

WAKULLA COUNTY BOARD OF COUNTY COMMISSIONERS



REQUEST FOR QUALIFICATIONS COUNSULTANT SERVICES -GRANT WRITING AT RISK RFQ No. 2011-04

RESPONSES ARE DUE BY DATE MARCH 29, 2011 BY 2:00 P.M. EST

MAIL OR DELIVER RESPONSES TO:

Wakulla County Board of County Commissioners
Purchasing Office
3093 Crawfordville Hwy
P.O. Box 1263
Crawfordville, FL 32327

Contact: Virginia Dekle at 850.926.9500 or via e-mail at
vdekle@mywakulla.com
850.926.0940 FAX

CONSULTING SERVICES - GRANT WRITING AT RISK

OVERVIEW

Wakulla County is accepting written proposals from all qualified and interested professional grant writers to provide consulting services for grant writing at risk services to support the county grant program. All successfully qualified parties will provide professional grant identification, and grant writing services at-risk as described herein to support the grant writing program of the County. All successful parties will demonstrate qualifications, experience and abilities to successfully accomplish and support all aspects of the prescribed scope of work.

Those firms interested in providing this service are instructed to submit four (4) bound copies and one (1) unbound original of their qualifications, pertinent to the scope of work prior to March 29, 2011 at 2:00 p.m. EDT, on to the Purchasing Office at 3093 Crawfordville Hwy, Crawfordville, FL 32327. Qualification documents received after this date and time will not be considered. The Wakulla County Board of County Commissioners reserves the right to reject any and all qualification documents, to waive any informalities or irregularities in any qualification documents received, to solicit new qualification documents, or take any other such actions that may be deemed to be in the best interest of the BOCC. Qualified responses will be reviewed on an individual basis and if determined qualified, placed in a pool of qualified applicants. **Wakulla County is an Equal Opportunity Employer. MBE/WBE/DBE businesses are encouraged to participate. Wakulla County strictly enforces open and fair competition.**

Firms are invited to submit qualifications documents to the Wakulla County Board of County Commissioners to provide grant writing services at-risk in support of the county grants program.

Requirements for submission and the selection criteria may be obtained from the Wakulla County website at <http://www.mywakulla.com>. All questions pertaining to this Request for Qualifications (RFQ) should be directed, in writing, to Virginia Dekle, Purchasing, Wakulla County, PO Box 1263, Crawfordville, Florida 32326, by facsimile (850) 926-0940 or by email to vdekle@mywakulla.com. Any addenda to this Request for Qualifications (RFQ) shall be made available on the county website and distributed to vendors on the list Wakulla County distributes for this RFQ.

Proposers must submit one (1) original response marked "Original" and four (4) copies marked "Copy" for a total of five (5) complete packages of the qualification documents in a sealed envelope clearly marked on the outside with the Proposer's name and "Consulting Services – Grant Writing At-Risk addressed and delivered to:

**Wakulla County Purchasing Office
3093 Crawfordville Highway
Crawfordville, FL 32327**

All qualification documents must be received by the County Purchasing Office before March 29, 2011 at 2:00 P.M.. Any qualification documents received after this date and time will be automatically rejected. Materials may be delivered by Certified Mail, Return Receipt Requested, hand-delivered or couriered. Faxed or e-mailed proposals will be automatically rejected. Hand delivered qualification documents may request a receipt. If sent by mail or by courier, the above-mentioned envelope shall be enclosed in another envelope addressed to the entity and address stated above. Proposers should be aware that certain "express mail" services will not guarantee specific time delivery to Crawfordville, Florida. It is the sole responsibility of each Proposer to ensure their proposal is received in a timely fashion.

All qualification documents shall remain valid for a period of ninety (90) days beyond the deadline for submission and may be extended beyond that time by mutual agreement. Wakulla County declares that all or portions of the documents and work papers and other forms of deliverables pursuant to this request shall be subject to reuse by the County.

Contracts for grant writing for individual grants will be on a case by case basis by the Wakulla County Board of County Commissioners ("BOCC") to a vendor on the qualified vendor list based on each interested vendor's qualifications for the individual grant.

The BOCC reserves the right to reject any and all proposals, to waive informalities in any or all qualification documents, to re-advertise for RFQ's, and to separately accept or reject any item or items and to negotiate contracts in the best interest of the Wakulla County BOCC.

While every effort has been made to ensure the accuracy and completeness of information in this RFQ we recognize that the information may not be complete in every detail and that all work may not be expressly mentioned in these specifications. It is the responsibility of the proposing company to include in their proposal all pertinent information in accordance with the objectives of the County.

