

**SPACE COAST  
TRANSPORTATION PLANNING ORGANIZATION**



**REQUEST FOR PROPOSALS FOR  
STRATEGIC PLAN FACILITATOR**

**RFP #2022-02**

**OCTOBER 25, 2021**

**Proposals Due: November 8, 2021 12:00 Noon**

2725 Judge Fran Jamieson Way

Bldg. B, Room 105

Melbourne, Florida 32940

## Table of Contents

|     |  |    |
|-----|--|----|
| 1.  | Schedule .....   | 3  |
| 2.  | Introduction.....  | 3  |
| 3.  | Staff Contact.....                                       | 4  |
| 4.  | Services to be Performed .....                           | 4  |
| 5.  | Proposal Format .....                                    | 5  |
| 6.  | Submission of Written Proposal.....                      | 6  |
| 7.  | Proposal Evaluation Criteria and Award of Contract.....  | 8  |
| 8.  | Written Proposals Evaluation Criteria .....              | 8  |
| 9.  | Oral Presentations/Interviews Evaluation Criteria.....   | 9  |
| 10. | Duration of Contract .....                               | 9  |
| 11. | Supporting Documents .....                               | 10 |
|     | APPENDIX A – Fee Proposal - Example .....                | 11 |
|     | APPENDIX B – Proposal Acknowledgement, Cover Sheet.....  | 12 |
|     | APPENDIX C - Non-Collusion Proposal Certification .....  | 13 |
|     | APPENDIX D - Public Entity Crime Information .....       | 14 |
|     | APPENDIX E – Certification Regarding Lobbying .....      | 15 |
|     | APPENDIX F – Debarment and Suspension Certification..... | 16 |
|     | APPENDIX G – Drug Free Workplace Certification.....      | 17 |
|     | APPENDIX H – Reference Form.....                         | 18 |

## 1. Schedule

The following timeline has been established for the Request for Proposal (RFP) process and selection of a Strategic Plan Facilitator. Any changes will be posted on SCTPO website. [www.spacecoasttpo.com/about-us/work-with-us](http://www.spacecoasttpo.com/about-us/work-with-us)

### **SCHEDULE (Subject to Change)**

|  |  |
|--|--|
| <b>Request for Proposals #2022-02 Advertised</b>   | <b>October 25, 2021</b>  |
| Deadline to submit Questions   | November 3, 2021   |
| <b>Proposals Due</b>   | <b>November 8, 2021, 12:00 noon E.S.T.</b>   |
| Review Committee Proposal Scores due   | November 19, 2021  |
| Notification to top scoring firms and invite to oral presentations (Up to top 3 highest scoring firms)         | November 19, 2021  |
| <b><u>Review Committee Meeting</u></b><br>Oral Presentations/Interviews,<br>Final Scoring and Ranking of Firms | Dec 2, 2021, 9:30 a.m. (Thursday)<br>Viera Government Center<br>2725 Judge Fran Jamieson Way<br>Bldg. C, 3 <sup>rd</sup> Floor<br>Florida Room |
| Facilitator to Begin Work  | January 2022   |
| TPO Governing Board Strategic Plan Workshop  | Thursday, April 7, 2022  |
| Facilitator present to Governing Board;<br>Adoption of new Strategic Plan                                      | July 14, 2022  |

## 2. Introduction

The Space Coast Transportation Planning Organization (SCTPO) is an association of local government units organized under the authority of Chapter 339.175 of the Florida Statutes in accordance with the 1962 Federal Aid Highway Act. Its primary purpose is to provide leadership in the initiation and development of transportation plans and programs and the establishment of transportation priorities and strategies in Brevard County.

The SCTPO adopted their first Governing Board Strategic Plan in July 2019. It is a three-year plan focused on five emphasis areas: Safety, Linking Transportation & Land Use, Sustainability & Resiliency, Innovation, and Leadership. As the plan will be sunseting on June 30, 2022, the SCTPO would like to update the Governing Board Strategic Plan for the period of July 2022 to June 2025. The update should build upon the work already completed and continue to focus on the same emphasis areas and goals; updating the strategies, tactics, and performance measures.

