

Request for Proposals

The Florida Seaport Transportation and Economic Development Council (hereinafter referred to as “Council”) is soliciting responses from qualified providers for the purchase of transportation statistics trade data services to the Council and Florida seaports.

Chapter 311, Florida Statutes authorizes the Council to purchase trade data information on waterborne imports and exports to provide Florida’s seaports with necessary information and data to accomplish their statutory mission; enhance the growth of international trade and jobs; and develop and define seaport development/financing plans.

Pursuant to Section 311.07, Florida Statutes, the Council invites qualified parties to submit for consideration a proposal and statement of qualifications and experience to provide transportation statistics trade data services to the Council and Florida seaports.

Following a thorough review of all Extended Letters of Response (ELOR), the Council will meet to discuss, score, and rank the submissions. The ELOR will be utilized to judge the firm’s/consultants’ experience and knowledge of the project and the Council’s work and needs. Final selection will be made in accordance with the policies of the Council and statutory provisions of the Florida Statutes. The Council Selection Committee for this task will publicly post the rankings of submits on or before June 19th.

If there are two or less respondents, the Council Selection Committee will proceed directly to contract negotiations with the top ranked firm. If four or more respondents apply, a teleconference interview may be held to further evaluate the submits.

If the Council and the top-ranked respondent are unable to successfully develop a purchase order, the Council will move to the next-ranked firm and continue in this fashion until a purchase order is successfully executed.

Responses should be submitted to Casey.Grigsby@flaports.org no later than 4:00 p.m. on June 25th. Responses failing to provide information as requested will be disqualified and receive no further consideration.

General Information

The Council is soliciting Extended Letters of Response (ELOR) from qualified providers for the purchase of transportation statistics trade data services to the Council and Florida seaports. This Request for Contractual Service is for the data information services of waterborne commerce from database providers.

Compensation

The Council has authorized a maximum of \$350,000 for purchase of these data services for Fiscal Year 2021/22. This will be for an annual contract to be renewed for up to but not more than five years.

For the satisfactory performance of services detailed in Exhibit "A", the Vendor shall be paid up to a Maximum Amount listed below unless otherwise approved by a majority vote of the Council and approval by the Chairperson.

The Maximum Amount shall be made up of:

- \$350,000 from Fiscal Year 2021/2022
- \$350,000 from Fiscal Year 2022/2023
- \$350,000 from Fiscal Year 2023/2024
- \$350,000 from Fiscal Year 2024/2025
- \$350,000 from Fiscal Year 2025/2026

Intended award

The Council intends to award a contract to the responsive and responsible vendor with the highest cumulative total points for the evaluation criteria specified herein. The Intended Award decision will be announced at the Selection Committee meeting specified in the Timeline and publicly posted at flaports.org by the date indicated on the timeline herein. If the Council is confronted with identical pricing or scoring from multiple vendors, the Council shall determine the order of award using the following criteria, in the order of preference listed below (from highest priority to lowest priority): 1. Section 295.187(4), Florida Statutes; Veteran Business Enterprise 2. Section 287.087, Florida Statute; Drug-Free Workplace 3. Section 287.057(11); Minority Business Enterprise In the event that the application of the above referenced preferences does not resolve the identical replies, the Council shall determine the award by means of random drawing.

Reservations

The Council reserves the right to accept or reject any or all submits received and reserves the right to make an award without further discussion of the submits submitted. Therefore, the Respondents should make sure that the Proposal package submitted is complete and accurate and submitted to ensure delivery on or before the Proposal opening time and date specified in this solicitation. It is understood that the Proposal will become a part of the Council's official file, without obligation to the Council.

