

School District of Manatee County



**School District of Manatee County
215 Manatee Ave West
Bradenton, FL 34205**

**E-rate FY 23 (2020-2021) Internet Service / Leased Lit Fiber
to include Fully Managed Layer 3 Internet Service with Bundled UTM
- Category 1 RFP 20-101-RG**

The School District of Manatee County, Florida (SDMC) is interested in receiving Proposals in response to the attached RFP for Internet Service / Leased Lit Fiber to include Fully Managed Layer 3 Internet Service with Bundled UTM. Any questions regarding this RFP should be addressed in writing at the email address stated below. No School Board staff member is to be contacted in relation to this RFP. Any information that amends any portion of this RFP, which is received by any method other than an Addendum issued to the RFP, is not binding on SDMC.

The School District of Manatee County will require the awarded vendor to submit a 474 SPI Form to USAC to receive the balance of funding due once the District pays their required percentage as determined by USAC.

If E-Rate funding is not available for any reason, the District reserves the right to defer or cancel any agreements entered into at the District's discretion.

The District recognizes that some portion of the listed items may be ineligible for E-Rate funding. To the extent that these items are included in the bidder's proposal, the District expects to pay the full amount of any such E-Rate ineligible costs.

Submission of Questions:

Please submit all questions via email by 3:00pm on 12/18/2019 to:

Ruth Gruett, Director Purchasing
School District of Manatee County
E-Mail: gruettr@manateeschools.net

All questions will be responded to by 5:00pm on 12/19/2019

Submission of Proposal:

RFP Title: E-rate FY 23 (2020-2021) Internet Service / Leased Lit Fiber to include Fully Managed Layer 3 Internet Service with Bundled UTM - Category 1 RFP 20-101-RG

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**Please include 4 Hard Copy Responses, (3 copies and 1 original) and 1 USB Drive Response
RFP Proposal response is due by 3:00pm on January 10, 2020 to:**

Ruth Gruett, Director Purchasing
Purchasing Department
School District of Manatee County
215 Manatee Ave West
Bradenton, FL 34205

KEY EVENTS & DATES

December 12, 2019	Form 470 and RFP will be posted to the USAC Website https://data.usac.org/publicreports/Forms/Form470Rfp/Index , e-procurement service website www.myvendorlink.com
December 18, 2019	Questions/Clarifications due by 3:00pm E.T.
December 19, 2019	Addenda posted by 5:00 pm E.T. to the USAC Website https://data.usac.org/publicreports/Forms/Form470Rfp/Index , e-procurement service website www.myvendorlink.com
January 13, 2020	Proposals due in Purchasing @ 3:00 p.m. E.T. Public bid opening to follow immediately thereafter in Room 406, Purchasing Department, School Support Center, 215 Manatee Ave West, Bradenton, Florida.
*On or About January 14, 2020	Evaluation of bids and make selection of contractor(s). Evaluation meeting will be located at 215 Manatee Avenue West, Bradenton, FL @ 9:00 am in Room 406, Purchasing Department.
*On or About January 16, 2020	Notice of Intent to Award posted on the e-procurement service website www.myvendorlink.com
* On or About February 11, 2020	School Board Award of Bid

*If the time allotted to evaluate bids and make the selection of contractors as stated above proves to be insufficient, the evaluation meeting(s), posting of the Notice of Intent to Award and the Board approval date could slip two weeks or more. Continue to monitor our website or contact the Purchasing Department for more specific information as to when meeting(s) and notice(s) will be posted.

INTRODUCTION AND GENERAL INFORMATION

The School District of Manatee County, Florida (hereinafter referred to as "SDMC") desires to receive proposals for eligible E-rate:

Internet Service / Leased Lit Fiber to include Fully Managed Layer 3 Internet Service with Bundled UTM hereafter referred to as "ISP"

The SDMC is the public education school system serving Manatee County, Florida. SDMC services more than 49,000 students in approximately 60 traditional school sites and administrative office facilities. SDMC currently employs approximately 7,000 employees.

