

Early Learning Coalition of Brevard, Inc.

Request For Proposal #IT20220427-01

Customer Management System Platform

Released: April 25, 2022

Submission Due Date: May 27, 2022 @ 12:00 P.M. EST

SECTION I

I. Introduction

The Early Learning Coalition of Brevard County, Inc. (Coalition) was established legislatively in 1999 and is incorporated as a not-for-profit 501(C)(3) organization. The Coalition is governed by the Florida Legislature Chapter 411.01 of Florida Statutes, to provide early learning programs to children and families in Brevard County, which include the School Readiness Program and Voluntary Pre-kindergarten Program. The Coalition provides direct services in Brevard County to eligible families with young children and early learning childcare providers. These services include, but are not limited to, client eligibility determination, client waitlist management, early learning childcare provider certification and payments, resource and referral, administrative and programmatic monitoring of early learning childcare providers to ensure statutory compliance, and other services as identified.

This ongoing process involves building on existing services, working in cooperation with other programs serving young children and coordinating and integrating program funding and services to achieve efficiency, accountability, and full effectiveness.

II. Purpose

The Coalition seeks proposals from qualified, professional Customer Relationship Management Platform system vendors to provide the most advantageous solution for the Early Learning Coalition of Brevard. The ideal vendor will advance the Early Learning Coalition's efficiency in the handling of the various programs. Creating opportunities to streamline current systems is critical to future success of all programs and initiatives. Currently, the Coalition interacts with several different data systems, many on a daily basis. These systems do not fully integrate with each other creating the need for Coalition staff to create data tracking spreadsheets to ensure state and federal compliance.

The initial contract will be for one year with up to two, one-year annual renewals.

- July 1, 2022 through June 30, 2023
- July 1, 2023 through June 30, 2024
- July 1, 2024 through May 31, 2025

The contact person listed below is the single point of contact for this RFP.

Early Learning Coalition of Brevard County, Inc.
Jodi Ammons, Director of Quality Assurance
1018 S Florida Avenue
Rockledge, FL. 39255
(321)626-7313
jammons@elcbrevard.org

Applicants are prohibited from contacting Coalition personnel or Board members regarding this solicitation other than the contact person identified in this document. Any occurrence of a violation may result in the disqualification of the Applicant.

Applicants may submit questions by email to the contact person listed above. All inquiries must be received by **May 2, 2022**. Responses will be emailed to applicant within 3 business days of receipt.

The proposals will be evaluated by Coalition staff who will submit their recommendation to the Coalition Board of Directors for final approval. The Coalition will make the selection that is in its best interest and reserves the right to reject any or all proposals.

Results of the selection will be posted on Coalition website: www.elcbrevard.org and at the Coalition office at 1018 S Florida Avenue, Rockledge FL. 39255. Posting will be made within 48 hours of the selection.

III. Scope of Work

The Coalition is requesting proposals for a Customer Relationship Management platform to provide the most advantageous solution for a period of 12 months up to three fiscal years. Following the first year of the service agreement, at the sole discretion of the Coalition, the contract between the Coalition and the winning vendor may be extended for up to two additional years. The additional two-year extension, if opted for by the Coalition, would provide for a continuation of these database services by the winning vendor for the contract year ending June 30, 2025.

A. Services to be provided

The automated solution must provide Coalition staff with the ability to use predefined automated workflow to prepare, track, modify and monitor multiple processes. The solution must be accessible by users anywhere with an internet connection and web browser. The system must encompass the ability to adapt to changes in state or local requirements. All proposals must include, but not be limited to, training for Coalition staff, administrative rights to the database, multiple user roles, access for concurrent users, robust reporting capabilities, data backup for redundancy, project management for implementation of the database system, testing to ensure correct functionality of the system, and ongoing support and technical assistance.

B. Time Requirements

The applicant is expected to follow the contracted timeline without disrupting business hours.