### 3. Staff Contact

The principal contact with the Space Coast TPO for questions/concerns regarding this RFP is:

Mrs. Jillian John, Finance and Contracts Manager  
Space Coast TPO  
2725 Judge Fran Jamieson Way, Bldg. B, Rm. 105  
Melbourne, Florida 32940  
[Jillian.john@brevardfl.gov](mailto:Jillian.john@brevardfl.gov)  
Phone: 321-690-6890

With regard to this Request for Proposals for a Strategic Plan Facilitator, applicants are hereby placed on notice that they are not to contact members of the TPO Governing Board, Facilitator Review Committee or the TPO staff (with the exception of the above principal contact). Written correspondence with regard to submissions may be sent to the designated contact listed above. Failure to adhere to these requirements could result in TPO action to disqualify an application's RFQ from further consideration of an award.

### 4. Services to be Performed

SCTPO is seeking an experienced facilitator to help update their Governing Board Strategic Plan. The update process will include a workshop with the Governing Board. The purpose of the workshop will be to discuss potential objectives, strategies, tactics, and performance measures, and create an environment of creative collaboration.

Facilitator will be expected to provide the following deliverables:

1. Facilitation of one 4-hour workshop to be held on April 7, 2022 in Brevard County, Florida
2. All materials required for workshop, including any pre-workshop survey's/interviews
3. Summary report of findings and information from workshop
4. At least two (2) preparation meetings with SCTPO Staff/Project Manager
5. Open communication with Project Manager during workshop planning period

6. Any additional preparation activities facilitator feels are required
7. Close coordination with staff to develop a Governing Board Strategic Plan Report
8. Presentation of findings during July 14, 2022 Governing Board Meeting

## 5. Proposal Format

Proposals shall have an Arial or Times New Roman type face of no smaller than 12-point font, be printed on single or double-sided “letter” size pages (8.5” x 11”), and stapled in the top left corner. One (1) original, plus three (3) copies of the proposal shall be submitted along with an electronic copy of proposal in Adobe .pdf format on a USB flash drive. Binders, are prohibited, however, dividers and tabs are allowed.

Proposal packages must include the following:

1. 2 (two) to 6 (six) -Page Proposal Letter to include:
  - a. Brief summary of company; proof of license to conduct business in State of Florida
  - b. List of experience working with government agencies/MPO/TPOs
  - c. Building of strategic plans; facilitator work
  - d. Approach to updating Strategic Plan and facilitation of a workshop
2. Staff Resume(s) of facilitator and any key team members that will be providing services for this engagement. One (1) page per resume. Include previous strategic plan development experience, # years facilitating; # years developing strategic plans; # years with company/firm.
3. Three (3) References of similar work within last five (5) years. Must use Reference Form, see Appendix H.
4. Fee Proposal - Fees should be calculated by estimating a budget that includes all aspects of the contract, including planning, fieldwork, quality control, and required meetings. Administrative, direct and indirect expenses should all be considered and included within the proposed lump sum fee. (See Appendix A for example)
5. Required Forms due to use of Federal grant funds being used for the solicited services:
  - Appendix A – Fee Proposal – Example
  - Appendix B – Proposal Acknowledgement, Cover Sheet
  - Appendix C - Non-Collusion Proposal Certification
  - Appendix D - Public Entity Crime Information
  - Appendix E - Certification Regarding Lobbying
  - Appendix F - Debarment and Suspension Certification
  - Appendix G - Drug Free Workplace Certification, if applicable
  - Appendix H – Reference Form

## 6. Submission of Written Proposal

### A. Proposal Due Date

In order to be eligible, all proposals must be submitted according to specifications set forth in this RFP 2022-02. Proposals must be received or post-marked no later than November 8, 2021, 12:00 noon E.S.T. One (1) original, plus three (3) copies of the proposal shall be submitted along with an electronic copy of proposal in Adobe .pdf format on a USB flash drive to:

RFP #2022-02, Strategic Plan Facilitator  
Space Coast TPO  
2725 Judge Fran Jamieson Way  
Building B, Room 105  
Melbourne, FL 32940

### B. Request for Additional Information

A proposer shall furnish such additional information as the SCTPO may reasonably require. This includes information which indicates ability to provide the service. The SCTPO reserves the right to make investigations of the qualifications of the proposer as it deems appropriate.

### C. Addendum and Amendment to Request for Proposals

If it becomes necessary to revise or amend any part of this Request for Proposal, the revision will be placed on the Organization's website at:

[www.spacecoasttpo.com/about-us/work-with-us](http://www.spacecoasttpo.com/about-us/work-with-us)

### D. Proposals Binding

All proposals submitted shall be binding on proposers for ninety (90) calendar days following opening of the proposals.