This bid contains two separate ISP site locations both to be provisioned at 10Gbps but software upgradeable to 40Gbps (no hardware or circuit upgrade/replacement). SDMC will evaluate and assign points based on the 10Gbps solution.

Questions and Interpretations: Any questions concerning any portion of this RFP must be submitted, in writing, to Ruth Gruett, Director Purchasing via e-mail gruett@manateeschools.net. Any questions which require a response which amends the RFP document in any manner will be answered via Addendum by the Purchasing Department and provided to all Proposers via myvendorlink and E-rate Productivity Center (EPC). No information given in any other matter will be binding on SDMC.

Questions must be received on or before 3:00 p.m. ET 12/18/2019. Questions received after this date and time will not be answered.

Contract Term: The purpose of this RFP is to establish contract(s) at set pricing commencing on July 1, 2020 and conclude five (5) years later. The term may, by mutual agreement between SDMC and the Awardee, be extended for two (2) additional one-year periods. The SDMC Purchasing Department will request a letter of intent to renew from each Awardee, prior to the end of the contract period, if renewal is being considered. The Awardee will be notified when the recommendation has been acted upon by the School Board.

Price Adjustments: **Prices offered shall not increase through the contract term:** Price decreases during the term of the contract upon mutual agreement of the parties is permitted. The Proposer agrees to this firm pricing condition by signing its proposal.

Submittal of Proposal: In order to facilitate the proposal evaluation process, special attention should be paid to organizing proposals in a manner consistent with Section 1 Minimum Eligibility Requirements, Section 2: ISP Specification Requirements and Section 3: Firewall Option Requirements. SDMC reserves the right to reject and not consider any proposal that is not submitted in accordance with Sections 1 - 3 or that does not include any necessary information.

Evaluation and Award: Proposals which meet Section 1 Minimum Eligibility Requirements, Section 2: ISP Specification Requirements and Section 3: Firewall Option Requirements shall be further evaluated and scored by an Evaluation Committee.

Procurement Objective: SDMC seeks to establish business partnerships with a company that will reliably and responsively provide Internet and firewall services as supported by E-rate, and will participate with the school District as it moves forward in adopting and adapting new and related technologies as they emerge and mature

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in the marketplace. Companies that respond to this RFP must fully understand that SDMC expects, during the term of the RFP award, as new business needs are identified and as technologies change, to modify the service it intends to procure from this RFP award while protecting the price levels and discounts offered herein.

SDMC understands that some of the telecommunications services sought under this RFP may be services that are subject to State and/or Federal Regulatory controls. SDMC expects that Awardees subscribe to any and all regulatory guidelines associated with any product, service, or solution SDMC procures under the terms and conditions of this contract.

SDMC shall not be bound by any terms, conditions or contracts included in any Proposer's packaging, service catalog, brochure, technical data sheet or other document which attempts to impose any conditions at variance with, or in addition to, the terms and conditions contained in this solicitation, or any SDMC purchase order related to this solicitation or contract.

If the Proposer objects to any term or condition in the RFP, it is grounds for elimination from consideration for award of this RFP. If a Proposer is unclear as to any terms and/or conditions in this RFP, an opportunity to clarify is provided by submitting questions in writing.

Universal Service Funds: SDMC will apply for Universal Service Funds discounts. The Universal Service Fund (E-rate) discount is a discount on telecommunication services contracted for eligible K-12 schools. With approved eligibility, SDMC will only have to pay for a portion of the cost for acquiring and using these goods services. SDMC's discount is approximately 80% upon award by Schools and Libraries Division, but this amount will vary from year to year over the term of this contract. SDMC requires Awardees to be a registered service provider with Schools and Libraries Division and be an active participant in the E-rate program for the duration of the contract. Additional information on Universal Service Fund is available at (<https://www.usac.org/sl/default.aspx>).

Awardee must install and have in working order two (2) 10 Gbps Internet Service / Leased Lit Fiber to include Fully Managed Layer 3 Internet Service with Bundled UTM at the two separate locations below by 6/15/2020 in order for full service to commence on 7/1/2020. Vendor is responsible to absorb all installation and cutover cost.