C. Primary Point of Contact

The applicant shall identify a specific individual as a primary point of contact. This individual will be responsible for the applicant's work product. The individual shall be available within 24 hours' telephone notice to accomplish the following:

- Attend meetings
- Respond to telephone calls, emails, texts
- Respond to specific inquires

D. Replacement of Personnel

The Coalition will accept the applicant's proposal based upon the Primary Point of Contact listed in the proposal. All changes to primary staffing are subject to the Coalition's approval. The replacement employee must have credentials like the employee replaced.

E. Invoicing and Payment

The Contract resulting from this RFP will be based on Cost Reimbursement. Timing of payment of invoices by the Coalition to the applicant and similar issues regarding payment is governed by section 215.422, Florida Statutes.

F. Confidentiality

The Applicant agrees to keep the information related to all contracts in strict confidence. Other than reports submitted to the Coalition, the Applicant agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form, or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Applicant's possession, to those employees on the Applicant's staff who must have the information on a "need to know" basis.

The Applicant agrees to immediately notify, in writing, the Coalition's authorized representative in the event the Applicant determines or has reason to suspect a breach of this requirement.

G. Late Proposals

Proposals received at the office designated in the RFP after the close of business on the date specified therein will not be considered unless:

- They are sent by registered mail, or by certified mail, for which an official dated post office stamp (postmark) on the original Receipt for Certified Mail has been obtained; and it is determined by the Coalition that the late receipt was due solely to delay in the mail, for which the Applicant was not responsible; or
- It is determined by the Coalition that the late receipt was due solely to mishandling after receipt at the Coalition office,

Proposals may be delivered by hand.

H. Funding Availability

Pursuant to Section 287.0582, F.S., the Coalitions performance and obligation to pay under this Purchase Order/Contract is contingent upon an annual appropriation by the Legislature. In the event funds become unavailable, are withdrawn, or redirected by federal/state program funders, the Coalition may terminate the contract upon no less than twenty-four (24) hours written notice to the Contractor. In the event the contract is terminated for lack of funding, the Coalition shall pay the Contractor for documented and verifiable costs reasonably incurred to the extent such funds are appropriated and available for the contract scoped transaction(s). The Coalition shall be the final authority as to the availability of appropriated funds.

I. Legal Requirements

It shall be the responsibility of the applicant to be knowledgeable of all federal, state, county and local laws, ordinances, rules and regulations that in any manner effect the items covered herein. Lack of knowledge by the company will in no way be a cause for relief from responsibility.

Companies doing business with the Coalition will be required to attest to compliance with the following federal and state rules and regulations:

- Equal Employment Opportunity (EO 11246 as amended by EO 11375 and supplemented by regulation 41 CFR part 60)
- Copeland "Anti-Kickback" Act (18 USC 874 and 40 USA 276c)
- Contract Work Hours and Safety Standards Act (40 USC 327-333)
- Rights to Inventions Made Under a Contract or Agreement (37 CFR part 401)
- Clean Air Act (42 USC 7401 et seq) and Federal Water Pollution Control Act (33 USC 1251 et seq), as amended
- Debarment and Suspension (EO 12549 and EO 12689)
- Use of E-Verify system to confirm immigration status of all employees and subcontractors (State of Florida Executive Order Number 11-116)

Section IV. Instructions:

The Applicant must submit a fully completed proposal narrative and budget that reflects annual costs by each of the three years indicated on page 2. One original and 2 copies of the proposal must be submitted by 5:00 p.m. local time, May 27, 2022, to:

Early Learning Coalition of Brevard County, Inc.
Attn: Jodi Ammons, Director of Quality Assurance
1018 S Florida Avenue
Rockledge, FL. 32955

The proposals should be sealed and clearly marked on the outside as follows:

Customer Service Management System Platform Proposal, due May 27, 2022.