Responsiveness of submits

Proposal will not be considered if not received by the Council on or before the date and time specified as the due date for submission. All Proposals must be typed or printed in ink. A responsive submit is an offer to provide the services specified in this Invitation to Submit in accordance with all requirements of this Invitation to Submit. Submits found to be non-responsive will not be considered. Proposals may be rejected if found to be irregular or not in conformance with the requirements and instructions herein contained. A Proposal may be found

to be irregular or non-responsive by reasons that include, but are not limited to, failure to utilize or complete prescribed forms, modifying the submit requirements, submitting conditional submits or incomplete submits, submitting indefinite or ambiguous submits, or executing forms or the Submit sheet with improper and/or undated signatures. Other 13 of 19 conditions which may cause rejection of submits include, evidence of collusion among Respondents, obvious lack of experience or expertise to provide the required services, and failure to perform or meet financial obligations on previous contracts.

Renewal

Upon mutual agreement, the Council and the Contract Vendor may renew the Contract for a period that may not exceed five (5) years or the term of the original contract, whichever is longer. The renewal must be in writing and signed by both parties and is subject to the same terms and conditions set forth in the initial contract and any written amendments signed by the parties. Any renewal shall specify the renewal price, as set forth in the solicitation response except that an agency may negotiate lower pricing. Renewal is contingent upon satisfactory performance evaluations and subject to the availability of funds.

Submission Requirements

Format:

1. Please be aware that all font (including font in graphics, tables, and captions on photos) must be standard Arial Narrow, 11-point, single line spacing with no modification of font or spacing allowed.
2. ½" clear margin on all sides must be maintained on all pages.
3. Character styling such as use of color, bold, and italics is allowed.
4. A maximum limit of five (5) pages allowed will be provided in the RFP.
5. The length of resumes will also be limited, with a maximum length of two pages per person (required of shortlisted firms only).
6. The electronic transmission of Proposals shall be required.
7. Organization/staffing chart (can be either 8-1/2 x 11 or 11 x 17, at the discretion of the Consultant-required of shortlisted firms only).

Submittals must have and address the following items:

1. Table of Contents: Responses shall include a Table of Contents properly indicating the section and page numbers of the information included.
2. Executive Summary.
3. Experience and Background.
4. Consultant's name and address (Firm must use the name shown on the Consultant's qualification letter).
5. Proposed responsible office for consultant.
6. Contact person, phone number and email address.
7. Statement regarding prequalification of consultant or proposed subconsultants in advertised type(s) of work.
8. Proposed key personnel and their proposed roles (do not include resumes)
9. Subconsultant(s) that may be used for the project.
10. Indication as to whether the prime firm and/or subconsultants are disadvantaged business enterprises (DBE) or Small Businesses.
11. Project Approach and Understanding of Critical Issues.
12. Relevant project experience - similar type of work experience.

Web-based access information:

1. Respondents shall provide information on the system, access provisions, number of access portals or users to be authorized, platform and other browser capacity, and any other relevant web-based user capacity information.
2. Database Research Capabilities: Respondents shall provide information on research and other information gathering capability, business intelligence information, export and import information provided by the database, and any other relevant information on international trade data intelligence provided by the database.
3. Mobile Integration: Respondents shall provide information on mobile integration of the proposed platform, access provisions, and any other relevant security functions as it pertains to maintaining a platform that can adjust to changing technology.
4. User Training and Help Services: Respondents shall provide information on training, system assistance, help services, and any other user services provided by the respondent.
5. Other Benefits: Respondents should describe any other benefits the Council will realize by purchasing their services.
6. Database System Test: As part of the response, the respondent shall provide a minimum of five (5) temporary user access identifications and passwords to allow the Council selection committee to adequately test the system.

Selection Process

Completeness

Each response will be reviewed prior to the selection process for completeness and adherence to format. A response will be considered complete if all requested sections are included in the proper order and properly completed.

Evaluation of RFP Responses

The Council will appoint a selection committee to objectively evaluate and score the responses on their merit and responsiveness. Responses will be evaluated considering the material and substantiating evidence presented in the response and not on what is inferred. The evaluation process may include verification of experience, references, confirmation of information submitted, and verification of other information identified by the Council.

Criteria for Evaluation Proposals will be evaluated and graded in accordance with the criteria detailed below.

