prime Proposer responsibilities shall include, but not be limited to, performing of overall contract administration, preside over other Proposers participating or present at SBBC meetings, oversee preparation of reports and presentations, and file any notice of protest and final protest as described herein. Prime Proposer shall also prepare and present a consolidated invoice(s) for services performed. SBBC shall issue only one check for each consolidated invoice to the Prime Proposer for services performed. Prime Proposer shall remain responsible for performing services associated with response to this RFP.
- 6.3 **INSURANCE REQUIREMENTS: (MINIMUM INSURANCE REQUIREMENTS)**
- 6.3.1 **GENERAL LIABILITY:** Limits not less than \$1,000,000 per occurrence for Bodily Injury/ Property Damage; \$1,000,000 General Aggregate. Limits not less than \$1,000,000 for Products/Completed Operations Aggregate.
- 6.3.2 **WORKER'S COMPENSATION:** Florida Statutory limits in accordance with Chapter 440; Employer's Liability limits not less than \$100,000/\$100,000/\$500,000 (each accident/disease-each employee/disease-policy limit). **Complete Workers' Compensation Affidavit (Attachment D) and submit with Proposal, if applicable.**
- 6.3.3 DELETE.**
- 6.3.4 **AUTO LIABILITY:** Owned, Non-Owned and Hired Auto Liability with Bodily Injury and Property Damage limits of not less than \$1,000,000 Combined Single Limit. If Awardee does not own any vehicles, hired and non-owned automobile liability coverage in the amount of \$1,000,000 will be accepted. In addition, an affidavit signed by the Awardee must be furnished to SBBC indicating the following:
_____ (Awardee Name) (Insured) does not own any vehicles. In the event insured acquires any vehicles throughout the term of this agreement, insured agrees to provide proof of "Any Auto" coverage effective the date of acquisition. (Fax affidavit with Certificate of Insurance to SBBC Risk Management at 866-897-0424.)
- 6.3.5 **ACCEPTABILITY OF INSURANCE CARRIERS:** The insurance policies shall be issued by companies qualified to do business in the State of Florida. The insurance companies must be rated at least A- VI by AM Best or Aa3 by Moody's Investor Service.
- 6.3.6 **VERIFICATION OF COVERAGE:** Proof of the required insurance must be furnished by an Awardee to SBBC Risk Management Department by Certificate of Insurance within 15 days of notification of award. All certificates (and any required documents) must be received and approved by SBBC before any work commences to permit Awardee time to remedy any deficiencies. **FAX CERTIFICATES OF INSURANCE TO SBBC RISK MANAGEMENT AT 866-897-0424**



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ANN MURRAY
NORA RUPERT

ROBERT W. RUNCIE
Superintendent of Schools

July 19, 2016

ADDENDUM NO 3
RFP 17-045N
SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

TO ALL PROPOSERS:

This Addendum amends the above-referenced RFP in the following particulars only:

1. Attached are the responses to the questions received.

This Addendum is for informational purposes only and need not be returned with your Proposal. By virtue of signing the "Required Response Form", Page 1 of RFP 17-045N-SCHOOL PICTURES, Proposer certifies acceptance of this Addendum.

Sincerely,

Shari Francis, CPM, PMP
Purchasing Agent III

➤ **QUESTION #1:**

In the instructions from the Required Response Form it states that 8 copies will be needed in addition to an original hard-copy and an original electronic copy. Did you wish to receive 8 additional hard-copies or 8 additional electronic copies on CD/flash drive?

ANSWER TO QUESTION #1:

Proposers should provide two (2) electronic files (CD/Flash drives). One (1) clearly marked original and one (1) clearly marked copy. Proposers should also provide nine (9) hard copies (printed copies). One (1) clearly marked original and eight (8) clearly marked copy.

➤ **QUESTION #2:**

From the instructions section of the Required Response form, it states that the electronic version should be in Microsoft Word 6.0 or higher. Is PDF an acceptable format or is Microsoft Word the only format that will be accepted?

ANSWER TO QUESTION #2:

Microsoft Word is the format that should be utilized for Proposer responses related to statements made about qualifications and scope. The Excel file should be used for the Proposal Pricing that will be presented including any additional products / packages that are being offered. A PDF will be acceptable for the forms (Attachments) that need to be completed and submitted.

➤ **QUESTION #3:**

The RFP states "The electronic version in Microsoft Word 6.0 or higher on CD/flash drive and 8 copies"
Is this 8 paper copies and 1 electronic or 8 electronic and 8 paper?