This section sets forth the way the proposal is to be compiled. The Proposal shall be submitted as follows:

A. Table of Contents

The table of contents should include a clear identification of the material by section and by page number.

B. Letter of Certification

This section is a letter of certification on company letterhead to be signed by the computer services business. This letter should state that the business can provide the services the Coalition requires, that specific attachments have been included, that any required additional documentation will be forwarded within three (3) days if selected, and that it is understood that all information included in the proposal shall become public record.

C. General Description of the Scope of Work

In this section there should be a brief statement demonstrating the Applicant's understanding of the work to be performed and a positive commitment from the Applicant to perform the work. There must be discussion of how the Applicant will perform each of the desired services that are listed in Section II — Scope of Services starting on page 3 of this RFP.

D. Approach to Implementation Services

The Applicant should describe the approach that they will use in providing the network administration and support services. The Applicant should clearly identify its processes for appropriately securing data.

E. Business's Profile and Qualifications

The Applicant should communicate its experience in performing not-for-profit and governmental types of network administration and support services. The Applicant should indicate whether it is a local, regional or national business. In addition, the Applicant should give the location of the office from which the work is to be performed and indicate the number of partners, managers, supervisors, seniors and staff members that are employed by that office. This section should provide references from other Florida not-for-profit Coalitions or from clients whose services are like the services sought by this RFP.

Applicant must indicate any disciplinary action taken against the Applicant or any individual associated with the Applicant by that State of Florida within the last three (3) years. The Applicant must describe all lawsuits that were filed or are pending against the local office within the last three (3) years.

The Applicant must identify the network administration and support team that will be responsible for providing the required services, including the partners, managers, supervisors, senior and staff. Qualifications for each partner, manager, supervisor, senior and staff to be assigned to the network administration and support team should be submitted and the resumes should include the following information:

- Formal Education
- Continuing professional education relative to services required.
- Experience in computerized systems
- Membership to various national and state boards, committees, or associations
- Professional recognition such as licenses, awards, etc.

F. Project Costs Provide the proposed cost of the project

The Applicant should bid on the three (1) year periods, breaking down the price on a yearly basis.

Submit one (1) set of Appendices B-J, with original signatures.

All Required Forms and Certifications must be signed by the designated official in BLUE ink, as an indicator of “original signature”.

Proposers should not submit additional documents, other than those required and described in this RFP.

The Coalition is not liable for any costs incurred by a Proposer in responding to this Request for Proposal.

The final contract terms and conditions will be negotiated with Proposers as approved by the Coalition. Contracts may be renewed for a period that may not exceed 3 years or the term of the original contract, whichever is longer.

This section intentionally left blank

Section V: Tentative Schedule of Activities and Deadlines*

ACTIVITY	DATE	TIME	ADDRESS
Request for Proposal Advertised/Released	April 25, 2022	10:00 a.m. local time	1018 S Florida Ave. Rockledge, FL. 39255
Last day to submit written inquiries to the Coalition	May 1, 2022	4:00 p.m. local time	1018 S Florida Ave. Rockledge, FL. 39255
Coalition's Response to Written Inquires (Posted on the Coalitions websites)	May 6, 2022	4:00 p.m. local time	1018 S Florida Ave. Rockledge, FL. 39255
Sealed Proposals must be received no later than:	May 27, 2022	5:00 p.m. local time	1018 S Florida Ave. Rockledge, FL. 39255
Proposals will be opened by the Coalition	June 1, 2022	8:30 a.m. local time	1018 S Florida Ave. Rockledge, FL. 39255
COALITION Staff reviews proposal	June 1, 2022	10:00 am – noon local time	1018 S Florida Ave. Rockledge, FL. 39255
*Final Evaluation by Board of Directors	June 14, 2022	TBD	1018 S Florida Ave. Rockledge, FL. 39255
*Notice of Intend to Award	June 15, 2022	9:00 a.m. local time	
Effective date of Contract	July 1, 2022	N/A	