Technical Proposal (100 Points)

Technical evaluation is the process of reviewing the Respondents response to evaluate the experience, qualifications, and capabilities of the proposers to provide the desired services and assure a quality product.

The following point system is established for scoring the technical proposals:

Total Points Possible = 100

1. Management Approach- 10 Points
2. Project Approach- 10 Points

3. Technical Experience/Work History- 50 points
4. Price Proposal- 30 Points

Pre-submit conference

A pre-submit conference will not be held.

Cost Breakdown

Respondent shall delineate what type of database use and services would be provided under the amount listed in the initial project funding (maximum of \$320,000). The response also shall include any potential cost for access, research, training, help services, or any other use by individual users of the system that would be charged for use and services above and beyond those provided under the initial project funding.

The Vendor shall work closely with the Council's Contract Manager or designee in developing services and work necessary under each Task Work Order (TWO) to ensure both parties agree as to the intended result of each TWO. Included at a minimum will be a detailed description of prior operations, the problems to be addressed, expected results, and schedules of work and cost. Once an acceptable Lump Sum Amount has been agreed upon by the Vendor and the Council's Contract Manager, a TWO shall be issued. The Contract Manager shall obtain fund approval for each authorization by approved encumbrance prior to issuing the TWO. All work authorizations shall be completed within the term of this agreement.

Timeframe

After ranking of the consultant submits, the contract fee will be negotiated in accordance with Section 287.055 Florida Statutes. Funding on all projects is subject to legislative approval.

1. Advertisement posting: June 9, 2020
2. Advertisement closing: June 25, 2020
3. Final selection: June 30, 2020

Exhibit A

Details of the services, information and items to be furnished by the Vendor are described in Exhibit "A", Scope of Services, attached hereto and made a part hereof.

This Request for Proposals (RFP) requests the data information services of waterborne commerce database providers. Database providers must be able to provide the following services and information content:

1. Provides web-based access and services to waterborne trade data and services for the members of the Council – Florida’s fifteen (15) public seaports, the Florida Council of Transportation, the Florida Council of Economic Opportunity, and the administrator of the Council.
2. At a minimum, the database should provide comprehensive statistics on global cargo movements transiting seaports in the U.S., Latin America, and Asia.
3. At a minimum, the database should provide specific import and export data that contains details including commodity descriptions, manifest descriptions, name of origin company and foreign company, country of origin, port of entry, shipment weight and date of arrival or departure.
4. The web based system must allow users and members of the Council to extract information and data to assist in defining relevant strategic local, regional, and statewide significant trade corridors; examine how the swift, efficient movement of passengers and freight may be facilitated within, and between, the state’s corridor regions and points beyond; examine origins and destinations of key trade commodities and passenger movements on Florida’s designated strategic freight and passenger networks; define the nature of capacity deficiencies and needs at a local, regional, strategic corridor and macro level; and provide relevant information and data to develop approaches and strategies to address those needs. In addition, such information and data should help in the development of strategic financing/implementation plans for programming needs and highlighting public policy issues that must be addressed to enhance Florida’s capture of trade from competitors.
5. Eligible Providers: Respondents to this RFP must demonstrate their experience and ability to provide such services. Respondents also must demonstrate that they are eligible to conduct business in the State of Florida.
6. The system must be able to support a minimum of fifty (50) user logins.

Exhibit B

This Exhibit defines the limits of compensation to be made to the consultant for the services set forth in Exhibit "A" and the method by which payments shall be made.

Florida Council of Financial Services (DFS) W-9 REQUIREMENT

The Florida Council of Financial Services (DFS) requires all vendors that do business with the state to submit an electronic Substitute Form W-9. Vendors must submit their W-9 forms electronically at <https://flvendor.myfloridacfo.com> to receive payments from the state. Contact the DFS Customer Service Desk at (850) 413-5519 or FLW9@myfloridacfo.com with any questions. Registration in *MyFloridaMarketPlace* is required prior to contracting.

