



Early Learning Coalition of Flagler & Volusia

125 Executive Circle
Daytona Beach, FL 32114
Phone: 386-323-2400
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REQUEST FOR PROPOSAL **3T's Brain Bags** RFP #2024-07FS-2

Dates Available: April 10, 2024, to April 26, 2024
Closing Date and Time: April 26, 2024, 3:00 P.M.

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REQUEST FOR PROPOSAL NO. 2024-07FS-2
3T's Brain Bags

THE EARLY LEARNING COALITION OF FLAGLER AND VOLUSIA COUNTIES, INC.
125 EXECUTIVE CIRCLE
DAYTONA BEACH, FL 32114

Bid Due:	Not Later than 3:00 PM, EST APRIL 26, 2024 Late Bids will not be accepted or considered
Submit Bids to:	Physical Address and Mailing Address: The Early Learning Coalition of Flagler and Volusia Counties, Inc. Attn: Cynthia Brown, Purchasing Specialist RFP 2024-07FS-2 125 Executive Circle Daytona Beach, FL 32114
Direct Questions to:	Purchasing Specialist: Email: purchasing@elcfv.org Phone: 386-233-2558 Fax: 386-323-2423 Deadline for Questions: April 17, 2024 Responses to Questions Released: April 18, 2024
Responses:	5 Hard Copies of Proposal

BIDDING INSTRUCTIONS:

Sealed Proposals Each Applicant shall submit only **one** proposal per Bid Solicitation. A proposal shall consist of one signed original and 4 photocopies of the completed proposal. They must be submitted in a sealed envelope or package bearing the title “**ELCFV – 3T’s Brain Bags - 2024-07FS-2**”, along with the name and address of the organization submitting the proposal. Proposals should include a contact name and an email address for correspondence and shall be submitted no later than 3:00 PM on April 26, 2024 to Cynthia Brown, Purchasing Specialist, The Early Learning Coalition of Flagler and Volusia Counties, Inc., 125 Executive Circle, Daytona Beach, FL 32114. It is the responsibility of the applicant to ensure that the proposal arrives on time and at the right place. Late proposals will be returned unopened.

I. INTRODUCTION

Introduction

The Early Learning Coalition of Flagler and Volusia Counties, Inc. (hereinafter referred to as the Early Learning Coalition) invites qualified Vendors to submit proposals for 5,000 3T's Brain Bags, a bag, preferably ELCFV branded, containing various baby items appropriate for use with infants. The assembled bags will either be bulk shipped to the Early Learning Coalition and/or dropped shipped to approximately 5 local business partners in the Coalition area. To be considered, written proposals using the format described herein must be received by 3:00 PM Eastern Standard Time on April 26, 2024, at The Early Learning Coalition of Flagler and Volusia Counties, Inc.'s office at 125 Executive Circle, Daytona Beach, FL 32114.

It is the Proposer's responsibility to examine this Request For Proposal (hereinafter referred to as "RFP"), to understand the Early Learning Coalition's requirements and to submit its proposal in a timely and complete manner. The services described in this RFP would result in an anticipated commencement of April 30, 2024 with an ending date of June 21, 2024 and will be determined the most advantageous to the Early Learning Coalition by taking into consideration price, quality and other criteria.

Background

The Early Learning Coalition of Flagler and Volusia Counties, Inc. is a not-for-profit corporation, responsible for the development, implementation and administrative oversight of federal and state grant funded school readiness and voluntary pre-kindergarten programs in Flagler and Volusia Counties, Florida. The Early Learning Coalition's mission is to enhance children's school readiness by providing opportunities for quality early learning, while strengthening family stability for a healthy community.

The Early Learning Coalition is established to prepare preschool children to enter kindergarten ready to learn, as measured by criteria established by Florida's Department of Education, Division of Early Learning, which operates under the direction of the Governor of the State of Florida and acts as the lead agency pursuant to Florida Statutes, Section 1002.82. The Coalition is primarily supported by federal and state grants from Florida's Department of Education, Division of Early Learning (FDEL) passed through from the Department of Health and Human Services and the State of Florida.