*These dates and locations are subject to change. Proposers will be notified of any changes made to the schedule of events. Notifications of changes will be posted at the Coalitions' website

Section VI Protest Procedure

Any unsuccessful applicant who is adversely affected by the Coalition's decision concerning this procurement and wants to protest such decision, shall file a protest within 72 hours of the posting of the selection or after receipt of the notice of the Coalition's decision. The Notice of Protest must be in writing and addressed to the Board Chairperson of the Early Learning Coalition of Brevard, Inc. Within 10 days after filing the Notice of Protest, the unsuccessful applicant shall file a formal written protest detailing the reason for the protest. Upon receipt of a protest, the Chairperson will convene a meeting of the COALITION Executive Committee. If the applicant is not satisfied with the response of the Coalition's Board, they may present a written appeal to the Division of Early Learning

Section VII APPENDICES

Appendix A
Evaluation Criteria

Appendix B
Acceptance of Contract Terms and Conditions – Signature Required

Appendix C
Statement of No Involvement – Signature Required

Appendix D
Statement of Assurances – Signature Required; 2 Witness Signatures Required

Appendix E
Certification Regarding Debarment, Suspension, and Other Responsibility Matters; Primary Covered Transactions – Signature Required

Appendix F
Sworn Statement Pursuant to Section 287.133(3)(A), Florida Statutes on Public Entity Crimes – Signature Required; Notary Required

Appendix G
Statement of Non-Discrimination – Signature Required

Appendix H
Certification Regarding Lobbying – Signature Required

Appendix I
Certification Regarding Drug-Free Workplace - Signature Required

Appendix J
Audit Requirements: Financial and Compliance Audit

Appendix A - Proposal Evaluation Criteria

This form has been designed to guide the RFP contractor selection committee on how to choose the most qualified vendor to fulfill the request. Please rate the vendor on a scale of 1-5; 1 being the least qualified and 5 being the best qualified.

	Insert Vendor 1	Insert Vendor 2	Insert Vendor 3
Was the proposal submitted by deadline? May 27, 2022			
Was the proposal submitted in a presentable/professional manner (letterhead, contact info, etc.)?			
Was the proposal responsive to the scope of work?			
Does the vendor have relative experience in the market?			
Is the estimate/cost the best value for the Coalition?			
Does the vendor have the capacity to fulfill the request?			
TOTAL:			

Signature or Request for Proposal Reviewer: _____

Date of Review: _____

Appendix B - Acceptance Of Contract Terms And Conditions

If _____ should be awarded a Contract, the company will comply
with all the terms and conditions contained in Contract.
Company Name

Signature of Authorized Official*

Date

Name (Print)

Title (Print)

*An authorized official is an officer of the applicant's organization who has legal authority to bind the applicant to the provisions of the Proposal. This usually is the President, Chairman of the Board, Executive Director, or owner of the entity. A document establishing delegated authority must be included with the Proposal if signed by other than the President, Chairman, Executive Director, or owner.

Appendix C - Statement Of No Involvement

I, _____, as an authorized representative of

_____, certify that no member of this firm, or any person having interest in this firm, has been awarded a Contract by the Early Learning Coalition of Brevard County on a noncompetitive basis to:

Develop this Request for Proposal

Perform a feasibility study concerning the scope of work contained in this RFP; or

Develop a program like what is contained in this RFP.

Signature of Authorized Official

Date

Appendix D - Statement Of Assurances

The Applicant assures the following itemized requirements and conditions will be met:

The Applicant has the ability to provide directly all products/services described in this RFP and resulting Contract.

The Applicant will accept accountability for meeting the performance standards established by the Coalition related to the products/services described in this RFP.

The Applicant assures that there are no continuing or frequently recurring conflicts between the applicant's private interests and the performance of the applicant's duties in the public interest.