All Prime Consultants and all Subvendors/subconsultants/subcontractors must register with the state's web-based e-Procurement system -"MyFloridaMarketPlace." You can register on-line at <http://dms.myflorida.com/mfmp> Professional Services acquired in accordance with Chapter 287.055 Florida Statutes, are exempt from the 1% transaction fee. You can also sign up to attend a vendor registration training session or call 1-866-352-3776 for assistance. Note: The final selection meeting dates and times are provided within the advertisement.

Qualifications authorized to do business in the state of Florida

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out of state corporations, out of state limited liability companies, and out of state limited partnerships must be authorized to do business in the State of Florida.

Questions & answers

In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Oral instructions / changes to the invitation to submit (addenda)

No negotiations, decisions, or actions will be initiated or executed by a Respondents as a result of any oral discussions with a State employee. Only those communications which are in writing from the Council will be considered as a duly authorized expression on behalf of the Council. Notices of changes (Addenda) will be posted on the Florida Vendor Submit System at www.myflorida.com (click on "BUSINESS", click on "Doing Business with the State", under "Everything for Vendors and Customers", click on "Vendor Submit System (VBS)", click on "Search Advertisements") under this Submit number. It is the responsibility of all potential Respondents to monitor this site for any changing information prior to submitting your Submit.

Warranty/substitutions

When performance of the services requires the supply of commodities, a warranty is required on all items provided against defective materials, workmanship, and failure to perform in accordance with required industry performance criteria, for a period of not less than ninety (90) days from the date of acceptance by the purchaser. Any deviation from this criterion must be documented in the Submit response or the above statement shall prevail. Delivery of substitute commodities requires prior written approval from the ordering location. Replacement of all materials found defective within the warranty period shall be made without cost to the purchaser, including transportation if applicable. All fees associated with restocking cancelled

orders shall be the responsibility of the vendor. All items provided during the performance of the contract found to be poorly manufactured will not be accepted, but returned to the vendor, at their expense, for replacement. Replacement of all items found defective shall be made without cost to the Council, including transportation, if applicable. As it may be impossible for each facility to inspect all items upon arrival, a reasonable opportunity must be given to these facilities for inspection of the items and returning those that are defective.

Liability insurance

No general liability insurance is required.

Performance bond

Performance Bond is not required for this project.

Minority business enterprise (MBE) utilization

The Council, in accordance with Title VI of the Civil Rights Act of 1964, 42 USC 2000d- 2000d-4, Title 49, Code of Federal Regulations, U.S. Council of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in federally-assisted programs of the Council of Transportation issued pursuant to such Act, hereby notifies all bidders that the Council will affirmatively ensure that in any contract/agreement entered into pursuant to this advertisement, minority and disadvantaged business enterprises will be afforded the full opportunity to submit bids in response to this invitation and will not be discriminated on the basis of race, color, national origin, or sex in consideration for an award. The Council encourages small, minority, women, and service-disabled veteran businesses to compete for Council contracts, both as "Vendor" and as subcontractors. The Council, its vendors, suppliers, and consultants should take all necessary and reasonable steps to ensure that small, minority, women, and service-disabled veteran businesses have the opportunity to compete for and perform contract work for the Council in a nondiscriminatory environment. Bidders are requested to indicate their intention regarding MBE participation on the MBE Planned Utilization form and to submit the completed form with their Price Proposal. The contract vendor will be asked to submit payment certification for MBE subcontractors used. To request certification or to locate certified MBEs, call the Office of Supplier Diversity, Council of Management Services at (850) 487-0915, or access their MBE directory on the Internet at www.osd.dms.state.fl.us/.

Method of compensation

For the satisfactory performance of these services the Vendor shall be paid a Lump Sum Amount of a maximum of \$350,000 annually. Vendor shall submit an invoice upon receipt of Purchase Order. Payment shall be made to the Vendor in advance and/or upon completion of services, as approved by the Council.