Monthly use and billing charges must NOT commence until 7/1/2020 per USAC E-Rate rules

The two (2) D-mark locations for this Internet access are:

**Manatee County School Support Center
215 Manatee Ave. West Bradenton, FL 34205**

**Manatee County Public Safety Center
2101 47th Terrace East Bradenton, FL 34203**

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EVALUATION OF PROPOSALS

The Evaluation Committee (hereinafter referred to as "Committee"), shall evaluate all proposals received, which meet or exceed the **Section 1: Minimum Eligibility Requirements, Section 2: ISP Specification Requirements and Section 3: Firewall Option Requirements**; according to the following criteria:

CATEGORY	MAXIMUM POINTS
A. Experience, Qualifications and References	15
B. Technical and Operational Specifications	20
C. D-Mark Diversity Solution	30
D. Cost of Services	35
TOTAL	100

Evaluation Process: The evaluation processes will be conducted in sequential steps as described below. Evaluation of proposals will be based on Evaluation Committee members consensus points for each Category for a total possible 100 points.

Step 1: Minimum Eligibility: Each proposal will be evaluated by SDMC's Purchasing Department to determine if the proposal meets the minimum eligibility requirements as listed in Section 1: Minimum Eligibility Requirements, Section 2: ISP Specification Requirements and Section 3: Firewall Option Requirements. Proposals that fail to meet the minimum eligibility requirements as stated for the RFP will not be further evaluated nor be considered for award. The individual responsible for this portion of the evaluation is not a voting member of the RFP Evaluation Committee.

Step 2: RFP Evaluation Committee: This step evaluates the strengths of the companies that have responded to the RFP based on the above defined Category criteria.

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. 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.

Award: SDMC intends to approve only the Proposer that has complied with the terms, conditions and requirements of the overall RFP and approval will be based on the tabulation recommendation. After the conclusion of negotiations, the recommended award would be made for the goods and services sought in the RFP in accordance with the terms of negotiations. The award recommendation will be made to a single Proposer on the basis of the highest score. Proposer with the second highest point award will be recommended as the back-up service provider(s) should the initial, primary Awardee(s) fail to perform during the term of the contract.

SECTION 1: MINIMUM ELIGIBILITY REQUIREMENTS

SDMC's Purchasing Department shall determine whether each Proposer meets the Section 1: Minimum Eligibility Requirements and shall only deliver proposals meeting this criterion to the Evaluation Committee for further evaluation.

Section	DESCRIPTION	Can your firm comply, meet and/or exceed minimum requirement? Indicate Yes or No in this column
1.1	Proposer must show evidence of possessing a SPIN or having made application for a SPIN number at the time bid is submitted. Do you have a SPIN or have you applied for a SPIN?	☐ Yes ☐ No
1.2	SDMC requires that orders for Internet service upgrades be completed during the SDMC non-business hours.	☐ Yes ☐ No
1.3	Awardee incurs all costs of any premise equipment and network infrastructure required to deliver the Internet bandwidth inclusive of any upgrades to that equipment required to meet procured and upgraded circuit speeds during the contract.	☐ Yes ☐ No
1.4	Awardee must provide no less than 10 Gbps of sustained throughput and upgradable to 40 Gbps per circuit of full duplex business class Internet transit without circuit or equipment replacement.	☐ Yes ☐ No
1.5	Awardee must provide bandwidth 24 hours per day, 365 days per year.	☐ Yes ☐ No
1.6	The ISP must have network engineering support 24 hours per day, 365 days per year accessible to SDMC IT staff.	☐ Yes ☐ No
1.7	The ISP must maintain network monitoring capability and notification to SDMC at the point of any disruption of service within two (2) minutes of problem awareness and documented via a trouble ticketing system with reporting available to SDMC.	☐ Yes ☐ No
1.8	The ISP must provide web-based real-time bandwidth utilization visibility in a portal.	☐ Yes ☐ No
	The ISP must also provide access to SDMC to run hourly, daily, weekly or monthly reports.	☐ Yes ☐ No
1.9	The ISP must install all services and equipment included in proposal by June 15 th 2020	☐ Yes ☐ No