In 1999, the Florida Legislature enacted the School Readiness Act (s. 411.01, F.S), which consolidated the state's early childhood education and childcare programs into one integrated program of school readiness services. The School Readiness Act directed that school readiness programs be administered by school readiness coalitions (now known as the Early Learning Coalitions) at the county or multi-county level.

In addition, the Early Learning Coalition provides training and resources to advance the skill of early care and education providers and staff, enhancing their ability to inspire learning and prepare children for future academic success.

Statement of Purpose

The purpose of this Request for Proposal by the Early Learning Coalition is to procure a vendor to supply infant (0-12 months) items in a bag, preferably branded, to support the families and children in the Coalition area. We are requesting a total of 5,000 bags containing various infant items as described in the attached specifications. The bag and items should consist of a total value between \$55.00 and \$65.00. The Vendor should be able to receive all items, have the bags assembled, and then either ship the assembled bags to the Early Learning Coalition with the last shipment arriving by June 15, 2024 and/or dropped ship the assembled bags to area business partners in the Coalition area (list to be provided) .

Prohibition of Lobbying

Any respondent or lobbyist, paid or unpaid, for a respondent is prohibited from having any private communication concerning the procurement process or any response to the procurement process with any Early Learning Coalition Board Member, the Chief Executive Officer, or any employee of the Early Learning Coalition after the issuance of this RFP and until completion of the contract award. A proposal from any organization will be disqualified when the respondent (or a lobbyist, paid or unpaid, for the respondent) violates this condition of the procurement process.

Conflict of Interest

All respondents must disclose in their Letter of Certification the name of any officer, director or agent who is also an Early Learning Coalition employee or board member. All respondents must disclose the name of any Early Learning Coalition employee who owns, directly or indirectly, any interest in the respondent's business or any of its branches. All respondents must disclose any business relationships or family relations with any officer, board member, subcontractor, or employee of the Early Learning Coalition.

Public Information

All submitted proposals and included or attached information shall become public record upon their delivery to the Early Learning Coalition in accordance with Chapter 119, Florida Statutes. The contact person with respect to any or all aspects of this RFP is Cynthia Brown, Purchasing Specialist, and she can be reached via e-mail at purchasing@elcfv.org.

Right to Reject Proposals and Waive Non-Material Irregularities

The Early Learning Coalition reserves the right to accept or reject any or all proposals, waive any irregularities and technicalities contained therein, and may, at its sole discretion request a clarification of other Information to evaluate any or all proposals. Respondents may be required to submit evidence of qualifications or any other information as the Early Learning Coalition may deem necessary.

II. Scope of Services

Statement of Work

The Early Learning Coalition desires to receive proposals for the selection of a vendor to provide 5,000 bags, preferably branded, containing various items appropriate for use with an infant (0-12 months). The Brain Bags will be assembled and then bulk shipped to the Early Learning Coalition's warehouse and/or area business partners. Each assembled bag should have a total value of between \$55.00 and \$65.00. The proposal must contain the following elements:

- A. An overview of the company/vendor, including expertise of personnel.
- B. A bag or backpack with an outside pocket, preferably imprinted with provided logo. The bag should be large enough to hold all Brain Bag items. The color preference of the bag is black or grey, with up to two imprint colors allowed. Please provide a sample and clearly indicate if the bag or backpack can be imprinted and still meet the timeframes for delivery as set forth in this request.
- C. Suggested Brain Bag items:
 - Safety nail clippers for infants.
 - Baby's First Year Calendar, including development milestone stickers.
 - An infant/child sound machine.
 - An age appropriate book like If I Could Keep You Little by Marianne Richmond
 - Baby Wipes – 1 pack of unscented baby wipes.
 - Program collateral – 2 pieces – postcard and/or rack card size. Artwork will be provided.