### E. Incurred Expenses

The SCTPO is not responsible for any expenses which proposers may incur in preparing and submitting proposals called for in this RFP. The SCTPO is not responsible for any expenses incurred in the event interviews are requested or in any costs of the facilitator in negotiating a contract relating to the engagement.

### F. Proprietary Information

In accordance with Chapter 119 of the Florida Statutes (Public Records Law), and except as may be provided by other applicable State and Federal Law, all proposers should be aware that the Request for Proposals and the responses thereto are in the public domain. However, the proposers are requested to identify specifically any

information contained in their proposals which they believe to be exempt from disclosure, citing specifically the applicable exempting law. The SCTPO will consider a proposer's opinions regarding the applicability of Chapter 119, Florida Statutes, but shall not be obligated to concur in such opinions.

All proposals received from proposers in response to this Request for Proposals will become the property of the SCTPO and will not be returned to the proposers. In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the SCTPO.

G. Acceptance/Rejection/Modification to Proposals

A response to this RFP does not constitute a bid; therefore, the SCTPO retains its right to contact any/all proposers after submittal in order to obtain supplemental information and/or clarification. The SCTPO reserves the right to negotiate modifications to proposals that it deems acceptable, to reject any and all proposals, and to waive minor irregularities. The SCTPO further reserves the right to seek new proposals when such a procedure is reasonably in the best interest of the SCTPO to do so.

H. Identical Tie Bids:

In accordance with Florida Statute Section 287.087, preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals which are equal with respect to price, quality, and services are received by SCTPO for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. If applicable, must submit confirmation of drug-free workplace form, Appendix G.

I. No Collusion:

By offering submission to the RFP, the proposer certifies the proposer has not divulged to, discussed or compared his/her competitive proposal with other proposers or parties to this competitive proposal whatsoever. All interested parties are instructed and cautioned not to contact staff or TPO Board members, as attempts to lobby or persuade may result in disqualification. All inquiries and questions should be directed in writing as listed in Section 3.

J. Sub-consultants:

Under no circumstances shall a bidder include use of a sub-consulting firm. All work and materials shall be developed and provided for by the submitting bidder.

## 7. Proposal Evaluation Criteria and Award of Contract

Proposals will be evaluated by a three (3) member review committee. Award of contract shall be made to the responsible proposer whose proposal is determined to be the most advantageous to the Space Coast TPO. The Committee will evaluate and rank proposals based on a weighted scoring point formula.

Written proposals will be worth 50% of total overall score. Up to the top three highest averaged scores from the written proposals will be short-listed and invited to participate in oral presentation and interviews.

The oral presentation/interviews will be worth 50% of total overall score. The bidder with the highest total averaged score (written plus oral) will be awarded the contract.

## 8. Written Proposals Evaluation Criteria

| Item | Criteria   | Maximum Points            |
|------|--|---------------------------|
| 1    | <b>MPO or Local Government Experience</b><br>Experience working with MPO/TPOs and/or local governments. Experience with transportation policy and governance. Consider years of experience and relevancy.    | 20                        |
| 2    | <b>Strategic Planning Experience</b><br>Knowledge and experience in developing and facilitating the development of strategic plans. How relative work provided in given references to this RFP.              | 20                        |
| 3    | <b>Qualifications of Experience</b><br>Experience working with diverse groups, elected officials, and cross-sector coalitions. Experience with stakeholder facilitation and collaborative planning sessions. | 25                        |
| 4    | <b>Approach to Workshop</b><br>Techniques and skills for creating an interactive and positive atmosphere. How the facilitator will conduct the workshop and the plan development.                            | 25                        |
| 5    | <b>Quote/Budget</b><br>Reasonable budget for anticipated work.   | 10                        |
|      | <b>Total Maximum Points x 50% weight</b>   | <b>100 x .50 = 50 pts</b> |

Up to the top three (3) averaged scoring firms from the written proposal evaluation will be notified and invited to give an oral presentation and interviewed.



## 9. Oral Presentations/Interviews Evaluation Criteria

Up to three (3) proposals shall be chosen to move forward to presentations and interviews based on the highest written evaluation averaged scores. The Review Committee is comprised of two (2) SCTPO staff members and the TPO Governing Board Chair. Oral Presentation and Interviews will be conducted on December 2, 2021.

Presentations should be no more than five (5) minutes introducing the facilitator, their presentation skills, and workshop approach. Presentations will be followed by up to fifteen (15) minutes of interview questions by the Review Committee.