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1.10	The ISP must guarantee quality of service with a minimum uptime 99.99% per month with maximum of two (2) hours response and resolution to problems and documented credits given for outages as defined in Table 1 – Service Outage Credit Schedule Per Incident (located at the end of section 2). SDMC to allow for brief pre-arranged outages during off-hours for vendor maintenance.	☐ Yes ☐ No
1.11	The ISP must support dynamic routing utilizing:	
	a) Border Gateway Protocol (BGP)	☐ Yes ☐ No
	b) Portable autonomous system (AS) number(s)	☐ Yes ☐ No
1.12	The ISP must support the following routing addresses:	
	a) IPv4	☐ Yes ☐ No
	b) IPv6	☐ Yes ☐ No
1.13	The ISP must provide the ability to close various external, “upstream” attack vectors (Distributed Denial of Service (DDOS), etc.) via Border Gateway Protocol (BGP) re-routing.	☐ Yes ☐ No
1.14	The ISP must include (as an option) E-rate compliant firewall as a service bundle to include standard enterprise firewall functionality as described in Section 3: Firewall Option Requirements .	☐ Yes ☐ No
1.15	Firewall must have ability to perform source or destination network address translations.	☐ Yes ☐ No
1.16	Firewall must have ability to allow or block traffic based on individual traffic characteristic listed below and/or combination of these traffic characteristics:	
	a) source/destination interface	☐ Yes ☐ No
	b) transport protocol type	☐ Yes ☐ No
	c) source/destination IP address	☐ Yes ☐ No
	d) transport protocol source/destination port	☐ Yes ☐ No
	e) fully qualified domain name	☐ Yes ☐ No
	f) application category or/and individual application	☐ Yes ☐ No

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	g) IP address country of origin	☐ Yes ☐ No
	h) destination IP address reputation score indicating malicious activity associated with IP	☐ Yes ☐ No
	i) malicious activity patters in the traffic metrics indicating intrusion activity	☐ Yes ☐ No
	j) data metrics indicating that sensitive data is leaking from the network	☐ Yes ☐ No
1.17	Firewall must have ability to allow/block traffic within secured channel such as https by providing inline traffic decryption and in the same time allow exceptions from such decryption process for special destinations which fall in categories handling personal private data, such as banking, financial, personal, etc.	☐ Yes ☐ No
1.18	Firewall must have ability for computers running Microsoft Windows OS and work as part of SDMC Active Directory domain firewall must provide ability block / allow traffic based on user presence in specific Active Directory groups.	☐ Yes ☐ No
1.19	Vendor to provide an option for CIPA compliant URL and Application Category filtering service that ties in with SDMC MS Active Directory OU User Groups.	☐ Yes ☐ No
1.20	Firewall must have ability to support up to 500 concurrent VPN user accounts with Multi-Factor Authentication that can be restricted to specific servers or applications.	☐ Yes ☐ No
1.21	Firewall must have ability to configure multiple IPsec VPN Tunnels.	☐ Yes ☐ No
1.22	Firewall must have ability to apply Deep Packet Inspection (DPI) on some or all defined Firewall user groups.	☐ Yes ☐ No
1.23	Firewall must have centralized logging and reporting solution that meet the following requirements:	
	a) view all SDMC firewall traffic	☐ Yes ☐ No
	b) generate reports from a single console	☐ Yes ☐ No
	c) deliver critical insight into threats across attack surface	☐ Yes ☐ No
	d) provide instant visibility and real-time threat intelligence	☐ Yes ☐ No
	e) provide deep drill down capabilities and event correlation	☐ Yes ☐ No