III. Describe the assembly process. Include total price for bag assembly.

IV. Describe the shipping process. Including pricing for two shipping scenarios:

1. Assembled bags shipped to 700C Fentress Ave, Daytona Beach, 32114. Shipping must be done by a truck with a lift gate. Indicate how shipping costs will be calculated and give an estimate of total shipping costs and/or
2. Assembled bags dropped shipped to approximately 5 business partners in the Coalition's area by May 27, 2024 (addresses and other details would be provided by the Early Learning Coalition). Tracking and delivery confirmation information would need to be made available to the Early Learning Coalition. Indicate how shipping costs will be calculated.

Payment

Total funding available is not to exceed \$350,000.00, including all assembly and shipping fees. Payment will be released upon confirmed receipt of all Brain Bags at "ship to" sites identified by the Coalition.

Time Requirements

All materials described under the Scope of Work **must** be delivered by **May 27, 2024 and invoiced in full by June 15, 2024.**

Primary Point of Contact

The Vendor shall identify a specific individual as a primary point of contact. This individual will be responsible for the company’s work product. The individual shall be available within 24 hours’ telephone notice to accomplish the following: attend meetings, respond to telephone calls, respond to specific inquiries.

V. Selection Method and Instructions

Bid Process

The Coalition will attempt to follow this timetable, which should result in the implementation of a Vendor service agreement by April 30 2024.

Issue RFP	April 10, 2024
Deadline for questions – 3:00 p.m.	April 17, 2024
Response to questions (if applicable)	April 18, 2024
Deadline for submittal of proposal – 3:00 p.m.	April 26 , 2024
Implementation of Vendor Service Agreement	April 30, 2024

Evaluation Process

The Vendor Selection Committee, consisting of Board Members and/or Early Learning Coalition staff, will evaluate the proposals and prepare recommendations for the Board of Directors. All proposals received will be reviewed in accordance with the criteria listed in this RFP. The Early Learning Coalition may request a presentation by any or all respondents to clarify proposed plans and details, as part of the review and evaluation process. The Early Learning Coalition may also ask additional questions to clarify the submitted proposal(s).

The Board of Directors shall make the final decision. When the Board has selected the most successful respondent, contract negotiations will begin. If a contract agreement cannot be reached with a successful respondent, negotiations with that firm will be formally terminated. The Early Learning Coalition would then negotiate with the next most successful company until an agreement is reached. The Early Learning Coalition may choose to modify the choice of a selected respondent if the Early Learning Coalition determines that such a change is in its best interest.

Early Learning Coalition reserves the right to reject any and all proposals submitted; and further reserves the right before recommending any award to inspect the facilities, organization, and review evidence of the financial condition of respondents to assess their ability to perform the contract before awarding a contract.

Multiple bids may be selected in order to best provide the goods and services and to meet the goals outlined in the Scope of Work for this RFP.

A proposer’s written submission in response to the RFP shall be considered as the proposer’s final offer. Only those communications which are in writing and signed shall be considered.

Bidding Instructions

All questions regarding this RFP, or the services requested, will be accepted in electronic format **only**. Please submit all questions to Cynthia Brown, Purchasing Specialist, at purchasing@elcvfv.org on or before 3:00 p.m. (EST), April 17, 2024. Responses to all questions submitted will be communicated electronically to all prospective bidders by April 18, 2024.

Respondent(s) shall submit to the Early Learning Coalition an original and four (4) copies of the responses in a sealed envelope or container.

The Coalition cautions Vendors to assure actual delivery of their Qualifications either hand delivered or mailed via U.S. mail or overnight courier, directly to the address and contact above, no later than the deadline set for submission of the Qualifications. Qualifications and modifications to Qualifications received after the time and date specified herein for Proposal submission will not be considered. Submissions by e-mail or facsimile will not be accepted.

PROPOSALS RECEIVED AFTER THE SUBMISSION DEADLINE SHALL NOT BE CONSIDERED. NO CHANGES, MODIFICATIONS, OR ADDITIONS TO THE PROPOSALS SUBMITTED WILL BE ACCEPTED BY THE EARLY LEARNING COALITION AFTER THE SUBMISSION DEADLINE HAS PASSED. Late proposals will not be considered. Amendments to proposals will be considered only if they are received by the above deadline.