Calendar of Events

All times listed in the calendar of events is Eastern Daylight Time

Request for Qualifications Advertised	March 11, 2011 at 8:00 a.m.
Technical Questions Due from Prospective Respondents (written via fax or e-mail)	March 22, 2011
NON-MANDATORY Pre-Proposal Conference	March 24, 2011 at 10:00 a.m. BOCC Complex
Responses to questions due from the County	March 25, 2011
Responses Due to County	March 29, 2011 at 2:00 p.m.
Board Approval of Qualified Vendors	April 4, 2011
Anticipated Date to Begin Work	April 5, 2011

1. The Board of County Commissioner's reserves the right to alter scheduled dates if necessary.

I. INSTRUCTIONS TO RESPONDENTS

1.01 DESCRIPTION

Wakulla County is seeking qualified firms or individuals for at-risk grant writing to include but not be limited to: responding to public or private agencies' grant announcements, including those that have a short turn-around time; working with various Board of County Commission project managers to develop programmatic directions and translate these ideas into proposals with tangible objectives and deliverables; and developing, writing and assembling draft(s) and final grant proposals, for submission to private and public funding agencies once approved by county staff.

Pre-Proposal Conference

A non-mandatory proposer's conference has been scheduled for March 24, 2011 at 10:00 a.m. in the Board Chambers located at 29 Arran Road, Crawfordville, Florida 32327. Interested firms and individuals will have an opportunity to submit questions regarding the requirements outlined in this RFQ. This is a non-mandatory conference for all interested proposers. For a more efficient experience, attendees should read this document thoroughly to acquaint themselves with its contents prior to the conference. Substantial clarifications or changes required as a result of the meeting will be issued in the form of a written addendum to the RFQ.

1.02 COPIES OF RESPONDING DOCUMENTS

Only complete sets of Responding Documents will be issued and shall be used in preparing responses. The BOCC does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.

1.03 DISQUALIFICATION OF RESPONDENTS

A. **NON-COLLUSION AFFIDAVIT:** Any person submitting a response to this invitation must execute the enclosed NON-COLLUSION AFFIDAVIT. If it is discovered that collusion exists among the Responders, the response of all participants in such collusion shall be rejected, and no participants in such collusion will be considered in future responses for the same work.

B. **PUBLIC ENTITY CRIME:** A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a response/bid on a contract to provide any goods or services to a public entity submit response/bids on leases or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. Category Two: \$25,000.00.

C. **DRUG-FREE WORKPLACE FORM:** Any person submitting a response or qualification documents in response to this invitation must execute the enclosed DRUG-

FREE WORKPLACE FORM and submit it with his response. Failure to complete this form in every detail and submit it with your response or proposal will result in immediate disqualification of your response.

D. CONFLICT OF INTEREST: Any Respondent who is deemed to have a conflict of interest prohibited by Chapter 112, Florida Statutes, shall be disqualified.

E. PROHIBITED COMMUNICATION: Any form of communication, except for written correspondence authorized herein, shall be prohibited regarding this particular request for qualifications, or any other competitive solicitation between:

1. Any person or person's representative seeking an award from such competitive solicitation; and
2. Any County Commissioner or Commissioner's staff, or any county employee authorized to act on behalf of the Commission to award a particular contract.

For the purpose of this section, a person's representative shall include, but not be limited to, the person's employee, partner, officer, director, consultant, lobbyist, or any actual or potential subcontractor or consultant of the person.

This prohibition on communication shall be in effect as of the publication of the bid advertisement. The provisions of this section shall not apply to oral communications at any public proceeding, including pre-bid conferences, oral presentations before selection committees and contract negotiations during any public meetings, presentations made to the Board, and protest hearings. Further, the provisions of this section shall not apply to contract negotiations between any employee and the intended awardee, any dispute resolution process following the filing of a protest between the person filing the protest and any employee, or any written correspondence with any employee, County Commissioner, or decision-making board member or selection committee member, unless specifically prohibited by the applicable competitive solicitation process.

The provisions of this section shall terminate at the time the Board, or a County department authorized to act on behalf of the Board, awards or approves a qualified vendor list, rejects all bids or responses, or otherwise takes action which ends the solicitation process.

1.04 EXAMINATION OF RFQ DOCUMENTS

Each Respondent shall carefully examine the RFQ and other contract documents, and inform him or herself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the contract. Ignorance on the part of the Respondent will in no way relieve the Respondent of the obligations and responsibilities assumed under the contract.

Should a Respondent find discrepancies or ambiguities in, or omissions from, the specifications, or be in doubt as to their meaning, Respondent shall at once notify the County Purchasing Office.