Signature of Authorized Official

Date

Witness

Date

Witness

Date

Appendix E - Certification Regarding Debarment, Suspension, And Other Responsibility Matters Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants Responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160 – 19211).

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

Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency.

Have not within a three (3) year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State, or local) transaction or Contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property.

Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph 1.b. of this certification.

Have not within a three (3) year period preceding Proposal had one or more public transactions (Federal, State, local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this Proposal.

Name and Title of Authorized Official (Please Print)

Signature

Date

Appendix F - Sworn Statement Pursuant To Section 287.133(3) (A), Florida Statutes On Public Entity Crimes
THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted by _____ for
_____, whose business
address is _____ and
(if applicable) its Federal Employer Identification Number (FEIN) is _____ (If the
entity has no FEIN, the Social Security Number of the individual signing this sworn
statement: _____)

I understand that a "public entity crime" as defined in Paragraph 287.133(1)(a), Florida Statutes, means a violation of any state and federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or Contract for goods and services to be provided to any public entity or any agency or political subdivision or any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy or material misrepresentation.

2. I understand the "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of recording relating to charges brought by indictment or information after July 1, 1989, as result of jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.

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

4. I understand that a "person as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or the United States with the legal power to enter into a binding Contract and which bids or applies to bid on Contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

5. Based on information and belief, the statement, which I have marked below, is true in relation to the entity submitting this sworn statement, Indicate Which Statement Applies:
____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. And (Please indicate which additional statement applies).

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged and convicted of a public entity crime subsequent to July 1, 1989.

____The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (Attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OR THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING IN FOR A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Name and Title of Authorized Representative

Signature

STATE OF _____
COUNTY OF _____

SWORN TO and subscribed before me this _____ day of _____, 2022, by _____ who is personally known to me or who produced his/her _____ as identification.

Printed type of stamp
Notary Public - State of Florida

My commission expires: _

Appendix G - Statement Of Non-Discrimination - Public Law 105-220, Sec. 188 Nondiscrimination

In General. -

Federal financial assistance.—For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), on the basis of disability under section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), on the basis of sex under title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), or on the basis of race, color, or national origin under title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving Federal financial assistance.

Prohibitions of discrimination regarding participation, benefits, and employment. —No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with, any such program or activity because of race, color, religion, sex (except as otherwise permitted under title IX of the Education amendments of 1972), national origin, age, disability, or political affiliation or belief.

Prohibition on assistance for facilities for sectarian instruction or religious worship.—Participants shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or to be used for sectarian instruction or as a place for religious worship (except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship, in a case in which the organization operating the facility is part of a program or activity providing services to participants).

Prohibition on discrimination on basis of participant status.—No person may discriminate against an individual who is a participant in a program or activity that receives funds under this title, with respect to the terms and conditions affecting, or rights provided to, the individual, solely because of the status of the individual as a participant.

Prohibition on discrimination against certain noncitizens.—Participation in programs and activities or receiving funds under this title shall be available to citizens and nationals of the United States, lawfully admitted permanent resident aliens, refugees, asylees, and parolees, and other immigrants authorized by the Attorney General to work in the United States.

The undersigned has read and agreed to the statements described above.

Name and Title of Authorized Official

Signature

Date

Appendix H - Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee or member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

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

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

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

Name and Title of Authorized Official

Signature

Date

*NOTE: - In these instances, "All" in the Final Rule is expected to be clarified to show that it applies to covered Contract/Grant transactions over \$100,000 (per OMB).

Appendix I - Certification Regarding Drug-Free Workplace

Pursuant to the Drug-Free Workplace Act of 1988 and its implementing regulations codified at 29 CFR 98, Subpart F. I, , the undersigned, in the representation of , the Contractor, attest and certify that the Contractor will provide a drug-free workplace by the following actions.

Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

Establishing an ongoing drug-free awareness program to inform employees concerning:
The dangers of drug abuse in the workplace.

The policy of maintaining a drug-free workplace.