The proposal should be prepared with a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

Evaluation Criteria

The Vendor Selection Committee will evaluate the proposals and prepare recommendations to the Chief Executive Officer and/or the Coalition Board of Directors. Each proposal will be evaluated using the following criteria:

A. Responsiveness to the RFP

The Early Learning Coalition will consider all the material submitted to determine whether the Vendor's offering is in compliance with the RFP documents, including bid timeliness, professionalism, and conciseness.

B. Ability to Perform Required Services

The Early Learning Coalition will consider all the relevant material submitted by each Vendor, to determine whether the Vendor is capable of providing services of the type and scope specific to the RFP. The following elements will be given consideration by the Coalition in determining whether the Vendor is capable:

1. Overall pricing structure and cost
2. Alignment with RFP Scope of work
3. Expertise/Experience
4. Availability of Resources (based on time requirement)
5. Value and Quality of Product/Services

C. Other Factors

Any other factors that the Early Learning Coalition believes would be in the Early Learning Coalition's best interest to consider which were not previously described.

Length of Contract Period

- A. Agreement Period/Renewal — The term of this agreement shall become effective as of April 30, 2024. The Vendor that is chosen will incorporate this RFP, amendments to this RFP, and the Contractor’s proposal, as an integral part of the contract except to the extent that the contract explicitly provides to the contrary. Satisfactory performance shall be determined within the sole discretion of Early Learning Coalition.
- B. Cancellation of Award/Termination — In the event any of the provisions of this proposal are violated by the respondent, the Chief Executive Officer or a designee will give written notice to the Vendor stating the deficiencies. The Vendor will have 10 days to correct the deficiencies. If the Vendor does not make the corrections within 10 days, then recommendation will be made to the Board of Directors for immediate cancellation. Upon cancellation, Early Learning Coalition may pursue any and all legal remedies as provided herein and by law.

The Early Learning Coalition reserves the right to terminate any agreement resulting from this RFP, at any time and for any reason, upon giving 30 days prior written notice to the other party. If the contract should be terminated without cause the Early Learning Coalition will be relieved of all obligations under the agreement.

The Vendor will have the option to terminate the agreement without cause, upon written notice to the Early Learning Coalition’s Chief Executive Officer. The written notice must be received at least 60 days prior to the effective date of the termination. Cancellation of the contract by the Vendor may result in removal of the firm from consideration for future opportunities for agreements with the Early Learning Coalition for a period of three (3) years.

- C. Default — In the event that the awarded respondent should breach this agreement, the Early Learning Coalition reserves the right to seek remedies in law and or in equity. Default would result in removal of the Vendor from consideration for additional opportunities for a period of three (3) years.
- D. Award of Contract — All respondents to this RFP will receive written notification of the status of their proposal.

VI. Terms and Conditions and Other Requirements

- A. The Early Learning Coalition reserves the right to reject any or all proposals, and to waive minor irregularities in any proposal.
- B. The Early Learning Coalition reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- C. The Early Learning Coalition reserves the right to award any contract to the next most qualified Vendor if the successful Vendor does not execute a contract within 30 days of being notified of selection.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals.
- E. The Early Learning Coalition shall not be responsible for any costs incurred by the Vendor in preparing, submitting, or presenting its response to the RFP.

Federal and State Tax

The Early Learning Coalition is exempt from federal taxes; in addition, The Early Learning Coalition is exempt from State and County tangible personal property taxes, sales taxes, and intangible taxes. The Early Learning Coalition's Chief Executive Officer will sign an exemption certificate submitted by the successful respondent. The respondent doing business with The Early Learning Coalition will not be exempted from paying sales tax to their suppliers for materials to fulfill contractual obligations with The Early Learning Coalition, in addition, the successful respondent will not be authorized to use The Early Learning Coalition's tax exemption number in securing such materials.