Financial consequences

Payment shall be made only after receipt and approval of goods and services unless advance payments are authorized by the Chief Financial Officer of the State of Florida under Chapters 215 and 216, Florida Statutes. Deliverable(s) must be received and accepted in writing by the Contract Manager on the Council's invoice transmittal forms prior to payment. If the Council determines that the performance of the Vendor is unsatisfactory, the Council shall notify the Vendor of the deficiency to be corrected, which correction shall be made within a timeframe to be specified by the Council. The Vendor shall, within five days after notice from the Council, provide the Council with a corrective action plan describing how the Vendor will address all issues of contract non-performance, unacceptable performance, failure to meet the minimum performance levels, deliverable deficiencies, or contract non-compliance. If the corrective action plan is unacceptable to the Council, the Vendor shall be assessed a non-performance retainage

equivalent to 10% of the total invoice amount. The retainage shall be applied to the invoice for the then-current billing period. The retainage shall be withheld until the vendor resolves the deficiency. If the deficiency is subsequently resolved, the Vendor may bill the Council for the retained amount during the next billing period. If the Vendor is unable to resolve the deficiency, the funds retained will be forfeited at the end of the agreement period.

Contract document purchase order

The MyFloridaMarketPlace "Purchase Order Terms and Conditions" and the Council's "Purchase Order Terms & Conditions" are referenced or attached hereto and made a part hereof. The terms and conditions contained therein will become an integral part of each Purchase Order issued for this solicitation. In submitting a Submit, the Respondents agrees to be legally bound by these terms and conditions.

Unauthorized aliens

The employment of unauthorized aliens by any contractor is considered a violation of Section 274A(e) of the Immigration and Nationality Act. If the contractor knowingly employs unauthorized aliens, such violation shall be cause for unilateral cancellation of the contract.

Scrutinized companies

Responses, regardless of dollar value, must include a completed Vendor Certification Regarding Scrutinized Companies Lists to certify the respondent is not on either of those lists. The Form should be submitted with the Price Proposal. A Vendor is ineligible to enter into a contract with the Council for goods or services of any amount if, at the time of entering into such contract, the Vendor is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits companies from entering into a contract for goods or services of \$1 million or more that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes. If the Council determines the Vendor submitted a false certification under Section 287.135 of the Florida Statutes, the Council shall either terminate the Contract after it has given the Vendor notice and an opportunity to demonstrate the Council's determination of false certification was in error pursuant to Section 287.135 of the Florida Statutes, or maintain the Contract if the conditions of Section 287.135 of the Florida Statutes are met.

RFP CHECKLIST (DOES NOT NEED TO BE RETURNED WITH YOUR PROPOSAL)

This Checklist is provided as a guideline, only, to assist Proposers in the preparation of their RFP response. Included are some important matters that the proposer should check. This checklist is just a guideline and is not intended to include all matters required by the RFP. Proposers are responsible to read and comply with the RFP in its entirety. Check off each the following:

1. "Scrutinized Companies Lists" certification form has been read, signed, and enclosed.
2. The "Bid Opportunity List" and the "DBE Participation Statement" form has been read, completed, and enclosed in the response.
3. The Scope of Services, Exhibit "A", has been thoroughly reviewed for compliance to the requirements.
4. The Technical Proposal (one (1) original and the specified number of copies) has been completed, as specified, and enclosed in the response.
5. The http://www.myflorida.com/apps/vbs/vbs_main_menu website has been checked and any Addendums posted have been completed, signed, and included in the RFP response.
6. Simplified Self Audit has been completed, as specified, and enclosed in the response.
7. The RFP response must be received, at the location specified, on or before the Opening Date and Time designated in the RFP.

BID OPPORTUNITY LIST FOR COMMODITIES & CONTRACTUAL SERVICES

Prime Contractor: _____

Address/Phone Number: _____

Procurement Number: _____

49 CFR Part 26.11 The list is intended to be a listing of all firms that are participating, or attempting to participate, on DOT-assisted contracts. The list must include all firms that bid on prime contracts, or bid or quote subcontracts and supplies materials on DOT-assisted projects, including both DBEs and non-DBEs. For consulting companies this list must include all subcontractors contacting you and expressing an interest in teaming with you on a specific DOT-assisted project. Prime contractors and consultants must provide information for Numbers 1, 2, 3 and 4, and should provide any information they have available on Numbers 5, 6, and 7 for themselves, and their subcontractors.