Any available drug counseling, rehabilitation and employee assistance programs.

The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

Making it a requirement that each employee to be engaged in the performance of the Contract be given a copy of the statement required by paragraph 1.

Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the Agreement, the employee will:

Abide by the terms of the statement.

Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five (5) calendar days after such conviction.

Notifying the agency in writing ten (10) calendar days after receiving notice under subparagraph 4.b. from an employee or otherwise receiving actual notice of such conviction. We will provide such notice of convicted employees, including position title, to every Grant officer on whose grant activity the convicted employee was working. The notice shall include the identification number (s) of each affected Contract/Grant.

Taking one of the following actions, within thirty (30) calendar days of receiving notice under subparagraph 4.b., with respect to any employee who is so convicted.

Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973 as amended.

Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local, health, law enforcement or other appropriate agency.
Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5, and 6.

Notwithstanding, it is not required to provide the workplace address under the Agreement. As of today, the specific sites are known and we have decided to provide the specific addresses with the understanding that if any

of the identified places change during the performance of the Contract, we will inform the agency of the changes. The following are the sites for the performance of work done in connection with the specific Contract including street addresses, city, county, state and zip code:

Check () if there are workplaces on files that are not identified here.

Check () if any additional page was required for the listing of the workplaces. CERTIFICATION

I declare under penalty of perjury under the laws of the United States and under the penalties set forth by the Drug-Free Workplace Act of 1988, that this certification is true and correct.

Signature of Authorized Official

Date

Appendix J - Audit Requirements Financial And Compliance Audit

This attachment is applicable if the Contractor is any state or local government entity, non-profit organization, or for-profit organization. For State or local government entities, a Single Audit performed by the Auditor General shall satisfy the requirements of this attachment. If the Contractor does not meet any of the requirements below, no audit is required by this attachment.

PART I: FEDERAL AUDIT REQUIREMENTS

This part is applicable if the recipient is a State or local government or a non-profit organization as defined in OMB Circular A-133, as revised.

In the event that the recipient expends \$500,000 or more in Federal awards in its fiscal year, the recipient must have a single or program-specific audit conducted in accordance with the provisions of OMB Circular A-133, as revised. In determining the Federal awards expended in its fiscal year, the recipient shall consider all sources of Federal awards.

The determination of amounts of Federal awards expended should be in accordance with guidelines established by OMB Circular A-133, as revised. An audit of the recipient conducted by the Auditor General in accordance with the provisions of OMB Circular A-133, as revised, will meet the requirements of this part. In connection with the audit requirements, the recipient shall fulfill the requirements relative to auditee responsibilities as provided in Subpart C of OMB Circular A-133, as revised.

The reporting package shall include a schedule that discloses the amount of expenditures by Contract number for each Contract with the Coalition in effect during the audit period. Compliance findings related to contracts with the Coalition shall be based on Contract requirements including any rules, regulations, or statutes referenced in the Contract. All questioned costs and amounts due to the Coalition shall be fully disclosed in the report with reference to the Coalition Contract involved. For recipients who are subject to both Part I and Part II below, the audit must also address applicable State audit requirements.

PART II: SUBMISSION OF REPORTS

For any of the above requirements, copies of the audit report and any management letter by the independent auditors shall be submitted within 180 days after the end of the Contractor’s fiscal year or within 30 days of the recipient’s receipt of the audit report, whichever occurs first, directly to each of the following, unless otherwise required by Florida Statutes. The audit report must be submitted to: Chief Executive Officer, Early Learning Coalition of Brevard County

PART III: RECORD RETENTION

The Contractor shall ensure that audit working papers are made available to the Coalition, or its designee, upon request for a period of five years from the date the audit report is issued, unless extended in writing by the Coalition.

Please check the appropriate box below:

- () I understand and agree to abide by the requirements, as stated above.
- () The requirements do not apply to my company.

Signature: _____ Date: _____