1.05 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any potential Respondent as to the meaning of the contract documents. Any inquiry or request for interpretation received on or before March 25, 2011 will be given consideration. Any changes or interpretation will be made in writing in the form of an addendum and, if issued, will be mailed or sent by available means to all known prospective Respondents prior to the established response opening date. Each Respondent shall acknowledge receipt of such addenda in the response. In case any Respondent fails to acknowledge receipt of such addenda or addendum, the response will nevertheless be construed as though it had been received and acknowledged and the submission of the response will constitute acknowledgment of the receipt of same. All addenda are a part of the contract documents and each Respondent will be bound by such addenda, whether or not received. It is the responsibility of each Respondent to verify all addenda issued have been received before responses are opened.

1.06 GOVERNING LAWS AND REGULATIONS

The Respondent is required to be familiar with and shall be responsible for complying with all federal, state, and local laws, ordinances, rules, and regulations that in any manner affect the work including grant award terms for all grants to which a respondent may apply on behalf of the county.

1.07 SIGNATURE OF RESPONDENT

The Respondent must sign the response forms in the space provided for the signature. If the Respondent is a professional association or other business entity, the title of the officer signing the response on behalf of the entity must be stated and evidence of the officer's authority to sign the response must be submitted. The Respondent shall state in the response the name and address of each person interested therein.

1.08 COST OF PROPOSAL

Wakulla County assumes no responsibility or liability for the costs incurred by the submitting firm to prepare and/or submit a proposal. The entire cost of preparing and submitting qualification documents, or any work in connection therewith will be borne by the submitting firm or team of firms.

II. SCOPE OF SERVICES

PROJECT SCOPE

Wakulla County is seeking to contract with qualified firms and individuals to provide all labor, materials, personnel and equipment needed to provide grant identification and grant writing at risk services to all areas of County government and to support all County offices needing assistance with procuring grants to support County programs. This program will be in conjunction with the County Grants office and will serve as support to the existing grants program and services will only be required in the event the County chooses not to use internal resources to provide such services.

2.01 Services will include the following to the extent approved by the BOCC and/or the County Administrator

Identifying grant opportunities available through local, state, federal and other funding sources;

Preparation and submission of grant applications;

Monitoring implementation of successful grant proposals if approved by the BOCC;

Ensuring grant compliance with applicable rules and regulations if approved by the BOCC;

Monitoring billing procedures to include processing invoices and reconciling funds, if approved by the BOCC;

Fulfilling grant reporting requirements, if approved by the BOCC;

Reporting to county staff, administration and commission as necessary;

Performing other tasks related to the grant as assigned.

Any or all of the above may be required and will be identified on a case by case basis.

2.02 Qualification/Experience requirements:

The respondent must submit a resume for each individual that may be assigned to a Wakulla County project and describe each person's qualifications and experience;

Respondents must demonstrate the following:

- a) Experience with both public and private funding agencies;
- b) Familiarity with state and federal agencies' grant processes, including electronic submissions requirements;
- c) Ability to synthesize ideas and work with multiple parties to develop proposals;
- d) Excellent writing skills including experience in writing grant proposals/applications;

- e) Basic knowledge of operation of county governments;
- f) Basic computer skills (WORD, EXCEL, etc.)
- g) If respondent would like to be considered for services in addition to grant writing, such as grants administration, additional relevant experience should be clearly stated.

2.03 Supervision and Personnel

Respondent shall supervise and direct the work competently and efficiently, devoting such attention thereto and applying such skills and expertise as may be necessary to perform the work if authorization by the BOCC and/or County Administrator to proceed with applying for a grant.

2.04 Records

Respondent shall be required to maintain records pertaining to the contract for five (5) years after the termination of the contract unless longer retention periods are required pursuant to grant.

2.05 Taxes

The Respondent shall pay all sales, consumer, use, and other similar taxes required to be paid by the Respondent in accordance with the laws and regulations of the place of the project which are applicable during the performance of the work.

2.06 Fees for Services

Services performed pursuant to a contract awarded under this RFQ shall be performed at-risk. Fees for grant identification and grant writing and submission may be determined by the BOCC on a case by case basis. In the event compensation may be provided, please include a statement of the rates you would charge to the County.

III. EVALUATION/PROPOSAL FORMAT

Qualification documents will be evaluated on the basis of Scope of Services listed demonstrating they are qualified and will be listed as available to seek out grant opportunities and submit all such grant opportunities to the county for approval by the Board of County Commissioners to apply.