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

1. Federal Tax ID Number: _____	6. <input type="checkbox"/> DBE	7. Annual Gross Receipts
2. Firm Name: _____	<input type="checkbox"/> Non-DBE	<input type="checkbox"/> Less than \$1 million
3. Phone: _____		<input type="checkbox"/> Between \$1 - \$5 million
4. Address: _____		<input type="checkbox"/> Between \$5 - \$10 million
_____		<input type="checkbox"/> Between \$10 - \$15 million
_____		<input type="checkbox"/> More than \$15 million
5. Year Firm Established: _____		

**AS APPLICABLE, PLEASE SUBMIT THIS FORM WITH YOUR: BID SHEET (Invitation to Bid - ITB)
PRICE PROPOSAL (Request for Proposal - RFP)
REPLY (Invitation to Negotiate - ITN)**

ANTICIPATED DBE PARTICIPATION STATEMENT

The Prime contractor is encouraged to complete this form and submit this form with your bid/price proposal/reply. Submission of this form is not mandatory.

Procurement Number: _____

Contractor's Name: _____

Contractor's FEID Number: _____

Is the prime contractor a Certified Disadvantaged Business Enterprise (DBE)? (yes) (no)

Expected amount of contract dollars to be subcontracted to DBE(s): \$ _____

OR

It is our intent to subcontract _____ % of the contract dollars to DBE(s). Listed below are the proposed DBE sub-contractors:

<u>DBE (s) Name</u>	<u>Type of Work/Specialty</u>	<u>Dollar Amount/Percentage</u>

Submitted by: _____ Title: _____
(Type or Print)

Date: _____

Note: This information is used to track and report anticipated DBE participation in contracts. The anticipated DBE amount will not become part of the contractual terms.

VENDOR CERTIFICATION REGARDING SCRUTINIZED COMPANIES LISTS

Respondent Vendor Name: _____
Vendor FEIN: _____
Vendor's Authorized Representative Name and Title: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone Number: _____
Email Address: _____

Section 287.135, F.S. prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.475, F.S. or is engaged in a boycott of Israel. Section 287.135, F.S. also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of \$1,000,000 or more, if the company is on either the Scrutinized Companies with Activities in Sudan List, or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which are created pursuant to s. 215.473, F.S.

As the person authorized to sign on behalf of Respondent, I hereby certify that the company identified above in the section entitled "Respondent Vendor Name" is not listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or the Scrutinized Companies that Boycott Israel List. I further certify that the company is not engaged in a boycott of Israel. I understand that pursuant to section 287.135, Florida Statutes, the submission of a false certification may subject company to civil penalties, attorney's fees, and/or costs.

Certified By: _____
who is authorized to sign on behalf of the above referenced company.
Authorized Signature Print Name and Title: _____
Date: _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL
SERVICES FIRMS**

Consultant Name:		Federal ID Number:	
Contact Person:		Phone Number:	
Qualifying For:	Projects under \$500,000	E-Mail:	

Accounting Questionnaire

1. General:

What Fiscal Year is used by your Company? (example: 12/31/2014) _____

If you are a principal, have you been a former state employee? _____

If so, what was the date of cessation? _____

2. Labor Costs (Time Sheets)

Yes or No Response

Do all employees track project time on their time sheets?	
If not, will you commit to tracking such time going forward?	
Is a payroll register prepared for every pay period?	
How are staff paid? (hourly, weekly, bi-weekly, monthly, etc.)	

3. Accounting for Costs and Expenses

Does the Company maintain a General Ledger ?	
If so, does the General Ledger separate direct (project) cost from indirect (overhead)?	
Is overtime paid to staff, when applicable?	
If so, where is the amount of premium overtime recorded in the books?	