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1.24	Firewall must be scalable in size and performance in order to accommodate SDMC growth expected during awarded years of services.	☐ Yes ☐ No
1.25	Firewall must provide access to logs and analytics data for the following:	
	a) Previous six (6) months.	☐ Yes ☐ No
	b) Daily basis offload logs which are older than six (6) months to SDMC owned internal or cloud storage via common protocol.	☐ Yes ☐ No
1.26	Storage capacity and I/O performance for logs and analytics data must meet SDMC requirements to support one (1) week of logs per every 10Gbps of average download traffic measured during peak hour.	☐ Yes ☐ No
1.27	Solution provides analytic data on last twenty-four (24) hours within ten (10) minutes after request is submitted.	☐ Yes ☐ No
1.28	Storage performance average response time stays below 4-5ms with reading IOPS around 25,000.	☐ Yes ☐ No
1.29	Firewall must log traffic information on ALL sessions. SDMC found that it is not sufficient to log just security events, so solution should have each traffic session information logged	☐ Yes ☐ No
1.30	Firewall must have ability to customize reports, dashboards or custom views, as well as must have ability to send reports via email in common formats such as PDF, XLSX or equivalent.	☐ Yes ☐ No
1.31	Firewall must have the following reports or equivalent must be available since day one of service:	
	a) Daily Remediation Report – provide information on users at SDMC network which showed a sign of malicious activity during last 24 hours, such as virus detected, IPS activity detected, Botnet detected, access to malicious websites detected.	☐ Yes ☐ No
	b) Daily Application and Risk Analysis Report – provide information on applications running on SDMC network from the angle of security concerns.	☐ Yes ☐ No
	c) Daily Traffic Report – provide information on applications, top sources and destinations.	☐ Yes ☐ No
	d) User Incident Report – on demand report is providing entire information on single or multiple users including detailed traffic transactions during specified period of time.	☐ Yes ☐ No
	e) Destination Incident Report – on demand report which is providing entire information on specific destination over period of time.	☐ Yes ☐ No
1.32	Firewall service must be included with ISP proposal but must be priced separately from ISP bandwidth pricing as an option.	☐ Yes ☐ No

SECTION 2: ISP SPECIFICATION REQUIREMENTS

Minimum requirements

SDMC requires that orders for Internet service installs / upgrades be completed during SDMC non-business hours.

The Awardee shall incur all costs of any premise equipment and network infrastructure required to deliver the Internet bandwidth inclusive of any / all equipment required to meet the contract.

ISP shall provide no less than 10 Gbps of sustained throughput and upgradable to 40 Gbps per circuit of full duplex business class Internet transit.

The Awardee must provide connectivity and handoff via a single 10 Gbps Multi-mode SFP+ at each site location noted herein with the ability to provide 40 Gbps handoff without the need for equipment / circuit upgrade.

The Awardee must provide bandwidth 24 hours per day, 365 days per year.

The Awardee must have senior network engineering support 24 hours per day, 365 days per year accessible to SDMC IT staff. Comply with a maintenance window that allows firmware, software and hardware upgrades and changes only during a 12 AM to 6 AM maintenance window weekdays and weekends. All normal upgrades and maintenance window activity must be approved in advanced by SDMC. All emergency maintenance and upgrade activity must be coordinated through an outage notification process.

The Awardee must maintain network monitoring capability and notification to SDMC at the point of any disruption of service within two (2) minutes of problem awareness and documented via a trouble ticketing system with reporting available to SDMC.

The Awardee must provide web-based real-time bandwidth utilization visibility in a portal as well as access to run hourly, daily, weekly or monthly reports.

The Awardee must provide, install, configure and program all services and equipment included in proposal.

The Awardee must guarantee quality of service – minimum uptime 99.99% per month with maximum of 2 hours response and resolution to problems, with documented discounts given for outages exceeding 4-hour clock resolution. SDMC to allow for brief pre-arranged outages during off-hours for vendor maintenance as defined above.

The Awardee must support dynamic routing utilizing Border Gateway Protocol (BGP) and portable AS number(s) (SDMC has its own /23 ASN).

The Awardee must support IPv4 and IPv6 routing and integration with SDMC's Internet infrastructure

The Awardee must provide the ability to close various external, "upstream" attack vectors (DDOS, etc.) via Border Gateway Protocol (BGP) re-routing. If additional costs are associated above the basic services offered, they must be provided in the RFP response.

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The Awardee will also meet the following performance standards p/ Hour:

Frame/packet loss .25% commitment

3 ms Network Latency Commitment

4 ms Network Jitter Commitment

The Awardee will not rate limit or throttle the capacity of the SDMC's circuit at any time for any reason

SDMC should have the stated capability to review and amend quality of service, latency, packet loss and jitter standards for the term of the agreement.

