

METHOD OF AWARD
PROCUREMENT TO REPORT TO EVALUATION COMMITTEE

Florida Statute 287.055, The Consultants' Competitive Negotiation Act, will be followed to secure the required firm. The Contracting Officer will be responsible for the selection process and will be the sole point of contact for all Respondents.

Pursuant to Chapter 472, Florida Statutes, firms or individuals must be registered with the State of Florida and have obtained at least the minimum thresholds of education and experience required by the applicable statutes.

Respondents must exhibit compliance with the qualification standards and evaluation factors stated in Section 287.055, Florida Statutes, to be considered for award. Location, listing of subcontractors and respective percentage of use, are a listed evaluation factor under CCNA.

- Proper submittal of ALL documentation as required by this Solicitation. (Responsive)
- Past Performance. Vendors are required to submit a list of three (3) verifiable references / relevant projects completed within the last three (3) years that are the same or similar in magnitude to this RSQ. The County may be listed as a reference.
 - Financial Stability.
 - Provide a copy of Certified Minority Business Enterprise or Disadvantaged Business Enterprise if applicable.
 - Include copies of any required licenses or permits.
 - Provide a copy of the current State of Florida Board of Professional Regulation License.
 - Completed Attachment 2 – Reference Form.
 - Completed Attachment 1 – Submittal Form;
 - Submittal must be signed by an official authorized to legally bind the firm to its provisions. Include a memorandum of authority signed by an officer of the company if the signor is not listed as a corporate officer on the firm's SunBiz registration.
 - Proof of Sunbiz.org registration;
 - Include a completed W-9 form;
 - Completed Addenda issued. Failure to include signed addenda may be cause for Submittal to be considered non-responsive;
 - Proof of insurance or evidence of insurability at levels in Exhibit B – Insurance Requirements;
 - Complete Attachment 3 – Team Composition Form. Additional resumes or information about the proposed individuals may be attached.
 - Complete Attachment 4 – Location and Percentage of Work to be Completed Form
 - Complete Attachment 5 – Certification Debarment and Suspension Form
 - Complete Attachment 6 – Truth in Negotiation Certificate
 - Provide a list of proposed subcontractors or joint venture arrangements that may be used on the project. Provide the same information required in the Team Composition Form for each sub-vendor or joint venture participant.
 - LITIGATION
 - Provide information on the nature and outcome of litigation and proceedings for the previous three (3) years where the firm has been involved in any matter related to professional activities.