Legal Requirements

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

Respondents doing business with The Early Learning 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)
- Davis-Bacon Act, as amended (40 USC 276a to a-7)
- Contract Work Hours and Baby 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
- Byrd Anti-Lobbying Amendment (31 USC 1352)
- Debarment and Suspension (EO 12549 and EO 12689)

Agreement

A service agreement will be negotiated for any work to be performed as a result of this RFP. The RFP, the proposal, and the resulting agreement will constitute the complete agreement between the respondent and The Early Learning Coalition.

Termination of Funding and Leasing

The Early Learning Coalition receives annual funding through DEL, in the event that The Early Learning Coalition is not granted said funding this contract may be terminated at the expiration of the current funding year. The Early Learning Coalition will notify in writing and submit a copy of written notification of such denial from DEL.

Trade Secret and Confidential Materials

If the application includes material which is deemed a trade secret (as defined by Section 812.081, FS) or other confidential material exempt from the provisions of Chapter 119, FS, which the respondent does not wish to become public record, the following statement should be included in the application:

"Trade Secrets as defined by Section 812.081, Florida Statutes, or other confidential materials contained on *applicable* pages of this application shall not be used or disclosed, except for evaluation purposes. However, if a contract is awarded to this offer or as a result in connection with the submission of this program, the Early Learning Coalition shall have the right to use or disclose the information designated as trade secrets or confidential to the extent provided in the contract. This restriction does not limit the Early Learning Coalition's right to use or disclose the information designated as trade secrets or designated as confidential which is obtained from another source."

Any exemption claimed will be limited to the pertinent documents and must be supported by a statutory exemption. Notwithstanding anything to the contrary, nothing contained in the application shall be deemed or interpreted to restrict or prevent the Early Learning Coalition from complying with

the disclosure requirements of Chapter 119, Florida Statutes, when material is incorrectly identified as a trade secret or confidential information. By submitting an application, the applicant covenants not to sue the Early Learning Coalition and waives any claim against the Early Learning Coalition arising under Chapter 119, Florida Statutes or in connection with or as a result of any disclosures by the Early Learning Coalition in connection herewith.

VII. Instructions for 3T's Brain Bags RFP

The Early Learning Coalition requires the proposal to be completed in full. The sections to the form are as follows:

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

Letter of Certification – This section is a letter of certification on company letterhead to be signed by the Vendor CEO/President. This letter should state that the business can provide the services the Early Learning 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. See the example of the letter of certification on page 12.

Scope of Work – This section should include a brief statement demonstrating the respondent's understanding of the work to be performed and a positive commitment from the respondent to perform the work. There must be discussion of how the respondent will perform each of the desired services that are listed in Section III – Scope of Services starting on page 6 of this RFP.

Business Profile and Qualifications - The respondent should communicate its experience in performing not-for-profit and governmental types of services. The respondent should indicate whether it is a local, regional, or national business. In addition, the respondent should give the location of the office from which the work is to be performed and identify the administration and support team that will be responsible for providing the required services.

Cost of Services – The respondent shall prepare a detailed price sheet of each element of the 3T's Brain Bag, as described in Section III - Scope of Services. In addition, any additional costs/fees associated with any particular element of the proposal should be included. These elements can be, but are not limited to, expediting fees for rush orders and additional shipping costs.

Certification Affidavit – The Certification Affidavit attests that the organization has made all the necessary disclosures and that the organization will provide copies of policies within three (3) days of being selected. This form needs to be signed and notarized and returned with the proposal.

Example - Letter of Certification

The Early Learning Coalition of Flagler and Volusia Counties, Inc.
Attn: Cynthia Brown, Purchasing Specialist
125 Executive Circle
Daytona Beach, FL 32114

Dear Ms Brown:

We have read The Early Learning Coalition of Flagler and Volusia Counties, Inc.'s (ELCFV) Request for Proposal (RFP) and fully understand its intent. We certify that we have adequate personnel, equipment, technology, and facilities to fulfill the requirements of the engagement. We understand that our ability to meet the criteria and provide the required services will be judged by ELCFV staff members and members of the ELCFV's Executive Committee. We also understand that final approval for a contract award will come from the Board of Directors.