ANSWER TO QUESTION #3:

See the answer to question 1.

➤ **QUESTION #4:**

On pricing sheet RFP 11-041V, do we put in individual pictures for High schools, elementary commemorative etc. Do we put in our own packages and pricing or go by yours?

ANSWER TO QUESTION #4:

RFP 11-041V is a separate RFP. For RFP 17-045N, utilize the pricing sheet excel file to submit pricing for our packages in order to earn points for the school category or categories for which the Proposer would like to be considered. In order to add additional packages or products, use the appropriate tab within the Proposal Pricing Sheet.

➤ **QUESTION #5:**

Are yearbooks included in this RFP?

ANSWER TO QUESTION #5:

Yearbooks are not included in this RFP.

➤ **QUESTION #6:**

Are we to send product/photo samples? 7.6 pg. 16 states when required, furnish within (5) days....

ANSWER TO QUESTION #6:

See section 4.4.2.13. "Proposer shall provide a sample of brochures, price sheets, school insert literature and any other communication similar to what will be provided to a school should your company be selected."

Section 7.6 is a general condition that applies when Agent requests other or additional samples.

➤ **QUESTION #7:**

M/WBE - This entire section has us a little confused. What does it really mean?

ANSWER TO QUESTION #7:

The Minorities and Women Business Enterprise (M/WBE) section should be utilized to provide any subcontractor utilization that would take place with School Board of Broward County, FL(SBBC) Certified Minority and Women-owned Businesses. For more information on the Supplier Diversity and Outreach Program and M/WBEs please visit www.browardschools.com/sdop.

➤ **QUESTION #8:**

Attachment A

1. A-1 Monthly Utilization Reports- Not sure what this form is or what we need to do with it? '
2. A- 2 Employment Diversity Statistics- Are we to submit this?
3. A-3 Minority/Women Business Enterprise (M/WBE) Participation Form?

ANSWER TO QUESTION #8:

1. Attachment A1 - The Monthly Utilization Report is used to track payments to SBBC-certified M/WBEs. See the table in section 4.4.4.
2. Attachment A2 - Employment Diversity Statistics, Attachment A2, shall be provided by all Proposers.
3. Attachment A3 - Minority/Women Business Enterprise (M/WBE) Participation Form is used to "Identify the M/WBE firm or firms who will be working with you on this engagement" (School Pictures, excluding Senior Portraits). This form is used to indicate any SBBC-certified M/WBE subcontractors/consultants/businesses that you will work with to execute this RFP. For example, if you buy photo paper or ink/toner from a Certified-M/WBE company. If you plan to print your brochures, flyers, and other materials with a SBBC-certified M/WBE, you can put down the percentage you expect to spend with them. If there will not be any M/WBE participation, "add Proposer's name and state N/A on the form and return it with the Proposal." If Proposer is certified with the School Board of Broward County, FL, Proposer should list itself on the form. See Section 4.4.4.1.

➤ **QUESTION #9:**

Regarding, Attachment D – pg. 1, we have hundreds of employees throughout the State of Florida. Do we need to do anything with the Workers Compensation Affidavit?

ANSWER TO QUESTION #9:

Workers' Compensation Affidavit is for companies that are exempt from Workers' Compensation Insurance. Proposers should furnish either the Affidavit or the adequate Workers' Compensation Insurance coverage as required in this RFP.

➤ **QUESTION #10:**

Attachment F - Do we need to do anything with this section?

ANSWER TO QUESTION #10:

Attachment F is for reference purposes only.

➤ **QUESTION #11:**

Proposal Pricing Sheet – Our firm offers specialty photography services and does not offer individual or commemorative pictures, should we only fill in the subcategory that applies to us? How would this affect scoring? For example, if we only provided Dance Pictures at High Schools, would our pricing be compared to other vendors in that particular subcategory when assigning points regardless of what is entered for individual and commemorative pictures? Or should we complete the individual picture and commemorative specialty pricing fields and if approved, decline to provide those services?

ANSWER TO QUESTION #11:

If you do not provide individual or commemorative pricing, you cannot be eligible for the points in the cost of services section.

➤ **QUESTION #12:**

We have already entered into agreements and scheduled picture dates with most of our schools for the 2016-2017 term. Will these current agreements remain in force or is there another action that must be taken by the school?

ANSWER TO QUESTION #12:

This RFP does not change the terms of any agreements that a Proposer has in place with a school.