Proposals will be evaluated based on the information provided in the response. All respondents who demonstrate previous success in grant writing who are not disqualified on some other basis outlined in this RFQ shall be approved as a qualified vendor. For qualification documents to be eligible, the format must be strictly followed. All qualification documents should be typewritten, bound 8 ½ x 11 format, and should be properly identified by name of respondent and marked with “Consulting Services – Grant Writing At Risk” RFQ No. 2011-04” to facilitate effective evaluation by the County, qualification documents shall be limited to a total of 25 pages. MBE/WBE/DBE certification(s), other appendix documentation, sectional dividers, and front and back covers will not be counted toward the total. A letter of interest or executive summary, not to exceed three (3) additional pages, may also be included in the proposal. Qualification documents that exceed this length will be considered non-responsive and will not be evaluated. During this RFQ process, any intentional omissions, alterations, or false representations will be grounds for rejection of any proposal.

Proposals must include the following tabbed sections:

1. Company or Personal Background
2. Experience, including previous success at obtaining grants
3. Staff (Personnel to be responsible for performing services and accompanying resumes).
4. References for similar projects in past 5 years
5. Project approach
6. Cost proposal
7. Required Forms (see Section Five)

IV. GENERAL CONDITIONS AND REQUIREMENTS

4.01 INDEMNIFICATION AND INSURANCE

4.01.1 Indemnification and Hold Harmless

The Respondent agrees to indemnify and hold the County harmless for any and all claims, liability, losses and causes of action which may arise out of its fulfillment of the contract awarded pursuant to this RFQ. It agrees to pay all claims and losses, including related court costs and reasonable attorneys' fees, and shall defend all suits filed due to the negligent acts, errors or omissions of the Respondent employees and/or agents.

In the event the completion of a project awarded pursuant to this RFQ (to include the work of others) is delayed or suspended as a result of the Respondent's failure to purchase or maintain the required insurance, the Respondent shall indemnify the County from any and all increased expenses resulting from such delay.

The first ten dollars (\$10.00) of remuneration paid, if compensation is made, is for the indemnification provided for above.

4.01.2 Insurance Requirements

Insurance requirements will be determined on a case by case basis and will be established as needed per awarded contract.

4.02 LOCAL PREFERENCE IN PURCHASING AND CONTRACTING

Local preference will be considered on a case by case basis.

(A) Unless otherwise prohibited by prevailing law or policy, in the purchasing of, or letting of contracts for procurement of, personal property, materials, contractual services, and construction of improvements to real property or existing structures for which an invitation to bid, request for proposals, or other procurement document is issued, a local preference of the bid price or total score shall be assigned for a local preference to a respondent, as follows:

(1) A respondent which has a principal office located within Wakulla County and which satisfies the definition of a "Local Business" as set forth in paragraph (B)(1) this section shall be given a preference in the amount of five percent (5%) of the bid price or five percent (5%) of the total points available, whichever is applicable.

(2) If no Local Business as defined in paragraph (B)(1) of this section is competing on a project, respondents which satisfy the definition of a "Local Business" as set forth in paragraph (B)(2) of this section shall be given a preference in the amount of four percent (4%) of the bid price or four percent (4%) of the total points available, whichever is applicable.

(3) If no Local Business as defined in paragraphs (B)(1) or (B)(2) of this section are competing on a project, respondents which satisfy the definition of a "Local Business" as set forth in paragraph (B)(3) of this section shall be given

a preference in the amount of three percent (3%) of the bid price or three percent (3%) of the total points available, whichever is applicable.

(B) “Local Business” means, for the purposes of this section:

(1) A business that has a current business tax receipt issued by Wakulla County, if required, and has its principal office located within Wakulla County currently and for the six (6) month period immediately preceding submission of a response to an invitation to bid, request for proposal, or other procurement document; or

(2) A business that has both a fixed office or distribution point located in and having a street address within Wakulla County currently and for the six (6) month period immediately preceding the issuance of the invitation to bid or request for proposals or other procurement document by the County and a current business tax receipt issued by the appropriate county for said business, if required; and at least one (1) full time employee whose primary residence is in Wakulla County, or two (2) part-time employees whose primary residences are in Wakulla County, or, if the business has no employees, the business shall be at least fifty (50%) owned by one or more persons whose primary residence is in Wakulla County.

(3) A business that has both a fixed office or distribution point located in and having a street address within Franklin County, Jefferson County, Leon County, or Liberty County currently and for the six (6) month period immediately preceding the issuance of the invitation to bid or request for proposals or other procurement document by the County and a current business tax receipt issued by the appropriate county for said business, if required; and at least one (1) full time employee whose primary residence is in Franklin County, Jefferson County, Leon County, or Liberty County, or two (2) part-time employees whose primary residences are in Franklin County, Jefferson County, Leon County, or Liberty County, or, if the business has no employees, the business shall be at least fifty percent (50%) owned by one or more persons whose primary residence is in Franklin County, Jefferson County, Leon County, or Liberty County.