We have attached the following for your review:

- 3T's Brain Bag – include complete discussion of each topic outlined in the Scope of Services Section.
- Signed and notarized copy of the Certification Affidavit
- A completed IRS Form W-9

I, the undersigned respondent, have not divulged, discussed, or compared this proposal with any other respondents and have not colluded with any other respondent in the preparation of this proposal in order to gain an unfair advantage in the award of this proposal.

It is understood that all information included in, attached to, or required by this **RFP** shall become public record upon their delivery to ELCFV as defined in the Public Records Act, Chapter 119, Florida Statutes.
Submitted by:

Provider:

Authorized Signature:

Date:

Title:

E-Mail:

Telephone:

CERTIFICATION AFFIDAVIT

DIRECTIONS: BY ATTESTING TO THIS FORM, THE RESPONDENT AGREES TO COMPLY WITH ALL FIVE (5) SECTIONS ON THE SWORN AFFIDAVIT. THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

APPLICATION ACCURACY

I do hereby certify that all facts, figures, and representations made in the proposal are true and correct. The filing of this proposal has been authorized by the contracting entity and I have been duly authorized to act as the representative of the organization in connection with this proposal. I also agree to follow all terms, conditions, and applicable federal law and state statutes.

PROHIBITION ON LOBBYING

Applicants are hereby advised and agree to comply with ELCFV's adopted prohibition on lobbying: No funds granted by ELCFV shall be used by a provider agency to hire a lobbyist or to supplant any funds which would allow for the funding of a lobbyist. Any respondent or lobbyist paid or unpaid, for a respondent is prohibited from having any private communication concerning any procurement process or any response to a procurement process with any ELCFV Board Member, Chief Executive Officer, or Employee after the issuance of this RFP and until the completion of the contract award. A proposal from any organization will be disqualified when the respondent or a paid or unpaid lobbyist for the respondent violates this condition of the procurement process.

CONFLICT OF INTEREST

Applicants are hereby advised, and agree to comply with ELCFV's adopted conflict of interest regulations: All respondents must disclose the name of any officer, director, or agent who is also an ELCFV employee. All respondents must disclose the name of any ELCFV employee who owns, directly or indirectly, any interest in the respondent's business or any of its branches. All respondents must disclose any business relationships with any officer, director, subcontractor or employee of ELCFV. The disclosures described above must be submitted as a cover letter, included with the RFP, addressed to the Contract Coordinator, and must be submitted no later than the proposal deadline.

AGENCY CERTIFICATION

I, the undersigned applicant, hereby attest that the following policies, procedures, regulations, and documentation are in effect and agree to provide copies of the following within three working days of notification by ELCFV of intent to award the contract:

- Affirmative Action Policy
- Certified Minority Business Enterprises (if applicable)
- Small Disadvantaged Business Enterprise Policy (if applicable)
- Americans with Disabilities Policy
- Drug Free Workplace Policy

PUBLIC ENTITY CRIME AFFIDAVIT

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

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

I understand that an “affiliate” as defined in Section 287.133, Florida Statutes means:

A predecessor or successor of a person convicted of a public entity crime; or an entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term “affiliate” includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of the affiliate.

The ownership by one person of shares constituting a controlling interest in another person or pooling of equipment or income among persons when not for fair market value under an arm’s length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

I understand that a “person” as defined in Section 287.133I Florida Statutes means any natural person or entity organized under the laws of any state or of 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, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officer, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity have 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 the officers, directors, executives, partners, shareholders, employees’ members or agents who are active in management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989, and (Please indicate which additional statement applies)

There were proceedings concerning the conviction before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer did not place the person or affiliate on the convicted vendor list.

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by

the hearing officer determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order).