➤ **QUESTION #13:**

Our state form does not write surety bonds. Can you recommend some vendors? No one understands what we are talking about. If we cannot find one, are we kicked out of the bid or have so much time if granted?

ANSWER TO QUESTION #13:

Surety bonds are no longer required for this RFP. An amendment will be issued.

➤ **QUESTION #14:**

Are DBAs ok? If I operate under a DBA is that ok?

ANSWER TO QUESTION #14:

DBAs are acceptable as long as the DBA is registered with the State of Florida through Sunbiz.org.

➤ **QUESTION #15:**

How will cost of services be evaluated?

ANSWER TO QUESTION #15:

See Section 4.4.3.

➤ **QUESTION #16:**

How does the selection committee discern between quality of the photographers?

ANSWER TO QUESTION #16:

The evaluation committee will score proposals based on the criteria presented in section 4.4.

➤ **QUESTION #17:**

How are the points for the M/WBE section assigned?

ANSWER TO QUESTION #17:

See the table in Section 5.0 for a breakdown of how the 10 points for the Supplier Diversity and Outreach Program points are distributed. Per section 4.4.4, M/WBE vendors utilized for this contract must be certified by SBBC's Supplier Diversity & Outreach Program, **prior to** submission of bid proposal.

➤ **QUESTION #18:**

Has the evaluation committee been selected? How many committee members are there? Are we made aware of the names in advance?

ANSWER TO QUESTION #18:

Yes. A minimum of three individuals make up the evaluation committee. No. Evaluation committee members are not announced in advance of the meeting.

➤ **QUESTION #19:**

Were the members of the evaluation committee asked who they used currently for?

ANSWER TO QUESTION #19:

No.

➤ **QUESTION #20:**

Can each Proposer receive 10 points for experience and qualifications?

ANSWER TO QUESTION #20:

Yes. It is possible that every Proposer can receive 10 points for experience and qualifications if the evaluation committee member deems that Proposer(s) have met the information set forth in the RFP.

➤ **QUESTION #21:**

Is Attachment A2 worth any points?

ANSWER TO QUESTION #21:

Attachment A2 is not worth any points. However, the information is still being requested.

➤ **QUESTION #22:**

If a principal sends us a confirmation of services, are we required to service that school?

ANSWER TO QUESTION #22:

Awardees are not required to provide any services that are not agreed to by both parties. However, if an Awardee engages in a business relationship, the services and prices cannot vary from what was presented during the RFP process.

➤ **QUESTION #23:**

If I don't have any past customers because I maintain all my customers, what do I put in the references under past customers?

ANSWER TO QUESTION #23:

Provide another current customer. Do not complete the "Past" Reference. Provide a statement that you currently maintain a relationship with all your customers.

➤ **QUESTION #24:**

When can we increase prices and by how much?

ANSWER TO QUESTION #24:

See Section 2.5, Price Adjustments.

➤ **QUESTION #25:**

Is there a limit on how long the agreements with the schools can be?

ANSWER TO QUESTION #25:

An agreement with a school under this RFP should not be longer than 3 years at this time, but can be as short as the school and Awardee agree.

➤ **QUESTION #26:**

How do schools find out about awarded vendors?

ANSWER TO QUESTION #26:

All Awardees are approved by the board and are in the board minutes available for the schools to review. There is a listing of awards by categories also available on the website with the board approved information. See <http://www.broward.k12.fl.us/supply/districtcontracts/contract-listing.html>.



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA

7720 WEST OAKLAND PARK BOULEVARD, SUITE 323, SUNRISE, FLORIDA 33351 • TEL 754-321-0501 • FAX 754-321-0936

PROCUREMENT & WAREHOUSING SERVICES
MARY C. COKER, DIRECTOR
www.browardschools.com

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ROBERT W. RUNCIE
Superintendent of Schools

July 19, 2016

ADDENDUM NO. 4
RFP NO. 17-045N
SCHOOL PICTURES (EXCLUDES SENIOR PORTRAITS)

TO ALL PROPOSERS:

Amend the above referenced RFP in the following particulars only:

1. Delete Surety Bond (Attachment H) and references to Surety Bond in: Table of Contents Page i of i, Section 4.4.2.7, and Special Condition Section 6.4
2. Replace Attachment A1, Monthly M/WBE Subcontractor Utilization Report
3. Replace Attachment A3, Minority/Women Business Enterprise (M/WBE) Participation Form
4. **DELETE:** Table of Contents Page i of i
DELETE: Section 4.4.2.7 on Page 8 of 23
DELETE: Section Attachment A1
DELETE: Section Attachment A3
DELETE: Section 6.4 on Page 14 of 23
DELETE: Attachment H Surety Bond
INSERT: Table of Contents Page i of i – **REVISED** –
INSERT: Section 4.4.2.7 on Page 8 of 23 – **REVISED** –
INSERT: Section Attachment A1 – **REVISED** –
INSERT: Section Attachment A3 – **REVISED** –

This Addendum is for informational purposes only and need not be returned with your Proposal. By virtue of signing the "Required Response Form", Page 1 of RFP No. 17-045N, Bidder certifies acceptance of this Addendum.