Table 1 – Service Outage Credit Schedule Per Incident

Length of Service Performance Impact or Outage (Hourly) Based on Performance standard p/Hour	Credit is the following percentage of Monthly Recurring Cost
Less than four (4) Hours	No Credit
Four (4) hours to eight (8) hours	10%
Greater than eight (8) hours and less than twenty-four (24) hours	20%
Greater than twenty-four (24) hours and less than thirty-six (36) hours	30%
Greater than thirty-six (36) hours	50%

Service Credits: Service credits shall be awarded according to the Service Outage Credit Schedule below and credited on the next invoice.

SECTION 3: FIREWALL OPTION REQUIREMENTS

Firewall Capabilities (Needs to be priced separately from Internet service as the Firewall Option service may be procured with or without E-rate reimbursement or not at all)

Firewall must have ability to perform source or destination network address translations.

Firewall must have ability to allow/block traffic based on individual traffic characteristic listed below or combination of these traffic characteristics if combining is not against firewall rules of operation:

- Source/destination interface
- Transport protocol type
- Source/destination IP address
- Transport protocol source/destination port
- Fully qualified domain name
- Application category or/and individual application
- IP address country of origin
- Destination IP address reputation score indicating malicious activity associated with IP
- Malicious activity patterns in the traffic metrics indicating intrusion activity
- Data metrics indicating that sensitive data is leaking from the network

Firewall must have ability to allow/block traffic within secured channel such as https by providing inline traffic decryption and in the same time allow exceptions from such decryption process for special destinations which fall in categories handling personal private data, such as banking/financial/personal/etc.

Firewall must have ability for computers running Microsoft Windows OS and work as part of SDMC Active Directory domain firewall must provide ability block/allow traffic based on user presence in specific Active Directory groups.

Vendor to provide an option for CIPA compliant URL and Application Category filtering service that ties in with SDMC MS Active Directory OU User Groups.

Firewall must have ability to support up to 500 concurrent VPN user accounts with Multi-Factor Authentication that can be restricted to specific servers or applications.

Firewall must have ability to configure multiple IPsec VPN Tunnels.

Firewall must have ability to apply Deep Packet Inspection (DPI) on some or all defined Firewall user groups.

Firewall must have centralized logging and reporting solution must have following features and meet the following requirements:

- View all SDMC firewall traffic
- Generate reports from a single console
- Deliver critical insight into threats across attack surface
- Provide instant visibility and real-time threat intelligence; provide deep drill down capabilities and event correlation.

Firewall must be scalable in size and performance in order to accommodate SDMC growth expected during awarded years of services.

Firewall must provide access to logs and analytics data for the last 6 months and should have ability on daily basis offload logs which are older than 6 months to SDMC owned internal or cloud storage via common protocol. From

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performance standpoint SDMC is expecting solution to provide analytic data on last 24 hours within 8-10 min after request is submitted.

Firewall must log traffic information on ALL sessions. SDMC found that it is not enough to log just security events, so solution should have each traffic session information logged. SDMC does not need a separate log for start and end of session, but SDMC prioritizes bundles where such feature is available per request for some rare troubleshooting events. SDMC doesn't require automatic packet captures for security incidents to be enabled but prioritizes bundles where such feature is available per request for some rare security investigations.

Firewall must have ability to customize reports, dashboards or custom views, as well as must have ability to send reports via email in common formats such as PDF, XLSX or equivalent.

Firewall must have the following reports or equivalent must be available since day one of service:

- Daily Remediation Report: provide information on users at SDMC network which showed a sign of malicious activity during last 24 hours, such as virus detected, IPS activity detected, Botnet detected, access malicious websites.

- Daily Application and Risk Analysis Report: provide information on applications running on SDMC network from the angle of security concerns.

- Daily Traffic Report: provide information on applications, top sources and destinations.

- User Incident Report: on demand report is providing entire information on single or multiple users including detailed traffic transactions during specified period.

- Destination Incident Report: on demand report which is providing entire information on specific destination over period of time.