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL
SERVICES FIRMS
ADDITIONAL INFORMATION**

RATE SUMMARY FOR YEAR ENDING: _____

Overhead rates are calculated by dividing total allowable combined (fringe benefits and general overhead) costs by total direct labor costs. For these calculations, certain direct or indirect expenses, such as travel, mileage, interest, certain advertising costs, etc., must be limited or excluded (in accordance with Florida Statute 112.061 & Federal Acquisition Regulations, sub Part 31.2). These regulations may be viewed on the Internet at <https://www.acquisition.gov/?q=browse/far/31>. If a field office is needed, a separate calculation should be provided.

<u>Description</u>	<u>Home Office</u>	<u>Field Office</u>
Total Direct (Project) Labor (for the year)	\$ _____	\$ _____
Combined (Fringe & General) Overhead Rate	_____ %	_____ %

A listing of the fringe benefits and general overhead costs utilized in calculating the overhead rates shown above should be attached to this certification. See example on page three.

CERTIFICATION

I hereby certify that I have reviewed this information for the fiscal period as indicated in this form and to the best of my knowledge and belief all information, including attachments, is true and correct.

(Signature)

(Date)

(Name and Title)

(Company Name)

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL
SERVICES FIRMS
ADDITIONAL INFORMATION**

375-030-92
PROCUREMENT
03/18

Please complete and provide this listing of expenses (for the fiscal year) to support the rate calculations.

DIRECT/PROJECT LABOR

Total Direct Labor (for the year)	Dollar Amount
	May be determined by % of project hours in relation to total hours per person.

FRINGE BENEFITS

	Dollar Amount	Comment
Payroll Taxes		
Group Medical Insurance		
Workman's Comp.		
Leave (sick, vacation, etc.)		
Retirement		
Bonus		
Unemployment & Disability Insurance		
Other		

Total Fringe Benefits: _____ Paid by Company

GENERAL

	Dollar Amount	Comment
Administrative Labor		
Dues & Subscriptions		
Postage, Delivery, & Freight		
Printing, Copies, Reproductions		
Supplies		
Taxes (no Federal)		
Telephone/Communications		
Training, Education, & Seminars		
Computer Expenses/Internet		
Depreciation and Amortization		
Equipment		
Property & Liability Insurance		
Rent – Building		
Repair & Maintenance		
Utilities		
Accounting & Legal		
Computer Services		
Consultant Services (non-project related)		
Travel		
Mileage		
Meals (out of town – overnight stay)		
Lodging		
Miscellaneous		

Total General Overhead: _____

Fringe Benefits _____
General Overhead _____
Combined Overhead _____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
**SIMPLIFIED SELF-CERTIFICATION FOR NON-PROFESSIONAL
SERVICES FIRMS
ADDITIONAL INFORMATION**

375-030-92
PROCUREMENT
03/18

To support raw hourly rates, please provide a current Payroll Register for the staff proposed. This should be provided to the District or Prime requesting the information. If you do not have a Payroll Register, here are a couple of other options (if a payroll register is not maintained) to provide support of an hourly rate:

- A formal Agreement with the Company that states a dollar amount for periodic draws. A tracking of the work hours (not just billable hours) would need to be provided with this Agreement along with a report of the detailed transactions recorded in the equity (draw) account reported in the General Ledger. Or,
- Some other proof of consistent and periodic draws that would represent salary. The support could come from detailed transactions recorded in the equity (draw) account reported in the General Ledger. Also, a tracking of work hours would need to be provided with this information.
- If you are unable to provide one of the above options, contact the Central Office Procurement.

These options are an effort to determine a salary for the individual in order to calculate a "fair, reasonable, and competitive" hourly rate. Salary is defined as a fixed compensation periodically paid to a person for regular work or services. Or more specifically, a fixed regular payment, typically paid on a monthly or biweekly basis but often expressed as an annual sum, made by an employer to an employee. Salary represents an obligation from the Company and can be used to support an hourly rate for the "cost analysis" process.