Sincerely,

Shari Francis
Purchasing Agent III

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4.0 INFORMATION TO BE INCLUDED IN THE SUBMITTED PROPOSAL (Continued)
(REVISED)

4.4 **Evaluation Criteria – (Proposer Qualifications, Scope of Services, Costs of Services and M/WBE Participation)**
(Continued):

Section	Scope of Service (Continued)	Yes, I will Comply (4 Points)	Yes, I will Comply But With Stated Deviations (2 Points)	No, Did not Comply or Provide (0 Points)
4.4.2.7	Proposer shall, if the school desires for the company they have chosen, take orders directly from students and collect payments from the students without involving school personnel in these transactions (except to provide reports and another interactions as agreed to with school principal or designee) at no charge to the school or to SBBC. Proposer shall provide a Surety Bond (Attachment H). (Make a statement that your company has the ability and will comply.)			
4.4.2.8	Proposer shall provide a copy of the official receipt to the individual school's bookkeeper within 24 hours after any transaction (e.g. orders, payments, delivery, etc.) made directly with students/parents. Proposer shall provide paperwork including list of student purchases and dollar value, along with total money collected, and any paperwork signed by students. This includes students photographed at the Proposer's studio.			
4.4.2.9	Proposer shall utilize procedures to take pictures in a manner that will cause the least amount of disruption to the students and the school. Include the number of cameras, procedures for identifying the students, etc. All student and package pictures shall be completed with the number of days agreed to with Principal or school designee. A make-up day or day(s) will be offered at no additional charge. (Describe these procedures, in detail, and make a statement that you will comply.)			
4.4.2.10	Proposer shall provide a list of SBBC schools (current & past), as well as schools with similar student populations as SBBC schools, where your company has provided School Pictures during the past three years, including the name, address, telephone number, and email address of an administrator at those schools, and will present said list if requested by the school principal or designee. Provide month(s) and year(s) work was performed at the schools. (Provide list and make a statement that you will comply with presenting said list to schools upon request.)			
4.4.2.11	Proposer shall provide properly labeled photos and proof sheet (in a media form as agreed to with school principal or designee, i.e. CD, drop box, email, or other delivery method) to school, by class, student or other agreed classification, for records and/or yearbook publisher use at no additional charge if requested by school. Proposer shall deliver any picture proofs and order packaging as well as final ordered picture packages in a method as agreed to by school principal or designee with no additional charge.			
4.4.2.12	Proposer shall provide service at the highest standards to parent, student, and school addressing concerns in a timely manner (less than 5 business days). Proposer shall provide a guarantee of satisfaction. Guarantee should include that all pictures will be satisfactory to students and parents. If pictures are not satisfactory, they will be re-taken with no charge or students' or parents' money will be refunded. Proposer shall Describe your company's "Money Back Guarantee If Not Satisfied" and "Picture/Package Re-take" policies.			
4.4.2.13	Proposer shall provide a sample of brochures, price sheets, school insert literature and any other communication similar to what will be provided to a school should your company be selected.			

6.0 SPECIAL CONDITIONS

6.3 INSURANCE REQUIREMENTS (Continued):

- 6.3.7 **REQUIRED CONDITIONS:** Liability policies must contain the following provisions. In addition, the following wording must be included on the Certificate of Insurance (****Include the Contract # and Title on the Certificate of Insurance**):
The School Board of Broward County, FL, its members, officers, employees and agents are added as additional insured. The endorsement # is: _____.
All liability policies are primary of all other valid and collectable coverage maintained by the School Board of Broward County, Florida. (Certificate Holder: School Board of Broward County, 600 Southeast Third Avenue, Fort Lauderdale, Florida 33301)
- 6.3.8 **CANCELLATION OF INSURANCE:** Vendors are prohibited from providing services under this contract with SBBC without the minimum required insurance coverage and must notify SBBC within two business days if required insurance is cancelled.
- 6.3.9 The School Board of Broward County, Florida reserves the right to review, reject or accept any required policies of insurance, including limits, coverage's or endorsements, herein throughout the term of this contract.