___The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending in the Department of General Services

ORGANIZATION'S NAME AND ADDRESS:

NOTE: AS EVIDENCED BY MY SIGNATURE BELOW, I UNDERSTAND AND WILL COMPLY WITH ALL TERMS AND CONDITIONS STATED HEREIN:

Type Authorized Official's Name

Authorized Official's Title

Authorized Official's Signature

Date

Federal Employee Identification Number

FOR NOTARY PUBLIC (OFFICIAL USE ONLY)

STATE OF _____ COUNTY OF _____ PERSONALLY APPEARED BEFORE ME, THE UNDERSIGNED AUTHORITY.

_____ Who, after first being sworn by me, affixed his/her signature in the space provided.
(name of individual signing)

On the _____ day of _____ 20 _____

_____ NOTARY PUBLIC

My Commission Expires

Stamp

ATTACHMENT A
General Assurances and Certifications
VENDOR

The Early Learning Coalition of Flagler & Volusia Counties, Inc. is funded by Florida Department of Education, Division of Early Learning, which requires “General Assurances” that must be signed by all agencies and organizations that receive federal or state funds. This is required by:

- Applicable regulations of other federal agencies.
- State laws and regulations pertaining to the expenditure of state funds.

NOTE: Certain of these Assurances may not be applicable to the Vendor’s project or program. If you have questions, please contact the Coalition.

Certification:

I certify that Vendor, _____, will adhere to each of the assurances contained in this set of General Assurances and Certifications as applicable to the project/service(s) for which this Vendor is responsible.

A. Signature Date Area Code/Telephone A. Assurances – Non-Construction Programs (SF 424 B)

B. Debarment and Suspension Certification (29 C.F.R. part 98 and 45 C.F.R. part 74)

C. Certification Regarding Lobbying (29 C.F.R. part 93 and 45 C.F.R. part 93)

D. Drug-free Workplace Certification (29 C.F.R. part 98 and 45 C.F.R. part 82)

E. Certification Regarding Convicted Vendor List and Discriminatory Vendor List

F. United States Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act of 1995 (section 507, P.L. 103-333)

G. Trafficking Victims Protection Act of 2000, section 106(g), as amended (22 U.S.C. 7104)

H. Certification Regarding Standards of Conduct

I. Certification Regarding Prohibition for Distribution of Funds to the Association of Community Organization for Reform Now (ACORN)

J. Certification Regarding Equal Employment Opportunity (E.E.O)

By signing, the Vendor is providing the above assurances and certifications as detailed in the link below.

[General Assurance and Certification Detail](#)

The Vendor understands and agrees that it is required to inform the Coalition immediately upon any change of circumstances regarding this status.

By signing above, the Vendor, through the duly appointed representative, certifies and assures that it will fully comply with the applicable assurances outlined in parts A through J, above.

Attachment B
Scoring Sheet for Request for Proposal for:
3T's Brain Bags #2024-07FS-2 issued April 10,2024

Name of Respondent: _____

This form has been designed to guide the RFP vendor 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.

	Numeric Score	Comments (if any)
Was the proposal submitted by the Deadline in a presentable, professional manner (letterhead, contact)?		
Was the proposal submitted clear and concise?		
Were all elements listed under II Scope of Services included?		
Does the vendor have relative experience in the market?		
Does the vendor have the capacity to fulfill the request?		
Is the estimate/cost the best value for the Coalition?		
Product Quality Total from Scoresheet Below:		

Product Quality Scoresheet: Rate Each Product below on a scale of 1-5; 1 being the lowest quality and 5 being the best quality.

1.	5.
2.	6.
3.	7.
4.	Total Score (Total divided by # of products):

There is an allowable 35 points maximum per vendor, the vendor with the highest point value will be selected based on cumulative scoring between 5 Evaluators.

What are the strengths of Respondent: _____

What are the weaknesses of Respondent: _____

Reviewer's
Name: _____

Date: _____

Reviewer's
Signature: _____

Title: _____