(C) Any respondent claiming to be a Local Business shall so certify in writing to the Purchasing Division. The certification shall provide all necessary information to meet the requirements above. The purchasing agent shall not be required to verify the accuracy of any such certifications, and shall have the sole discretion to determine if a respondent is a Local Business.

(D) The preference of 3%, 4%, or 5% in an invitation to bid or other procurement not using points-based evaluation criteria shall be applied and deducted from the total amount of the bid price. The preference of 3%, 4%, or 5% of the total points available in a request for proposals or other procurement using points-based evaluation criteria shall be applied and added to the total points received by a respondent.

(E) If, after application of the local preference there is a tie between two respondents, the award of the project will go to the Local Business.

**SECTION FIVE
RESPONSE/BID FORMS**

RESPONSE TO: Request for Proposal #2011-04
Consulting Services – Grant Writing At Risk
WAKULLA COUNTY PURCHASING DEPARTMENT
3093 Crawfordville Highway
CRAWFORDVILLE, FLORIDA 32327

I acknowledge receipt of Addenda No(s) _____

I have included:

Non-Collusion Affidavit _____
Ethics Clause _____
Conflict of Interest Disclosure _____
Drug Free Workplace _____
Local Preference Form _____

In addition, I have included a current copy of the following professional and occupational licenses:

(Check mark items above, as a reminder that they are included.)

Mailing Address:

_____ Telephone: _____

_____ Fax: _____

_____ Date: _____

By signing and submitting this Proposal, I am certifying that (a) I am a citizen of the United States; (b) I am not a member or an employee of any taxing authority; and (c) I do not represent any property owner in an administrative or judicial review of property tax issues.

Signed: _____

Witness: _____

(Seal)

(Name)

(Title)

NON-COLLUSION AFFIDAVIT

I, _____ of the County of _____
_____ according to law on my oath, and under penalty of perjury, depose and say that:

1. I am _____

of the firm of _____

in response to the Notice for Calling for Qualifications for:

Grant Writing At Risk and that I executed the said proposal with full authority to do so.

2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder or with any competitor; and no attempt has been made or will be made by the responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;

3. The statements contained in this affidavit are true and correct, and made with full knowledge that Wakulla BOCC relies upon the truth of the statements contained in this affidavit in awarding contracts for said project.

(Signature of Responder)

(Date)

STATE OF: _____

BOCC OF: _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority, _____
_____ who, after first being sworn by me, (name of individual signing) affixed
his/her signature in the space provided above on this _____ day of _____
20____.

NOTARY PUBLIC

My Commission Expires: _____

ETHICS CLAUSE

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

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

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature

Date

Name of Authorized Individual

Name of Company/Organization

Address of Company/Organization

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. Respondents must disclose with their bids whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All firms must disclose the name of any state officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the Respondent’s firm or any of its branches or affiliates. All Respondents must also disclose the name of any employee, agent, lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind, or who has registered or is required to register under section 112.3215, Florida Statutes, in seeking to influence the actions of the Board in Connection with this procurement.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Name of a County Employee that owns 5% or more in Respondent’s firm:

Not applicable: _____

Name

Company

Date

DRUG FREE WORKPLACE CERTIFICATION

In order to have a drug-free workplace program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees from drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under this solicitation a copy of the statement specified in subsection (1) above.
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under this solicitation, the employee will abide by the terms of the statement and will notify the employee 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) Impose a sanction on, or require the satisfactory participation in, a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

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

VENDOR _____ TITLE _____

AUTHORIZED SIGNATURE _____ DATE _____

LOCAL PREFERENCE CERTIFICATE

I, the undersigned do hereby certify that _____
(Company name) qualifies as a local business based on the language and conditions present in Paragraph (B) of Appendix A of the Invitation to Bid documents. This business qualifies based on the criteria set forth in (check one):

1. Paragraph (B)(1) _____. Please attach a copy of local business tax receipt.
2. Paragraph (B)(2) _____. Please attach documentation reflecting satisfaction of the criteria in Paragraph (B)(2).
3. Paragraph (B)(3) _____. Please attach documentation reflecting satisfaction of the criteria in Paragraph (B)(3).

I understand that false certification of this qualification may result in my company's bid being rejected.

By: _____
Name: _____
Title: _____
Date: _____