6.4 **DELETED**

6.5 AWARDEE ACCOUNTING RECORDS AND RIGHT TO AUDIT PROVISIONS:

- 6.5.1 Awardee's and Sub-Contractor's records shall include, but not be limited to, accounting records, payroll time sheets, audited and unaudited financial statements to substantiate payment rates and income, written policies and procedures, Sub-Contractor's files and any other supporting evidence necessary to substantiate payments and income related to this Agreement (all the foregoing herein after referred to as "records") shall be open to inspection and subject to audit and/or reproduction, during normal working hours, by SBBC's agent or its authorized representative to the extent necessary to adequately permit evaluation and verification of any invoices, payments or claims submitted by the Awardee(s) or any of his/her payees pursuant to the execution of the Agreement. Such records subject to examination shall also include, but not be limited to, those records necessary to evaluate and verify payments and any other matters or items associated with this Agreement.
- 6.5.2 For the purpose of such audits, inspections, examinations and evaluations, SBBC's agent or authorized representative shall have access to said records from the effective date of this Agreement, for the duration of the work, and until five (5) years after the date of final payment by Awardee(s) pursuant to this Agreement. All payments which cannot be documented as paid as required by the Agreement and found not to be in compliance with the provisions of this Agreement, shall be reimbursed to SBBC.
- 6.5.3 SBBC's agent or its authorized representative shall have access to the Awardee's facilities, shall have access to all necessary records and shall be provided adequate and appropriate work space, in order to conduct audits in compliance with this article. SBBC's agent or its authorized representative shall give audited firm reasonable advance notice of intended audits.
- 6.5.4 Awardee(s) shall certify that payments are accurate and correct on each and every payment. If an audit reveals discrepancies, such as an over payment, the Awardee will be required to reimburse SBBC for the discrepancy with a minimum of eighteen percent (18%) per annum.
- 6.5.5 If an audit inspection or examination in accordance with this article, discloses over payments (of any nature) to the Awardee(s) by SBBC in excess of ten percent (10%) of the total payments, the actual cost of SBBC's audit shall be paid by the Awardee as well as the over payments by SBBC.
- 6.6 **FLORIDA BIDDER'S PREFERENCE:** General Condition 7.2.4 does not apply to this RFP as no personal property is being purchased.
- 6.7 **W-9 FORM:** All Proposers are requested to complete the attached **W-9, Attachment C**, (or visit <https://www.irs.gov/pub/irs-pdf/fw9.pdf> for a fillable form) and submit with the Proposal.

Proposer's Company Name: _____

(REVISED)



The School Board of Broward County, Florida
 Supplier Diversity & Outreach Program
 7720 W. Oakland Park Blvd., Suite 323
 Sunrise, FL 33351
 (754) 321-0505 ~ Fax (754) 321-0534

Monthly M/WBE Subcontractor Utilization Report

The timing of the reports must coincide with invoice submission, whether the M/WBE(s) received payment or not, until all committed remuneration has been received by the M/WBE vendor.

Reporting Period From: _____ Reporting Period To: _____

This report is required by The School Board of Broward County, Florida. The prime vendor shall maintain the level of M/WBE utilization as established in the M/WBE Utilization Plan, agreement, or any subsequent amendments. The M/WBE Utilization Report shall include all Work under the contract agreement, including amendments, change orders, and work orders. Failure to comply with the M/WBE requirements of this contract agreement will be considered a material breach of contract agreement.

PRIME VENDOR INFORMATION

NAME & ADDRESS OF PRIME VENDOR:	CONTRACT AMOUNT (if applicable)	LENGTH OF CONTRACT	CONTRACT START DATE	CONTRACT END DATE	TOTAL % TO MINORITY/ WOMEN
Bid Number: 17-045N Bid Title: School Pictures (excluding Senior Portraits)					

M/WBE VENDOR INFORMATION

NAME OF CERTIFIED M/WBE VENDOR	WORK DESCRIPTION	M/WBE CONTRACT AMOUNT	AMOUNT PAID TO VENDOR THIS REPORTING PERIOD	TOTAL AMOUNT PAID TO DATE	% OF TOTAL PAID TO CONTRACT AMOUNT

Company Official's Signature: _____
 (Signature)

Printed Name: _____ Title: _____

Phone #: (_____) - _____ Email: _____

Date: _____



**MINORITY/WOMEN BUSINESS ENTERPRISE (M/WBE)
PARTICIPATION FORM (Revised)**

Proposer's (Company) Name: _____

Complete the following information on the proposed M/WBE participation on this contract. Total percentage should not exceed 100%. If proposer is an M/WBE, proposer should be listed below. If proposer is not an M/WBE, percentage should not equal 100% unless the total work (100%) to be performed under this contract will be subcontracted to M/WBEs.