Presentations and Interviews will be evaluated based on the following criteria:

| Item                               | Criteria   | Maximum Points            |
|------------------------------------|--|---------------------------|
| <b>A. Delivery of Presentation</b> |  |                           |
| <b>1</b>                           | Articulate, concise and professional communication skills presented within time allotted             | <b>15</b>                 |
| <b>2</b>                           | Visual Aid quality and relevance (use of computer, handouts, tables, etc. that enhance presentation) | <b>15</b>                 |
| <b>3</b>                           | Demonstrates ability to engage audience  | <b>15</b>                 |
| <b>B. Interview</b>                |  |                           |
| <b>1</b>                           | Demonstrates ability to improvise, answer questions effectively, and communicates clearly            | <b>15</b>                 |
| <b>2</b>                           | Workshop approach is clear, well thought out, and creative   | <b>15</b>                 |
| <b>3</b>                           | Ability to engage in meaningful discussion with audience   | <b>15</b>                 |
| <b>4</b>                           | Demonstrates a positive personality and appropriate interpersonal skills                             | <b>10</b>                 |
|                                    | <b>Total Maximum Points x 50% weight</b>   | <b>100 x .50 = 50 pts</b> |

## 10. Duration of Contract

It is anticipated that work should be completed within eight months of receiving Notice to Proceed or by August 1, 2022, whichever is later. Notice to Proceed will be issued upon award and execution of a contract with the highest overall averaged score.

The SCTPO, in accordance with Title VI of the Civil Rights Act of 1964, 42 USC 2000d et. Seq., and 49 CFR Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit

bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

## 11. Supporting Documents

The Space Coast TPO's current Strategic Plan and progress reports may be found by visiting the reference documents section on the TPO's website at:

[www.spacecoasttpo.com/about-us/work-with-us](http://www.spacecoasttpo.com/about-us/work-with-us)

Interested bidders are encouraged to familiarize themselves with the activities and operations of the Space Coast TPO by visiting their website at:

[www.spacecoasttpo.com](http://www.spacecoasttpo.com)

## APPENDIX A – Fee Proposal - Example

Request for Proposals (RFP #): 2022-02

Description: Strategic Plan Facilitator

|   | LUMP SUM FEE |
|---|--------------|
| Development/Update of Space Coast Transportation Planning Organization’s Strategic Plan for the period of July 1, 2022 to June 30, 2025 including facilitation of a Board workshop. | \$           |

If this proposal is accepted, the fee will not increase over the agreed-upon contractual amount for the entire contract term. Fees have been calculated by estimating a budget that includes all aspects of the engagement, including planning, fieldwork, quality control, and required meetings. Administrative, direct and indirect expenses are all considered and included within the above lump sum fee.

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

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

## APPENDIX B – Proposal Acknowledgement, Cover Sheet

THIS COVER PAGE IS TO BE FILLED OUT AND RETURNED WITH YOUR BID PROPOSAL. FAILURE TO DO SO MAY SUBJECT YOUR PROPOSAL TO REJECTION.

Request for Proposals (RFP #): 2022-02

Description: Strategic Plan Facilitator

Proposer Firm Name: \_\_\_\_\_

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

City, State, ZIP: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Authorized Contact Name and Title (Print):  
\_\_\_\_\_

Proposer certifies that they have read, understand, and willfully and faithfully comply with this solicitation, its attachments and any referenced documents. Proposer also certifies that the price offered was independently developed without consultation with any of the other firms. The submitter of this proposal agrees that the TPO reserves the right to reject any and all offers in whole or in part. Proposer also agrees to the following:

- This proposal is signed by an authorized representative of the submitting firm.
- All labor costs, direct and indirect, have been determined and included in the proposed costs.
- Firm is not included on the lists of persons or firms currently debarred for any reason, including but not limited to violations of various public contracts incorporating labor standards provisions, maintained by the United States Comptroller General, the United States Department of Transportation, the Florida Department of Transportation, the Space Coast Transportation Planning Organization, Brevard County or any other transportation agency of any state.

Therefore, in compliance with the Request for Proposals, and submit to all conditions herein, the undersigned offers and agrees, if this proposal is accepted within 90 days from the date of the opening, to furnish the subject services for the price quoted in the submitted proposal.

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

Date \_\_\_\_\_

## APPENDIX C - Non-Collusion Proposal Certification

By submission of this proposal, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal, each party certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- 1) The prices in the Bid Proposal have been arrived at independently without collusion, consultation, communication or agreement, with any other Bidder or with any other competitor for the purpose of restricting competition as to any other matter relating to such prices.
- 2) Unless otherwise required by law, the prices which have been noted in this Bid Proposal have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor and,
- 3) No attempt has been made or will be made by the Bidder to induce any other person, partnership, or corporation to submit or not to submit a Bid Proposal for the purpose of restricting competition.