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GENERAL TERMS

PROPOSAL SUBMISSION: It is the sole responsibility of the respondents to ensure that their responses arrive in a timely manner. SDMC will reject all late arrivals. Envelopes containing responses to this Request for Proposals shall be so marked, as to be easily identified as containing Request for Proposal Responses. Oral, telephone, electronic mail or fax bids shall not be considered, nor will modifications of proposals by such communication be considered. The completed proposal response shall be without erasures or alterations. Delivery of the Request for Proposals will be considered authorized by the service provider to make a contract, if awarded.

PURCHASES BY OTHER PUBLIC AGENCIES: With the consent and agreement of the successful proposer(s), purchases may be made under this proposal by other governmental agencies within the State of Florida. Such purchases shall be governed by the same terms and conditions as stated herein.

PURCHASING CARDS: The School District of Manatee County may choose to use a "Purchasing Card" for ordering of goods and materials or payment of invoices under this proposal. The Proposer, by submitting a proposal, agrees to accept this manner of payment and may not add additional handling charges or service fees to purchases made with the District's Purchasing Card(s). Refusal to accept this condition may cause the proposal to be declared non-responsive, or result in revocation of the contract, if already awarded. A secured customized website for the School District of Manatee County will be setup with password capabilities which reflect pricing awarded on this proposal at the discretion of the School District. No third-party payment i.e. Pay pal will be considered.

SEXUAL PREDATORS/JESSICA LUNSFORD ACT: Beginning September 1, 2005, vendors, individuals or entities under contract with the School Board of Manatee County who are permitted access on school grounds when students are present and must comply with section 1012.465, Florida Statutes and must meet Level 2 screening requirements as described in Section 1012.32 Florida Statutes. Subsection (3 of Section 1012.465) states, "If it is found that a person who is employed or under contract in a capacity described in Subsection (1) does not meet the Level 2 requirements, the person shall be immediately suspended from working in that capacity and shall remain suspended until the final resolution of any appeals." **Vendors, individuals or entities under contract with the School Board of Manatee County required to go on school grounds when students are present, must comply with the requirements of the law and agree to indemnify and hold harmless the School Board of Manatee County for any claims made against the School Board related to the failure to comply with Section 1012.465.**

DIVISION OF CORPORATIONS REGISTRATION REQUIREMENTS: Vendors who are required to be registered with the Division of Corporations or who are incorporated within the State of Florida must furnish their Florida document number. All registered vendors must have an active status in order to be eligible to do business with the School District of Manatee County. Proposals received from vendors with an inactive status will be considered nonresponsive. The specific requirements for registration are found in Chapter 607 of the Florida Statutes. To register, visit Sunbiz.org. The following guidelines may be helpful:

SOLE PROPRIETORSHIP – INDIVIDUAL: A person doing business under his/her own name, as an individual, is not required to register with the Division of Corporations.

Fictitious Name: A person doing business under a name other than his/her own is required to register with the Division of Corporations.

OUT OF STATE (FOREIGN) CORPORATION: A business incorporated in another state that does not have an office in the State of Florida does not have to register with the Division of Corporations.

In State Corporations: A business that is incorporated in another state that has an office in the State of Florida or has a subsidiary in the State of Florida is required to register with the Division of Corporations.

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VENDOR SPIN NUMBER

Vendor SPIN # _____ **(obtain from the USAC Schools and Libraries Division)**

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REFERENCE FORM

Vendor must send this form to their reference for completion and return the completed form with the bid submittal. Vendor must return a **minimum of three (3)** completed forms.

Vendor Name: _____

School District Manatee County is authorized to check our company's previous performance and contact references.