M/WBE Firm Information	Scope and/or Nature of Work to be Performed by the M/WBE	Provide % of M/WBE Participation for This Contract
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Email: _____ SBBC M/WBE Certification No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Email: _____ SBBC M/WBE Certification No.: _____		
Firm Name: _____ Contact Person: _____ Address: _____ _____ Telephone No.: _____ Email: _____ SBBC M/WBE Certification No.: _____		

FOR INFORMATION ON M/WBE CERTIFIED VENDORS, PLEASE CONTACT THE SUPPLIER DIVERSITY & OUTREACH PROGRAM OFFICE AT (754) 321-0550, OR ONLINE AT <http://www.broward.k12.fl.us/supply/sdop/vendorlist.htm>

Revised 4/20/16

~~ATTACHMENT H~~

~~Surety Bond~~

~~DELETED~~

SURETY BOND

KNOW ALL MEN BY THESE PRESENTS,

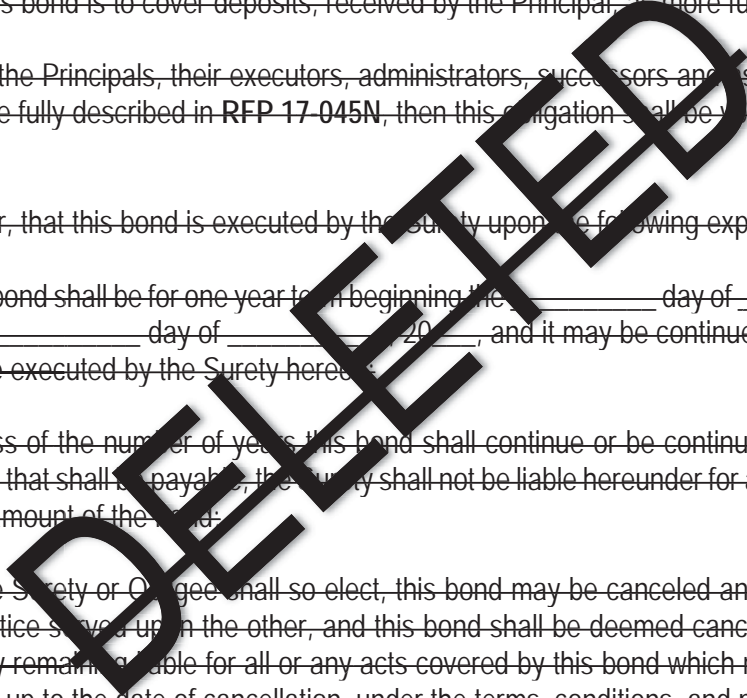
That we, _____, as Principal, and _____ as Surety, are held and firmly bound unto The School Board of Broward County, FL, as Oblige, in the sum of _____ (\$_____) Dollars lawful money of the United States, for which payment well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The purpose of this bond is to cover deposits, received by the Principal, as more fully described in RFP 17-045N.

Now, therefore, if the Principals, their executors, administrators, successors and assigns, shall well and truly deliver the goods desired, as more fully described in RFP 17-045N, then this obligation shall be void, otherwise it shall remain in full force and effect.

Provided, however, that this bond is executed by the Surety upon the following express conditions and limitations:

1. That this bond shall be for one year term beginning the _____ day of _____, 20____ and ending on the _____ day of _____, 20____, and it may be continued for additional one year term by Certificate executed by the Surety hereon.
2. Regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of the bond.
3. That if the Surety or Oblige shall so elect, this bond may be canceled and discontinued by giving 45 days written notice served upon the other, and this bond shall be deemed canceled at the expiration of 45 days, the Surety remaining liable for all or any acts covered by this bond which may have been committed by the Principals up to the date of cancellation, under the terms, conditions, and provisions of this bond.



WITNESS PRINCIPAL

WITNESS INSURANCE COMPANY

BY: _____
ATTORNEY IN FACT