Company (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

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

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

## APPENDIX D - Public Entity Crime Information

As provided in s. 287.133 F.S., “A person or affiliate who has been placed on the State of Florida convicted vendor list following a conviction for a public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit proposals on leases of real property to a public entity, may not be awarded or perform work as a contractor, supplier, sub-contractor, or contractor under a contract with any public entity, any may not transact business with any public entity in excess of the threshold amounts provided in s. 287.017, F.S., for Category TWO for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.” The person/legal entity submitting this proposal affirms that neither it nor its subcontractors, nor any of their principals, have been placed on the State of Florida convicted vendor list within the past 36 months.

Acknowledgement of Public Entity Crime Information:

Company (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

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

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

## APPENDIX E – Certification Regarding Lobbying

### Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

(2) 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.

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

This certification is a material representation of fact upon which reliance is 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 \$10,000.00 and not more than \$100,000.00 for each such failure.

The Proposer, \_\_\_\_\_ certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Proposer understands and agrees that the provisions of 31 U.S.C. A 3801, *et seq.*, apply to this certification and disclosure, if any.

Company (Proposer) Name: \_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

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

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

## APPENDIX F – Debarment and Suspension Certification

As Required by U.S. Regulations on Government Wide Debarment and  
Suspension (Non-procurement) at 49 CRF 29.510

(1) The (Name of Proposer) \_\_\_\_\_ hereby certifies to the best of its knowledge and belief, that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this proposal 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;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, state, or local) with commission of any of the offenses listed in paragraph (b) of this certification; and

(d) Have not within a three-year period preceding this certification had one or more public transactions (Federal, state, or local) terminated for cause or default.

(2) The (Proposer) \_\_\_\_\_ also hereby certifies that if, later, it becomes aware of any information contradicting the statements of paragraphs (a) through (d) above, it will promptly provide that information to the U.S. DOT.

Company (Proposer) Name:

\_\_\_\_\_

Typed Name and Title of Authorized Official: \_\_\_\_\_

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

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



## APPENDIX G – Drug Free Workplace Certification

### **CONFIRMATION OF DRUG-FREE WORKPLACE FORM**

In accordance with Section 287.087, Florida Statutes, "whenever two or more bids are equal with respect to price, quality, and service which are received by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

- (1) Publish 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) Inform employees about the dangers of drug abuse in the workplace, the business's 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) Give 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), notify 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 5 days after such conviction.
- (5) 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) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section."

*As the person authorized to sign the statement, I certify that this firm complies with the above requirements and the Florida Statutes Section 287.087.*

Business Name: \_\_\_\_\_

\_\_\_\_\_  
Authorized Representative's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name and Position Title

## APPENDIX H – Reference Form

This form must be used and included in submission of proposal. Three separate references are required.

### Client Reference Form

#### *Bidder Information*

|               |                  |
|---------------|------------------|
| Company Name: | Company Address: |
|---------------|------------------|

#### *Client Information*

|   |                       |
|---|-----------------------|
| Organization Name:                            | Organization Address: |
| Person Providing the Reference:               | Title:                |
| Phone Number:                                 | Email address:        |
| Name of Project:                              | Timeframe:            |
|   | Budget:               |
| <b>Reference <u>Signature</u> &amp; Date:</b> |                       |

The person providing the reference, as identified above, must provide the following information. This person must be a responsible party of the organization for which the work was performed. This person should have comprehensive knowledge about the project and the company's role and responsibilities within the project.

- Briefly describe the services provided by the company identified above.**

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- Rate each of the following concerning this company's performance using the ratings below:**

S – Strongly Agree/Very Positive  
 A – Agree/Positive  
 N – Neutral  
 D – Disagree/ Negative  
 F – Failed

#### Rating

- \_\_\_\_\_ 1. This company ensured the project deliverables were completed on time and within the agreed budget.
- \_\_\_\_\_ 2. This company provided the appropriate resources to the project.
- \_\_\_\_\_ 3. This company was knowledgeable in providing the services.

- \_\_\_\_\_ 4. The business relationship with this company was positive and cooperative, versus negative and adversarial.
- \_\_\_\_\_ 5. This company provided open, timely communications, and was responsive to our needs and requirements.
- \_\_\_\_\_ 6. I would choose to work with this company again.

Additional Comments:

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