Authorizing Signature (Respondent):

REFERENCE	
COMPANY NAME:	
COMPANY ADDRESS:	
CONTACT PERSON:	
EMAIL ADDRESS:	
PHONE NUMBER:	FAX NUMBER:

The reference should complete the following:		
VENDOR PERFORMANCE		
CUSTOMER SATISFACTION/RATINGS	YES	NO
Does the vendor offer quality products?	☐	☐
Are your orders filled in a timely manner?	☐	☐
Are they responsive to your needs?	☐	☐
Are they knowledgeable of product they offer?	☐	☐
Does the vendor submit accurate invoices?	☐	☐
Would you use this Contractor again?	☐	☐

Comments:

Signature of Reference _____

Title of Reference _____

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DRUG FREE WORK PLACE CERTIFICATION

I hereby swear or affirm that this company has established a drug-free work place program by completing the following requirements:

- 1) Published a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the work place 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 work place, the business's policy of maintaining a drug-free work place, 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 proposal 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 proposal, 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 work place no later than five (5) days after such conviction.
- 5) Imposed a sanction on or required 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 work place through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

VENDOR'S SIGNATURE/DATE

COMPANY NAME

FEDERAL DEBARMENT CERTIFICATION

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION
INELIGIBILITY AND VOLUNTARY EXCLUSION - LOWER TIER COVERED
TRANSACTIONS**

This certification is required by the regulations implementing *Executive Order 12549, Debarment and Suspension, 7 CFR Part 3017, Section 3017.510, Participants responsibilities*. The regulations were published as *Part IV of the January 30, 1989, Federal Register (pages 4722-4733)*

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***** BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON 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

PR/Award Number or Project Name

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

Signature(s)

Date

School District of Manatee County
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INSTRUCTIONS FOR FEDERAL DEBARMENT CERTIFICATION

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
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 whom 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," "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 form 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 form that it will include this 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 No procurement List.
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 voluntarily 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.

SCRUTINIZED COMPANY CERTIFICATION

I hereby swear and affirm that as if the date below this company is not listed on a Scrutinized Companies list created pursuant to 215.4725, 215.473, or 287.135, Florida Statutes. Pursuant to 287.135, Florida Statutes I further affirm that:

1. This company is not participating in a boycott of Israel such that is not refusing to deal, terminating business activities, or taking other actions to limit commercial relations with Israel, or persons or entities doing business in Israel or in Israeli-controlled territories, in a discriminatory manner.
2. This Company does not appear on the Scrutinized Companies with Activities in Sudan List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Sudan or a government-created project involving oil related, mineral extraction, or power generation activities, or
 - b. Have a material business relationship involving the supply of military equipment, or
 - c. Impart minimal benefit to disadvantaged citizens that are typically located in the geographic periphery of Sudan, or
 - d. Have been complicit in the genocidal campaign in Darfur.
3. This Company does not appear on the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List where the State Board of Administration has established the following criteria:
 - a. Have a material business relationship with the government of Iran or a government-created project involving oil related or mineral extraction activities, or
 - b. Have made material investments with the effect of significantly enhancing Iran 's petroleum sector.
4. This Company is not engaged in business operations in Cuba or Syria.

VENDOR/COMPANY NAME:

SIGNATURE and DATE:

NAME AND TITLE:

The scrutinized company list is maintained by the State Board of Administration and available at
<http://www.sbafla.com/>

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PROPOSER AFFIRMATION

The Proposer affirms that this proposal is submitted without any previous understandings, agreements, or connections with any person, firm, or corporation submitting a proposal for the same materials/services and is in all respects fair and without collusion or fraud.

The Proposer agrees to comply with the provisions of the Civil Rights Act of 1991, The Civil Rights Act of 1964, and The Americans with Disabilities Act, Age Discrimination in Employment Act, Section 1000.05, Florida Statutes, and The Pregnancy Discrimination Act. Said Proposer further agrees not to discriminate on the basis of race, sex, national origin, religion, handicap, age or marital status.

By signing this agreement, the Proposer acknowledges that he/she is an authorized representative of the company submitting this proposal.

Florida Document Number (from sunbiz.org): _____

Registration Type: ____ **Sole Proprietorship - Individual** ____ **Fictitious Name**

____ **Out of State (Foreign) Corporation** ____ **In State Corporation** ____ **Exempt**

BUSINESS/COMPANY NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____ **DATE** _____

FAX NUMBER: _____

***SIGNATURE: (Blue Ball Point Pen Only)**

NAME AND TITLE: (Typed) _____

EMAIL ADDRESS: _____